

Request for Proposal
RFP2012-011-ATH
Athletic Photography Services
RIO RANCHO PUBLIC SCHOOLS

Rio Rancho Public Schools is receiving Request for Proposals for Athletic Team photography services for the 2012-13 School Year, including three annual optional renewals of services. Vendors are asked to submit RFP's for Team Photography Services and/or Individual Athletic photo packets.

Enclosed Please find the following:

- I. General Instructions
- II. Evaluation Criteria
- III. Response Format
- IV. Scope of Work

I. GENERAL INFORMATION

TIME LINE

| | |
|--|----------------------|
| RFP Posted | 27 April 2012 |
| Questions submitted via email to John Baber | 1 May 2012 |
| Answers to questions posted as Addendum to RFP | 4 May 2012 |
| RFP Submission Deadline | 15 May 2012, 2PM MDT |
| Presentation to RRPS School Board | 11 June 2012 |
| Notice of Award | 12 June 2012 |

MAILING AND DELIVERY ADDRESS

Proposals must be delivered in sealed package on or before the specified due date and time. Late proposals will not be accepted. The following must be on the shipping label:

Rio Rancho Public Schools District Office
500 Laser Road NE
Room 214
Rio Rancho NM 87124
RFP 2012-011-ATH

BUSINESS HOURS

RRPS District Office hours are (local time, excluding holidays):

Monday through Thursday, 8:00 AM to 5:00 PM

Friday, 8:00 AM to 4 PM

CONTACT INFORMATION

Questions regarding RFP2012-011-ATH Athletic Team Photography Services can be submitted in writing via email only, to:

John Baber
jBaber@rrps.net

RECEIPT, WITHDRAWAL AND OPENING OF PROPOSALS

The established due date is either the time and date announced for receipt of proposals or receipt of modifications to proposals, if any; or if discussions have begun, it is the time and date by which best and final offers must be submitted. Proposals may be modified or withdrawn prior to the established due date by delivering written or telegraphic notice to the Procurement Division. Procurement law requires sealed bids or proposals. Therefore, RRPS cannot accept offers which are transmitted using facsimile equipment. This may not apply to amendments of addenda which do not refer to pricing, or to the transmittal of supplemental product literature, drawings and the like. Please refer the specific situation to the appropriate procurement official for clarification before proceeding. Proposals will not be opened publicly, but will be opened by the evaluation committee. Proposals will be time stamped upon receipt and held in a secure place until the established due date. Proposals are shown only to RRPS personnel having a legitimate interest in this particular procurement action until selection of a successful offer is made. After award, proposals become an open public record.

PROPOSAL DISCUSSIONS AND PREPARATIONS

After submission of proposals and prior to award, RRPS may open discussion for the purpose of obtaining best and final offers. Offeror's submitting proposals may be afforded an opportunity for discussion and revision of proposals. However, RRPS specifically reserves the right to award without discussions and based upon written proposals only. If RRPS exercises its option to conduct discussions, the Procurement Officer will establish procedures and schedules. If there is a need for any substantial clarification of or change in the Request for Proposal, it shall be amended in writing to incorporate such clarification or change. Such an addendum will be mailed or otherwise provided to each known bidder of record. RRPS may extend the proposal due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. RRPS may make such investigations as necessary to determine the ability of the offeror to perform. RRPS reserves the right to reject any proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy RRPS that the proposer is qualified to carry out the obligations of the contract and complete the work described. All costs incurred by the offeror, including preparation, transmittal, presentations, and interviews or for any materials involved shall be borne by the offeror.

AWARD PROVISIONS

The award shall be made to the responsible offeror whose proposal is most advantageous to RRPS, taking into consideration the specified evaluation criteria and any/or other pertinent factors. RRPS shall provide a written determination showing the basis for the award, which shall become a permanent part of the procurement file. The contents of any proposal shall not be available to competing offerors or any other person without a lawful interest during the negotiation process or until the contract is awarded. Upon award, unless exempted under the confidentiality provision, all proposals are open and available for public inspection, per New Mexico State Procurement Code Procedures.

The schedule of payments will be as agreed upon during final negotiations or upon receipt of goods/services as applicable. All proposals will be considered valid for a period of 90 days unless otherwise stated by the offeror. Once awarded, any contract issued as a result of this solicitation will be the final expression of the agreement between the parties and may not be altered, changed or amended except in writing. The contract between RRPS and the successful offeror shall be deemed to contain the terms and conditions of the request for proposal, unless expressly stated otherwise in writing. Any offeror who is aggrieved in connection with an award or any other procurement action may protest to the RRPS Procurement Division. The protest shall be submitted in writing within fifteen (15) days after the facts or occurrences giving rise thereto.

CONFIDENTIALITY

Any offeror may request non-disclosure of confidential data. Such requests must be made in writing and submitted with the proposal response. RRPS will not unreasonably deny such requests and will advise the

offeror of its decision in a timely manner. However, no offeror may request the exemption of an entire proposal nor may pricing and information concerning specifications be claimed as confidential. Other material or data, which the offeror wishes to be considered as confidential or proprietary, shall accompany the proposal, but must be separated and readily identifiable in order to facilitate eventual public inspection of the non-confidential or non-proprietary portion of the proposal. Information such as financial statements and the like is generally returned to the offeror before final award.

STATUS OF OFFERORS

Offeror, its agents and employees, must be independent contractors performing services for RRPS and not employees of the school district.

FINGERPRINTS AND BACKGROUND CHECKS

New Mexico Statutes and State Board of Education Rules require that all applicants who have been offered employment, contractors, and contractor's employees with unsupervised access to students be fingerprinted in order to establish positive identification for a state and federal criminal background check. Rio Rancho Public Schools will also require said applicants or prospective contractors to pay for the cost of obtaining the fingerprints and background check. Employment or Contract may be denied under the Criminal Offender Employment Act if the background check reveals a history of convictions of felonies or misdemeanors, or other information (supported by independent evidence) that could establish unfitness for working in proximity to children and youth. Records and any related information shall be privileged and shall not be disclosed to a person not directly involved in the employment decision regarding the applicant or contractor. **DO NOT OBTAIN FINGERPRINTS UNTIL YOU HAVE BEEN ADVISED THAT YOUR PROPOSAL HAS BEEN ACCEPTED.** In some cases, previously completed background checks may be acceptable. If your proposal is accepted and you will be working with students, you must complete the fingerprinting process before a contract can be issued. Fingerprints are taken at Rio Rancho Public Schools District Office, 500 Laser Rd., Rio Rancho, NM 87124. Fingerprinting hours are by appointment only. Candidates must bring picture identification a cashier check or money order in the amount of \$43.00 payable to Rio Rancho Public Schools. Cash or personal checks are not acceptable. The RRPS Human Resources Department will forward the cards and funds to the State and the Federal Bureau of Investigation. Receipt of a report requiring further investigation may result in suspension or cancellation of the contract.

CONTRACT TERMINATION

RRPS may by written notice cancel contract for contractor's default in whole or in part, at any time contractor refuses or fails to comply with the provisions of the contract, or so fails to make progress as to endanger performance and does not cure such failure within a reasonable period of time, or fails to make deliveries of the item(s) or to perform the service(s) within the time specified or any written extensions thereof. In such event, RRPS may purchase or otherwise secure items(s) or service(s) and, except as may be otherwise provided; contractor shall be liable to RRPS for any excess costs occasioned thereby. If after notice of cancellation for default, RRPS determines that the contractor was not in default or that the failure to perform was due to causes beyond the control and without the fault or negligence of the contractor, cancellation shall be deemed for the convenience of RRPS, unless RRPS shall determine that the item(s) or service(s) were obtainable from other sources in sufficient time to meet requirements. RRPS may give written notice stating the extent and effective date, cancel the contract for convenience, in whole or in part, at any time. RRPS shall pay contractor as full compensation for performance until such cancellation (1) the unit or prorated order price for the delivered and accepted portion and (2) a reasonable amount. Not otherwise recoverable from other sources by contractor as approved by RRPS with respect to the undelivered or unaccepted portion of the order; provided compensation shall in no event exceed the total contract price. If RRPS determines that contractor has been delayed due to causes beyond the control and without the fault and negligence of the contractor, RRPS may extend the time for completion when promptly applied for in writing by the contractor. Sole remedy of contractor in event of delay

by failure of RRPS to perform shall be limited to any money actually and necessarily expended in the work during the period of delay, solely by reason of delay. No allowance will be made for anticipated profits.

CONFLICT OF INTEREST

Offeror warrants that he/she has no interest, and shall acquire no interest, which would directly, or indirectly conflict in any manner or degree with the performance of this proposal. No person or selling agency may be employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee expecting bona fide employees or bona fide established commercial or selling agencies maintained or utilized by offeror for the purpose of securing business. For violation or breach of this warranty, RRPS shall have the right to annul this contract without liability or, at its discretion, to deduct price or consideration or otherwise recover the full amount of such omission, percentage, brokerage or contingent fee. In signing this proposal the offeror certifies that he/she has neither directly nor indirectly entered into action in restraint of the fee competitive process in connection with this solicitation. The Procurement Code, Sections 13-1-21 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

II. EVALUATION CRITERIA AND PROCEDURES

RRPS will select a committee for purposes of proposal evaluation that will include representatives from Procurement as well as participating departments. Each committee member will score the final results separately. Individual scores will be averaged to obtain a consensus of opinion. Award(s) will be made to offeror(s) with the highest number of points. The committee may wish to make site visits and/or to conduct additional interviews. Additional information or clarification may be requested at any time during the process. Responses to this RFP will be considered as firm for ninety (90) days after the due date for receipt of proposals or sixty (60) days after receipt of best and final offer, if one is submitted, unless otherwise stated by the offeror. After award all responses are public information. The selection of the successful contractor(s) will be based upon the following criteria. Please note that although there is no score assigned for the three documents in Section A, failure to include the completed and signed documents will result in the RFP being deemed nonresponsive.

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|--|------|
| Section A: Required Documents | 0 |
| Section B: Business Profile | 50 |
| Section C: Portfolio Evaluation | 500 |
| Section D: Capability and Capacity | 100 |
| Section E: References | 50 |
| Section F: Economic and price considerations | 300 |
| Total | 1000 |

III. RESPONSE FORMAT

Your response to this proposal must demonstrate that your firm can and will meet all requirements of the District. Each response is to be bound, tabbed and indexed by the following Sections (A-F) in order to facilitate ease of review. You are required to submit one (1) "Original" and three (3) copies (exact duplicates of the Original) of your response on or before the due date and time. The set designated as "Original" is to include original signatures, submittals etc. In the event of missing or contradictory information in any of the copies, this document will be considered as the "master" against which all others will be compared. Assume nothing about the evaluators' understanding of methods, systems or other elements of your proposal.

Submit the four (4) copies of your response in a sealed package. The label on the package must bear the complete company name, return address of the offeror, and the RFP number, Attention: Purchasing, Room 214. (See I. General Information) Improper identification may result in premature opening of, or failure to consider the material. All requirements must be addressed in your proposal. Non-responsive proposals will not be considered, however RRPS reserves the right to waive technical irregularities in the proposal which do not alter the price, quality or quantity of the services offered.

SECTION A. [SEPARATE THIS INFORMATION AND LABEL AS SECTION A]

Required Documents

Complete, sign and date the following documents and include in Section A:

1. Agreement Form (see page 7 of RFP)
2. Campaign Contribution Disclosure Form (see pages 8-9 of RFP)
3. W-9 Form; the W-9 must be the December 2011 revision (see page 10 of RFP)
4. Vendor Information Form (see page 11 of RFP)

SECTION B. [SEPARATE THIS INFORMATION AND LABEL AS SECTION B]

Detail the organization of your firm. Identify the key personnel and their level of authority. Specify the individual(s) and his/her positions(s) within the company who will be authorized to obligate your firm and to be in charge of this contract. Where is your office(s) located? Is this a local firm or is there a “corporate office” elsewhere? If so, how will your “corporate office” interact with this contract? Have you ever been unable to fulfill contractual requirements?

SECTION C. [SEPARATE THIS INFORMATION AND LABEL AS SECTION C]

Submit portfolio of prior work, to include team and individual photos and still shots. The portfolio should be an accurate representation of your firm’s experience and quality of work. Provide a brief description with each photo in the portfolio. Include at least one 8”x10”, 5”x7”, and wallet size examples of the above listed photos.

SECTION D. [SEPARATE THIS INFORMATION AND LABEL AS SECTION D]

Describe your firm’s capability to meet the requirements of our athletic photography contract, including staffing, equipment, and any other respective resources that will be required to fill the contract. Sight any examples of similar work completed, in contract scope and capacity.

SECTION E. [SEPARATE THIS INFORMATION AND LABEL AS SECTION E]

Please provide at least three (3) public sector client references. Include current telephone numbers, names and the nature and duration of the assignments. Do not use RRPS as a reference.

SECTION F. [SEPARATE THIS INFORMATION AND LABEL AS SECTION F]

Price Proposal. RRPS will consider cost in its evaluation of this proposal. The contractor shall furnish all technical/professional labor and materials and shall perform all operations necessary and required to satisfactorily perform the services specified. Prices are to be firm for the first year of the contract. Thereafter and assuming renewals, the parties may agree to negotiate annual increases based upon documentation provided by the contractor that will demonstrate increased costs of doing business. Burden of proof will be on the contractor.

IV. SCOPE OF WORK

Rio Rancho Public Schools (RRPS) is the third largest school district in New Mexico with two (2) comprehensive high schools and four (4) middle schools. With this as background information, the purpose of this solicitation is to establish a contract(s) with a qualified and established photography firm to provide:

1. The photographer agrees to be the sole provider of all team photos and individual photo packets at Rio Rancho Public Schools four Middle and two High Schools.
2. The photographer shall take group shots of teams and individuals wishing to purchase picture packages. The packages will include, at a minimum, one 8"x10" and two 5" x7". Photographer will be responsible for collecting all monies and delivering pictures sold to students within thirty (30) days. The photographer will provide 8"x10" copies of team pictures to the coaching staff at no charge. Two 5"x7" photos of each team will be provided to the yearbook advisor.
3. The photographer will provide 8"x10" enlargements of any requested team and/or candid taken by the photographer at no charge. These photographs will be limited to school use only.
4. The photographer will provide a team jpg file to be submitted to NMAA. These will be sent electronically with a deadline of one day prior to NMAA deadline to the athletic coordinators of the individual schools.
5. The photographer shall unconditionally guarantee all photographs made as to workmanship and quality of materials used. The successful bidder shall guarantee his work. In the event of dissatisfaction on the part of any student, the photographer is responsible for settling all complains and providing such retakes as may be deemed necessary by the school at no cost. The photographer will pay the cost of any yearbook penalties incurred due to lateness by the photographer.
6. ~~The photographer is to organize and submit as part of the RFP, an incentives program to RRPS. At a minimum, the incentives program is to include a percentage as defined by the photographer of the gross sales. Photographers are to submit a description of the incentives program in writing and said description will become apart of this agreement. See Addendum 1~~
7. The Board of Education will award the RFP based on the total package as determined to be in the best interest of RRPS.
8. As a means of reference, Photographers are to provide a list of public school districts currently being served by your company. The list is to include contact information included the name of the individual responsible for the program with his/her telephone number.
9. It is expected that the successful bidder will work closely and cooperatively with the RRPS Athletic Director and Athletic Coordinators, and that the school personnel and yearbook staff will cooperate on scheduling and notifying the photographer of all scheduled activities per specifications.
10. The photographer is to submit in writing any deviations to the RFP, or additions services that the photographer will provide. Upon approval by the Board of Education, said deviations and/or additional services will become apart of this agreement

AGREEMENT

- The Offerer certifies that the contractor shall operate in accordance with all applicable state and federal regulations.
- The Offerer certifies that all terms and conditions within the proposal shall be considered a part of the contract as if incorporated therein.
- This Agreement shall be in effect for one year and may be renewed by mutual agreement for 7 (seven) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives.

WITNESS:

SCHOOL AUTHORITY:

Rio Rancho Public Schools

Name of District

Signature of Authorized Representative

V. Sue Cleveland

Print Name of Authorized Representative

Rio Rancho Public Schools Superintendent

Title

Date

WITNESS:

CONTRACTOR:

Name of Contractor

Signature of Authorized Representative

Print Name of Authorized Representative

Title

Date Signed

Business Mailing Address

City, State, Zip

Contractor Phone Number

Contractor Employer EIN (Attach W-9)

Contractor NM CRS#, if Applicable

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect, or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family Member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (position)

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

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Employer identification number

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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

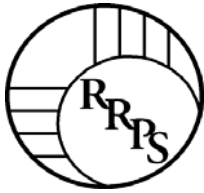
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Rio Rancho Public Schools

500 Laser Road NE
Rio Rancho, New Mexico 87124
505-896-0667

Complete the following. If a field does not apply, enter "NA"

Legal Individual or Business Name: _____

DBA Business Name, if applicable: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Remittance Address, if different from above: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone Number: _____

Fax Number: _____

Sales Contact: _____

Phone Number: _____

Email Address: _____

Accounting Contact: _____

Phone Number: _____

Email Address: _____

Company Website: _____

* Federal ID Number (EIN): _____

* If Individual, Social Security Number: _____

* NM CRS #, New Mexico businesses only: _____

* Is this business incorporated? Yes: _____ No: _____

**** W-9 must be provided to RRPS with this information***

* For USA Businesses only

RRPS Contact requesting this information: Marilee Gallacher Fax: 505-891-1357

RRPS Contact Email: mgallacher@rrps.net

Return completed information form and W-9 to your contact at

Rio Rancho Public Schools