

ISLAND PARK UNION FREE SCHOOL DISTRICT
99 Radcliffe Road
Island Park, NY 11558

REQUEST FOR PROPOSAL (RFP)
FOR GENERAL COUNSEL/LEGAL SERVICES/LABOR COUNSEL

PROPOSAL NO. 2024-25/29-04



BID DUE DATE & TIME:

Date: May 9, 2024

Time: 11:00 a.m.

By order of: Board of Education
Island Park Union Free School District
Town of Hempstead, Nassau County, New York
Cindy Pastore, District Clerk
<https://www.ips.k12.ny.us/>

TITLE: General Counsel/Legal Services/Labor Counsel

DATE OF OPENING: May 9, 2024

TIME: 11:00 a.m.

To All Providers:

The Island Park Union Free School District (IPUFSD) is requesting proposals from qualified individuals and entities interested in providing General Legal Counsel, Legal Services, and Labor Relations Counsel Services to the District. The contract period will be for one year (July 1, 2024 – June 30, 2025), with the option to renew for an additional four years. Renewal periods are by mutual agreement and not automatic.

Proposals received after the stated date and time will not be considered. Proposals must be submitted in a sealed envelope plainly marked on the outside “Request for Proposal – For “General Counsel/Legal Services/Labor Counsel.”

Proposals shall be irrevocable for a minimum period of forty-five (45 days) from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The School Business Administrator or his designee shall make such determination.

The Island Park UFSD reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district. All clarifications or supplemental information will be provided to all individuals and entities that have received a copy of this RFP from the District. All clarifications and supplemental information will be provided to all individuals and entities in writing and any clarifications or supplemental information provided in any other manner will not be binding. The District reserves the right to amend this RFP for any reason or based upon questions and issues raised and/or received in writing during the proposal process.

By order of: Board of Education
Island Park Union Free School District
Town of Hempstead, Nassau County, New York
Cindy Pastore, District Clerk

NAME OF BUSINESS _____

ADDRESS _____

TELEPHONE NUMBER _____

AUTHORIZED REPRESENTATIVE (PRINTED) _____

SIGNATURE OF REPRESENTATIVE _____

ISLAND PARK UNION FREE SCHOOL DISTRICT
99 Radcliffe Road
Island Park, NY 11558

REQUEST FOR PROPOSAL – FOR GENERAL COUNSEL/LEGAL SERVICES/LABOR COUNSEL
--

CONTENTS

I.	PROCEDURES FOR RESPONDING TO RFP	4
II.	OVERVIEW OF DISTRICT	4
III.	GENERAL DESCRIPTION OF SCOPE OF LEGAL SERVICES TO BE RENDERED ..	5
IV.	ELEMENTS OF PROPOSALS	7
	• A. Contents of Proposal	7
	• B. Professional Credentials & Experience	7
	• C. Arrangements for Provision of Services	9
	• D. Representation of Other Parties	10
	• E. Insurance.....	10
	• F. References.....	12
	• G. Costs/Fees	12
	• H. Terms of Engagement	12
	• I. Subcontracting	12
	• J. Termination of Contract	13
	• K. Supplemental Information.....	13
V.	REFERENCE FORM	14
VI.	NON-COLLUSIVE BIDDING CERTIFICATION	15
VII.	CERTIFICATION - IRAN DIVESTMENT ACT OF 2012.....	16
VIII.	PROPOSAL PAGE.....	17
W9	18

I. PROCEDURES FOR RESPONDING TO RFP

All completed proposals must be received by Mr. Sal Carambia, School Business Administrator, Island Park School District, no later than 11:00 a.m. May 9, 2024.

The address for submission is:

Mr. Sal Carambia, School Business Administrator
Island Park School District
99 Radcliffe Road
Island Park, NY 11558

The Island Park School District (District) will accept proposals for all services and/or services in one or more specific areas of expertise. For example, all services would include General Counsel, Legal Services, and Labor Counsel. Whereas, alternative proposals for one or a combination of two can also be submitted. Please be clear in defining the elements of the proposal. Also indicate the name of the attorney responsible for managing each area as well as the name of the attorney who will serve as the general point of contact and attend district Board of Education (Board) meetings (www.ips.k12.ny.us/boe_meeting_dates). A resume for each attorney must be attached.

Please be certain that the name of your firm is identified on each page of your proposal.

Each proposal should list all rates, fees and charges on a separate page(s), which may be separated from the rest of the proposal.

At the sole discretion of the Board, select law firms responding to this RFP **may** be interviewed by a committee selected by the Board of Education. It is anticipated that such interviews will take place in the Spring of 2024.

The District reserves the right to award all services to one law firm or to award certain services or groups of services to different law firms based on the proposal or proposals that best meet the needs of the District. The decision will be based on all available information, and the firm(s) selected will not necessarily be the lowest bidder(s). The District also reserves the right to reject all of the proposals submitted in response to this RFP and/or to hire a law firm(s) not responding to this RFP.

If there are any questions regarding this RFP, please contact Mr. Sal Carambia, School Business Administrator at 516-434-2600.

II. OVERVIEW OF DISTRICT

The District operates one elementary and one middle school (approximately 720 students in PreK-8). In addition, the district pays tuition for and has 343 students enrolled in one out-of-district public high school (Long Beach High School) with which it has a five-year contract. Nearly 100 students from the district attend private, independent, or parochial schools (K-12).

Approximately 37 special needs students attend BOCES or other out-of-district schools. There are 124 “CSE” students and “504” students in the district (K-8).

III. GENERAL DESCRIPTION OF SCOPE OF LEGAL SERVICES TO BE RENDERED

A) The District is seeking legal services from law firms that will provide us with excellent and effective legal advice and representation, while remaining sensitive to the issue of cost. The provider will render legal services in the role of an independent contractor. The areas for which services are requested may be generally categorized as follows:

- Authority and Operations of the Board and Administration
- Special Education and Student Issues
- Instruction
- Finance, Management Services and Non-Instructional Operations
- Human Resources and Labor Negotiations

B) Attorneys in the law firm should be knowledgeable, experienced and up to date in all areas of law applicable to the District, including but not limited to:

- Responsibilities/Authority of Board and District officials under New York State Education Law
- Commissioner’s Regulations
- Constitutional provisions applicable to the District and District officials
- Civil rights
- Employee rights
- EEOC/SDHR and other discrimination matters
- Student rights
- Custody, guardianship, adoption, orders of protection, and Child Protective Services
- Education of students with disabilities
- Teacher teacher evaluation as related to tenure decisions, teacher tenure, teacher lay-offs, teacher recalls, and position terminations
- Employee discipline and discharge
- Public school employee unions and collective negotiations
- Administration of collective negotiations agreements, including grievance process and arbitration
- Current federal and New York State laws and regulations, as well as proposed or pending changes and court proceedings
- NYSTRS/NYSERS
- Civil Service laws and regulations
- Federal and state laws/regulations pertaining to wages and benefits
- Public Finance Law/General Municipal Law provisions governing financial management

- Contract law
- Non-instructional operations such as food service and maintenance
- Non-instructional services rendered to component districts on a cooperative basis
- Environmental Law
- Appeals to the Commissioner of Education
- Proceedings before the EEOC and SDHR
- Proceedings before other state and federal administrative agencies (e.g., OCR, Wage and Hour Division, Unemployment Insurance Division)

C) The law firm representing the District will be expected to provide the following services:

- Advice and Counsel – Telephone and personal conferences with the Superintendent and Board as well as other designated persons as needed to render advice and counsel.
- Special Opinions – Prepare legal opinions on particular questions at the request of the Superintendent and Board.
- Communications/Update System – Provide periodic updates on new legislation and regulations, court decisions, decisions of the Commissioner of Education and decisions/opinions of other government agencies (e.g., Committee on Open Government, Attorney General, Office of the State Comptroller, OCR).
- All Forms of Legal Proceedings – Represent the District in all court, ADR, and administrative proceedings.
- In-Service Education – Prepare and present, as requested, programs for Board, administrators and/or staff on pertinent areas of law.
- Policy Audit – Audit the policy handbook, administrative regulations and student/faculty personnel activities, and teacher/staff handbook(s). Provide policy drafting and regular policy update recommendations.
- Other Services – Review Board agenda, advise District Clerk, and attend Board meetings (as noted above.) Respond to other legal responsibilities and obligations of the Board and administration, such as contract preparation and/or review, response to subpoenas, coordination with legal counsel appointed to defend insured losses. Perform such other services as may be designated from time to time by the Board of Education and/or the Superintendent.

IV. ELEMENTS OF PROPOSALS

- **A. Contents of Proposal**

The proposal should include the following:

1. **Title Page.** Title Page showing the request for proposal subject; the proposer's name; the name, address and telephone number of the contact person; and the date of the proposal.
2. **Table of Contents**
3. **Transmittal Letter.** A signed letter of transmittal briefly stating the proposer's understanding of the work to be done; the commitment to perform the work within the time period; a statement why the firm believes itself to be best qualified to perform the engagement; and a statement that the proposal is a firm and irrevocable offer for services rendered.
4. **Detailed Proposal.** The detailed proposal should follow the order set forth in this Request for Proposals.
 - a) The proposer should provide an affirmative statement that it is independent of the Island Park UFSD and its agents.
 - b) The proposer should acknowledge that the services to be provided and set forth in its agreement with the Island Park UFSD will be that of an independent contractor.
 - c) The proposer should also list and describe the proposer's personal or professional relationships involving the Island Park UFSD or agents thereof for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed services.
 - d) In addition, the proposer should give the Island Park UFSD written notice of any professional relationships entered into during the period of this agreement.

- **B. Professional Credentials & Experience**

All proposals must include the following information in the order requested:

1. Counsel must be admitted to the bar in New York State and be in good standing with the New York State Bar Association.
2. Counsel shall be well versed in the practices and procedures of and well qualified to render oral and written advice regarding all issues under New York State Education Law, Commissioner of Education Regulations, decisions and opinions, Civil Service Law, New York State Labor Law, Local Finance Law, General Municipal Law as well as all pertinent case law and other federal, state and local laws as

applicable to Island Park UFSD. Counsel shall also have documented and successful experience in all of these areas of law.

3. Please submit a brief description and history of your law firm including date established, number of attorneys and areas of law in which services are provided.
4. Please list the members of your firm who are available to be assigned to the District, along with their professional credentials/resumes and documentary evidence that the firm and its principals are licensed in the State of New York.
5.
 - a. Please provide a listing of District and/or school districts your firm currently represents, including dates of service.
 - b. Please provide a separate list of District and/or school districts your firm has represented in the past, including dates of service.
 - c. In connection with the listings in *a* and *b*, above, please describe your experience in representing small city, urban, suburban, and rural school districts.
6. Please list your firm's professional memberships in New York State and national legal organizations related to the representation of schools and non-legal organizations related to education.
7. Please list the professional law journals to which your firm subscribes that relate to public education and related topics.
8. At the direction of the Superintendent of Schools and with the approval of the Board of Education, conduct seminars for IPUFSD staff regarding but not limited to the following subjects: student discipline, teacher discipline, laws involving students with disabilities, collective bargaining agreement compliance, and teacher evaluation as related to process, tenure decisions and disciplinary proceedings as applicable. Please list school law workshops and seminars that members of your firm have attended and/or presented at in the past three years.
9. Please list the courts in which members of your firm practices.
10. Please describe your firm's experience in the following areas:
 - New York State Education Law
 - Constitutional Issues, such as due process and the First Amendment rights
 - Federal Law Affecting Public Schools, including No Child Left Behind Act
 - Federal and State Civil Rights Laws (*e.g.*, liability under 42 U.S.C. 1983, EEOC, Title VII, Title IX)
 - Section 504 of the Rehabilitation Act and Americans with Disabilities Act
 - FOIL, FERPA, and Open Meetings Law
 - Student Rights, Student Discipline Proceedings, Searches and Seizures
 - Special Education, including CSE & CPSE Laws and Regulations

- Regulations and Decisions of the New York State Commissioner of Education
- Collective Negotiations Agreements and the Taylor Law
- Discipline of Certified and Classified Employees
- New York State Civil Service Law (other than Taylor Law)
- Tax Issues Pertaining to Wages and Benefits Law
- New York State Public Officers Law (other than FOIL and Open Meetings Law)
- New York State Local Finance Law
- New York State General Municipal Law, including legal issues pertaining to purchasing and competitive bidding
- Liability of Public Schools and Public School Officials
- Contract Law, as applicable to public schools
- Real Estate Law, as applicable to public schools
- Environmental Law
- Intellectual Property Law
- Service as Bond Counsel to Public Schools

• **C. Arrangements for Provision of Services**

1. What steps does/will your firm make to keep the Board, Superintendent and other administrators informed of changes in and decisions concerning state and federal laws, rules and regulations that affect the operation of the District and/or District policies?
2. What provisions does your firm have to provide for attendance of the attorney who will serve as general point of contact, as needed, at regularly scheduled Board meetings? What provisions does your firm have to provide for attendance of counsel by/at other Board meetings and work sessions if need be?
3. What arrangements does/will your firm have to provide telephone and individual conferences with the Superintendent and designated staff?
4. What procedures/resources does your firm have for preparation of written legal opinions at the request of the Board, Superintendent, or designated staff?
5. How does your firm assure the timeliness of responses to requests for legal services?
6. Please describe the manner in which the interests of the District are protected from mistakes, errors or omissions by your firm. In this connection, please describe the position of your firm on indemnification of a client for the financial harm caused by action(s) taken and/or not taken by your firm.

• **D. Representation of Other Parties**

1. Please list any other organizations your firm represents in, or related to, the field of public education, e.g., a county school board association or a professional association of school officials.
2. Please state whether your firm accepts representation of parties who are or may be averse to school districts, e.g., parents/students in special education or discipline matters, employees in discipline, discrimination or other matters. If you have accepted such representation, please describe the number and nature of the representation(s). (The District recognizes that this information will be limited to the extent necessary to protect the confidentiality of the clients your firm has represented.)
3. Please list any other persons or entities your firm represents which may be averse to the District, e.g., architectural or construction firms which provide services to public schools.
4. Please state your firm's policy, procedure or practice for addressing a situation in which the District is averse to another client of the firm.

• **E. Insurance**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the attorneys hereby agree to effectuate the naming of the district as an unrestricted additional insured on the attorneys' insurance policies, with the exception of Worker's Compensation and Professional Liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
2. The policy naming the district as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.
 - b. State that the organization's coverage shall be primary coverage for the District, its Board, employees, and volunteers.
3. The District shall be listed as an additional insured by using endorsement CG 20 10 11 85 or equivalent. The certificate must state that this endorsement is being fused. If another endorsement is used, a copy shall be included with the certificate of insurance.
4. Insurance policy shall state 30 days' notice prior to any material change, cancellation or non-renewal of the responsible insurance. Certificates must be delivered to the

Island Park UFSD prior to the commencement of work. In addition, the attorneys agree to indemnify the district for any applicable deductibles.

Required Insurance

- **Commercial General Liability Insurance:** \$1,000,000 per occurrence/\$2,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles
- **Workers' Compensation and NYS Disability**
Statutory Workers' Compensation, Employers' Liability and NYS Disability Benefits Insurance for all employees
- Counsel shall maintain **Professional Errors and Omissions Insurance** of at least \$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the attorneys performed under the contract for the District. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
- **Umbrella/Excess Insurance:** On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.

The attorneys acknowledge that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The attorneys are to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all right held by the District.

The District is a member/owner of the New York Schools Insurance Reciprocal (NYSIR). The attorneys further acknowledge that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

Where an insurance policy results in IPUFSD being provided a defense by an insurer, and Counsel is retained to represent IPUFSD pursuant to that coverage, Counsel will submit statements reflecting an hourly rate agreeable to the insurer, and will accept the compensation paid by the insurer. IPUFSD will not otherwise be charged by Counsel for representation. The services may be commenced upon award of contract and the person or company is asked to plan to continue to provide representation until all services are executed.

- **F. References**

Please provide the names, business addresses and telephone numbers of the Board President, Superintendent of Schools /District Superintendent and/or other persons connected with three (3) school districts and/or BOCES your firm has represented for at least five (5) years.

- **G. Costs/Fees**

1. Yearly retainer fee. Please describe the services included as well as those excluded from the scope of the work covered by the retainer. Please state whether the yearly retainer fee includes any or all reimbursable expenses, such as but not limited to, telephone charges, mileage fees, copies, faxes, etc.
2. Hourly rates for services not covered in item 1 above:
 - Partner
 - Associate
 - Paralegal
 - Law Clerk
 - Other categories
3. Services for which another form of fee arrangement is proposed (e.g., finance work billed as a percentage of the borrowing).
4. Any additional fees/costs proposed by your firm. Please list all forms of reimbursable expenses you will charge the District in addition to the above fees for services.

- **H. Terms of Engagement**

A one-year contract is contemplated, with renewal annually by resolution of the Board of Education at the Annual Reorganization Meeting.

- **I. Subcontracting**

No subcontracting will be allowed without the express prior written consent of the Board of Education of the Island Park School District.

- **J. Termination of Contract**

This contract is subject to termination by either party with thirty (30) days written notice.

- **K. Supplemental Information**

Any requests for additional information should be addressed to:

Mr. Sal Carambia

School Business Administrator

Phone: 516-434-2600

Fax: 516-431-7550

E-mail: scarambia@islandparkschools.org

District Policies and Regulations may be viewed on the website: www.ips.k12.ny.us

V. REFERENCE FORM

All bidders will be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six (36) months. The Island Park Public Schools reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

1) Reference Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Contract Date: _____

2) Reference Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Contract Date: _____

3) Reference Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Contract Date: _____

Proposer's Name: _____

VI. NON-COLLUSIVE BIDDING CERTIFICATION

I. General Bid Certification

The proposer certifies that he will furnish the prices hereby quoted for the services as proposed in this RFP.

II. Non-Collusive Bidding Certification

By submission of this proposal, the proposer certifies that he is complying with Section 103-d of the General Municipal law of the State of New York as follows: "Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work of services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the Bidder and affirmed by such Bidder as true under the penalties of perjury: Non-collusion bidding certification".

(a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor;

(3) No attempts have been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

(b) A proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the bid a signed statement which sets forth in details the reason therefore. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of purchasing department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer(a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificated as to non-collusion as the act and deed of the firm.

Sworn to before me on this

_____ day of _____ 2024.

Notary

Proposer's Name

Signature

Title

Date Signed

VII. CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(GENERAL MUNICIPAL LAW §103-g and STATE FINANCE LAW §165-a)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

The undersigned (*print name*) _____ ,
make the foregoing certification, as the (*insert title*) _____ ,
of (*insert name of bidder or proposer*) _____ ,

knowing that the school district to which the accompanying bid or proposal is submitted will rely upon my certification.

(Signature)

Sworn to before me on this

_____ day of _____ 2024.

Notary

**ISLAND PARK UNION FREE SCHOOL DISTRICT
99 RADCLIFFE ROAD
ISLAND PARK, NY 11558**

VIII. PROPOSAL PAGE

We/I agree to provide General Counsel, Legal Services and Labor Counsel Services as outlined in the Request for Proposal in accordance with the following structure. Any alternatives to the Proposer Requirements must be listed on an attached sheet or below.

Combined General & Labor

School District

Legal/Labor Counsel \$ _____

Paralegals \$ _____

Annual Retainer \$ _____

Other _____ \$ _____

Other _____ \$ _____

Office of Company

Signature

Company Name

Date

Address

City, State, Zip

Telephone Number

Fax Number

Email Address

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.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) ISLAND PARK SCHOOL DISTRICT 99 RADCLIFFE ROAD ISLAND PARK, NY 11558
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.

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

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.