

**REQUEST FOR PROPOSAL**  
**BID NO: # 17-08-1709LE**

The Navajo Nation Purchasing Services Department is soliciting for sealed proposals and bids to provide meeting room facilities, lodging, and meals.

To obtain RFP package go to website: [www.navajocourts.org](http://www.navajocourts.org) Navajo Nation Judicial Branch Training RFP or <http://www.nnooc.org/RFPs-Advertisements.html>

- Closing Date: August 25, 2017 @ 4:00 p.m (MST).

Run Date: AUGUST 14,15,16,17,18, 2017

**NAVAJO NATION JUDICIAL BRANCH**  
**Scope of Work & Specifications**  
**Provide Meeting Facilities, Lodging, and Meals**

**SECTION 1 - OVERVIEW**

A. General Information

The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, services and other governments in Diné bi beenahaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws. Pursuant to Diné bi beenahaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People.

NNJB is inviting qualified and well established vendors capable of providing comfortable facilities and services to submit proposals and bids.

- B. Dates for consideration of the NNJB Staff Training - NNJB has selected the October 14-27, 2017, October 30-November 3, 2017 and November 14-17, 2017 as the time frames for potential dates of the training. NNJB is seeking a vendor capable of providing a facility for 2.5 days of meetings, three (3) nights of lodging, and meals within the recommended time period.

C. Contact Information

Roberta Sam, Budget Analyst  
P. O. Box 520  
Window Rock, AZ 86515  
Telephone Number: 928-871-6762  
Facsimile: 928-871-6761  
Email address: [robertasam@navajo-nsn.gov](mailto:robertasam@navajo-nsn.gov)

- D. Addendum to the RFP - in the event it becomes necessary to revise any part of the RFP, NNJB shall issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.
- E. Inquiries Regarding this RFP - Questions regarding this RFP should be submitted in writing (email, facsimile, regular mail) to the Budget Analyst. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial.

- F. Rejection of Proposals - The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.

## **SECTION 2 -PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION**

- A. Deadline - All proposals & bids must be physically submitted to:

Delivery via UPS or Federal Express  
Navajo Nation Purchasing Department  
Education Center  
Morgan Boulevard  
Window Rock, AZ 86515  
ATTN: Lorita Etsitty, Buyer  
Phone: 928-871-6317

Delivery via US Mail  
Navajo Nation Purchasing Department  
P. O. Box 3150  
Window Rock, AZ 86515  
ATTN: Lorita Etsitty, Buyer

By August 25, 2017 by 4:00 PM local Window Rock, AZ time (MST).

Late, facsimiled, or emailed proposals will not be accepted. Late, facsimiled, or emailed proposals will be returned unopened to the firm unrated and firms responding in such fashion shall be considered non-responsive. Use of mail and/or delivery service is at the respondent's own risk. Post mark by due date on package will not substitute for actual, physical receipt of proposal and bid by the deadline.

- B. Proposal Submittal Specifications - All proposals & bids shall be submitted in a sealed envelope clearly marked:
1. "DO NOT OPEN -RFP # 17-08-1709LE - PROPOSAL TO PROVIDE THE JUDICIAL BRANCH MEETING FACILITY, LODGING, AND MEALS".
  2. Name and address of the firm submitting the proposal shall be written legibly on the outside of the sealed envelope.
  3. All Bid Sheets shall be submitted with the sealed proposal.

## **SECTION 3 -SPECIFICATIONS FOR LODGING, MEETING ROOM REQUIREMENTS AND MEALS**

- A. Number of Participants - There will be approximately two hundred (200) individuals participating.

B. Lodging Accommodation for 200 individuals

1. Number of rooms (single or double) to be provided by the vendor: Minimum of 30 single rooms and 100 double rooms.
  - a. Each double room, shall have two double or two queen beds. Roll-a-ways will not be accepted as a substitution. Hide-away beds will not be accepted as a substitution.
  - b. All rooms to be Non-Smoking rooms.
  - c. Where applicable, identify number of complimentary rooms and/or suites.
2. Lodging rate per night for both single rooms and double rooms shall be the same.

C. Meals to be provided by the vendor for participants

1. Three days – full breakfast buffet
2. Two days – Seated Lunch or buffet
3. Two mornings – Mid-Morning Snacks
4. Two afternoons – Mid-Afternoon Snacks
5. Vendor shall provide ice water, drinking glasses, individually wrapped hard candy, pens and notepads for the participants in all meeting rooms.
6. Proposal shall include a proposed menu plan for all breakfasts and lunches as listed in Attachment A.
7. Proposal shall include a proposed detailed list of refreshments and quantity for each day as listed in Attachment A.

D. Meeting Rooms and Facilities

1. General Sessions will be held on the following days:
  - d. Day 1 – Evening Only. (3:00 pm to 7:00 pm) – accommodate 200 participants
  - e. Day 2 – Morning (8:00 – 10:00 am) and Afternoon (4:00 pm – 5:00 pm)– accommodate 200 participants
  - f. Day 3 – Morning (8:00 – 10:00 am) and Afternoon (3:00 pm – 5:00 pm) – accommodate 200 participants
  - g. Day 4 – Morning Only (8:00 am to 12:00 pm) - accommodate 200 participants
2. Seven (7) break-out rooms which will each comfortably accommodate 35 to 80 individuals. Break-out sessions will be held on the following days:
  - a. Day 2 – from 1:00 pm to 3:00 pm – 7 rooms, accommodate 35 individuals
  - b. Day 2 – from 3:00 pm to 5:00 pm – 7 rooms, accommodate 35 individuals
  - c. Day 3 – from 8:00 am to 10:00 pm – 7 rooms, accommodate 35 individuals
  - d. Day 3 – from 10:00 am to 12:00 noon - 7 rooms, accommodate 70 individuals
  - e. Day 3 – from 1:00 pm to 3:00 pm – 7 rooms, accommodate 35 individuals

- f. Day 3 – from 3:00 pm to 5:00 pm – 7 rooms, accommodate 35 individuals
3. One work room to be designated near training area for Four days that is equipped with electric plugs and wifi service.
4. Proposal shall include a top-view floor plan of the facility identifying rooms recommended for meeting rooms.
5. Meeting room set-up will be determined 30 days prior to start of the training.
6. Public address system with a minimum of two (2) wireless microphones, including an In- Focus type projector and screen, shall be provided by the vendor for the large General Session meeting room. The projector shall be able to connect to laptop computers provided by presenters.

#### **SECTION 4 - GENERAL REQUIREMENTS**

- A. Standard Contract - The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provisions of the Navajo Nation Business and Procurement Act, at 12 N. N. C. § 1501 et seq., the Navajo Preference in Employment Act, at 15 N. N. C. § 601 et seq., and the Navajo Business Opportunity Act, at 5 N. N. C. § 201 et seq.
- B. Availability of Funds - Any contract with the Navajo Nation is contingent upon the availability of funds appropriated by the U. S. Congress and/or the Navajo Nation Council, pursuant to 2 N. N. C. § 223 (A).
- C. Indemnification - Vendor shall agree to hold harmless and to indemnify the Navajo Nation against any and all losses, costs, damages, claims, expenses or other liability whatsoever arising out of or in connection with vendor's services under proposed contract including, but not limited to, any accident to person or property.
- D. Sovereign Immunity - Nothing herein shall be considered a waiver, express or implied, of the sovereign immunity of the Navajo Nation except to the extent provided for in the Navajo Nation Sovereign Immunity Act, 1 N. N. C. §551 et. seq.
- E. Taxes - If applicable, all work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the five percent (5%) Navajo Sales Tax, 24 N. N. C. § 601 et seq.
- F. Proprietary Information - Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be clearly marked "Proprietary".
- G. Ownership of Proposals - All materials submitted with the RFP accepted for review and evaluation shall become the property of NNJB and not returned to the firm. NNJB has the right to use any or all information presented in the RFP subject to limitations outlined in Paragraph F above under SECTION 4. Disqualification or non-selection of a vendor or proposal does not eliminate this right.

- H. Contractual Obligation - The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award.
- I. Cost Incurred - The Navajo Nation is not liable for any cost incurred by the firm prior to issuance of a signed contract award for services. Cost incurred as a result of participating in this RFP process shall be at the sole risk and responsibility of the respondent.
- J. Legal Review - Best efforts shall be used to resolve any disputes through informal means. In the unlikely event that formal action must be taken, all agreements will be interpreted by the law of the Navajo Nation. The Navajo Nation reserves the right to pursue appropriate legal action in the set of circumstances in Navajo Nation Courts.

## **SECTION 5 - PROPOSAL CONTENT AND EVALUATION CRITERIA**

### **A. Organization and Content**

1. All proposals shall be typewritten on standard 8 1/2" X 11" paper and bounded.
2. Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.
3. Appearance of proposal, including methodical and logical organization, is important and professionalism in proposal presentation should not be neglected.
4. Letter of Interest -Proposal shall have a Letter of Interest stating the firm's interest in delivering the product and services as specified in RFP# 17-08-1709LE. The letter of Interest shall have an original signature of individual(s) responding to this RFP.
5. Contact Information -Proposal shall provide the following contact information:
  - a. Person or firm responding to RFP# 17-08-1709LE;
  - b. Name, title, and contact number(s) of person(s) authorized to provide clarification on submitted proposal and negotiate on behalf of the firm regarding proposal and relative documents.
6. Statement of Qualification -Proposal shall have a Statement of Qualification which will address the following:
  - a. The firm's ability to provide services.
  - b. Previous experience and past performance providing similar services; including references (contact information) of previous clients served within the last three (3) years; and
  - c. Information of the firm's prior experience working with Native American tribes, especially the Navajo Nation.

7. Response to RFP Specifications -Response to specifications shall be addressed in the order in which they appear on this RFP.
  - a. Bid quotes relative to SECTIONS 3 shall be indicated on BID SHEET - A. BIDSHEET - A is attached as ATTACHMENT A.
  - b. Each BID SHEET shall be Signed by the authorized representative designated under SECTION 5. A .5. b. Bid quotes shall remain valid for 45 days from the proposal and bid submittal deadline as specified under SECTION 2. A. Bid Sheets will be utilized by NNJB to uniformly compare quotes. Clear, concise, and understandable proposals and bids will be appreciated.
8. Additional Information - Proposal may contain other information or material which may improve the quality of the proposal pertaining to the firm providing facilities and services to NNJB.

#### B. Evaluation Procedures

1. Only those proposals and bids submitted within the established deadline (SECTION 2. A.) shall be opened and reviewed for responsiveness. Proposals shall be open in accordance with the Navajo Nation Business Opportunity Act, 5 N. N. C. § 201 et seq.
2. Representatives from the Navajo Nation Purchasing Department (Office of the Controller) and NNJB will be present for the opening of sealed proposals and bids.
3. After each sealed proposal is opened, the content of the sealed envelope will be examined and reviewed for responsiveness to RFP #. The "CHECK LIST FOR RESPONSIVENESS TO RFP# 17-08-1709LE" will be utilized for this purpose. Failure to adhere to the check list, or provide specified documents, may result in a determination of "non-responsive". A proposal determined to be non-responsive will not be evaluated beyond this point. A copy of the check list is attached as ATTACHMENT B. Please use the check list as a tool to ensure all pertinent documents are included in the proposal.
4. Proposals determined to be responsive to RFP# 17-08-1709LE will be evaluated on the criteria outlined under SECTION 5.D.1.
5. Based on evaluations of proposals, NNJB may choose to visit the top rated firms for additional on-site evaluation of the facility.

#### C. Evaluation Criteria

1. Each proposal will be evaluated on the following criteria:

- a. The ability to provide comfortable meeting room facilities and amenities as specified under SECTION 3 of this RFP. (20 points)
- b. The ability to provide lodging for all participants as specified under SECTION 3 of this RFP. (20 points)
- c. Prior experience and past performance providing similar services as indicated in the Statement of Qualification. (20 points)
- d. Cost -Proposed bid to provide facilities and services as specified in this RFP. BID SHEET -A will be utilized to uniformly compare quotes. (20points)
- e. Location of facility, including meeting rooms relative to lodging and dining areas. (10 joints)
- f. The ability to provide nutritious meals and refreshments at a reasonable cost. (10 points)

**End of Scope of Work & Specifications for RFP# 17-08-1709LE**



**ATTACHMENT A  
 BID SHEET - A  
 NNJB Staff Training  
 RFP # 17-08-1709LE**

**ROOMS (single & double)**

Lodging Dates	Number of Rooms	Cost per Night	Total
Day 1	130		
Day 2	130		
Day 3	130		
Complimentary Room(s)			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
			<b>SUBOTAL</b>

**MEETING ROOMS**

Dates	Fee for General Session for 225	Fee for 7 Break-out Rooms	Total
Day 1	3-7 pm		
Day 2	8-10 am	4-5 pm	
Day 3	8-10 am	3-6 pm	
Day 4	8-10 am		
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
			<b>SUBOTAL</b>

**AUDIO/VISUAL EQUIPMENT (PA system w/2 wireless microphones, projector, screen, etc) for General Sessions & lunch.**

DATES	Fee for One Day Morning Only	Fee for One day Afternoon Only	Total
Day 1 3-7pm			
Day 2 8-10am/4-5pm			
Day 4 8-10am/3-5pm			
Day 3 8-12 pm			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
			<b>SUBOTAL</b>

\_\_\_\_\_

Date

\_\_\_\_\_

Name Printed

\_\_\_\_\_

Signature

**ATTACHMENT A-1  
 BID SHEET - A-1  
 NNJB Staff Training  
 RFP # 17-08-1709LE**

**MEALS**

	<u>Full Breakfast</u>	<u>Lunch</u>	
DATES	Unit cost x No. of people	Unit cost x No. of people	Total
Day 2			
Day 3			
Day 4			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
<b>SUBOTAL</b>			

**REFRESHMENTS**

	<u>Morning</u>	<u>Afternoon</u>	
DATES	Unit cost x No. of people	Unit cost x No. of people	Total
Day 2			
Day 3			
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)			
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)			
<b>SUBOTAL</b>			

**NNJB Work Room Near Conference Rooms**

Dates	Room description, i.e.size, location, etc.	
Day 1	Starting at 12 noon to 8:00 pm	Total
Day 2	Open from 7:00 am to 5:30 pm	
Day 3	Open from 7:00 am to 5:30 pm	
Day 4	Open from 7:00 am to 12 noon.	
<b>SUBOTAL</b>		

**GRAND TOTAL:** \_\_\_\_\_

**ATTACHMENT A-2  
 BID SHEET - A-2  
 NNJB Staff Training  
 RFP # 17-08-1709LE**

			COST	
<b>PARKING</b>	Yes			No
<b>INTERNET CONNECTIVITY</b>				
In-Rooms	Yes			No
On Premises	Yes			No
<b>BUSINESS CENTER</b>	Yes			No
Photocopying	Yes			No
Faxing	Yes			No
Receiving	Yes			No
Sending	Yes			No
<b>FITNESS CENTER</b>	Yes			No
<b>NON SMOKING FACILITY</b>	Yes			No
Mandatory for Conference/Mtg Rooms	Yes			No
<b>Audio Visual Equipment</b>	Yes		Provide pricing sheet	No

**PLEASE INCLUDE:**

- > Description of meeting rooms, diagrams, guidelines and pricing.
- > Audio/Visual availability, usage guidelines and pricing.
- > Include in separate line item - service charge, taxes, etc.
- > Include policy on bringing in own equipment, food and beverages, etc.
- > Lodging description, amenities, guidelines and pricing.
- > Policy on deposits, cancellations, etc.
- > Policy on payment type, purchase order, credit card.
- > Policy on Exhibitors not directly related to conference.
- > Lodging rates to be afforded to participants bringing additional family members.
- > Check in and Check out time. Consider early check-in at noon.  
 Consider check-out at 1:00 pm
- > Any local scheduled events.

**ATTACHMENT B**  
**Navajo Nation Judicial Branch**  
**NNJB Training Conference**  
**RFP No. 17-08-1709LE**  
**Provide Meeting Facilities, Lodging, and Meals**

**PROPOSAL SUBMITTAL SPECIFICATIONS**

	Description	
1	Section 2.A. - Proposal and bid must be physically submitted to the Navajo Purchasing Department by Friday, August 26, 2017 at 4:00 pm local Window Rock, Arizona time (MDST).	
2	Section 2.B. - Proposal and bid shall be submitted in a sealed envelope clearly marked: 1) "DO NOT OPEN - RFP # _____ - PROPOSAL TO PROVIDE THE JUDICIAL BRANCH MEETING FACILITY, LODGING, AND MEALS".	
3	Section 5. A. 1. - Proposal shall be typewritten on standard 8 1/2" x 11" paper and bounded.	
4	Section 5. A. 2. - Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.	
5	Section 5. A. 4. - Proposal shall have a letter of interest stating the firm's interest in delivering the product and services as specified in RFP # 13-06-1077WJ.	
6	Section 5. A. 5. - Proposal shall provide contact information as outlined in RFP # _____.	
7	Section 5. A. 6. - Proposal shall have a state of qualifications as outlined in RFP # _____.	
8	Section 5. A. 7. b. - BID SHEET - A. Signed by representative designed under Section 5. A. 5. b.	
9	Section 3. B. - Lodging accommodations for 225 individuals.	
10	Section 3. C. 1. 2. 3. 4. & 5. - Meals to be provided by vendor for participants.	
11	Section 3. C. 6. - Proposal shall include a proposed menu plan for all breakfasts and lunches as listed in Attachment A.	
12	Section 3. C. 7. - Proposal shall include a proposed detailed list of refreshments and quantity for each day as listed in Attachment A.	
13	Section D. 3. - Proposal shall include a top-view floor plan of the facility identifying rooms recommended for meeting rooms as specified in Attachment A.	
14	Section D. 5. - Public Address system.	
15	Section 4. - Adherence to general requirements.	

# Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4</b> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									

**or**

<b>Employer identification number</b>									

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

