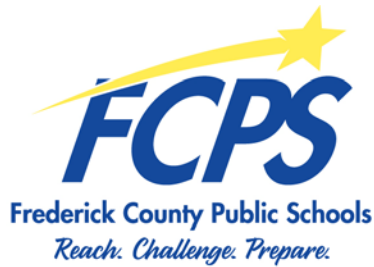


**Purchasing Office**  
191 South East Street  
Frederick, Maryland 21701  
301-644-5212 phone  
301-644-5213 fax



Stephen P. Starmer C.P.M., CSBA,  
Purchasing Manager  
Kim Miskell, Assistant Purchasing Manager  
Bill Meekins CPPB, CSBO, CPCP,  
Purchasing Agent  
**Billie Laughland, Purchasing Agent**  
Shane Ryberg, Purchasing Agent

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## INVITATION

June 18, 2018

RFQ 18MISC17, Qualification for English Language Interpreters

The Board of Education of Frederick County is seeking individual applicants (not agencies) to provide oral English language interpreting services for Frederick County Public Schools (FCPS). **Only individuals who do not have an approved application currently on file and are interested in providing English language interpreting services for the 2018-2021 period are requested to submit an application.** Individuals whose applications have already been approved do not need to respond to this RFQ. They will be sent a letter requesting them to update their availability and contact information. The qualification period will be effective from the date of approval through July 30, 2021.

Applications should be sent in a sealed envelope, with the individual's name and address, and "RFQ 18MISC17, QUALIFICATION OF ENGLISH LANGUAGE INTERPRETERS" to FCPS Purchasing Department, 191 South East Street, Frederick, MD 21701, **prior to and no later than 2:00 P.M., local time, July 10, 2018.** Applicants do not need to deliver the applications in person; however faxed or emailed applications are not acceptable except during the open enrollment period.

**To view and/or download this solicitation package please visit our webpage at <http://www.fcps.org/bidlist>.**

Questions may be sent to the Purchasing Agent, Billie Laughland, at: [billie.laughland@fcps.org](mailto:billie.laughland@fcps.org).

FCPS System does not discriminate in admissions, access, treatment, or employment in its programs or activities on the basis of race, color, gender, age, national origin, religion, or disability. For more information, contact the Executive Director of Legal Services at 301-696-6851.

The Board of Education of Frederick County, Maryland, reserves the right to reject any and all applications and to waive any informalities or irregularities.

By order of the Board of Education of Frederick County, Maryland.

Billie Laughland  
Purchasing Agent

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## Frederick County Public Schools, MD, School Year 2018-19 Calendar

### August 2018

24, 27-31 Fri, Mon-Fri Teachers Report to Work: Training and Preparation

### September 2018

03 Mon FCPS Closed: Labor Day

04 Tue First Day of School for Students

10 Mon Schools Closed. Rosh Hashanah.

19 Wed Schools Closed. Yom Kippur. Fair Day.

### October 2018

05 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

### November 2018

02 Fri End of Term 1

05 Mon Schools Closed for Students: Teacher Work Day

06\* Tue Schools Closed for Students: Election Day

07 Wed Term 2 Begins

Wed Elementary and Middle Schools Open 4 Hours Late for Evening Parent-Teacher Conferences; High Schools Are Full Day

08 Thu Elementary and Middle Schools Open 4 Hours Late for Evening Parent-Teacher Conferences; High Schools Are Full Day

09 Fri Elementary and Middle Students Dismissed 3.5 Hours Early for Afternoon Parent-Teacher Conferences; High Schools Are Full Day

21 Wed 2-Hour Early Dismissal for Students: Teacher Work Session

22\*-23\* Thu-Fri Schools Closed: Thanksgiving Break

### December 2018

14 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

24\*-31\* Mon-Mon Schools Closed: Winter Break

### January 2019

01\* Tue Schools Closed: New Year's Day

21\* Mon Schools Closed: Dr. Martin Luther King Jr. Day

25 Fri End of Term 2

28 Mon Schools Closed for Students: Teacher Work Day

29 Tue Second Semester and Term 3 Begin

### February 2019

18\* Mon Schools Closed: Presidents' Day

### March 2019

01 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

### April 2019

04 Thu End of Term 3

05 Fri Schools Closed for Students: Teacher Work Day

08 Mon Term 4 Begins

18\*\*, 19\*, 22\* Thu-Mon Schools Closed: Spring Break

### May 2019

10 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

27\* Mon Schools Closed: Memorial Day

### June 2019

11\*\* Tue 2-Hour Early Dismissal/Last Day of School for Students: Teacher Work Session

12\*\* Wed Last Day of School for Teachers

\*State-Mandated Public Schools Holiday

\*\*The school year will be extended if there are days closed for inclement weather or other emergencies. Subject to BOE revision, FCPS will make up days in the following sequence: April 18, June 12, 13 and 14. The June 2-hour early dismissal will occur on the last day of school for students.

# DIRECTORY OF SCHOOLS

## ELEMENTARY

1. **Ballenger Creek\*** **240-236-2500**  
Ms. Kristen Canning, Principal  
5250 Kingsbrook Drive  
Frederick, MD 21703  
Fax 240-236-2501
2. **Brunswick ♦♦** **240-236-2900**  
Mr. Justin McConnaughey, Principal  
400 Central Avenue  
Brunswick, MD 21716  
Fax 240-236-2901
3. **Butterfly Ridge**  
Dr. Patricia Hosfelt, Principal  
Opening 2018-2019 School Year
4. **Carroll Manor ♦♦** **240-236-3800**  
Ms. Kimberly Huffer, Principal  
5624 Adamstown Road  
Adamstown, MD 21710  
Fax 240-236-3801
5. **Centerville** **240-566-0100**  
Ms. Tracy Hilliard, Principal  
3601 Carriage Hill Drive  
Frederick, MD 21704  
Fax 240-566-0101
6. **Deer Crossing ♦** **240-236-5900**  
Ms. Heather Michael, Principal  
10601 Finn Drive  
New Market, MD 21774  
Fax 240-236-5901
7. **Emmitsburg \*** **240-236-1750**  
Ms. Mary Ann Wiles, Principal  
300 South Seton Avenue  
Emmitsburg, MD 21727  
Fax 240-236-1751
8. **Glade ♦♦** **240-236-2100**  
Mr. Lorcán ÓhEithir, Principal  
9525 Glade Road  
Walkersville, MD 21793  
Fax 240-236-2101
9. **Green Valley** **240-236-3400**  
Ms. Leigh Warren, Principal  
11501 Fingerboard Road  
Monrovia, MD 21770  
Fax 240-236-3401
10. **Hillcrest \*\*** **240-236-3200**  
Ms. Kimberly Seiss, Co-Principal  
Mr. Karl Williams, Co-Principal  
1285 Hillcrest Drive  
Frederick, MD 21703  
Fax 240-236-3201
11. **Kempton** **240-236-3500**  
Ms. Elizabeth Worch, Principal  
3456 Kempton Church Road  
Monrovia, MD 21770  
Fax 240-236-3501
12. **Lewistown** **240-236-3750**  
Ms. Dana Austin, Principal  
11119 Hessong Bridge Road  
Thurmont, MD 21788  
Fax 240-236-3751
13. **Liberty** **240-236-1800**  
Mr. Todd Shaffer, Principal  
11820 Liberty Road  
Frederick, MD 21701  
Fax 240-236-1801
14. **Lincoln ♦♦♦** **240-236-2650**  
Ms. Kathryn Golightly, Principal  
200 Madison Street  
Frederick, MD 21701  
Fax 240-236-2651
15. **Middletown** **240-236-1100**  
Grades 3-5  
Mr. Randy Perrell, Principal  
201 East Green Street  
Middletown, MD 21769  
Fax 240-236-1150
16. **Middletown Primary ♦♦** **240-566-0200**  
Grades Pre-K-2  
Ms. Karen Hopson, Principal  
403 Franklin Street  
Middletown, MD 21769  
Fax 240-566-0201
17. **Monocacy \*\*** **240-236-1400**  
Mr. Troy Barnes, Principal  
7421 Hayward Road  
Frederick, MD 21702  
Fax 240-236-1401
18. **Myersville** **240-236-1900**  
Ms. Kathy Swire, Principal  
429 Main Street  
Myersville, MD 21773  
Fax 240-236-1901
19. **New Market \*** **240-236-1300**  
Mr. Jason Bowser, Principal  
93 West Main Street  
New Market, MD 21774  
Fax 240-236-1301

20. **New Midway-Woodsboro**  
Dr. Giuseppe Di Monte, Principal  
**A) New Midway** **240-236-1500**  
Grades 3-5  
12226 Woodsboro Pike  
Keymar, MD 21757  
Fax 240-236-1501  
**B) Woodsboro \*** **240-236-3700**  
Grades Pre-K-2  
101 Liberty Road  
Woodsboro, MD 21798  
Fax 240-236-3701
21. **North Frederick \*\*** **240-236-2000**  
Ms. DeVeda Coley, Principal  
1010 Fairview Avenue  
Frederick, MD 21701  
Fax 240-236-2001
22. **Oakdale ♦♦** **240-236-3300**  
Ms. Kimberly Clifford, Principal  
5830 Oakdale School Road  
Ijamsville, MD 21754  
Fax 240-236-3301
23. **Orchard Grove ♦♦** **240-236-2400**  
Ms. Shirley Olsen, Principal  
5898 Hannover Drive  
Frederick, MD 21703  
Fax 240-236-2401
24. **Parkway** **240-236-2600**  
Ms. Stephanie Brown, Principal  
300 Carroll Parkway  
Frederick, MD 21701  
Fax 240-236-2601
25. **Sabillasville** **240-236-6000**  
Ms. Kate Krietz, Principal  
16210-B Sabillasville Road  
Sabillasville, MD 21780  
Fax 240-236-6001
26. **Spring Ridge ♦♦** **240-236-1600**  
Ms. Pattie Barnes, Principal  
9051 Ridgefield Drive  
Frederick, MD 21701  
Fax 240-236-1601
27. **Thurmont** **240-236-0900**  
Grades 3-5  
Ms. Christina McKeever, Principal  
805 East Main Street  
Thurmont, MD 21788  
Fax 240-236-0901
28. **Thurmont Primary ♦♦** **240-236-2800**  
Grades Pre-K-2  
Ms. Karen Locke, Principal  
7989 Rocky Ridge Road  
Thurmont, MD 21788  
Fax 240-236-2801

29. **Tuscarora** **240-566-0000**  
Dr. Kimberly Mazaleski, Principal  
6321 Lambert Drive  
Frederick, MD 21703  
Fax 240-566-0001
30. **Twin Ridge ♦♦** **240-236-2300**  
Ms. Susan Gullo, Principal  
1106 Leafy Hollow Circle  
Mt. Airy, MD 21771  
Fax 240-236-2301
31. **Urbana ♦** **240-236-2200**  
Ms. Tess Blumenthal, Principal  
3554 Urbana Pike  
Frederick, MD 21704  
Fax 240-236-2201
32. **Valley \*** **240-236-3000**  
Ms. Tracy Poquette, Principal  
3519 Jefferson Pike  
Jefferson, MD 21755  
Fax 240-236-3001
33. **Walkersville** **240-236-1000**  
Mr. John Ewald, Principal  
83 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-1050
34. **Waverley ♦♦♦** **240-236-3900**  
Ms. Jan Hollenbeck, Principal  
201 Waverley Drive  
Frederick, MD 21702  
Fax 240-236-3901
35. **Whittier ♦♦** **240-236-3100**  
Ms. Amy Schwiegerath, Principal  
2400 Whittier Drive  
Frederick, MD 21702  
Fax 240-236-3101
36. **Wolfsville \*** **240-236-2250**  
Ms. Megan Stein, Principal  
12520 Wolfsville Road  
Myersville, MD 21773  
Fax 240-236-2251
37. **Yellow Springs** **240-236-1700**  
Ms. Jana Strohmeier, Principal  
8717 Yellow Springs Road  
Frederick, MD 21702  
Fax 240-236-1701

## MIDDLE

38. **Ballenger Creek** **240-236-5700**  
Ms. Jeneen Stewart, Principal  
5525 Ballenger Creek Pike  
Frederick, MD 21703  
Fax 240-236-5701
39. **Brunswick** **240-236-5400**  
Mr. Jay Schill, Principal  
301 Cummings Drive  
Brunswick, MD 21716  
Fax 240-236-5401

## HIGH

51. **Brunswick** **240-236-8600**  
Mr. Michael Dillman, Principal  
101 Cummings Drive  
Brunswick, MD 21716  
Fax 240-236-8601
52. **Catoctin** **240-236-8100**  
Mr. Bernard Quesada, Principal  
14745 Sabillasville Road  
Thurmont, MD 21788  
Fax 240-236-8101
53. **Frederick** **240-236-7000**  
Ms. Kathy Campagnoli, Principal  
650 Carroll Parkway  
Frederick, MD 21701  
Fax 240-236-7015
54. **Governor Thomas Johnson** **240-236-8200**  
Dr. Dan Lippy, Principal  
1501 North Market Street  
Frederick, MD 21701  
Fax 240-236-8201
55. **Linganore** **240-566-9700**  
Ms. Nancy Doll, Principal  
12013 Old Annapolis Road  
Frederick, MD 21701  
Fax 240-566-9701
56. **Middletown** **240-236-7400**  
Ms. Lee Jeffrey, Principal  
200 Schoolhouse Drive  
Middletown, MD 21769  
Fax 240-236-7450
57. **Oakdale** **240-566-9400**  
Ms. Donna Clabaugh, Principal  
5850 Eaglehead Drive  
Ijamsville, MD 21754  
Fax 240-566-9401
58. **Tuscarora** **240-236-6400**  
Mr. Andrew Kibler, Principal  
5312 Ballenger Creek Pike  
Frederick, MD 21703  
Fax 240-236-6401
59. **Urbana** **240-236-7600**  
Mr. David Franceschina, Acting Principal  
1st Semester  
Mr. David Kehne, Principal  
2nd Semester  
3471 Campus Drive  
Ijamsville, MD 21754  
Fax 240-236-7601
60. **Walkersville** **240-236-7200**  
Ms. Tracey Franklin, Principal  
81 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-7250



## KEY

- \* Pre-kindergarten program available
- ◆ Special education pre-kindergarten available
- ★ STAR Schools

FINDOUTFIRST EMAIL AND TEXTING: [WWW.FCPS.ORG/FOF](http://WWW.FCPS.ORG/FOF)

## Middle (continued)

40. **Crestwood** 240-566-9000  
TBD, Principal  
7100 Foxcroft Drive  
Frederick, MD 21703  
Fax 240-566-9001
41. **Governor Thomas Johnson** 240-236-4900  
Mr. Neal Case, Principal  
1799 Schifferstadt Boulevard  
Frederick, MD 21701  
Fax 240-236-4901
42. **Middletown** 240-236-4200  
Mr. Everett Warren, Principal  
100 Martha Mason Street  
Middletown, MD 21769  
Fax 240-236-4250
43. **Monacacy** 240-236-4700  
Dr. Stephanie Ware, Principal  
8009 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-4701
44. **New Market** 240-236-4600  
Ms. T.C. Suter, Principal  
125 West Main Street  
New Market, MD 21774  
Fax 240-236-4650
45. **Oakdale** 240-236-5500  
Ms. Mita Badshah, Principal  
5810 Oakdale School Road  
Ijamsville, MD 21754  
Fax 240-236-5501
46. **Thurmont** 240-236-5100  
Mr. Daniel Enck, Principal  
408 East Main Street  
Thurmont, MD 21788  
Fax 240-236-5101
47. **Urbana** 240-566-9200  
Mr. Peter Daddone, Principal  
3511 Pontius Court  
Ijamsville, MD 21754  
Fax 240-566-9201
48. **Walkersville** 240-236-4400  
Ms. Stacey Hiltner, Principal  
55 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-4401
49. **West Frederick** 240-236-4000  
Mr. Frank Vetter, Principal  
515 West Patrick Street  
Frederick, MD 21701  
Fax 240-236-4050
50. **Windsor Knolls** 240-236-5000  
Mr. Brian Vasquez, Principal  
11150 Windsor Road  
Ijamsville, MD 21754  
Fax 240-236-5001

## OTHER

61. **Career and Technology Center** 240-236-8500  
Mr. Michael Concepcion, Principal  
7922 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-8501
62. **Carroll Creek Montessori Public Charter School \*** 301-663-7970  
Ms. Marilyn Horan, Principal  
7215 Corporate Court  
Frederick, MD 21703  
Fax 301-663-6107
63. **Frederick Classical Charter School** 240-236-1200  
Ms. Erica Cummins, Principal  
8445 Spires Way, Suite CC  
Frederick, MD 21701  
Fax 240-236-1201
64. **Frederick County Virtual School (includes Flexible Evening High School)** 240-236-8450  
Dr. Stacey Adamiak, Principal  
c/o GTJMS  
1799 Schifferstadt Boulevard  
Room 116  
Frederick, MD 21701  
Fax 240-236-8451
65. **Heather Ridge** 240-236-8000  
Ms. Denise Flora, Principal  
1445 Taney Avenue  
Frederick, MD 21702  
Fax 240-236-8001
66. **Monacacy Valley Montessori Public Charter School \*** 301-668-5013  
Ms. Nancy Radkiewicz, Principal  
217 Dill Avenue  
Frederick, MD 21701  
Fax 301-668-5015
67. **Rock Creek School** 240-236-8700  
Ms. Mary Malone, Principal  
191 Waverley Drive  
Frederick, MD 21702  
Fax 240-236-8701

**For other useful numbers,  
see next page**

## RFQ 18MISC17, QUALIFICATION FOR ENGLISH LANGUAGE INTERPRETERS

### INSTRUCTIONS TO NEW APPLICANTS

#### I. INTRODUCTION:

- A. The Board of Education of Frederick County is seeking individual applicants (not agencies) to provide oral English language interpreting services for Frederick County Public Schools (FCPS).
- B. Only individuals who do not have an approved application currently on file and are interested in providing English language interpreting services for the 2018-2021 period are requested to submit an application.
- C. Individuals whose applications have already been approved do not need to respond to this RFQ. They will be sent a letter requesting them to update their availability and contact information.
- D. The qualification period will be effective from the date of approval through July 30, 2021.
- E. FCPS also accepts applications from prospective interpreters on an open enrollment basis throughout the year in order to maintain a sufficient pool of interpreters to meet our needs.
- F. Individuals responding to this invitation will be notified in writing of their qualification status and will be considered for providing interpreting services immediately.

#### II. INSTRUCTIONS FOR SUBMITTING APPLICATION:

- A. Applications should be sent in a sealed envelope, with the individual's name and address, and "RFQ 18MISC17, QUALIFICATION OF ENGLISH LANGUAGE INTERPRETERS" to FCPS Purchasing Department, 191 South East Street, Frederick, MD 21701, **prior to and no later than 2:00 P.M., local time, July 10, 2018**. Applicants do not need to deliver the applications in person; however faxed or emailed applications are not acceptable except during the open enrollment period.
- B. Questions may be sent to the Purchasing Agent, Billie Laughland, at: [billie.laughland@fcps.org](mailto:billie.laughland@fcps.org).
- C. The following completed and signed documents should be returned:
  - a. Application
  - b. Certification of Compliance Form
  - c. Code of Ethics Form
  - d. Federal W9 form

#### III. QUALIFYING CRITERIA:

- A. The following skill sets, qualifications or certifications are required to be considered for qualification:
  - High School Diploma or equivalent
  - Fluency in English and other language
  - Familiarity with FCPS policies, goals, and programs
  - A completed W-9 Form
- B. In addition, the following professional certifications are preferred:
  - Completion of 40-hour training in "The Community Interpreter"
  - Completion of all FCPS Oral Language Interpreter trainings within the last two years (Basis Skills, IEP, End of the Year Training)

- C. References may be contacted by FCPS staff. References may be personal or professional, as long as they are able to comment on your reliability and ability to provide interpreting services. References should include the person's name, a current telephone number and/or email address. The school system reserves the right to check other sources available. References will be held in the strictest of confidence by the school system.

#### IV. AGREEMENT TERMS:

- A. FCPS reserves the right to accept or reject any application and to require an interview prior to making a decision, as may serve the interest of the Board of Education of Frederick County.
- B. The same rate of \$32.00 per hour will be paid for all service types, with no additional compensation provided for materials or mileage, and to all qualified providers, with the exception of FCPS employees. FCPS employees are allowed to interpret for payment as long as the time of the interpreting appointment does not interfere with their duties as an employee. However, they are paid according to their FCPS salary.
- C. All interpreter assignments will be paid per amount of actual time worked rounded up to quarter hour increments unless actual time worked is under one hour. In this case, when actual time worked is under one hour, agencies or contractors may bill for one hour.
- D. Interpreters will be assigned work based on their skill, reliability, and availability. The most important criterion for interpreting assignments will be the match between interpreter skills and communication needs of the family or individual.
- E. Interpreters are not guaranteed a minimum number or hours of assignment. However, interpreters are not to take assignments where their children attend school, unless it is a family event, due to a conflict of interest,
- F. Interpreting assignments that are cancelled by FCPS with more than 24-hour notice are not paid. If provider is given less than a 24-hour notice, they may still bill for one hour. Exceptions to this are closures due to weather or acts of nature (tornadoes, earthquakes, floods, etc.) or acts of terrorism that require FCPS school(s) be closed for the safety of students and personnel. If the contractor attends the meeting and the parent does not show, the contractor will be paid for one hour. There is no other minimum guarantee of hours per event except for the above.
- G. Interpreters at FCPS work for the school system as a team. We work together to make sure all requests are filled with qualified interpreters. If a family does not attend the appointment, the interpreter should work with the school to help contact the family during their scheduled time.
- H. If the interpreter is running late they should contact the point of contact at the school. The point of contact will be listed on their confirmation email.
- I. Interpreters will be expected to dress in a manner that is appropriate for the profession. Following professional standards in the field of interpreting, interpreters should arrive at least five minutes prior to start of any needed event or conference to become familiar with the setting.
- J. Interpreters should adhere to the code of ethics attached.
- K. Training must be completed prior to interpreting for FCPS.



- L. The interpreter agrees to save the Board of Education harmless from all liabilities for equipment or supplies provided by the interpreter, or damages to persons or property resulting from any act or omission of the interpreter in the performances of these procedures.
- M. All FCPS buildings are tobacco free, alcohol and drug free, and a no weapons zone. Interpreters are expected to comply with all restrictions.
- N. If an interpreter does not show up for an assignment or does not comply with the aforementioned procedures, FCPS reserves the right to terminate their qualification status.
- O. An approved application may be terminated by FCPS if it is determined that such termination is in the best interest of FCPS. Written notice shall be given as appropriate and based on the reason for termination. FCPS will pay for all services performed up to the date of the termination. However, the individual shall not be reimbursed for monies that have not been earned up to the date of termination.

V. CONTRACT ADMINISTRATOR:

This agreement and all interpreting services will be coordinated through the office of English Learners (EL):

Larry Steinly, Supervisor of English Learning, [larry.steinly@fcps.org](mailto:larry.steinly@fcps.org), 301.696.6831  
Elizabeth Villacis, Coordinator International Office, [elizabeth.villacis@fcps.org](mailto:elizabeth.villacis@fcps.org), 240.236.8766  
Sonia Dorsey, Coordinator Interpreting Services, [sonia.dorsey@fcps.org](mailto:sonia.dorsey@fcps.org), 240.236.8769

## **RFQ 18MISC17, QUALIFICATION FOR ENGLISH LANGUAGE INTERPRETERS**

### **FREQUENTLY ASKED QUESTIONS (FAQ)**

1. What language fluencies are needed?
  - Bengali
  - Burmese
  - Chin
  - Cambodian
  - Chinese
  - Creole (Haitian)
  - Farsi
  - French
  - Hindi
  - Korean
  - Mandarin
  - Portuguese
  - Spanish
  - Urdu
  - Vietnamese
2. What language(s) is/are in the greatest demand?
  - Spanish
  - Burmese
  - French
3. What language(s) is/are the most difficult to obtain translators for?

In the past, those languages have been:

  - Bengali
  - Cambodian
  - Burmese
  - Vietnamese
4. How many interpreters would you like to have for each language and type of service?

We would like to have interpreters per language for all services as noted below:

  - Spanish 200-250 (the large number of interpreters is due to one time period-Parent Teacher Conference days)
  - Burmese 15-20
  - French 15-20
  - Bengali 5-10
  - Korean 8-15
  - Mizo 2-5
  - Japanese 1-2
  - Portuguese 2-5
  - Urdu 5-10
  - Chin 5-10
  - Cambodian 2-5
  - Chinese 5-10
  - Farsi 5-10
  - Russian 2-5
  - Arabic 2-5
  - Hindi 2-5
  - Creole 2-5

5. What hours are interpreters needed during the school year?
  - Primarily between 7:30 am to 9:00 pm Monday-Friday
6. How frequently are services needed in the summer?
  - FCPS employees handle interpreting assignments.
7. What types of meetings, events or interactions require these services?
  - Parent teacher conferences
  - AP or Principal parent conferences
  - Guidance Counselor parent conferences
  - Family involvement or parent programs
  - Home visits
  - School enrollments
  - Student language assessments
  - Student physiological assessments
  - Student behavior assessments
  - Student testing
  - Extended Suspension Meetings
  - Intakes at Heather Ridge School
  - Human Resource Meetings (occasionally, HR will call and will need to conference with a non-English speaking employee)
  - CTC Shadowing
  - School Open House
  - Individual Educational Plan (IEP 504) screenings and evaluations
  - Graduation ceremonies
8. Are services needed at every FCPS school or are there some schools where the need is greater?
  - Yes, interpreters are needed at all schools from time to time during the school year.
9. What qualifications or professional certifications are required vs. preferred in order for me to apply?

<b>Required Qualifications</b>	<b>Preferred Certifications</b>
High School Diploma or equivalent	Completion of 40-hour training in “The Community Interpreter”
Fluent in English and other language	Completion of all FCPS Foreign Language Interpreter trainings within the last 2 years Basic Skills, IEP, End of the year training)
Familiarity with FCPS policies, goals and programs	Worked with FCPS for at least 3 years as a foreign interpreter

10. Do these services ever require written translation services as well?
  - No. Interpreting is oral; translations are handled in a different manner. Not all interpreters are qualified to translate.
11. What procedure does a school use for obtaining interpreting services?
  - Point of contact at school receives request for an interpreter.
  - Point of contact at school completes the online form (when completed chooses the submit button).

- An email will go to our general email that receives these types of requests.
  - An automatic confirmation email goes to the point of contact that we have received the email.
  - We monitor the email account where the requests are stored.
  - We enter the request into our database.
  - According to the type of interpretation needed we will email a qualified interpreter. If time does not permit, we would call a qualified interpreter.
  - When a response is received from the interpreter we will update our database. We will also respond to the interpreter that they are on the schedule.
  - We then notify the point of contact the interpreter that has been assigned to the appointment.
  - If meeting is canceled, the school point of contact will send an email letting us know about it; however, if the cancellation happens with less than 24 hours of the appointment, they will call us and let us to let us know.
  - Cancellations are also recorded on our database.
12. Would you want to assign individuals to specific school sites or have them available (like substitute teachers) to go to multiple sites on an as-needed basis?
- We would like to have them available to go to multiple sites as needed.
13. What training does FCPS provide?
- Basic Skills Interpreter Training - multiple times a year
  - IEP interpreter training - two times per year
  - End of Year Interpreter Review Training - once a year
14. Who will approve/ sign off on the invoices?
- For the standard invoices the principal or principal designee would sign off that the work (interpreting) has been completed in a satisfactory manner. These include parent teacher conferences, assistant principal or principal parent conferences, guidance counselor parent conferences, family involvement or parent programs, home visits, school enrollments, student language assessments, student physiological assessments, student behavior assessments, student testing, extended suspension meetings, intakes at Heather Ridge School, and human resources meetings.
  - For IEP invoices the IEP Chairperson will sign that the work has been completed in a satisfactory manner but the School Based Administrator or Program Supervisor will sign the invoice on the bottom. These include IEP 504, IEP screening, IEP eligibility, IEP initial, IEP annual, IEP review or revise plan, IEP re-evaluation, IEP manifestation determination, IEP review disciplinary removals to plan a functional behavior assessment, IEP review disciplinary removals to develop a behavior intervention or plan, IEP consider extended school year services, IEP consider secondary transition services, IEP county.
15. Who evaluates the performance of each interpreter?
- The EL Office evaluates performance with input from our schools.
16. The current invoice formats that FCPS uses are included as information. FCPS reserves the right to edit these forms as needed.
17. Is an employee allowed to respond to this Request for Proposal? What constraints does FCPS place on current employees who offer these services?
- Yes, an FCPS employee is allowed to interpret for payment as long as the time of the interpreting appointment does not interfere with their duties as an employee. However, they are paid according to their FCPS wage.



18. How does a newly approved applicant obtain fingerprinting services?
  - Once approved, interpreters will be provided with a letter and instructions. See below.
19. Who pays for the fingerprinting?
  - Fees for processing criminal background checks are set by the FCPS Human Resources Division and are the responsibility of the interpreter. The cost is currently \$34.50 and may be subject to change. Prior to working in the school(s), the interpreter must report to FCPS's central office to be fingerprinted or to complete a 365-day form (if they have been fingerprinted in the last year). They must appear in person with a photo ID for either process. This procedure includes submission of a signed disclosure form. Fingerprints will be submitted to the State Criminal Justice Information System and to the FBI. The interpreter must adhere to the Immigration Reform and Control Act of 1986, Public Law 99-603 (8USC 1324a) to ensure that they are eligible to work in the United States. FCPS reserves the right to question any information received and/or dismiss an interpreter for these contracted services.
20. Do you require any insurance verification for auto liability or personal or professional liability?
  - Yes. While an interpreter may not transport a student at any time, unless they are their own children, we do require verification that their auto liability insurance is current and in effect.

**FREDERICK COUNTY PUBLIC SCHOOLS**  
**English Language Interpreting Invoice for IEP Meetings**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

School or Location: \_\_\_\_\_

Interpreter Name: \_\_\_\_\_

Interpreters  
 Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**INTERPRETERS WILL COMPLETE ONE INVOICE PER LOCATION.**

☐ **IEP Meeting:** The interpreter completes the information required below for all IEP team meetings. Individual invoices are required for each location.

Purpose of Meeting*	Student Name	Start Time	End Time	IEP Chairperson	Check if Cancelled with less than 24 hours' Notice	Signature of IEP Team Chairperson	Total Number of Hours

\*Purpose of meeting is noted in the IEP team meeting notification and should be provided to the IEP team Chairperson.

- Interpreters will charge the sum of \$32.00 per hour and increments of 15 minutes thereafter; which will be payable upon satisfactory completion.
- If schools are closed due to inclement weather, FCPS will not pay the contractor for his or her time.
- If an event is cancelled with less than 24 hours' notice, the interpreter will be compensated for one hour.
- If parent, guardian or other party in need of an interpreter does not attend the scheduled meeting, the interpreter will be compensated one hour.
- There is no minimum guarantee of hours per event except for the above.
- The contractor must submit one invoice per event at each location.

**Summary of Hours Worked: \_\_\_\_\_ X \$32.00 per hour \$ \_\_\_\_\_**

**Signature of Interpreter:** \_\_\_\_\_  
 (Signature)

***This invoice will be reviewed, approved and submitted to the Accounts Payable Department by the school administrator or program supervisor, and payment will be made within 30 days of service.***  
***Please leave invoice with the school administrator or program supervisor to be forwarded for payment.***

\*\*\*For school use only\*\*\*

I am verifying that interpreting services were provided as noted above.

**Signature of School Based Administrator/Program Supervisor:** \_\_\_\_\_  
 (Signature)

**FREDERICK COUNTY PUBLIC SCHOOLS**  
**Standard English Language Interpreting Invoice**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

School or Location: \_\_\_\_\_

Interpreter Name: \_\_\_\_\_

Interpreter Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**INTERPRETERS WILL COMPLETE ONE INVOICE PER LOCATION.**

Note: The interpreter must complete the information below. Individual invoices are required for each location.

Purpose of Meeting	Start Time	End Time	Check if Interpreting Event Cancelled With Less Than 24 Hours' Notice	Total Number of Hours

Purpose of the meeting: Parent/Teacher Conference (PTC), Administrator/Parent Conference (APC), Family Involvement, Home Visit, Enrollment, Other (please describe).

**SAMPLE**

- Interpreters will charge the sum of \$32 per hour and increments of 15 minutes thereafter: which will be payable upon satisfactory completion.
- If schools are closed due to inclement weather, FCPS will not pay contractor for their time.
- If an event is cancelled with less than 24 hours' notice, the interpreter will be compensated for one hour.
- If parent, guardian, or other party in need of an interpreter does not attend the scheduled meeting, the interpreter will be compensated one hour.
- There is no minimum guarantee of hours per event except for the above.
- The contractor must submit one invoice per event.

**Summary of Hours Worked: \_\_\_\_\_ X \$32.00 per hour \$ \_\_\_\_\_**

**Signature of Interpreter:** \_\_\_\_\_  
 (Signature)

This invoice will be reviewed, approved, and submitted to the Accounts Payable Department by the principal or principal designee, and payment will be made within 30 days of service. Please leave invoice with Principal or Principal Designee to be forwarded for payment.

\*\*\*For school use only\*\*\*

I am verifying that interpreting services were provided as noted above.

**Signature of School-Based Administrator or Principal Designee:** \_\_\_\_\_  
 (Signature)

**18MISC17, QUALIFICATION FOR ENGLISH LANGUAGE INTERPRETERS**

**INTERPRETER APPLICATION**

**I. PERSONAL INFORMATION:**

A. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

B. Are you currently an FCPS Employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, are you: \_\_\_\_\_ Benefitted or \_\_\_\_\_ Non-Benefitted

What is your current position at FCPS? \_\_\_\_\_

Employee ID number \_\_\_\_\_

C. Do you have children in the school system? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which school(s):

\_\_\_\_\_

\_\_\_\_\_

**II. LANGUAGE SKILLS AND EXPERIENCE:**

*List below the languages you speak/write. Indicate your native language with an asterisk (\*).*

**SKILLS LEVELS: BEGINNER, INTERMEDIATE OR ADVANCE**

Language	Spoken Skill Level	Written Skill Level
English		

**EDUCATION**

Name of School	Location	Degree/Certificate Earned	Years



**18MISC17, QUALIFICATION FOR ENGLISH LANGUAGE INTERPRETERS**

**INTERPRETER APPLICATION**

**III. CERTIFICATION:**

Are you a certified interpreter? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach a copy of the 40-hour training certificate (The Community Interpreter®) to this application.

**IV. AVAILABILITY:**

A. Are you available for emergency services? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Please indicate the days and times are you available on a regular basis.

Day of the Week (Monday-Friday)	Time - Morning or Afternoon

**V. INSURANCE:**

What is your auto liability insurance policy number?

\_\_\_\_\_

**VI. LIST THE NAME AND EMAIL ADDRESS OR PHONE NUMBER FOR THREE PERSONAL OR PROFESSIONAL REFERENCES:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

VII. Do you agree to pay the fingerprinting fee (currently \$34.50) and attend training sessions prior to receiving assignments? YES \_\_\_\_\_ NO \_\_\_\_\_

VIII. If you have not completed a W-9 Form (as the one included in this package) within the last 12 months, please complete and sign, and include with your returned application.

**IX. Authorization**

I, the undersigned, hereby certify that the information contained within this application is true and is a correct statement of facts.

I certify that I agree to all terms of this application, including the rate per hour, and shall abide by all known policies and procedures of Frederick County Public Schools.

I further certify that I shall conduct myself in a professional manner and maintain confidentiality of all information shared with me.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**RFQ 18MISC17, QUALIFICATION FOR ENGLISH LANGUAGE INTERPRETERS**

**FREDERICK COUNTY PUBLIC SCHOOLS**

**CERTIFICATION OF COMPLIANCE**

1. All Contractors, subcontractors or vendors must abide by FCPS Board policies and regulations while working on FCPS property.
2. Maryland Law requires that any person who enters into a contract with a county board of education may not knowingly employ an individual to work at a schools (or FCPS facility) if the individual is a registered sex offender. Please reference §11-113 of the Criminal Procedure Article of Maryland Code for penalty.
3. Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS project. The Contractor must initially check the Maryland Department of Public Safety & Correctional Services' MARYLAND SEX OFFENDER REGISTRY and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well.
4. In the event that a registered sex offender is discovered to be working on a FCPS project, whether through employment by the prime Contractor, subcontractor or vendor, the site superintendent will immediately remove the individual from the premises and permanently terminate his work assignment. FCPS may terminate this contract as a result if the Contractor is unable to demonstrate he has exercised care and diligence in the past in checking the Maryland registry.
5. Effective July 1, 2015, amendments to §6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor or vendor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:
  - a. A sexual offense in the third or fourth degree under §3-307 or §3-308 of the Criminal Law Article of the Maryland Code.
  - b. Child sexual abuse under §3-602 of the Criminal Law Article of the Maryland Code or any other State; or
  - c. A crime of violence as defined in §14-101 of the Criminal Law Article of the Maryland Code or any other State
6. Under recent amendments to §5-561 of the Family Law Article of the Maryland Code, each contractor, subcontractor or vendor shall certify by signing this affidavit that any individuals in its work-force including sub-contractors, have undergone a criminal background check, including fingerprinting, if the individuals will work in a FCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children.

By my signature below, I affirm under penalties of perjury that the contents of this Certification of Compliance are true to the best of my knowledge, information and belief.

Signature\_\_\_\_\_Date\_\_\_\_\_

Print name and title of signatory\_\_\_\_\_

Print name of company\_\_\_\_\_

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### CODE OF PROFESSIONAL CONDUCT FOR INTERPRETERS

- Do not accept to do any interpretations if you have not had the OK from the International Office first.
- Maintain **confidentiality** at all costs. Discuss a case only with the staff directly involved, as appropriate, and not with a friend in other departments.
- Do not take or accept any assignment at the school in which your children are attending. This can be considered a **Conflict of Interest**, unless those assignments are family engagement events.
- Interpret everything **faithfully** and **accurately**. Convey the content and spirit of the original message (not just the words), taking into consideration its cultural context.
- Remain **impartial**; if there is even the perception of bias, excuse yourself and get someone else to do the job. (If parents turn out to be your best friends, they might think that you will not maintain confidentiality or that you will know too much about them and their child's problems.)
- Do not counsel, advice, or project personal beliefs or biases.
- Maintain the boundaries of professional role; refrain from personal involvement as much as possible. Use your common sense and think of consequences.
- Do not simplify or paraphrase, leave anything out, or add anything to what was said.
- Do not accept tips or gratuities from parents. (Gifts of food can be shared with the whole office, and you can very nicely explain that you are not allowed to receive gifts from anyone related to your work.)
- Do not accept assignments for which you know you are unqualified or insufficiently prepared (whether for language reasons or due to the complexity of the subject matter).
- When interpreting, do inform the staff if a word is used that do you not know or do not understand, and ask for clarification if the context does not make it clear.
- When a student's health, well-being, and dignity are at risk, the interpreter may be justified in acting as an advocate. This should only be undertaken after careful and thoughtful analysis of the situation and if other less intrusive actions do not resolve the problem. You might consult your immediate supervisor or principal first.
- Show respect for all involved in the meeting, addressing them in a professional manner.
- Teachers and the principal and other staff are responsible for communicating with parents, with the help of an interpreter.
- Interpreters should dress in a professional manner appropriate to the educational setting.

My signature below attests that I have read and understood the above.

---

Name (Print)

Signature

Date

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor    ☐ C Corporation    ☐ S Corporation    ☐ Partnership    ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

#### Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

#### Employer identification number

		-								
--	--	---	--	--	--	--	--	--	--	--

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## **Specific Instructions**

### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.