



BROWNSVILLE PUBLIC UTILITIES BOARD

Request for Competitive Sealed Proposals

FOR

PROPERTY AND CASUALTY INSURANCE

CONSULTING SERVICES

2024

P039-24

Proposal Due: April 24, 2024 by 5:00 PM
Proposal Acknowledgement: April 25, 2024 at 10:30 AM



B R O W N S V I L L E
PUBLIC UTILITIES BOARD

**LEGAL NOTICE
AND
REQUEST FOR PROPOSALS
P039-24**

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

The Brownsville Public Utilities Board (BPUB) will accept sealed Proposals for Property and Casualty Insurance Consulting Services, **until 5:00 PM, April 24, 2024** in the Brownsville PUB Purchasing Office, 1155 FM 511, Olmito, Texas. **Any responses received after this time shall not be considered and will not be opened. Facsimile and email responses are not acceptable when responding to this Request for Proposals.**

Proposals will be publicly acknowledged on April 25, 2024 at 10:30 AM. Firms are invited to call (956) 214-6020 to listen to the proposal acknowledgement.

Detailed specifications may be obtained at the BPUB Purchasing website https://www.brownsville-pub.com/rfp_status/open/

Please send one (1) original and four (4) copies of the proposal and identify each as an original or copy accordingly, **mark on the outside of the envelope and on any carrier's envelope:** "SEALED PROPOSAL FOR PROPERTY AND CASUALTY INSURANCE CONSULTING SERVICES, P039-24, APRIL 24, 2024, 5:00 PM", and send to the attention of Diane Solitaire, Purchasing Department, 1155 FM 511, Olmito, Texas 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 proposals to the Brownsville Public Utilities Board, Purchasing Office by the given deadline above.

The BPUB reserves the right to reject any or all proposals and to waive irregularities contained therein and to accept any proposals deemed most advantageous to the BPUB. BPUB reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by BPUB. BPUB reserves the right to evaluate the responses submitted, or to reject any or all submittals should it be deemed in BPUB's best interest. BPUB reserves the right to negotiate with any, all or none of the Respondents.

Any Proposal may be withdrawn prior to the above-scheduled time for the opening of Proposals or authorized postponement thereof. All timely proposals become the property of the BPUB upon receipt and shall not be returned. Any information deemed to be confidential by respondent should be clearly noted on the page(s) where the confidential information is contained. BPUB, however, cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since

information deemed to be confidential by the respondent may not be considered confidential under Texas law, or pursuant to a Court Order.

Diane Solitaire

Brownsville Public Utilities Board
(956) 983-6366 - Phone

Please submit this page upon receipt

**ACKNOWLEDGEMENT FORM
PROPERTY AND CASUALTY INSURANCE CONSULTING SERVICES
P039-24**

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

Please email this page upon receipt of the RFP package or 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, I will be able to send a RFP; obtained RFP package from website.

Yes, I will be able to send a RFP; please email the RFP package.

Email: _____

Yes, I will be able to send a RFP; please mail the RFP package using the carrier & account number listed below:

Carrier: _____

Account: _____

No, I will not be able to send a RFP for the following reason:

If you are unable to send your proposal, kindly indicate your reason 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

Property and Casualty Insurance Consulting Services

GENERAL BACKGROUND

The City, located in Cameron County on the Rio Grande approximately 23 miles from the Gulf of Mexico, is a home rule city organized and existing under the laws of the state of Texas, including the City's Charter, as amended (the "charter"). The City owns and operates a combined electric, water, and wastewater utilities system (collectively, the "system") serving the City and certain areas outside the city. The City's authority with regard to public utility ownership and services is generally exercised through the Brownsville Public Utilities Board (the "Board"). The Board, created and established by Article VI of the Charter as a separate and distinct agency of the city, has authority to control, manage, and operate the system and to expand and apply System revenues, subject to certain limitations. The Charter provides that the power to issue bonds; to encumber, sell, or hypothecate the system; and the city retains to fix rates, fees, and charges of the system. The mailing address of the Board is Post Office Box 3270, Brownsville, Texas 78523-3270, and the telephone number of the Board is (956) 983-6100. The Board's fiscal year is the 12-month period ended September 30 of each year and is referred to herein as the "fiscal year."

Additional information regarding BPUB's mission, programs, projects, and financial structure is available in the BPUB's website at www.brownsville-pub.com.

PURPOSE

BPUB is soliciting competitive sealed proposals from qualified and licensed insurance consulting Firms to provide assistance with the request for proposals and renewals process for procurement and management of BPUB's property and casualty insurances and to assist in special insurance projects.

MINIMUM QUALIFICATIONS

The proposing Firm must:

1. Have demonstrated experience in the following:
 - a. Best practices in Property & Casualty Insurance consulting services.
 - b. Assisting entities in establishing Property & Casualty Insurance services.
 - c. Ability to work collaboratively with clients to provide timely, high-quality, and cost-effective results.
2. Have been in business for a minimum of five (5) years providing the scope of services consistent with those sought in this RFP.
3. Have experience providing similar services to at least three (3) other entities; at least one (1) of these entities must have at least \$1 million in gross revenues.
4. Not be in bankruptcy or previously filed for bankruptcy, conservatorship, receivership, or in the possession of a regulatory agency.

INSURANCE POLICIES TIMELINE

Insurances to be obtained in year 2024 are to be effective as follows:

1. Directors & Officers (Errors & Omission): Date October 1, 2024 (Request for Proposal)
2. Umbrella (Excess) Liability: October 1, 2024 (Request for Proposal)
3. General Liability, Automobile, Mobile Equipment, Crime, Excess Workers' Compensation: October 1, 2024 (Renewal Process)
4. Cyber Security Insurance: October 1, 2024 (Renewal Process)
5. Property & Casualty: Date April 1, 2025 (Renewal Process)

PROPOSAL SUBMISSION REQUIREMENTS

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. Unless otherwise indicated, a proposal that does not provide all of the information requested below may be rejected.

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.

The proposals must follow all formats and address all portions of the RFP set forth herein providing all information requested.

1. Proposal Format
 - a. The proposals must be structured, presented, and labeled in the following manner:
 - b. Table of Contents
 - c. Section 1.0 - Executive Summary
 - d. Section 2.0 – Company Information
 - e. Section 3.0 – Company Background
 - f. Section 4.0 – Company Qualifications
 - g. Section 5.0 – References
 - h. Section 6.0 – Proposed Solution
 - i. Section 7.0 – Implementation Approach
 - j. Section 8.0 – Pricing
 - k. Section 9.0 – Insurance Requirements
 - l. Section 10.0 – Certified Statement
 - m. Section 11.0 – Independent Consultant Statement
 - n. Section 12.0 – Other Required Information
2. 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 labeled.

3. Table of Contents

All pages are to be numbered and the table of contents should identify each major section.

4. Section 1.0 – Executive Summary

- a. 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.

5. Section 2.0 – Company Information

- a. 2.1 - Provide the legal entity name.
- b. 2.2 - Identify if the Firm is a subsidiary of a larger company. If so, whom?
- c. 2.3 - Provide the proposal contact name, address, phone number, and email address.
- d. 2.4 - Identify the location of company headquarters, and office which will support the implementation.
- e. 2.5 - Identify the location of staff that will be assigned to this project.
- f. 2.6 - Identify all subcontractors and associated scope of work.
- g. 2.7- Identify any pending litigation against the Firm.
- h. 2.8 - Identify if Firm has filed any bankruptcy or insolvency processed in the last 10 years.
- i. 2.9 - Identify any mergers, acquisitions, or sales of the Firm within the last five years. If so, include an explanation providing relevant details.
- j. Firms are required to provide all requested information. Failure to provide a full response may provide a basis for disqualification.

6. Section 3.0 – Company Background

- a. This section should identify the following:
 - b. 3.1 - A description of the Firm’s background, nature of business and organizational history.
 - c. 3.2 - A statement of how many years of experience the Firm has with Property & Casualty Insurance Consulting Services as required by this RFP.
- d. The Company Background section should not exceed 3 pages.

7. Section 4.0 – Company Qualifications

- a. In this section of proposal, the Firm should identify company and staff qualifications and experience in implementing solutions. More specifically, this section should identify the following:
 - b. 4.1 - Describe your experience in Property & Casualty Insurance Consulting Services.
 - c. 4.2 - Identify your existing client base including the number of clients you provided the services being proposed here.
- d. The Company Qualifications section should not exceed 3 pages.

8. Section 5.0 – References

- a. The Firm must provide at least six (6) references. At least two (2) of the references should be for services that have been provided in the last two (2) years. To the extent possible, BPUB prefers references from local government or utility agencies with similar demographics. For each reference, Firm should provide the following information:
- b. 5.1 - Entity name.
- c. 5.2 - Customer contact information (name, title, phone, and email).
- d. 5.3 - Scope of work performed identifying the services provided and solutions implemented.
- e. 5.4 - Project start and end date.

9. Section 6.0 - Proposed Solution

- a. In this section the Firm should identify the proposed solution up to and including the following:
- b. 6.1 – Provide a comprehensive overview of the solution proposed.
- c. 6.2 - Provide a brief written response for each requirement in the scope of services section that confirms your intent to meet the requirement. Firms are encouraged to provide brief descriptions of how the solution meets the requirements to allow the evaluators to fully understand the features, functions, and capabilities.
- d. 6.3 – Based on the Firm’s experience and expertise, identify any additional proposed features, functions, or capabilities that BPUB should consider to meet the stated goals.

10. Section 7.0 - Implementation Approach

- a. In this section the Firm should address the following:
- b. 7.1 – Provide a project organization chart highlighting the key staff who will be assigned to accomplish the work required by this RFP, illustrate the lines of authority, and designate the individual responsible for the completion of each service component and deliverable. Provide brief bios for the project manager and assigned key project personnel.
- c. 7.2 - Describe your implementation methodology and approach. This includes the tools and techniques that will be used, and methodologies that the Firm will employ.
- d. 7.3 – Describe the roles and responsibilities of both the BPUB and Firm staff during each phase of implementation. In addition, provide an estimated level of effort for the BPUB staff during implementation.
- e. 7.4 – Provide a project schedule that identifies key tasks, deliverables, milestones, and resources required. BPUB seeks a detailed understanding of the work plan that will be followed to ensure success.

11. Section 8.0 – Pricing

The BPUB is seeking a clear and comprehensive understanding of all costs associated with the services. In this section, the Firm must itemize all costs and the methodology for calculation of fees. Price should include proposed fees on a fixed basis for each requirement in the scope of services section, to include travel, lodging, and miscellaneous expenses. If derived via time estimate and hourly rates, the information should be included.

12. Section 9.0 - 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 awarded the project will be required to have a professional liability (E&O) policy with a minimum limit of \$1,000,000.

13. Section 10.0 – 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 (page 21).

14. Section 11.0 – Independent Consultant Statement

A statement stating that the consultant is independent from any solutions vendor. The statement must be submitted to be considered.

15. Section 12.0 – Other Required Information

Proposal Acknowledgement Form (Page 4) completed and to be submitted upon receipt of proposal document; Ethics Statement (Page 20) completed and submitted with proposal response; and Conflict of Interest Questionnaire (Page 22); to be completed, if applicable, and submitted with proposal response. If not applicable, mark N/A and submit with proposal response. The W9 or W8-BEN (Pages 28 or 29) must be completed, signed and submitted with proposal response.

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, Brownsville PUB 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 will make recommendations. The BPUB committee will review all proposals in light of the following major evaluation criteria with corresponding weights:

1. The Firm's qualifications and resources to efficiently provide the consulting services requested by BPUB in relation to the planning and the procurement of Property & Casualty Insurance services, weight: 4;
2. The Firm's experience in providing consulting services for planning and procuring Property & Casualty insurance for similar type and size entities, weight: 4;

3. Experience and qualifications of the team to be assigned by the Firm to plan and procure the Property & Casualty insurances, weight: 5;
4. The Firm's proposed methodology for providing services requested in the scope of services, weight 5;
5. The Firm's proposed cost for services and the methodology stated for setting compensation, weight: 2;
6. Evidence of the Firm's past performance in terms of cost control and quality of work (based on references, examples of similar consulting services projects in relation to Property & Casualty Insurance, and other pertinent information), weight: 3.

Finalist Firms may be required to conduct a presentation of their proposals. Presentations may encompass (but are not limited to) past projects and demonstration of ability to understand and design based on client needs.

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

PROPOSAL INFORMATION

All proposal envelopes shall contain a signed original and four (4) copies. 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 open records 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. The BPUB may require more than one meeting be held with the top three (3) rated Firms. 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.

Any Firm may be required, at the option of the BPUB, to demonstrate successful performance of similar services. The services to be demonstrated shall have similar functional and performance characteristics as those required in these specifications. The potential demonstration(s) shall occur at a mutually agreed upon time and location.

INSTRUCTIONS TO RFP RESPONDENTS

Firms must submit a signed original and four (4) copies of the proposal in a sealed package. Proposals shall be submitted to the BPUB Purchasing Office, 1155 FM 511, Olmito, Texas, no later than **5:00 PM on April 24, 2024**.

Sealed envelope must be clearly labeled as follows:

**Brownsville Public Utilities Board
Attention: Diane Solitaire
1155 FM 511
Olmito, TX 78575
"P039-24 Property and Casualty Insurance Consulting Services, April 24, 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 coordination of all transactions as needed.

VENDOR ACH (DIRECT DEPOSIT) SERVICES

The Brownsville PUB 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, Aw9 form, or a W8 form in cases of a foreign vendor, will be required of all vendors doing business with the Brownsville PUB. If a W9 or W8 form is

not made available to Brownsville PUB, 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.

TERM OF CONTRACT

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. The contract term desired is five years with years two through five subject to administration and Board approval.

BROWNSVILLE PUB 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 Brownsville Public Utilities Board.
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 vendor/contractor) and if proposer/vendor 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 vendor/contractor, for delay or non-performance by the vendor/contractor; or if it is deemed in the best interest of the BPUB for BPUB’s convenience.
6. 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.

Item	Date(s)
RFP issued:	April 8, 2024
Deadline to Submit Questions	April 15, 2024 by 3:00 PM
Proposals due:	April 24, 2024 by 5:00 PM
Proposals acknowledgment:	April 25, 2024 at 10:30 AM
Proposals evaluated:	April 26, 2024 – April 29, 2024
Project start date:	May 13, 2024

REFERENCE CHECKS

The BPUB will contact prospective firm’s references by telephone.

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 the best interest of the rate payers.

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.

BUSINESS REQUIREMENTS

Firms shall respond to each of the items listed below. Proposal shall include for each phase, a detailed description of how the specific phase would be met, including what would be required from the BPUB to meet the specific phase. Respondents must provide a response to each one of these phases. Respondents are encouraged to recommend as part of their proposal additional options, features or measures to help the BPUB meet its objectives on a separate sheet of paper.

HOUSE BILL 89 VERIFICATION

Subtitle F, Title 10 of Local Government Code Chapter 2270 requires all vendors doing business with the Brownsville Public Utilities Board to complete the HB 89 Verification Form and have it notarized. This form verifies that your company does not boycott Israel currently and that your company will not boycott Israel during the terms of this contract. The HB 89 Verification Form is included in this RFP packet.

SENATE BILL 252 CERTIFICATION

Senate Bill 252, pursuant to Chapter 2252, Section 2252.152 of the Texas Government Code requires the Brownsville Public Utilities Board verify through the Texas State Comptroller's office that your company does not do business with Iran, Sudan or any Foreign Terrorist Organization. On the attached form SB 252 Certification, please list your company name. The Brownsville Public Utilities Board will verify your company name against the Known Terrorist List.

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.

EXHIBIT A
SCOPE OF SERVICES FOR CONSULTANT SERVICES

The BPUB of the City of Brownsville, Texas, is seeking Insurance Consultant Professional Services for the following:

1. Advisement and assistance in the Request for Proposal Process and Renewal Process of the BPUB Liability Insurances to include Umbrella (Excess) Liability Insurance and Directors and Officers: Errors and Omissions Insurance. Vendor will advise and assist in the RFP process by performing the following:
 - a. Prepare and develop the RFP including the specifications of the RFP based on BPUB requirements and the Texas Local Government Code. Attend a pre-proposal meeting. This meeting is optional based on the request by the BPUB staff.
 - b. Monitor the RFP process and respond to all vendor questions after release of RFP and develop addenda if needed.
 - c. Follow all Texas Local Government Code requirements in the release and follow-up of the RFP.
 - d. Review and analyze the proposals received by the BPUB.
 - e. Assist and advise BPUB in proposal negotiations.
 - f. Prepare a final recommendation report to be presented to the BPUB Board of Directors.
 - g. Meet with BPUB staff and BPUB Board of Directors to review the analysis and recommendations. Meetings include three meetings with BPUB staff and three meetings with the BPUB Board of Directors where the insurances are presented to the BPUB Board of the Directors for consideration and approval.
 - h. Assist with the implementation of the selected plan(s).

2. Advisement and assistance in the renewal process and procurement for Cyber Liability Insurance. Vendor will advise and assist in the renewal process of by performing the following:
 - a. Obtain renewal offers.
 - b. Review and analyze renewal offers.
 - c. Assist and advise BPUB in renewal negotiations.
 - d. Prepare and develop a final recommendation report.
 - e. Meet with BPUB staff and BPUB Board of Directors to review the renewal analysis and recommendations. Meetings include three meetings with BPUB staff and three meetings with the BPUB Board of Directors where the insurance renewal is presented to the BPUB Board of the Directors for consideration and approval.
 - f. Assist with the implementation of the selected plan(s).

3. Advisement and assistance in the renewal process and procurement for selected Liability Insurances to include General Liability Insurance, Excess Workers' Compensation Insurance, Auto (Vehicle) Insurance, Fuel Storage Tank Liability and Clean Up Insurance, Mobile Equipment Insurance, Business Travel: Group Travel Insurance, Crime and Theft Insurance, and Corporate Risk Insurance. Vendor will advise and assist in the renewal process of by performing the following:
 - a. Obtain renewal offers.
 - b. Review and analyze renewal offer.
 - c. Assist and advise BPUB in renewals negotiations.
 - d. Prepare and develop a final recommendation report.

- e. Meet with BPUB staff and BPUB Board of Directors to review the renewal analysis and recommendations. Meetings include three meetings with BPUB staff and three meetings with the BPUB Board of Directors where the insurance renewal is presented to the BPUB Board of the Directors for consideration and approval.
 - f. Assist with the implementation of the selected plan(s).
 - g. Prepare Monthly Workers' Compensation Insurance Fund Status Reports.
4. Advisement and assistance in the renewal of the BPUB Property Insurance Coverage. Vendor will advise and assist in the renewal process by performing the following:
 - a. Obtain renewal offers.
 - b. Review and analyze renewal offers.
 - c. Assist and advise BPUB in renewals negotiations.
 - d. Prepare and develop a final recommendation report.
 - e. Meet with BPUB staff and BPUB Board of Directors to review the renewal analysis and provide recommendations. Meetings include three meetings with BPUB staff and three meetings with the BPUB Board of Directors where the insurance renewal is presented to the BPUB Board of Directors for consideration and approval.
 - f. Assist with the implementation of the selected plan(s).
 5. Assist the Risk/Insurance Management Department in Special Projects.
 6. Insurance consulting services requested by the BPUB related to Property & Casualty Insurances. The number of hours estimated for a 12-month period is 40 hours.

EXHIBIT B
COMPENSATION FOR CONSULTANT SERVICES

Phase 1. Advisement and assistance in request for proposal process (RFP) and renewal process of the BPUB Liability Insurances to include Umbrella (Excess) Liability Insurance, Directors and Officers: Errors and Omissions Insurance.

Phase 2. Advisement and assistance in the renewal process and procurement for Cyber Security Insurance.

Phase 3. Advisement and assistance in the renewal & procurement process for selected Liability insurance to include General Liability Insurance, Excess Workers Compensation Insurance, Auto (vehicle) Insurance, Fuel Storage Tank Liability and Clean up Insurance, Mobile Equipment Insurance, Business Travel Insurance, Crime and Theft Insurance and Corporate Risk Insurance.

Phase 4. Advisement and assistance in the renewal and procurement of the BPUB property insurance coverage.

Special Projects. Assist the Risk/Insurance Management Department in Special Projects.

**PROPOSAL COST SHEET
P039-24**

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 cost of:

DESCRIPTION	ESTIMATED HOURS TO COMPLETE	HOURLY RATE
1. Advisement and assistance in the Request for Proposal Process and Renewal Process of the BPUB Liability Insurances to include Umbrella (Excess) Liability Insurance and Directors and Officers: Errors and Omissions Insurance, Item 1, a through h		
2. Advisement and assistance in the renewal process and procurement for Cyber Liability Insurance Item 2, a through f		
3. Advisement and assistance in the renewal process and procurement for selected Liability Insurances to include General Liability Insurance, Excess Workers' Compensation Insurance, Auto (Vehicle) Insurance, Fuel Storage Tank Liability and Clean Up Insurance, Mobile Equipment Insurance, Business Travel: Group Travel Insurance, Crime and Theft Insurance, and Corporate Risk Insurance, Item 3, a through g		
4. Advisement and assistance in the renewal of the BPUB Property Insurance Coverage as specified in Scope of Work, Item 4, a through f		
5. Assist the Risk/Insurance Management Department in Special Projects		

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
Required Forms (if applicable)	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 Firm)	<input type="checkbox"/>	<input type="checkbox"/>
	Residence Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
	House Bill 89 Form	<input type="checkbox"/>	<input type="checkbox"/>
	Senate Bill 252 Form	<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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

ETHICS STATEMENT (Complete and Return this form 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 the firm has 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 firm has 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 firm has 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 firm has 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 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 (Complete and Return this form with Proposal)

Name of Entity: _____

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

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency:

Have not within a three year period preceding this proposal been convicted of, 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;

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 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 & SUBMITTED WITH BID 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	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	Date Received 	
<p>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.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>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> <p style="margin-left: 40px;">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="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 40px;">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="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<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.</p>		
<p>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).</p>		
<p>7</p> <p style="text-align: center;"> _____ Signature of vendor doing business with the governmental entity </p> <p style="text-align: right; margin-right: 100px;"> _____ Date </p>		

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: _____

Organization Name
House Bill 89 Verification

I, _____ (Person name), the undersigned representative of (Company or Business name) _____ (hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named- above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract providing that:
 - (1) "company" does not include a sole proprietorship; and
 - (2) the law applies only to a contract that:
 - (a) is between a governmental entity and a company with 10 or more full-time employees; and
 - (b) has a value of \$100,000 or more that is to be paid wholly or partly from public funds or the governmental entity

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the _____ day of _____, 20____, personally appeared

_____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL _____

NOTARY SIGNATURE _____

Date

Senate Bill 252 Certification Form

Prohibition on Contracts with Terrorist Organizations

The Texas Legislature approved legislation that will impact all government contracts for goods and services. This addendum requires a certification from any vendor/independent contractor entering into a contract with Brownsville Public Utilities Board to ensure the vendor/contractor complies with the requirements stipulated herein.

Pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153:

SB 252 prohibits governmental entities from contracting with parties on the State Comptroller's list of companies known to have contracts with, or provide supplies or services to, an organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. As a result of this law, governmental entities are required to certify that vendors/independent contractors are not on the listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan, or any Foreign Terrorist Organization.

I, (authorized official) _____,
do hereby depose and certify the truthfulness and accuracy of the contents of the statements submitted on this certification, that the company named below:

- 1) does not do business with Iran, Sudan or any Foreign Terrorist Organization; and
- 2) will not do business with Iran, Sudan or any Foreign Terrorist Organization during the term of the contract; and
- 3) is not listed on the website of the Comptroller of the State of Texas

Company Name

Signature of Authorized Signature

Title of Authorized Signature

Date

Previous Customer Reference Worksheet

Name of Customer:		Customer Contact:
Customer Address:		Customer Phone Number:
		Customer Email:

Name of Company Performing Referenced Work:

What was the Period of Performance?		What was the Final Acceptance Date?
From:		
To:		
Dollar Value of Contract?		What Type of Contract?
\$ _____		<input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Time and Material <input type="checkbox"/> Not to Exceed <input type="checkbox"/> Cost Plus Fixed Fee <input type="checkbox"/> Other, Specify:

Provide a brief description of the work performed for this customer (add additional page if required)

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
2	Business name/disregarded entity name, if different from above.		
Print or type. See Specific Instructions on page 3.	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	<i>(Applies to accounts maintained outside the United States.)</i>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
6	City, state, and ZIP code		
7	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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
[] [] [] - [] [] - [] [] [] [] [] []	
or	
Employer identification number	
[] [] - [] [] [] [] [] [] [] [] [] [] [] []	

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Form **W-8BEN-E**

(Rev. October 2021)
Department of the Treasury
Internal Revenue Service

**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		
<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																
<p>5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)</p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner). <input type="checkbox"/> Participating FFI. <input type="checkbox"/> Reporting Model 1 FFI. <input type="checkbox"/> Reporting Model 2 FFI. <input type="checkbox"/> Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions. <input type="checkbox"/> Sponsored FFI. Complete Part IV. <input type="checkbox"/> Certified deemed-compliant nonregistering local bank. Complete Part V. <input type="checkbox"/> Certified deemed-compliant FFI with only low-value accounts. Complete Part VI. <input type="checkbox"/> Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII. <input type="checkbox"/> Certified deemed-compliant limited life debt investment entity. Complete Part VIII. <input type="checkbox"/> Certain investment entities that do not maintain financial accounts. Complete Part IX. <input type="checkbox"/> Owner-documented FFI. Complete Part X. <input type="checkbox"/> Restricted distributor. Complete Part XI. </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Nonreporting IGA FFI. Complete Part XII. <input type="checkbox"/> Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII. <input type="checkbox"/> International organization. Complete Part XIV. <input type="checkbox"/> Exempt retirement plans. Complete Part XV. <input type="checkbox"/> Entity wholly owned by exempt beneficial owners. 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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:65%;">City or town, state or province. Include postal code where appropriate.</td> <td style="width:35%;">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.

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