



AND

**REQUEST FOR PROPOSALS
P019-24**

The Brownsville Public Utilities Board (BPUB) is requesting Competitive Sealed Proposals (hereon styled "Proposal") for **BPUB 2024 Integrated Resource Plan**. BPUB's Purchasing Office located at 1155 FM 511, Olmito, TX, will accept proposals from qualified firms **until 5:00 PM, February 28, 2024. Proposals received after this time will not be considered.**

Proposals will be opened and acknowledged by BPUB on February 29, 2024 at 10:00 AM. Firms are invited to listen to the opening by calling (956) 214-6020 at 10:00 AM, February 29, 2024.

BPUB RFP documents may be obtained from the BPUB website at https://www.brownsville-pub.com/rfp_status/open/

Please mark on the **outside of the envelope and on any carrier's envelope**: "Sealed Proposal for BPUB 2024 Integrated Resource Plan, P019-24, February 28, 2024, 5:00 PM", c/o Diane Solitaire, Purchasing Department, 1155 FM 511, Olmito, TX 78575.

The BPUB will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed proposal package to the BPUB Purchasing Office by the given RFP deadline above. **Electronic transmission or facsimile of proposals will not be acceptable.**

BPUB reserves the right to reject any or all responses and to waive irregularities contained therein and to accept any response deemed most advantageous to the BPUB.

Diane Solitaire
Purchasing and Materials Manager
Brownsville Public Utilities Board
(956) 983-6366 - Phone

INSTRUCTIONS TO PROPOSERS
Please submit this page upon receipt.
ACKNOWLEDGEMENT FORM
BPUB 2024 Integrated Resource Plan
P019-24

For any clarifications, please contact Diane Solitaire at the BPUB, Purchasing Department at (956) 983-6366 or via e-mail at dsolitaire@brownsville-pub.com.

Please e-mail this page upon receipt of the legal notice. If you only received the legal notice and you want the RFP package mailed, please provide a method of shipment with account number in the space designated below.

Check one:

Yes, we intend to send a proposal; obtained RFP package from website.

Yes, we intend to send a proposal; please email the RFP package.

Email: _____

Yes, we intend to send a proposal; please mail the RFP package using the carrier & account number listed below:

Carrier: _____

Account: _____

No, we do not intend to send a proposal for the following reason:

If you are unable to send a proposal, kindly indicate your reason for “No response” above and return this form **via email to dsolitaire@brownsville-pub.com**. This will ensure you remain active on our vendor list.

Date: _____

Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Fax: _____

Email: _____

REQUEST FOR PROPOSAL

BPUB 2024 Integrated Resource Plan

GENERAL BACKGROUND

BPUB is requesting proposals from experienced independent consulting or engineering firms to produce a long-term integrated resource plan analysis and report, as described further below.

COMPANY BACKGROUND

BPUB is located in the City of Brownsville, Texas, on the U.S.-Mexico border near the Gulf of Mexico. BPUB provides electric, water, and wastewater services to the City and the surrounding area.

BPUB was created and established by Article VI of the City Charter in 1960 as a separate and distinct agency of the City of Brownsville. BPUB has the authority to control, manage, and operate the utility system. The existing electric customer service area encompasses approximately 133 square miles of Cameron County. The water and wastewater service areas include the City and most of the surrounding area.

BPUB executive management includes a General Manager/Chief Executive Officer, an Assistant General Manager/Chief Operating Officer, a Chief Administrative Officer, and a Chief Financial Officer responsible for specific divisions. BPUB's fiscal year is 12 months from October 1 through September 30.

Electric Load and Sales

BPUB's total gross hourly load ranges from approximately 70MW to 300MW each year. FY2023 peak load was approximately 308MW. Total retail sales in FY2023 were approximately 1.4 billion KWH. BPUB's customer base includes residential, commercial, industrial, and governmental entities similar to most electric utilities. Further information will be provided to the selected firm to complete the scope of work.

Energy Resources

BPUB's existing power supply portfolio includes the resources listed below. Further information will be provided to the selected firm to complete the scope of work.

Resource	Description	Max MW¹	Contract End
Hidalgo	Combined cycle gas	105	n/a
Silas Ray 6/9	Combined cycle gas	50	n/a
Silas Ray 10	Single cycle gas	45	n/a
Sendero	Wind	78	December 24, 2040
Desert Sky	Wind	65	December 31, 2029
Contract	Fixed shape/fixed price contract	19	December 31, 2029

Notes: 1) Max MW's are approximate values based on BPUB's share.

PROJECT PURPOSE

The project aims to create a formal IRP analysis and report 1) to help guide BPUB’s long-term power supply resource decisions and 2) for use in general BPUB planning and forecasting activities.

SCOPE OF SERVICES

Anticipated activities and requirements for the project are listed in the table below. This scope should be viewed as a base set of requirements. Respondents are encouraged to refine and customize this scope to produce a proposed project, including any unique value-added approaches, technology, etc., that the respondent can offer that maximizes the benefit for BPUB.

Anticipated Scope of Services for BPUB 2024 Integrated Resource Plan

Task	Activity	Minimum Requirements/Comments
1	Kickoff meeting	Introduce the project team, establish communication protocols, discuss and confirm the scope of services, project approach, key assumptions, and data/document requirements.
2	Develop long-term BPUB load forecast	a. 30-year forecast horizon b. Expected KWhr sales by month by customer class c. Total minimum, average, and peak load by month stated at expected (mean) and 5 th and 95 th confidence intervals d. Load forecast must reflect a reasonable estimate of expected and potential behind-the-meter distributed generation (e.g., solar), electric vehicle penetration, energy efficiency and electrification trends, etc.
3	Develop long-term market price forecasts	Price forecast for energy, ancillary services, environmental attributes, and other cost components relevant to BPUB system economics.
4	Develop nodal price forecasts	Quantitative assessment of potential locational price differentials and congestion costs associated with existing and potential future BPUB resource locations.
5	Assess existing generation resources	Assess historical and projected reliability, potential longevity, operating costs, economics, and appropriate retirement date assumptions for the IRP.
6	Identify and characterize new potential resources ¹	Physical and contractual resource types that may be economically attractive to add to BPUB’s portfolio based on Levelized Cost of Energy (LCOE) or other suitable screening analysis.
7	Base case expansion plan and production cost analysis ²	Determine the least cost integrated resource plan based on minimizing NPV of future revenue requirements.
8	Supplemental analysis	Develop candidate resource plan short-list and perform sensitivity analyses, scenario analyses, and analysis of potential portfolio constraint choices (e.g. renewable resource requirements, etc.)
9	Assessment of demand-side management (DSM) opportunities	Assessment of the implementation requirements and potential benefits of utility-sponsored DSM programs.
10	Assessment of distributed generation (DG) opportunities	Assessment of the implementation requirements and potential benefits of utility-sponsored DG projects.
11	Facilitated workshops ³	Characterize candidate resource plans and conduct up to four onsite workshops with BPUB staff and selected stakeholders to review candidate plans and analysis results, discuss resource tradeoffs, and identify a preferred resource plan and implementation strategy.
12	Prepare draft and final IRP report.	Document providing executive summary and details of work performed, results for each task, methodology overviews, assumptions, considerations, recommendations, etc.

Notes: 1) New potential resources shall include existing and emerging forms of energy generation, demand side management, and distributed generation considered in ERCOT-based IRPs.

2) BPUB desires that Task 7 be completed no later than September 30, 2024.

3) Candidate plans shall be characterized and compared based on economic, environmental, social, innovation,

and rate stability attributes, the definitions of which will be provided by BPUB at project kickoff.

INSTRUCTIONS TO RFP RESPONDENTS

Firms must submit a signed one (1) paper original, six (6) paper copies, and one (1) flash drive or DVD copy (entire document) of the proposal in a sealed package. Proposals shall be submitted to the BPUB Purchasing Office, 1155 FM 511, Olmito, TX 78575, no later than **5:00 PM on February 28, 2024**.

The sealed envelope must be clearly labeled as follows:

Brownsville Public Utilities Board

Attention: Diane Solitaire

1155 FM 511

Olmito, TX 78575

“P019-24 BPUB 2024 Integrated Resource Plan”, February 28, 2024, 5:00 PM.

CONTRACT WITH FIRM/ENTITY INDEBTED TO BPUB

It is a policy of the BPUB to refuse to enter into a contract or other transaction with an individual, sole proprietorship, joint venture, Limited Liability Company or other entity indebted to BPUB.

FIRM REPRESENTATIVE

The successful Firm agrees to send a personal representative with binding authority for the company to the BPUB upon request to make adjustments and/or assist with coordinating all transactions as needed.

VENDOR ACH (DIRECT DEPOSIT) SERVICES

The BPUB has implemented a payment service for vendors by depositing the payment directly to the vendor’s bank account. Successful vendor(s) will be required to receive payments directly through Automated Clearing House (ACH) in lieu of a paper check. **The awarded vendor must agree to receive payments via ACH (Direct Deposit).**

TAX IDENTIFICATION NUMBER (TIN)

In accordance with IRS Publication 1220, a W9 form, or a W8 form in cases of a foreign vendor, will be required of all vendors doing business with the BPUB. If a W9 or W8 form is not made available to BPUB, the first payment will be subject to income tax withholding at a rate of 28% or 30% depending on the U.S. status and the source of income as per IRS Publication 1220. **The W9 or W8 form must be included with proposal response.** Attached are sample forms.

TAXES

The BPUB is exempt from Federal Excise Tax, State Sales Tax and Local taxes. Do not include tax in the proposal. If it is determined that tax was included in the proposal, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

SIGNING OF PROPOSAL

Failure to sign proposal will disqualify it. Person signing proposal should show title or authority to bind their firm to a contract.

EEOC GUIDELINES

During the performance of this contract, the Firm agrees not to discriminate against any employee or applicant for employment because of race, national origin, age, religion, gender, marital or veteran status or physically challenging condition.

LIVING WAGE STATEMENT

On April 16, 2007, the BPUB Board of Directors approved a local “living wage” policy that requires all Contractors performing 100% Non-Federally funded Work for the BPUB to pay not less than a minimum wage rate of \$8.00/hour. The BPUB-requires that all Contractors comply with this policy.

CONTRACT AND PURCHASE ORDER

As needed, some of the services shall be performed in Brownsville, Texas. A personal services contract for the services will be placed into effect after evaluation and final approval by BPUB Board of Directors.

BPUB RIGHTS

1. If only one or no proposal is received by “submission date”, the BPUB has the right to reject, re-advertise, accept and/or extend the proposal by up to an additional two (2) weeks from original submission date.
2. The right to reject any/or all proposals and to make award as they may appear to be advantageous to the BPUB.
3. The right to hold proposal for up to 90 days from submission date without action, and to waive all formalities in proposal.
4. The right to extend the total proposal beyond the original 90-day period prior to an award, if agreed upon in writing by all parties (BPUB and Firm/contractor) and if proposer/Firm holds original proposal prices firm.
5. The right to terminate for cause or convenience all or any part of the unfinished portion of the Project resulting from this solicitation within thirty (30) calendar days written notice; for cause: upon default by the Firm/contractor, for delay or non-performance by the Firm/contractor; or if it is deemed in the best interest of the BPUB for BPUB’s convenience.
6. The right to increase or decrease services. In proposal, stipulate whether an increase or decrease in services will affect proposal price.

CORRECTIONS

Any interpretation, correction, or change to the RFP will be made by ADDENDUM. Changes or corrections will be issued by the BPUB Purchasing Department. **Addenda will be emailed to all who have returned the Proposal Acknowledgement form.** Addenda will be issued as expeditiously as possible. It is the responsibility of the Firms to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the BPUB prior to submitting a response to the RFP to ascertain if any addenda have been issued, and to obtain any all addenda, execute them, and return addenda with the response to the RFP. Addenda may also be posted on the BPUB website.

PROJECTED PROJECT TIMELINE

The BPUB has established the following timeline relating to the selection process. Dates are estimates only and are subject to change.

RFP Issued	January 8, 2024
Last day to submit questions	January 18, 2024 by 5:00 PM
Responses to questions issued	January 25, 2024
Proposals due	February 28, 2024 by 5:00 PM
Proposals Acknowledgment	February 29, 2024 at 10:00 AM
Proposals evaluated	February 29-March 25, 2024
Board approval of award	April 8, 2024
Board approval of contract	May 13, 2024
Project Start Date	May 31, 2024

MINIMUM QUALIFICATIONS

Proposals shall be accepted only from Firms who meet the following minimum requirements:

- 1) Be independent and non-product affiliated. This does not prohibit the firm from recommending a product or products.
- 2) Provide evidence of at least ten (10) years of experience in integrated resource planning.
- 3) Provide a listing of at least six (6) references, consisting of three (3) clients served within the past twelve (12) months and three (3) additional clients, preferably large public entities, specifying the scope and dates of services, and contact information, including names, addresses, email address and telephone numbers.
- 4) Finalist firms may be expected to conduct presentations onsite at BPUB offices. Presentations may encompass (but are not limited to) past projects and demonstration of ability to understand client needs.
- 5) Evidence of professional liability (E&O) policy with a minimum limit of \$1,000,000.
- 6) Certified statement that the agency is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency. This form must be submitted with the RFP to be considered (page 16).

REFERENCE CHECKS

The BPUB will contact prospective firm's references by email or telephone. **Complete the attached "Previous Customer Reference Worksheet" for each reference provided.**

RFP IS NOT A BASIS FOR OBLIGATIONS

This request for competitive sealed proposals does not constitute an offer to contract and does not commit the BPUB to the award of a contract to anyone or to pay any costs incurred in the

preparation and submission of proposals. The BPUB reserves the right to reject any or all proposals that do not conform to the requirements stated in this document. The BPUB also reserves the right to cancel all or part of this request for proposals for any reason determined by the BPUB to be in its best interest.

RIGHTS TO SUBMITTED MATERIALS

All proposals and material submitted to the BPUB by a firm, in response to this RFP, shall become the property of the BPUB after the proposal submission deadline. The BPUB's return of the proposals/material will be subject to the requirements of the laws of the State of Texas.

UNAUTHORIZED COMMUNICATIONS

After release of this solicitation, Proposer's contact regarding this RFP with members of the RFP evaluation, interview or selection panels, and employees of the BPUB or officials of the BPUB other than the Purchasing Manager or Purchasing Staff is prohibited and may result in disqualification from this procurement process. No officer, employee, agent or representative of the Proposer shall have any contact or discussion, verbal or written, with any members of the BPUB Board of Directors, members of the RFP evaluation, interview, or selection panels, BPUB staff, or directly or indirectly through others, seek to influence any BPUB Board member, BPUB staff regarding any matters pertaining to this solicitation, except as herein provided. If a representative of any Proposer violates the foregoing prohibition by contacting any of the above listed parties with whom contact is not authorized, such contact may result in the Proposer being disqualified from the procurement process.

PROPOSAL INFORMATION

All proposal envelopes shall contain a signed original, six (6) copies, and one (1) flash drive or DVD copy (entire document). The original proposals will be opened and only the Firm's name read aloud at the BPUB Purchasing Office located at 1155 FM 511, Olmito, Texas. All proposals will be managed by BPUB in a manner that avoids disclosure of the contents to competing firms and keeps the proposals confidential during any negotiations. All proposals will be open for public inspection as stated in the public information act, after the contract is awarded; however, trade secrets and confidential commercial or financial information in the proposals specifically identified by the firms will not be open for public inspection. Accordingly, all pages in the proposal that the Firm considers to be proprietary and confidential should be appropriately marked.

Direct any questions to Diane Solitaire, Purchasing Department, by phone at (956) 983-6366 or by email at dsolitaire@brownsville-pub.com.

Candidates must guarantee their Original Proposal or subsequently clarified proposal for at least ninety (90) days from the Original Proposal opening date. To obtain the best and final offers, the BPUB may require written clarifications and explanations of Firm proposals after Original Proposal submissions when certain candidates have been selected for interviews. The BPUB will not be liable for any of the Firm's costs or expenses incurred in preparation or presentation of the Proposal(s). The BPUB also reserves the right to conduct a pre-award survey, or to require other evidence of technical, production, managerial, financial, or other abilities prior to the award of the contract.

The BPUB will follow Texas Local Government Code procurement procedures found at: Sections 252.021(b)(c); 252.041(b); 252.042; 252.043(h); 252.049(b).

To ensure that the award is made to the Firm whose proposal best meets the needs of the BPUB, discussion may be conducted with the top three (3) rated Firms at BPUB's discretion. After the meeting(s), five (5) working days will be allowed for the Firms to submit all requested additional information and explanations in writing, which shall be deemed a part of their final offer. The Firm shall submit with such clarifications and explanations any revised projected schedule. The Firms shall be treated fairly and equally with respect to any and all opportunities for discussion, clarification, and explanation of proposals.

The BPUB may require more than one meeting between each of the top three (3) rated Firms and BPUB staff or the BPUB Board of Directors.

PROPOSAL SUBMISSION REQUIREMENTS

- a. It is the proposing Firm's responsibility to provide all required information, including required attachments. No information beyond that specifically requested is required, and proposing Firms are requested to keep their submissions to the shortest length consistent with making a complete presentation of qualifications and proposed services. Unless otherwise indicated, a proposal that does not provide all of the information requested below may be rejected.
- b. The proposals must follow all formats and address all portions of the RFP set forth herein providing all information requested.
- c. To this end, the proposing Firm shall complete and/or submit the following documents as part of the sealed proposal package presented in the following format and order:
 - (1) All proposals must be:
 - (a) Clearly legible;
 - (b) Sequentially page-numbered;
 - (c) Organized in the sequence outlined following the Table of Contents as listed in the RFP proposal format;
 - (d) Correctly identified with the RFP number and submittal deadline; responsive to all RFP requirements;
 - (e) Typed on 8½ by 11 paper;
 - (f) In Arial or Times New Roman font, size 12 for normal text, no less than size 10 for tables, graphs, and appendices;
 - (g) Bound (no ring binders); and
 - (h) Submitted as one (1) paper original (entire document); six (6) paper copy (entire document); and one (1) flash drive or DVD copy (entire document). Proposals may not include materials or pamphlets not specifically requested in this RFP.
 - (2) Proposal Format
 - (a) The proposals must be structured, presented, and labeled in the following manner:
 - Tab 1 – Table of Contents
 - Tab 2 – Executive Summary
 - Tab 3 – Project Work Plan
 - Tab 4 – Qualifications
 - Tab 5 – Key Personnel
 - Tab 6 – Background and Experience
 - Tab 7 – Price

Tab 8 – Value Added Benefits

Tab 9 – Certifications and Other Required Forms

- d. Failure to follow the specified format, label the responses correctly, or address all of the subsections may, at the BPUB’s sole discretion, result in the rejection of the Proposal. Proposals should not contain extraneous information. All information presented in a Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the Proposal itself, must be referenced to the appropriate place within the body of the Proposal. The Proposal pages shall be numbered, and each section (tab) labeled.
- e. Format and Content
Proposals must be organized as follows:

TAB 1: TABLE OF CONTENTS – Identify each major section (tab), all pages are to be numbered.

TAB 2: EXECUTIVE SUMMARY – An Executive Summary of no more than four (4) pages should be included with the first page dedicated to describing how the Firm meets the minimum qualifications of this RFP, and the remaining three pages identifying and substantiating the basis of the contention that the Firm is the best qualified to provide the requested services for the BPUB. Please address what the Firm offers to the BPUB that competing Firms cannot offer. Include the location of the office at which the services to be provided hereunder will be performed.

TAB 3: PROJECT WORK PLAN –

- (a) Provide the legal entity name for the Firm. Provide the proposal contact name, phone number, email address and physical address(s) from which proposing Firm operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.
- (b) Describe the Firm’s proposed objectives, processes and methodologies for providing all components included but not limited to the scope of services and the exhibits.
- (c) Provide a plan of activities and timeline to complete BPUB’s long-term integrated resource plan.

TAB 4: QUALIFICATIONS –

- (a) Describe the Firm’s qualifications and experience in providing past and present services (brief company history) relevant to the requested services.
- (b) Complete a detailed description of the proposing Firm’s qualifications with particular emphasis on experience relative to the services described herein.

TAB 5: KEY PERSONNEL –

- (a) Provide a project staff chart clearly identifying the project manager and key personnel associated with conducting the required Scope of Services.
- (b) Key Personnel- Provide resumes of the project manager and key personnel associated with conducting the required Scope of Services. Firm must ensure that staff has all required licenses, certifications, and training appropriate for such persons’ role and function within the Firm. Include information for the individual

responsible for overall management and performance under the contract, the individual primarily responsible for the order fulfillment function of the scope of work, and the individual primarily responsible for the direct support function of the proposing Firm.

TAB 6: BACKGROUND AND EXPERIENCE -

- (a) Provide at least six (6) references with three (3) current clients and three (3) past clients of completed projects which best illustrate the experience of the Firm.
- (b) The following information must be included for each reference: entity name, client contact information (name, title, phone and email), scope of work performed, and identified. BPUB reserves the right to contact references, current or former clients to validate background and experience.

TAB 7: PRICE -

- (a) Complete the BPUB Pricing Proposal Form by providing your best proposed prices provided and placed on the form behind this tab. The Pricing Proposal Form is found on the following pages of the RFP. Pricing shall be inclusive of all materials, travel and expenses required to complete the scope of work described here in.

TAB 8: VALUE ADDED BENEFITS -

- (a) Describe any services or deliverables that are not required by the RFP that the respondent proposes to provide at no additional cost to BPUB. Firms are not required to propose value-added benefits, but inclusion of such benefits may result in a more favorable evaluation.

TAB 9: CERTIFICATIONS AND OTHER REQUIRED FORMS - Complete, sign, and submit all certifications and other required forms as listed below and place behind this TAB:

- (a) Proposal Acknowledgement Form (submit this page upon receipt, can include copy in the Proposal). Any modifications or alterations to this form shall not be accepted.
- (b) Ethics Statement
- (c) Conflict of Interest Questionnaire
- (d) W9 or W8-BEN
- (e) Insurance Requirements - Evidence of policy or ability to obtain a professional liability (E&O) policy must be submitted in order to be considered. The Firm will be required to have a professional liability policy with a minimum limit of \$1,000,000.
- (f) Certified Statement - Certified statement that the Firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency. This form must be submitted in order to be considered.

EVALUATION PROCEDURE AND CRITERIA

All proposals must be completed and convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, the BPUB alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award. Only the information provided with the proposal, subsequent discussions and clarifications provided in writing, and the proposer's written Best and Final Offer, is used in the evaluation process and award determination. Only these criteria will be considered on the award determination.

A BPUB committee will review the proposals submitted in response to this request and make recommendations. The BPUB committee will review all proposals in light of the following major evaluation criteria with corresponding weights:

1. Evidence of understanding of the scope of work and methodology to carry out the project successfully. Weight: 10
2. Evidence of the firm's ability to perform the work, as indicated by profiles of the principal's and staff's professional and technical competence and experience. Weight: 10
3. Firm must have at least 10 years' experience in integrated resource planning. Weight: 9
4. Evidence as to whether the firm understands BPUB's type of organization, unique requirements, facilities, regulations, and other aspects (including knowledge of municipality rules and regulations). Weight: 9
5. Evidence of capability to provide services on a timely basis (based on references). The finalist will provide BPUB with a timeline of the proposed services with an expected implementation date. Weight: 8
6. Evidence of past performance in terms of cost control and quality of work (based on references, examples of similar projects, and other pertinent information). Weight: 8

Please be advised that cost will not be the sole determining factor in the BPUB's selection of a Firm to provide the services specified in the scope of services in this RFP. The decision to conduct interviews or check references of individual Firms, all Firms, or no Firms is at the sole discretion of the BPUB.

PROPOSAL COST SHEET
P019-24

The undersigned Firm, having read and examined the requirements and specifications for the above, proposes to perform the services set forth in the Original Proposal. The undersigned Firm hereby proposes to furnish the following product, as described herein, for the hourly rate of:

Task	Description	EST. HOURS TO COMPLETE	HOURLY RATE
1	Kickoff meeting		
2	Develop long-term BPUB load forecast		
3	Develop long-term market price forecasts		
4	Develop nodal price forecasts		
5	Assess existing generation resources		
6	Identify and characterize new potential resources		
7	Base case expansion plan and production cost analysis		
8	Supplemental analysis		
9	Assessment of demand-side management (DSM) opportunities		
10	Assessment of distributed generation (DG) opportunities		
11	Facilitated workshops		
12	Prepare draft and final IRP report		

NOTE: Hourly rate should include proposed fees for the items described under the scope of services section, to include training, travel, lodging, and miscellaneous expenses.

Company Name: _____

Authorized Company Representative: _____

Authorized Company Representative: _____
Signature (Failure to sign proposal will disqualify it)

Company Address: _____

Telephone #: _____

Fax #: _____

Email: _____

**Required Forms
CHECKLIST**

The following documents are to be submitted as a part of the Bid/RFP/RFQ document

NAME	FORM DESCRIPTION	SUBMITTED WITH BID	
		YES	NO
Legal Notice	Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>
	Debarment Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	Ethic Statement	<input type="checkbox"/>	<input type="checkbox"/>
	Conflict of Interest Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
	W9 or W8 Form	<input type="checkbox"/>	<input type="checkbox"/>
	Direct Deposit Form (will be provided to the awarded vendor)	<input type="checkbox"/>	<input type="checkbox"/>
	Residence Certification	<input type="checkbox"/>	<input type="checkbox"/>
Special Instructions (if applicable)	Bid Schedule/Cost sheet completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
	Cashier Check or Bid Bond of 5% of Total Amount of Bid	<input type="checkbox"/>	<input type="checkbox"/>
	OSHA 300 Log	<input type="checkbox"/>	<input type="checkbox"/>
	Contractor Pre-Bid Disclosure completed, signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
	Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
References	Complete the Previous Customer Reference Worksheet for each reference provided	<input type="checkbox"/>	<input type="checkbox"/>
Addenda			

ETHICS STATEMENT (COMPLETE AND RETURN WITH PROPOSAL)

The undersigned Firm, by signing and executing this proposal, certifies and represents to the Brownsville Public Utilities Board that Firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this proposal; the Firm also certifies and represents that they have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient’s decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal, the Firm certifies and represents that they have neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Brownsville Public Utilities Board concerning this proposal on the basis of any consideration not authorized by law; the Firm also certifies and represents that they have not received any information not available to other Firms so as to give the undersigned a preferential advantage with respect to this proposal; the Firm further certifies and represents that they have not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Brownsville Public Utilities Board in return for the person having exercised their person’s official discretion, power or duty with respect to this proposal; the Firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Brownsville Public Utilities Board in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal.

THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BROWNSVILLE PUBLIC UTILITIES BOARD, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY NEGLIGENT ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS PROPOSAL.

I have read all of the specifications and general proposal requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____
AGENT NAME: _____
AGENT SIGNATURE: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP CODE: _____
TELEPHONE: _____ TELEFAX: _____
FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:

NOTE: QUESTIONS AND CONCERNS FROM PROSPECTIVE CONTRACTORS SHOULD BE RAISED WITH OWNER AND ITS CONSULTANT (IF APPLICABLE) AND RESOLVED IF POSSIBLE, PRIOR TO THE PROPOSAL SUBMITTAL DATE. ANY LISTED DEVIATIONS IN A FINALLY SUBMITTED PROPOSAL MAY ALLOW THE OWNER TO REJECT A PROPOSAL AS NON-RESPONSIVE.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS (PLEASE COMPLETE AND RETURN WITH PROPOSAL)**

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH PROPOSAL RESPONSE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY <hr/> Date Received	
1 Name of vendor who has a business relationship with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed.	<hr style="width: 80%; margin: 0 auto;"/> Name of Officer	
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.		
<p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7	<hr style="width: 80%; margin: 0 auto;"/> Signature of vendor doing business with the governmental entity <hr style="width: 80%; margin: 0 auto;"/> Date	

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

BROWNSVILLE PUBLIC UTILITIES BOARD
RESIDENCE CERTIFICATION

In accordance with Art. 601g, as passed by the 1985 Texas Legislature, the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(1) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(2) "Texas resident bidder " means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 1. (b)

The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that _____(Company Name) is a **resident Texas bidder** as defined in Art. 601g.

Signature: _____

Print Name: _____

I certify that _____(Company Name) is a **nonresident bidder** as defined in Art. 601g. and our principal place of

business is: _____
(City and State)

Signature: _____

Print Name: _____

**Certificate of Status of Beneficial Owner for
 United States Tax Withholding and Reporting (Entities)**

▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code.
 ▶ Go to www.irs.gov/FormW8BENE for instructions and the latest information.
 ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form for:

- U.S. entity or U.S. citizen or resident W-9
- A foreign individual W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the United States (unless claiming treaty benefits) W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) . . . W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-8ECI or W-8EXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-8IMY

Instead use Form:

Part I Identification of Beneficial Owner

<p>1 Name of organization that is the beneficial owner</p>	<p>2 Country of incorporation or organization</p>																
<p>3 Name of disregarded entity receiving the payment (if applicable, see instructions)</p>																	
<p>4 Chapter 3 Status (entity type) (Must check one box only):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Simple trust</td> <td><input type="checkbox"/> Tax-exempt organization</td> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Partnership</td> </tr> <tr> <td><input type="checkbox"/> Central Bank of Issue</td> <td><input type="checkbox"/> Private foundation</td> <td><input type="checkbox"/> Complex trust</td> <td><input type="checkbox"/> Foreign Government - Controlled Entity</td> </tr> <tr> <td><input type="checkbox"/> Grantor trust</td> <td><input type="checkbox"/> Disregarded entity</td> <td><input type="checkbox"/> Estate</td> <td><input type="checkbox"/> Foreign Government - Integral Part</td> </tr> <tr> <td></td> <td><input type="checkbox"/> International organization</td> <td></td> <td></td> </tr> </table> <p>If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part III. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<input type="checkbox"/> Simple trust	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Central Bank of Issue	<input type="checkbox"/> Private foundation	<input type="checkbox"/> Complex trust	<input type="checkbox"/> Foreign Government - Controlled Entity	<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Disregarded entity	<input type="checkbox"/> Estate	<input type="checkbox"/> Foreign Government - Integral Part		<input type="checkbox"/> International organization		
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<p>6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">City or town, state or province. Include postal code where appropriate.</td> <td style="width: 30%;">Country</td> </tr> </table>		City or town, state or province. Include postal code where appropriate.	Country														
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For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 59689N

Form **W-8BEN-E** (Rev. 10-2021)