



COMMUNITY COLLEGE
OF RHODE ISLAND

Purchasing Office

CONTINUOUS RECRUITMENT

CONTINUOUS RECRUITMENT (CR) #244104510

TITLE: THEATER CHOREOGRAPHERS

SUBMISSION DEADLINE:

CR# 244104510: No Later Than June 28, 2024 at 10:00AM

QUESTIONS concerning this solicitation may be emailed to Community College of Rhode Island at (purchasing@ccri.edu). Questions shall be submitted in a *Microsoft Word attachment*. Please reference the bid number (CR# 244104510) in the subject line and on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases, Other RI Bid Opportunities, website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

NOTE TO VENDORS:

Responses can be submitted via email to purchasing@ccri.edu. A complete, signed bid/offer package, including a completed three-page RIVIP Bidder Certification Cover Form/Contract Offer must be submitted with the specific CR Number, with the date and time of bid closing noted in the email message.

THIS IS NOT A BIDDER CERTIFICATION FORM

The Community College of Rhode Island (CCRI), Purchasing Office is soliciting Letters of Interest (LOI) and Statements of Qualifications from firms, organizations, and/or individuals to provide instructions and training services, as needed, for the period as listed on the attached document, renewal at the sole option of the State/CCRI, for two (2) additional 12-month terms, as described herein, and in accordance with the State's General Conditions of Purchase, which is available on the Internet at www.purchasing.ri.gov.

CCRI intends to make multiple awards under this solicitation. Inclusion on the qualified provider list for this LOI is no guarantee of income. Vendor selection will be based on a number of factors, including (but not limited to) price, availability, expertise and satisfaction with services provided.

This is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the submission, in addition to price; there will be no public opening or reading of responses received by the CCRI Purchasing Office pursuant to this request

Instructions and Notifications to Offerors

Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The College assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the College Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the CCRI Purchasing Office at the time of opening for any cause will be determined to be late and may not be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the CCRI Purchasing Office.**

It is intended that an award pursuant to this Request will be made to a prime contractor(s), who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the selected vendor(s).

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this LOI will be considered public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to review the Division of Purchases web site on a regular basis,

as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Background Check: The State reserves the right to conduct criminal background checks on any and all of Contractor's personnel assigned to this Contract. In the event an individual's file/background check proves other than satisfactory, as determined solely by CCRI. CCRI reserves the right to have the individual(s) immediately removed from performing under this Contract and replaced by acceptable personnel at no additional cost to CCRI.

Contractor Reporting and Accounting Requirements

Reporting: Contractor agrees to submit all required documentation and reports on a timely basis and in accordance with the specified time frames pursuant to this Contract. Penalties for delinquent reporting may include withholding of payments until such time all reports are received, cancellation and/or termination of this Contract with no obligation to pay for undocumented services, or both. Contractor shall not be responsible, and shall not be penalized, for State's loss of documentation and reports.

Access to Records: Contractor agrees that CCRI, or any of its duly authorized representatives, has the right of timely and unrestricted access during normal business hours to any books, documents, papers, reports, or other records of Contractor that are pertinent to the fulfillment of the requirements of this Contract, in order to make audit, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to Contractor's personnel for the purpose of reviewing, interviewing, evaluating, and monitoring related to such documents. All such items shall be available to the requesting party in the Purchasing office at CCRI.

Ownership: Contractor agrees that all information, data, and supporting documentation provided by CCRI that relates to the services here under shall remain the property of CCRI.

Maintenance of Records: Contractor's records, books, and other documents reasonably related to this Contract shall be kept and maintained in standard accounting form. Such records, books, and documents shall be made available in Contractor's offices in Rhode Island subject to inspection by CCRI or authorized CCRI personnel upon request during normal Business Hours. State shall retain the right to audit the records, books, and documents, in whatever form, at their discretion upon reasonable notice to Contractor. Contractor shall ensure that any and all electronic data is compatible with State's ability to record and read such data. Contractor shall furnish all required items, including, but not limited to, documents pertaining to services provided for purposes of this Contract, records of work performed, records of payments, copies of invoices and/or receipts, or other items necessary or convenient to transmit and communicate the information needed or convenient for full and unrestricted audit of the Contractor's records, books, and documents.

Audit: The State Auditor, its assigns, or any other governmental entity approved by State shall have the unrestricted right to audit all data or documents related to this Contract. Such data shall be furnished in Contractor's offices at a mutually convenient time within a reasonable time. Should State determine it reasonably necessary, Contractor shall make all of its records, books, and documents reasonably related to this Contract available to authorized State personnel, at reasonable times and within reasonable periods, for inspection or auditing purposes or to substantiate the provisions of services under this Contract.

Contractor Confidentiality

Public Information Act: The parties acknowledge and agree that State is subject, as a matter of law, to Rhode Island Government Code also known as the Rhode Island Information Act

(hereinafter "Public Information Act"). Notwithstanding any other provision, the parties agree that in the event that any provision of this Contract, or other documents related to this Contract, including, but not limited to, any exhibit, attachment, amendment, addendum, or other incorporated document, is in conflict with the Public Information Act, such provision shall be of no force or effect.

Furthermore, it is expressly acknowledged and agreed that Rhode Island courts, judges, elected officials, Department heads, and municipal employees (hereinafter "State Requestors") may request advice, decisions, and opinions of the Attorney General of the State of RI in regard to the application of the Public Information Act to any software, hardware, firmware, or any part thereof, or other equipment or item, data, or information, or any other thing or item furnished to or in the possession or knowledge of State. It is further acknowledged and agreed that the State Requestors have the right and obligation by law to rely on the advice, decisions, and opinions of the Rhode Island Attorney General. Contractor hereby releases the State Requestors from any and all liability or obligation of any type, kind, or nature regarding any disclosure of any software, hardware, firmware, or any part thereof, or other equipment or item, data, or information, or any other thing or item furnished by Contractor or in the possession or knowledge of State that is determined by State or in reliance on any advice, decision, or opinion of the Rhode Island Attorney General to be available to the public or any persons.

Notwithstanding the foregoing, the parties agree, to the extent permitted by the Public Information Act, to keep confidential (and store in a secure area with limited access) and will not copy, publish, sell, exchange, disclose, or provide to others or use any information, documents, or data, provided to or disclosed to the other party, or any information related to this Contract, including, but not limited to, any exhibit, attachment, amendment, addendum, or other incorporated document, for any purposes other than performing each party's obligations under this Contract.

Vendor Questions & Submission

Questions concerning this solicitation may be e-mailed to the CCRI Purchasing Office at purchasing@ccri.edu no later than the date & time listed on page one of this solicitation. Questions should be submitted in a Microsoft Word attachment. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Letters of Interest to provide the services covered by this Request will be accepted on a rolling basis. The date indicated on the cover of this solicitation is the deadline for the first round of submittals. Vendor submittals will be reviewed to determine qualifications and if appropriate, added to the list of approved resources.

Responses must include the following:

1. A complete, signed bid/offer Package, Including a completed three-page RIVIP Bidder Certification Cover Form/Contract Offer
2. A statement of qualifications, including staff resume(s). Each staff member's resume shall include the following:
 - List of specialties
 - List of programs
 - Documentation of any and all certifications and/or licenses for services.
3. Vendor shall submit a signed cost proposal listing a base rate for services. Departments will negotiate final cost with vendor on a per project basis.

4. References.
5. Minimum employment requirements including education, training, previous work experience as required by scope of project.
6. Emergency and after-hours contact for Contractor's account representative.
7. Cancellation policy.
8. A completed IRS W-9 Form.

Submitting a Bid

Via mail: Each bid/offer must be submitted in a separate sealed envelope with the specific bid/RFP number, date and time of bid closing noted on the envelope. A complete, signed bid/offer package, including a completed three-page CCRI bidder certification form/contract offer and attachments if required (e.g., bid sureties, special licenses, samples, specifications that differ from solicitation) must be submitted as one package.

Mail to: Purchasing Office
Community College of RI
400 East Ave
Warwick, RI 02886

Via email: A complete, signed bid/offer package, including a completed three-page CCRI bidder certification form/contract offer and attachments if required (e.g., bid sureties, special licenses, samples, specifications that differ from solicitation) must be submitted as one PDF document titled as the specific bid/RFP number. Attach said PDF file to the email with the subject line of the specific bid/RFP number and the date and time of bid closing.

Email to: purchasing@ccri.edu

Bids misdirected to other locations or which are not present at the CCRI Purchasing Office at the time of closing for whatever cause will be considered to be late and will not be opened. For the purpose of this requirement, the official time and date shall be that of the time clock in the Purchasing Office of CCRI. Postmarks shall not be considered proof of timely submission

Evaluation & Selection

Responses will be evaluated on the basis of apparent ability of the Offeror, the relevancy of the service or program, and the cost of the service. All evaluation criteria are of equal importance. CCRI may make multiple awards as a result of this solicitation. Competitive negotiations may be considered/conducted in accordance with applicable state law.

As a result of this solicitation, CCRI will establish a list of qualified service providers and programs for up to the maximum five year contract term. Selection and utilization of individual providers will be based on need, availability, and price. Inclusion on the qualified provider list is no guarantee of income.

Notwithstanding the above, the CCRI reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Community College of Rhode Island Bidder Certification Form

NOTICE TO OFFERORS

This three-page Community College of Rhode Island (CCRI) Bidder Certification Form/Contract Offer **must** be attached to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with CCRI. As such, submittal of the entire Community College of Rhode Island Bidder Certification Form/Contract Offer, signed by a duly authorized representative of the offeror attesting to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award. Offers received without the entire completed three-page form attached may result in offer disqualification.

Other Provisions and Procedures

To assure maximum access opportunities for users, public bid/RFP notices shall be posted on the Rhode Island Division of Purchases Website (<https://ridop.ri.gov/>) for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due.

Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the College Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. After an award has been made, failure to meet all requirements of this invitation may result in a determination of default. Payments for partial delivery will not be made, except where expressly provided herein.

Unless specified “no substitute,” product offerings equivalent in quality and performance will be considered (at the sole option of the College) on the condition that the offer is accompanied by detailed product specifications.

The College reserves the right to (a) make awards on the basis that best serves the interest of CCRI, individual items, total low, etc., and (b) reject any and all bids in whole or in part. Prices quoted are N30, FOB DESTINATION, less federal/state tax.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order or change order is issued by the Community College of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order issued by the Community College of Rhode Island PRIOR TO delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of a purchase order made in writing by the Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island.

This solicitation and any contract or purchase order arising from it is issued in accordance with the specific requirements described herein, and the State’s Purchasing Laws and Regulations and other applicable State Laws, including the State of Rhode Island General Conditions of Purchase (220-RICR-30-00-13). The regulations, General Terms and Conditions are incorporated into all Community College of Rhode Island contracts. The General Conditions of Purchase can be viewed at <https://rules.sos.ri.gov/regulations/part/220-30-00-13>.

Offerors are advised that all materials submitted to the College for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection upon written request once an award has been made. Bidders are encouraged to attend Public Bid Openings to obtain competitive pricing information. Bid tabulations may be reviewed after award(s) have been made at the Community College of Rhode Island Purchasing Office Mondays through Fridays between the hours of 9:00 a.m. and 3:30 p.m. – telephone requests for bid results will not be honored.

Provisions of State labor laws concerning payment of prevailing wage rates, issued by the R.I. Department of Labor and Training, shall apply for contracts involving public works construction, alteration, or building repair work.

In accordance with Title 7 Chapter 1.1-99 of the Rhode Island General Laws, foreign corporations (a corporation established other than in Rhode Island) must be qualified to transact business in this state.

State Equal Employment Opportunity Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 and more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws, also apply. For further information, contact the State MBE Administrator at (401) 574-8253 or kate.brody@doa.ri.gov, visit the website <https://dedi.ri.gov/>.

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements. Incomplete certification forms are grounds for disqualification of offer.

DISCLOSURES

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-3, and if "Yes," provide details below. Complete Disclosure 4.

____ 1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

____ 2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

____ 3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

____ 4. List each officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):

CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE BIDDER CERTIFIES THAT:

____ 1. The Bidder will immediately disclose, in writing, to the CCRI Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

____ 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the CCRI Purchasing Agent in writing.

____ 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the CCRI Purchasing Agent in writing.

____ 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the CCRI Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

____ 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

___ 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

___ 7. The Bidder: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___ 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.

Certification details (continue on additional sheet if necessary):

Submission by the Bidder of a bid proposal pursuant to this solicitation constitutes an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation and the bid proposal. The Bidder certifies that: (1) the Bidder has reviewed this solicitation and all amendments and agrees to comply with its terms and conditions; (2) the bid proposal is based on this solicitation; and (3) the information submitted in the bid proposal (including this RIVIP Bidder Certification Cover Form) is accurate and complete. The Bidder acknowledges that the terms and conditions of this solicitation and the bid proposal will be incorporated into any contract awarded to the Bidder pursuant to this solicitation and the bid proposal. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this bid proposal and has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

BIDDER

Date: _____

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder



Independent Contractor Questionnaire

To be completed by prospective vendor

For the purposes of establishing qualification under IRS definition of Independent Contractor, please respond to the following:

Is there a defined schedule of when and where the work is to be performed?	YES	NO
Is there an option to conduct the work at an alternate location?	YES	NO
Is there an option to establish your own work schedule?	YES	NO
Are any tools or equipment required to perform the service for which you are contracted?	YES	NO
Are the tools supplied by the organization?	YES	NO
Do you supply any of your own tools of the trade?	YES	NO
Are your services offered to the public-at-large for hire within the scope of your work?	YES	NO
Do you offer your services to the public and thereby realize either a profit or loss of income?	YES	NO
Do you incur business related expenses i.e., business cards, web site, advertising, office supplies, etc., that are deductible against earnings?	YES	NO
Are you reimbursed for all business-related expenses?	YES	NO
Are you aware that as an independent contractor you are self-responsible for FICA, state and federal tax reporting?	YES	NO
Are you aware that this is a fee for services provided engagement with no guarantee of extension?	YES	NO

Information provided on this form is true, correct, and complete to the best of my knowledge.

_____ Vendor Signature	_____ Vendor Name	_____ Date
_____ CCRI Authorized Signature	_____ CCRI Authorized Printed Name	_____ Date

OFFICE USE ONLY

Vendor Banner ID: _____ Assigned PO Number: _____



Independent Contractor Questionnaire

To be completed by department chair or program director

For the purposes of establishing qualification under IRS definition of Independent Contractor, please respond to the following:

Is there a formal contract of expected deliverables? (If yes, please provide a copy to the Purchasing Office with this completed form)	YES	NO
Is it necessary for CCRI to provide training to this individual?	YES	NO
Is the individual required to follow instructions from the college on how to complete the work?	YES	NO
Do you instruct or supervise the individual while they are working?	YES	NO
Do you permit the individual to schedule their own meeting times and locations?	YES	NO
Do you reimburse for any business-related expenses?	YES	NO
Does the college provide support personnel for the individual?	YES	NO
Is the individual working for the college in any other capacity? If yes, please define.	YES	NO

Information provided on this form is true, correct, and complete to the best of my knowledge.

Dept. Chair or Program Director Signature

Printed Name

Date

STATE OF RHODE ISLAND
FORM W-9 PAYER'S REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION



THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

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Employer ID No. (EIN)

--	--

NAME

ADDRESS

CITY, STATE AND ZIP CODE

PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE

ADDRESS

CITY, STATE AND ZIP CODE

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 either: (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.
- (3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

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.

Please sign here and provide title, date and telephone number:

SIGNATURE _____ **TITLE** _____ **DATE** _____ **TEL NO** _____
Original Signature Required (Digital Signature Not Acceptable)

BUSINESS DESIGNATION:

Please Check One: Individual ☐ Corporation ☐ Trust/Estate ☐ Government/Nonprofit Corporation ☐
Partnership ☐ Medical Services Corporation ☐ Legal Services Corporation ☐
LLC Tax Classification: Single Member (Individual) ☐ Partnership ☐ Corporation ☐

TIPS:

NAME: Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.

ADDRESS, CITY, STATE AND ZIP CODE: If you operate a business at more than one location, adhere to the following:

- 1) Same EIN with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

Mail Completed Form To:

Supplier Coordinator
Purchasing Department
One Capitol Hill, 2nd Floor
Providence RI 02908

Or Email To: doa.pursuppliercoordinator@purchasing.ri.gov

For State Use Only:

IRS _____ RI SOS _____ FED _____ Other _____

RI Supplier # _____ Approved _____

Date Entered _____ Entered By _____

Choreographers are tasked with staging specific physical elements in the play that require specialized training. These include fight choreography, dance choreography, and intimacy choreography.

Dance Choreographer is tasked with creating the staged dance elements, teaching the cast how to perform them, then leading them through the dance rehearsal process, culminating in performance.

List of duties include:

- Attend creative team meetings with the Play Director and the Musical Director to develop the overall vision of the show
- Study the script and music
- Participate in auditions, evaluate the dance abilities of all auditionees
- Create choreography
- Teach choreography to the cast
- Attend rehearsals
- Lead physical warm-ups with the cast before rehearsals

Total rehearsal/production timespan: 9 weeks

Weekly hours during rehearsal process: 6 hours

Hours during production week: 22 hours

Total hours: 76

Qualification: CCRI Theatre Program Coordinator approved training and experience

Fight Choreographer is tasked with creating the staged violence elements, teaching the cast how to perform them, then leading them through the fight rehearsal process, culminating in performance.

List of duties include:

- Attend creative team meetings with the Play Director to develop the overall vision of the show
- Study the script, seeking specific moments requiring staged violence
- Create fight choreography
- Teach choreography to the cast
- Attend and conduct regular fight rehearsals

Total rehearsal/production timespan: 6 weeks

Weekly hours during rehearsal process: 6 hours

Hours during production week: 4 hours

Total hours: 36

Qualification: Theatre Program Coordinator confirmed fight certification

Intimacy Choreographer is tasked with creating the staged intimacy elements, teaching the cast how to perform them, then leading them through the intimacy rehearsal process, culminating in performance.

List of duties include:

- Attend creative team meetings with the Play Director to develop the overall vision of the show
- Study the script, seeking specific moments requiring staged intimacy
- Teach the cast the appropriate language and safety protocols for staged intimacy process
- Create intimacy choreography
- Teach choreography to the cast
- Attend and conduct regular intimacy rehearsals

Total rehearsal/production timespan: 6 weeks

Weekly hours during rehearsal process: 3 hours

Hours during production week: 0 hours

Total hours: 18 hours

Qualification: Theatre Program Coordinator confirmed intimacy certification