> REQUEST FOR PROPOSAL
> LEARNING MANAGEMENT SYSTEM FOR
> ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT No. 513
> PROPOSAL #RFP-2022-P01

INTRODUCTION

The purpose of this request for proposal (RFP) is to gather technical and pricing information for purchase and implementation of an enterprise learning management system (LMS) that best supports accessibility, is user friendly, and provides insights into student engagement and performance.

Illinois Valley Community College (IVCC) is requesting proposals for the planning, configuration, implementation, training, and ongoing support of a hosted LMS as the primary learning platform used to provide course content and materials to students in face-to-face, blended, and fully online courses.

ILLINOIS VALLEY COMMUNITY COLLEGE PROFILE

Mission: Illinois Valley Community College provides a high-quality, accessible, and affordable education that inspires individuals and our community to thrive.

Vision: Illinois Valley Community College is the preferred gateway to advance individual and community success.

The Purposes of IVCC are:
- The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- Courses and academic support services designed to prepare students to succeed in college-level coursework.
- Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- Student support services to assist in developing personal, social, academic and career goals.
- Academic and student support programs designed to supplement and enhance teaching and learning.

In addition to IVCC's commitment to academics and workforce development, the college also promotes life-long learning and cultural enrichment.

IVCC enrolls 2,415 credit students annually, 1,519 whom attend full time.

As of August 2020, the college employed 79 full time faculty and 90 adjuncts with a total of 347 employees.

IVCC's comprehensive offerings include the following baccalaureate transfer degrees: Associate in Arts (A.A.), Associate in Science (A.S.), and an Associate in Engineering Science (A.E.S). An Associate in General Studies (A.G.S) is also available. IVCC has 20 Career Programs (Associate in Applied Science degrees) designed for employment after two years. A total of 44 certificate programs enable students to gain employment in two years or less.

The college, district and student profiles can be found on our current website https://www.ivcc.edu/institutionalresearch/Profile_of_the_College_Fall_2020.pdf

INSTRUCTION TO BIDDERS

One (1) original and two (2) copies of the signed proposal must be submitted to:
Illinois Valley Community College District No. 513
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE MARKED "PROPOSAL FOR LEARNING MANAGEMENT SYSTEM" AND DELIVERED NO LATER THAN 10:00 A.M., MONDAY, NOVEMBER 1, 2021.

Late proposals will not be considered.

Questions should be directed to Michelle Carboni, Director of Purchasing, at (815) 224-0417 or michelle_carboni@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendors whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

RFP Timeline

The contract with Blackboard extends through June of 2023. IVCC plans to start the planning and implementation of a new system in June of 2022 with a complete cut over to a new LMS in June of 2023.

Activity	Date
Board of Trustees Meeting	October 14, 2021
Release of RFP (pending Board approval)	October 15, 2021
RFP Response Due	November 1, 2021
Review of Proposals; Vendor Presentations; Testing	November 1 to 19, 2021
Finalize Recommendation for LMS for Contract Starting July, 2023	November 29 to Dec. 3, 2021
Recommendation to Board for Vote in January Meeting	December 21, 2021
Board of Trustees Meeting	January 13, 2022
Respondent Notification of Award (pending Board approval)	January 14, 2022

Please note: IVCC retains the right to change any dates and times.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

PROPOSAL PROCEDURES:

No proposal shall be modified, withdrawn, or canceled for ninety days after the proposal opening date without the consent of the College's Board of Trustees.

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put the proposal at risk.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are opened. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal

due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPSALS:

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax (Tax Exemption ID # E9995-5253-06)

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

INCURRED COSTS:

Illinois Valley Community College will not be liable in any way for any costs incurred by respondents in replying to this RFP.

PROPOSAL AWARD:

Award shall be made by the Illinois Valley Community College Board of Trustees to the responsible respondent whose proposal is determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. IVCC reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.

PROPOSED AGREEMENT:

Submit a sample of your company's agreement with your proposal.

CERTIFICATION FORM:

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT:

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires

nearly any party that contracts with a community college to post employment vacancies with the state's job board: IllinoisJobLink.com.

LAW GOVERNING:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE:

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities ("Council") which serves to implement, monitor and enforce the goals of the Act.

W-9 FORM:

Please complete the enclosed W-9 form and return with your proposal.
The following criteria will be used by the College to evaluate the proposals and to make a recommendation.

SUBMITAL REQUIREMENTS:
1. Describe in detail your ownership structure
2. Provide a minimum of three (3) references of current college customers with similar requirements (supply a contact name, phone and email)
3. Provide evidence of financial stability
4. Provide a sample contract with a sample billing statement
5. List of features that comes with LMS package without additional cost of add-ons
6. List of additional add-ons (and costs)
7. Provide preferred hardware requirements (not part of the RFP)
8. Provide a current list of higher education customers
9. Sample project scope document and timeline
10. Provide a cost breakdown for:
    a. Configuration of the LMS
    b. Implementation including user acceptance testing
    c. LMS (whether new system or upgrade)
    d. Annual LMS support (single and three year contracts)
    e. Details of LMS cost based on the number of users by user- type that can use the product
    f. Migrating existing content
    g. Training of LMS administrators and trainers
11. Other information:
    a. Other services offered and associated costs
    b. Availability of personalization and costs associated
    c. Availability of discounts

CRITERIA:
Applicants will be minimally judged based on the following criteria:
1. Qualifications of the consulting/implementation team
2. Qualifications of the technical team
3. Past experience implementing projects similar in scope with community colleges and/or universities
4. Ability to advise on best practices and effectively implement the full range of functionality that best meets the needs of the College
5. Scope of Plan
6. References
7. Stability of Firm
8. Total cost of the implementation, LMS, and annual support

REQUIREMENTS FOR SYSTEM

This section of the RFP is seeking detailed explanations and/or visual aids showing how the following requirements will be met:

1.1. Usability
1.1.1.   Show the navigational structure for the user interface for admins, students, and faculty
1.1.2.   Describe how the system may be customized for branding, instructor preference and student preference
  1.1.2.1. Can users change the language of the interface for themselves? If so, describe the process and what languages are available
1.1.3.   Does the LMS runs natively on any device tablet, phone, computer or chrome book?
  1.1.3.1. List any types or brand of device your system is **not** compatible with
  1.1.3.2. List any web browsers your system is **not** compatible with

1.2. Mobile Learning
Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.2.1.   Mobile app availability for every device you support (iOS, Android, Windows, etc.)
1.2.2.   What tools or features cannot be accessed through mobile devices?

1.3. Course Creation/Tools
Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.3.1.   Creating Courses
  1.3.1.1. Ability to create an Institutional template to learning resources
  1.3.1.2. Ability to create course templates
  1.3.1.3. Ability to merge institutional and course templates
  1.3.1.4. Import, export and copy courses
  1.3.1.5. Choose items to copy from one course to another
1.3.2.   Combine classes (parent child)
  1.3.2.1. Process to combine/separate classes
  1.3.2.2. Maintain separate discussions between classes
  1.3.2.3. Prevent students from seeing student information from other sections
  1.3.2.4. Download multiple assignments at once
  1.3.2.5. Grade and assign across sections
  1.3.2.6. Edit quizzes, rubrics, content, and assignments in one place

1.3.3. Intuitive course structure and navigation
1.3.4. Ability to release content based on time or criteria like grade, completion of activity or reviewed
1.3.5. Detail how multimedia can be used in, or is restricted from, individual content areas (e.g., in announcements, assessments, discussion forums, live chat, submissions areas)
1.3.6. List all types of embedded editors in the system (WYSIWYG, HTML, spell checking, equation, etc.)
    1.3.6.1. How robust is the equation editor?
1.3.7. Describe all file types and size limits the system supports for both faculty and students in course content areas
1.3.8. Instructors can impersonate students and see what course content and grades look like from their view
1.3.9. Course Home Page
1.3.10. Course search box
1.3.11. Checks for broken links
1.3.12. Notifications of student submissions
1.3.13. Add items to multiple course destinations
1.3.14. Central repository for items, files, tests, etc.
1.3.15. Ability to share resources with other faculty members
1.3.16. Change dates for items on mass
1.3.17. Spell check
1.3.18. Large file upload and storage
1.3.19. Student content creation
1.3.20. Other tools not listed above

1.4. Course Migration/Conversion

Please indicate if the following features/functions listed below migrate from Blackboard Learn 9.1 to your LMS. If yes, please describe in detail any changes or issues that may occur. Include pricing model if applicable.

1.4.1. Migration of Course Content
    1.4.1.1. Announcements
    1.4.1.2. Assignments
    1.4.1.3. Rubrics
    1.4.1.4. Discussion boards
    1.4.1.5. Different files types
    1.4.1.6. Folder structure
    1.4.1.7. Surveys
    1.4.1.8. Tests
    1.4.1.9. Goals attached to rubrics and assignments
    1.4.1.10. Web Links
    1.4.1.11. Images

              1.4.1.12. HTML content

              1.4.1.13. Navigational Links

1.4.2.   Describe all methods, tools, services, and support resources available to migrate/convert courses from Blackboard Learn 9.1 to the proposed system. Include pricing model if applicable.

1.4.3.   Describe in detail the recommended method to migrate/convert content from Blackboard Learn SaaS to the proposed system

1.4.4.   Estimate the amount of time and work needed to migrate and revise a robust course from Blackboard Learn SaaS to the proposed system.

1.4.5.   Describe the "best practices" to migrate content from our current LMS. What known issues should we anticipate?

1.4.6.   Describe any features that do not exist in the proposed LMS as they compare to Blackboard Learn SaaS

1.4.7.   How many clients have you had transition from Blackboard Learn SaaS to your LMS? How were the transitions; the good and the bad?

1.5.   Communication and Collaboration

Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.5.1.   Institutional Home page used for announcements and branding

1.5.2.   Community sites used for groups and organizations

1.5.3.   Announcements

        1.5.3.1. Schedule announcements and accompanying email to go out at the scheduled time

        1.5.3.2. Institution level announcements

1.5.4.   Chat feature

1.5.5.   SMS Text feature

1.5.6.   Integrated course mail/messaging feature

1.5.7.   Collaboration tools (whiteboard, surveys, polling, etc.)

1.5.8.   Integrated calendar capabilities (global view, calendar link to assignment due dates)

1.5.9.   Alerts and notifications at the user, course and system level

1.6. Accessibility
Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.6.1. WCAG Compliant
1.6.2. Accessibility checker (what does it cover?)
1.6.3. LMS created video captioning capabilities

1.7. Collaboration
Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.7.1. Discussion Tools
    1.7.1.1. Ability to release discussion after initial post by students
    1.7.1.2. Ability to grade a discussion board
    1.7.1.3. Easily see all discussions when grading
1.7.2. Group Tools
    1.7.2.1. Groups can be auto selected or manually created
    1.7.2.2. Collaboration tools in real time
    1.7.2.3. Communication tools like chat, video conferencing, discussion board, email and file exchange
    1.7.2.4. Group submission of assignments with different due dates

1.8. Analytics and Reports
Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.8.1. Instructor reports
    1.8.1.1. Course activity by individual student and by course displaying time on task, number of clicks, time of day, and device type
    1.8.1.2. Test reports that display time on questions, time questions submitted, IP addresses, time submitted and device type
    1.8.1.3. Single student participation report
    1.8.1.4. Show user activity in a group
    1.8.1.5. Show user activity in a discussion forum
1.8.2. Course level retention and automated alert tools
1.8.3. Institutional level rubric reporting tools (eac stuff)
1.8.4. Reports for LMS admins
1.8.5. Disk usage report

1.9. Testing

Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.9.1. Testing tools that include multiple choice, short answer, true false, essay, multiple answer, file upload
1.9.2. Test auto-grade features
1.9.3. Test exceptions and accommodations for single/group of students
1.9.4. Test quest media capabilities (embed pictures, sound and video in both test questions and answers)
1.9.5. Test question item analysis
1.9.6. Ability to import and export test question pools
1.9.7. Ability to randomly pull a question from a question set
1.9.8. Ability to categorize and tag questions and sort by the same
1.9.9. Ability to throw out a question and regrade
1.9.10. Mathematical equation editor for students in assessments
1.9.11. Test security (lock-down browser)
1.9.12. Plagiarism checking
1.9.13. Other test tools not listed

1.10. Assessment

Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.10.1. Ability to assess learning outcomes with test questions, and criteria in an assignment rubric
1.10.2. Program assessment report of outcomes
1.10.3. Statistical analyses and report option available to evaluate program outcomes
1.10.4. Collect student artifacts for program assessment
1.10.5. Journaling tool
1.10.6. Live polling
1.10.7. Other tools for assessment not listed above

1.11. Grading

Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.11.1. Gradebook capabilities and features such as downloading student submissions, filtering the gradebook, showing or hiding grades, arranging and sorting columns

1.11.2. Robust and intuitive annotation tools located in the inline grading tool (drawing and text)
1.11.3. Intuitive weighted grading tools
1.11.4. The ability to drop the lowest grade or give extra credit
1.11.5. Assessing learning outcomes in the grade book
1.11.6. Administer and grade peer reviews
1.11.7. Provide written, and recorded feedback on assignment submissions
1.11.8. Capabilities for student early alert, tracking and retention
1.11.9. Student view of grades, comments
1.11.10. Bank of grade comments for reuse
1.11.11. Weighting grades and customizable grading formulas
1.11.12. Exporting the gradebook
1.11.13. Enter several grades for one student
1.11.14. Auto fill grade for all users
1.11.15. Other tools for grading not listed above

1.12. Evaluation

Please indicate if your system includes the following features or similar. If yes, provide a detailed description and/or visual aids. Include pricing information if applicable.

1.12.1. Tools available to students, faculty, and administrators to monitor and track student progress
1.12.2. Tools available to faculty and administrators to track student engagement (peak log in times, areas of use)
1.12.3. Specific item statistic tracking/reports/dashboards
1.12.4. Combine data from courses with other institutional data (e.g. demographic, academic history, program participation) to expand analytic capability
1.12.5. other data access capabilities to support institution specific analytics and reporting

1.13. LMS Integrations

Describe the integration capabilities with the following partners. Include pricing information if applicable.

1.13.1. Detail how the system integrates with Ellucian/Colleague to create courses, user accounts, student/faculty enrollments, and manage course settings
1.13.2. Blackboard Ally
1.13.3. Cengage
1.13.4. MacMillian Learning
1.13.5. McGraw Hill Education
1.13.6. Pearson
1.13.7. Respondus Lock Down Browser
1.13.8. Evaluation Kit
1.13.9. Office 365 Applications
1.13.10. Vital Source
1.13.11. Zoom
1.13.12. Turn-it-In or other plagiarism detector
1.13.13. Leganto
1.13.14. Exam Soft

1.14. Support

1.14.1. Describe in detail your method of providing software support and the level of support provided to the College (for example: help-desk hours, normal response time, accessibility of administrators and technical staff, etc.).
1.14.2. Explain the different levels or tiers of software support available from your organization to the College.
1.14.3. Describe access to online documentation and support materials for administrators, faculty, and students.
1.14.4. What is the average customer support response time for the past six months? Via email? Via phone? Via live chat?
1.14.5. Describe the expected level of software purchaser IT maintenance and support effort and common tasks that are required to be performed by the software purchaser's IT department.

1.15. Implementation and Training

IVCC plans to start planning the implementation in June of 2022 with a cut over to the new LMS in June of 2023.

Knowing this timeline, describe the process and timeline for implementation and training. What type of support is provided for each phase? Include pricing model, and fees for extended support, if applicable.

1.15.1. Project Planning and consulting
1.15.2. System configuration
1.15.3. Setting up and testing Integrations
1.15.4. Content migration
1.15.5. User acceptance testing
1.15.6. Training. Explain in detail your plan and method of providing training and support to the functional and technical staff of the College during the above phases

1.16. Uptime/Responsiveness

1.16.1. What is your uptime guarantee and is it supported in the service agreement?
1.16.2. How can clients access current uptime statistics?
1.16.3. How does your LMS minimize system downtime, and how do you support unexpected issues?
1.16.4. How do you communicate issues/outages?
1.16.5. Are there any days/times the LMS is unavailable for access by faculty and students?
1.16.6. Describe in detail your disaster recovery plan, including Recovery Time Objective (RTO)
1.16.7. Describe how your system provides reliable performance during peak usage periods.

1.17. Maintenance/Upgrades

1.17.1. Describe the "beta" environment that you provide for new product releases.
1.17.2. Describe the process for applying patches and upgrades to the product and ancillary components like the database.

1.18. Security
1.18.1. Where is your application hosted? Where is data hosted
1.18.2. Describe in detail the security measures place in maintain data integrity how you implement changes as needed
1.18.3. Describe your security auditing procedures, including how you share security notifications with clients and how you prove that vulnerabilities have been addressed.
1.18.4. Describe the encryption mechanism for authentication and data transmission that ensures data security
1.18.5. List and describe any security breaches and incidents compromising confidential information during the last five years.

1.19. Storage
1.19.1. What are the storage limitation and costs?
1.19.2. Describe in detail the data backup process, including what is required of us as an institution, where data is kept, how long data is available, and how data backups can be accessed
1.19.3. Describe in detail the storage capacity limits for a single course.
1.19.4. Describe in detail your data retention policies, including time period for access to previous courses

1.20. Privileges
1.20.1. Describe each role available and the privileges provided.
1.20.2. Ability to assign multiple roles.
1.20.3. Ability to customize roles of users such as embedded tutors, librarian, or academic coach

1.21. Compliance/Authentication
1.21.1. Provide documentation that the system is: Section 508 of the Rehabilitation Act compliant, WCAG Compliant, SCORM compliant, other national and international specifications and standards organizations.
1.21.2. Describe how you support user privacy including compliance with federal regulations.
1.21.3. Explain how the system meets federal accessibility requirements. What other accessibility guidelines and standards do you support?
1.21.4. Provide documentation on authentication and authorization methods.
1.21.5. What are the SSO capabilities?
1.21.6. Describe whether your application integrates with AD and to what extent.

Illinois Valley Community College Will Provide

Access to appropriate staff during 8:00 am – 4:30 pm central time M-F except for holidays or other times college is closed. See the IVCC academic calendar at http://www.ivcc.edu/calendars/academic.aspx

Finalist Presentations

Respondents selected for final evaluation will be required to present their proposals and/or demonstrate components of the LMS to IVCC personnel in a production environment. The presenter should provide their background and experience with implementing their LMS to higher education customers and provide demonstrations that reflect the needs of IVCC as outlined in the requirements.

The presentations should be done via live webinars and recorded demonstrations.

The finalists should provide a sandbox instance of the software to be made available to faculty, staff and students for testing and familiarization.

Compensation

The selected vendor shall provide a detail of project costs in the submission to the College.

Include a cost breakdown for implementation, the LMS (whether new system or upgrade); and annual support (single, two, and three-year contracts).

Project costs should list any recurring costs, include the annual recurring costs for support, maintenance or subscriptions.

CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348

Pertaining to the bid titled:Learning Management System – Proposal # RFP2022-P01

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the *"Criminal Code of 1961"*

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____
NAME OF CONTRACTOR/BIDDER

_____
TITLE

_____
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

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.

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.

☐ Individual/sole proprietor or single-member LLC   ☐ C Corporation   ☐ S Corporation   ☐ Partnership   ☐ Trust/estate

☐ 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.

☐ 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) _____

(Applies to accounts maintained outside the U.S.)

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

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

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:

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

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

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

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

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

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.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)