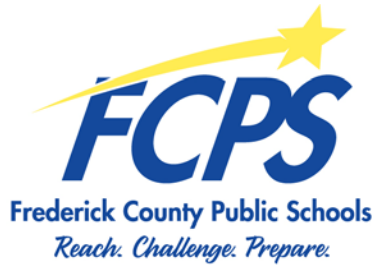


Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5116 phone
301-644-5213 fax



Leslie Pellegrino, CPA,
Acting Purchasing Manager
Kim Miskell, CSBO, Assistant Purchasing Manager
**Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Agent**
Shane Ryberg, Purchasing Agent

INVITATION

August 20, 2021

RFQ 22MISC1, 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 2021-2025 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, 2025.

FCPS is accepting electronic applications through ProcureNow. Applications should be uploaded prior to, and no later than, 2:00 P.M., local time, September 15, 2021. During the open enrollment period, faxed and/or emailed applications are acceptable.

Instructions on how to upload applications may be found at <https://www.fcps.org/fiscal/solicitations-and-awards>. No applications will be accepted via mail. If you have any issues using the ProcureNow site, please let us know so we can assist you.

To view and/or download this solicitation package please visit our ProcureNow webpage at:
<https://secure.procurenow.com/portal/fcps>.

Questions may be sent to the Purchasing Agent, Bill Meekins, at: willis.meekins@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.

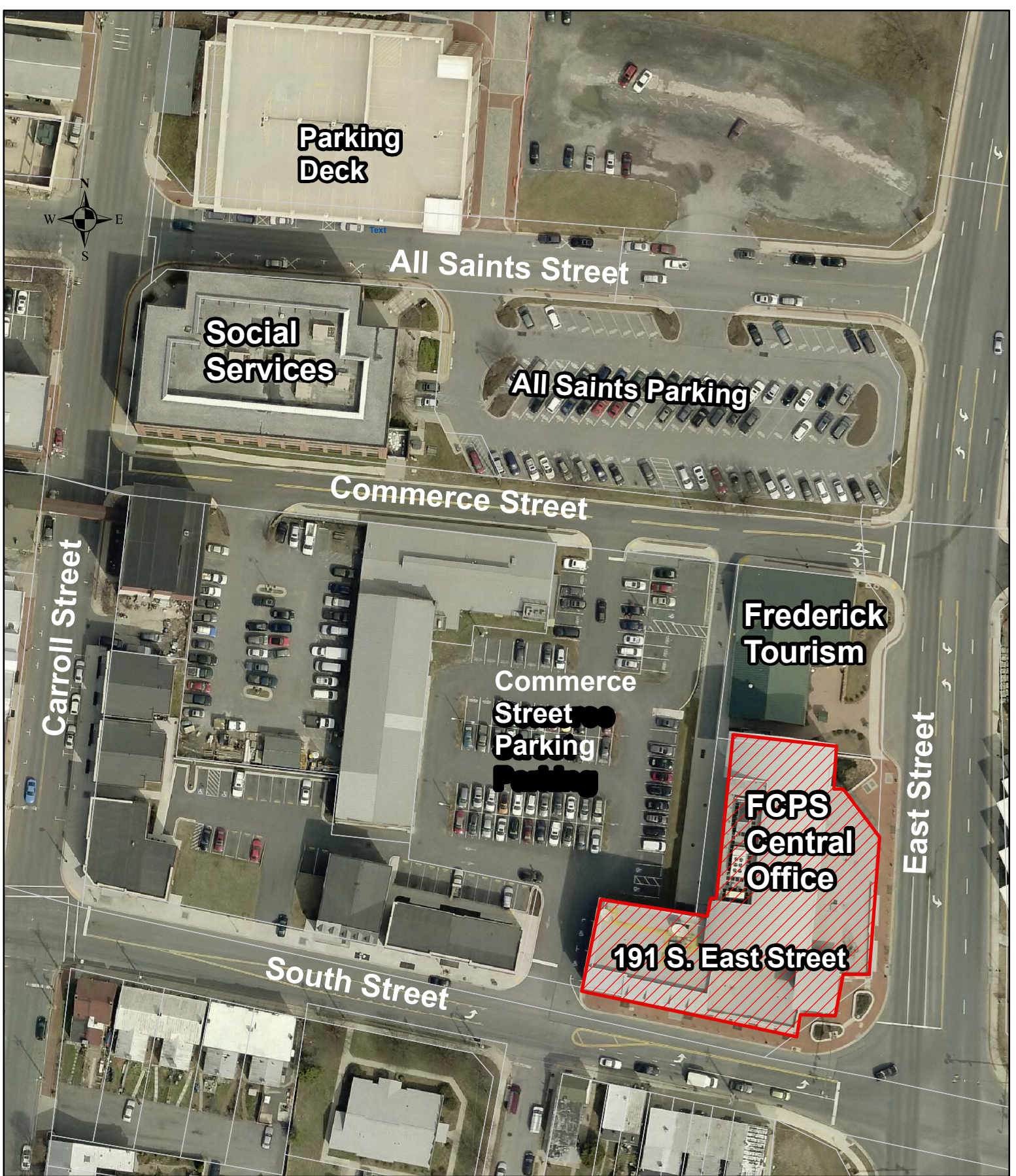
The Board of Education of Frederick County, Maryland, reserves the right to reject any and all bids and to waive any informalities or irregularities in bidding.

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

Bill Meekins
Purchasing Agent

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THE SCHOOL YEAR AT A GLANCE

2021

August 18 (Wednesday)	First Day of School
September 6 (Monday)	Schools* and Offices Closed
September 7 (Tuesday)	Schools* Closed
September 16 (Thursday)	Schools* Closed
September 23 (Thursday)	2-Hour Early Dismissal for Students
September 24 (Friday)	3 1/2 -Hour Early Dismissal for Students
October 12 (Tuesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 13 (Wednesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 14 (Thursday)	3 1/2-Hour Early Dismissal: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open Full Day
October 15 (Friday)	Schools* Closed for Students
October 26 (Tuesday)	Schools* Closed for Students
November 24 (Wednesday)	Schools* and Offices Closed
November 25-26 (Thursday-Friday)	Schools** and Offices Closed
December 6 (Monday)	2-Hour Early Dismissal for Students
December 23 (Thursday)	Schools* Closed
December 24 (Friday)	Schools** and Offices Closed
December 27 (Monday)	Schools** and Offices Closed
December 28-30 (Tuesday-Thursday)	Schools** Closed
December 31 (Friday)	Schools** and Offices closed

2022

January 14 (Friday)	Schools* Closed for Students
January 17 (Monday)	Schools** and Offices Closed
February 18 (Friday)	2-Hour Early Dismissal for Students
February 21 (Monday)	Schools** and Offices Closed
March 28 (Monday)	Schools* Closed for Students
April 15-18 (Friday-Monday)	Schools** and Offices Closed
April 19-22 (Tuesday-Friday)	Schools* Closed for Students
May 6 (Friday)	2-Hour Early Dismissal for Students
May 30 (Monday)	Schools** and Offices Closed
June 1 *** (Wednesday)	2-Hour Early Dismissal/Last Day of School for Students

*BOE Determined

**State Mandated (See page 41)

***FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 2, 3, 6, 7, and 8. If no snow days are used, the last day for students is Wednesday, June 1. The June 2-hour early dismissal will occur on the last day of school for students. The school year will provide 180 days for students. Dates are subject to BOE revision.

Get Calendar Details:

www.fcps.org/calendar

Like us on Facebook: FCPS Maryland

Follow us on Twitter: @FCPSMaryland

Select FindOutFirst email calendar updates and emergency-closing text messages:

www.fcps.org/fof

See the Calendar Handbook months pages



FCPS Maryland



@FCPSMaryland



www.fcps.org/fof

DIRECTORY OF SCHOOLS

ELEMENTARY

1. **Ballenger Creek** ● 240-236-2500
Ms. Megan Stein, Principal
5250 Kingsbrook Drive
Frederick, MD 21703
Fax 240-236-2501
2. **Blue Heron** 240-566-0700
Ms. Amy Schwiegerath, Principal
7100 Eaglehead Drive
New Market, MD 21774
Fax 240-566-0701
3. **Brunswick** ◆◆ 240-236-2900
Dr. Kimberly Mazaleski, Principal
400 Central Avenue
Brunswick, MD 21716
Fax 240-236-2901
4. **Butterfly Ridge** ◆◆◆ 240-566-0300
Dr. Patricia Hosfelt, Principal
601 Contender Way
Frederick, MD 21703
Fax 240-566-0301
5. **Carroll Manor** ◆◆ 240-236-3800
Ms. Kimberly Robertson, Principal
5624 Adamstown Road
Adamstown, MD 21710
Fax 240-236-3801
6. **Centerville** 240-566-0100
Ms. Karen Hopson, Principal
3601 Carriage Hill Drive
Frederick, MD 21704
Fax 240-566-0101
7. **Deer Crossing** 240-236-5900
Ms. Amy Routzahn, Principal
10601 Finn Drive
New Market, MD 21774
Fax 240-236-5901
8. **Emmitsburg** ● 240-236-1750
Ms. Amber Madigan, Principal
300 South Seton Avenue
Emmitsburg, MD 21727
Fax 240-236-1751
9. **Glade** ◆◆ 240-236-2100
Mr. Stephen Raff, Principal
9525 Glade Road
Walkersville, MD 21793
Fax 240-236-2101
10. **Green Valley** 240-236-3400
Dr. Giuseppe Di Monte, Principal
11501 Fingerboard Road
Monrovia, MD 21770
Fax 240-236-3401

21. **New Midway-Woodsboro**
Ms. Kimberly Clifford, 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
22. **North Frederick** ◆◆◆ 240-236-2000
Ms. Tracy Poquette, Principal
1010 Fairview Avenue
Frederick, MD 21701
Fax 240-236-2001
23. **Oakdale** 240-236-3300
Ms. Leigh Warren, Principal
5830 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-3301
24. **Orchard Grove** ◆◆ 240-236-2400
Mr. Jay Corrigan, Principal
5898 Hannover Drive
Frederick, MD 21703
Fax 240-236-2401
25. **Parkway** ● 240-236-2600
Ms. Nicole Bell, Principal
300 Carroll Parkway
Frederick, MD 21701
Fax 240-236-2601
26. **Sabillasville** 240-236-6000
Mr. John Veronie, Acting Principal
16210-B Sabillasville Road
Sabillasville, MD 21780
Fax 240-236-6001
27. **Spring Ridge** ◆◆ 240-236-1600
Dr. DeVeda Coley, Principal
9051 Ridgefield Drive
Frederick, MD 21701
Fax 240-236-1601
28. **Sugarloaf** 240-566-0500
Ms. Carmen Working, Principal
3400 Stone Barn Drive
Frederick, MD 21704
Fax 240-566-0501
29. **Thurmont** 240-236-0900
Grades 3-5
Mr. Karl Williams, Principal
805 East Main Street
Thurmont, MD 21788
Fax 240-236-0901

MIDDLE

40. **Ballenger Creek** 240-236-5700
Mr. Jay Schill, Principal
5525 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-5701
41. **Brunswick** 240-236-5400
Mr. Everett Warren, Principal
301 Cummings Drive
Brunswick, MD 21716
Fax 240-236-5401
42. **Crestwood** 240-566-9000
Mr. Neal Case, Principal
7100 Foxcroft Drive
Frederick, MD 21703
Fax 240-566-9001
43. **Governor Thomas Johnson** 240-236-4900
Dr. Joshua Work, Principal
1799 Schifferstadt Boulevard
Frederick, MD 21701
Fax 240-236-4901
44. **Middletown** 240-236-4200
Mr. Paul Fer, Principal
100 Martha Mason Street
Middletown, MD 21769
Fax 240-236-4250
45. **Monocacy** 240-236-4700
Mr. Reginald Gunter, Principal
8009 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-4701
46. **New Market** 240-236-4600
Ms. T.C. Suter, Principal
125 West Main Street
New Market, MD 21774
Fax 240-236-4650
47. **Oakdale** 240-236-5500
Mr. Daniel Enck, Principal
5810 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-5501
48. **Thurmont** 240-236-5100
Ms. Janine Smith, Principal
408 East Main Street
Thurmont, MD 21788
Fax 240-236-5101
49. **Urbana** 240-566-9200
Mr. Andrew Kibler, Principal
3511 Pontius Court
Ijamsville, MD 21754
Fax 240-566-9201
50. **Walkersville** 240-236-4400
Ms. Elizabeth Ann Miller, Principal
55 West Frederick Street
Walkersville, MD 21793
Fax 240-236-4401

51. **West Frederick** 240-236-4000
Ms. Maggie Gilgallon-Joyce, Principal
515 West Patrick Street
Frederick, MD 21701
Fax 240-236-4050
52. **Windsor Knolls** 240-236-5000
Mr. Brian Vasquezna, Principal
11150 Windsor Road
Ijamsville, MD 21754
Fax 240-236-5001
53. **Brunswick** 240-236-8600
Mr. Michael Dillman, Principal
101 Cummings Drive
Brunswick, MD 21716
Fax 240-236-8601
54. **Catoctin** 240-236-8100
Ms. Jennifer Clements, Principal
14745 Sabillasville Road
Thurmont, MD 21788
Fax 240-236-8101
55. **Frederick** 240-236-7000
Dr. David Franceschina, Principal
650 Carroll Parkway
Frederick, MD 21701
Fax 240-236-7015
56. **Governor Thomas Johnson** 240-236-8200
Ms. Tracey K. Kibler, Principal
1501 North Market Street
Frederick, MD 21701
Fax 240-236-8201
57. **Linganore** 240-566-9700
Ms. Cynthia Hanlon, Principal
12013 Old Annapolis Road
Frederick, MD 21701
Fax 240-566-9701
58. **Middletown** 240-236-7400
Mr. Bernard Quesada, Principal
200 Schoolhouse Drive
Middletown, MD 21769
Fax 240-236-7450
59. **Oakdale** 240-566-9400
Ms. Lisa Smith, Principal
5850 Eaglehead Drive
Ijamsville, MD 21754
Fax 240-566-9401
60. **Tuscarora** 240-236-6400
Mr. Christopher Berry, Principal
5312 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-6401
61. **Urbana** 240-236-7600
Mr. David Kehne, Principal
3471 Campus Drive
Ijamsville, MD 21754
Fax 240-236-7601

62. **Walkersville** 240-236-7200
Dr. Stephanie Ware, Principal
81 West Frederick Street
Walkersville, MD 21793
Fax 240-236-7250

OTHER

63. **Career and Technology Center** 240-236-8500
Mr. Michael Concepcion, Principal
7922 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-8501
64. **Carroll Creek Montessori Public Charter School** 240-566-0600
Ms. Marilyn Horan, Principal
7215 Corporate Court
Frederick, MD 21703
Fax 240-566-0601
65. **FCPS Blended Virtual Program**
c/o Centerville ES
3601 Carriage Hill Drive
Frederick, MD 21704
Elementary 240-236-8970
Ms. Kate Krietz, Co-Principal
Fax 240-236-8971
Middle 240-236-8960
Mr. Frank Vetter, Co-Principal
Fax 240-236-8961
66. **Frederick Classical Charter School** 240-236-1200
Dr. Camille S. Bell, Principal
8445 Spires Way, Suite CC
Frederick, MD 21701
Fax 240-236-1201
67. **Frederick County Virtual School** 240-236-8450
Mr. Michael Watson, Principal
c/o GTJMS
1799 Schifferstadt Boulevard
Room 116
Frederick, MD 21701
Fax 240-236-8451
68. **Heather Ridge School** 240-236-8000
Ms. Elizabeth Stiffler, Principal
1445 Taney Avenue
Frederick, MD 21702
Fax 240-236-8001
69. **Monocacy Valley Montessori Public Charter School** 240-236-6100
Ms. Amy Dorman, Principal
217 Dill Avenue
Frederick, MD 21701
Fax 240-236-6101
70. **Rock Creek School** 240-236-8700
Ms. Katie Buckley, Principal
55B West Frederick Street
Walkersville, MD 21793
Fax 240-236-8701

11. **Hillcrest** ●◆★ **240-236-3200**
Mr. Justin McConnaughey, Principal
1285 Hillcrest Drive
Frederick, MD 21703
Fax 240-236-3201
12. **Kempton** **240-236-3500**
Ms. Kathryn Golightly, Principal
3456 Kempton Church Road
Monrovia, MD 21770
Fax 240-236-3501
13. **Lewistown** ◆ **240-236-3750**
Ms. Belinda Fockler, Principal
11119 Hessong Bridge Road
Thurmont, MD 21788
Fax 240-236-3751
14. **Liberty** **240-236-1800**
Ms. Jana Strohmeier, Principal
11820 Liberty Road
Frederick, MD 21701
Fax 240-236-1801
15. **Lincoln** ●◆★ **240-236-2650**
Mr. Eric Rhodes, Principal
200 Madison Street
Frederick, MD 21701
Fax 240-236-2651
16. **Middletown** **240-236-1100**
Grades 3-5
Ms. Jan Hollenbeck, Principal
201 East Green Street
Middletown, MD 21769
Fax 240-236-1150
17. **Middletown** **240-566-0200**
Primary ◆◆
Grades Pre-K-2
Ms. Sandra Fox, Principal
403 Franklin Street
Middletown, MD 21769
Fax 240-566-0201
18. **Monocacy** ●★ **240-236-1400**
Mr. Troy Barnes, Principal
7421 Hayward Road
Frederick, MD 21702
Fax 240-236-1401
19. **Myersville** **240-236-1900**
Ms. Dana Austin, Principal
429 Main Street
Myersville, MD 21773
Fax 240-236-1901
20. **New Market** ● **240-236-1300**
Mr. Jason Bowser, Principal
93 West Main Street
New Market, MD 21774
Fax 240-236-1301
30. **Thurmont** **240-236-2800**
Primary ●
Grades Pre-K-2
Dr. Michele Baisey, Principal
7989 Rocky Ridge Road
Thurmont, MD 21788
Fax 240-236-2801
31. **Tuscarora** ● **240-566-0000**
Ms. Carrie Zimmerman, Principal
6321 Lambert Drive
Frederick, MD 21703
Fax 240-566-0001
32. **Twin Ridge** ◆ **240-236-2300**
Ms. Heather A. Hobbs, Principal
1106 Leafy Hollow Circle
Mt. Airy, MD 21771
Fax 240-236-2301
33. **Urbana** ◆ **240-236-2200**
Ms. Tracy Hilliard, Principal
3554 Urbana Pike
Frederick, MD 21704
Fax 240-236-2201
34. **Valley** ● **240-236-3000**
Ms. Jennifer Hyde, Principal
3519 Jefferson Pike
Jefferson, MD 21755
Fax 240-236-3001
35. **Walkersville** ● **240-236-1000**
Ms. Christina McKeever, Principal
83 West Frederick Street
Walkersville, MD 21793
Fax 240-236-1050
36. **Waverley** ◆◆◆★ **240-236-3900**
Dr. Allie Watkins, Principal
201 Waverley Drive
Frederick, MD 21702
Fax 240-236-3901
37. **Whittier** ●◆ **240-236-3100**
Mr. Lorcán ÓhEithir, Principal
2400 Whittier Drive
Frederick, MD 21702
Fax 240-236-3101
38. **Wolfsville** **240-236-2250**
Ms. Linda Stuart, Principal
12520 Wolfsville Road
Myersville, MD 21773
Fax 240-236-2251
39. **Yellow Springs** ● **240-236-1700**
Ms. Hannah Feldman, Principal
8717 Yellow Springs Road
Frederick, MD 21702
Fax 240-236-1701



KEY

- ◆ Half-day pre-kindergarten program available
- Full-day pre-kindergarten program available
- ◆ Special education pre-kindergarten available
- ★ STAR (Title I) Schools

RFQ 22MISC1, QUALIFICATION OF 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 2022-2025 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, 2025.
- 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 uploaded via ProcureNow, **prior to and no later than 2:00 P.M., local time, September 15, 2021**. Faxed and/or emailed applications are acceptable except during the open enrollment period.
- B. Questions may be sent to the Purchasing Agent, Bill Meekins, at: willis.meekins@fcps.org.
- C. The following completed and signed documents should be returned:
 - a. Application
 - b. Certification of Compliance Form
 - c. Code of Professional Conduct for Interpreters 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 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, 301.696.6831
Elizabeth Villacis, Coordinator International Office, elizabeth.villacis@fcps.org, 240.236.8766
Sonia Dorsey, Coordinator Interpreting Services, sonia.dorsey@fcps.org, 240.236.8769

RFQ 18MISC17, QUALIFICATION OF ENGLISH LANGUAGE INTERPRETERS

FREQUENTLY ASKED QUESTIONS (FAQ)

1. What language fluencies are needed?
 - Bengali
 - Burmese
 - Chin
 - Chinese
 - Creole (Haitian)
 - Farsi
 - French
 - Hindi
 - Korean
 - Portuguese
 - Spanish
 - Urdu
 - Vietnamese
2. What language(s) is/are in the greatest demand?
 - Spanish
 - Burmese
 - French
 - Chinese
3. What language(s) is/are the most difficult to obtain Interpreters for?
In the past, those languages have been:
 - Bengali
 - Cambodian
 - Burmese
 - Vietnamese
 - Japanese
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
 - Chinese 15-20
 - Vietnamese 5-10
 - Bengali 5-10
 - Korean 8-15
 - Mizo 2-5
 - Japanese 1-2
 - Portuguese 2-5
 - Urdu 5-10
 - Chin 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 cover interpreting assignments for the most part
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?

Required Qualifications	Preferred Certifications
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
Familiarity with Google Meet	Experience with virtual meetings using Google Meet

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.
 - 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 also respond if they are on the schedule or if the assignment has been covered.
 - 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 (in person)**, 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 (in person)**, 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 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.
 - For **Standard and IEP invoices (virtual using Google Meet)**, the Interpreter will scan in a PDF file the invoice to the International Office. The invoices will be approved and process electronically as soon as they are received.
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 must complete the information 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 found in the IEP team meeting notification and should be provided by the IEP team Chairperson.

- Interpreters will charge the sum of \$32.00 per hour and in 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 ASAP, 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
English Language Interpreting Invoice for Virtual IEP Meetings

Date: ____/____/____
 (Month) (Day) (Year)

School or Location: _____

Interpreter Name: _____

Interpreters Address: _____

Phone: _____

INTERPRETERS WILL COMPLETE ONE INVOICE PER MEETING

☐ **IEP Meeting:** The interpreter completes all 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	Virtual Meeting Platform	Total Number of Hours

*Purpose of meeting is found in the IEP team meeting notification and should be provided by the IEP team Chairperson.

- Interpreters will charge the sum of \$32.00 per hour and in increments of 15 minutes thereafter; which will be payable upon satisfactory completion.
- 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 Sonia Dorsey ASAP; payment will be made within 30 days of service. Scan and email to me after the meeting. (If you do not have a scanner please download to your cell phone Free App "CamScanner")

For school use only

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

Signature of Program Coordinator: _____
 (Signature)

Revised 8/3/2020

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).

- Interpreters will charge the sum of \$32 per hour and in 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 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 ASAP**, 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)

FREDERICK COUNTY PUBLIC SCHOOLS
Virtual 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 & Virtual Platform	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).

- Interpreters will charge the sum of \$32 per hour and in increments of 15 minutes thereafter: which will be payable upon satisfactory completion.
- 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 Sonia Dorsey ASAP; payment will be made within 30 days of service. Scan and email to me after the meeting. (If you do not have a scanner please download to your cell phone Free App "CamScanner")**

For school use only

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

Signature of Program Coordinator: _____
 (Signature)

RFQ 22MISC1, QUALIFICATION OF 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

RFQ 22MISC1, QUALIFICATION OF 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 22MISC1, QUALIFICATION OF ENGLISH LANGUAGE INTERPRETERS

FREDERICK COUNTY PUBLIC SCHOOLS

CERTIFICATION OF COMPLIANCE (Modified)

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 school (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 _____

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) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

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 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² 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. 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 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 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 ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
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 ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
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 ⁴
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

¹ 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.

² Circle the minor's name and furnish the minor's SSN.

³ 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.

⁴ 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. 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 or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit 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.

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with Frederick County Public Schools (FCPS) must complete and return the Vendor Conflict of Interest Disclosure Form, in order to be eligible to be awarded a contract with FCPS.

Please note that all vendors must comply with FCPS's conflict of interest certification, as stated below.

If a vendor has a relationship with a FCPS employee or an immediate family member (spouse, child (stepchild or adopted), parent, or sibling) of a FCPS employee, the vendor shall disclose the information required below.

Certification: I hereby certify, that to the best of my knowledge, there is no conflict of interest involving the vendor named below:

1. No FCPS employee or the employee's immediate family member has an ownership interest in the vendor's company, or is deriving personal financial gain from this contract.
2. No retired or separated FCPS employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in the vendor's company.
3. No FCPS employee is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor did not provide any information or criteria in the drafting of the solicitation prior to it being advertised for competitive pricing.
5. Vendor hereby declares it has not, and will not provide gifts or hospitality of any dollar value, or any other gratuities to FCPS employee to maintain a contract.
6. Vendor hereby declares that in the process of preparing a quote/bid/proposal for FCPS, there have been no acts of bribery, extortion, trading, laundering of corrupt practices, and/or nepotism have transpired between FCPS employee and the vendor.
7. Please note any other exceptions below.

Vendor Name & Email	Vendor Address & Phone Number
Conflict of Interest Disclosure	
Name of FCPS employee or immediate family member with whom there may be a potential conflict of interest. <i>If no conflict of interest, write "N/A" and initial.</i>	Disclose the relationship to the employee or the immediate family member, their interest in the vendor's company, and any additional information

I certify that the information provided is true and correct by my signature below:

Signature of Vendor Authorized Representative/Date

Printed Name of Vendor Authorized Representative