



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: 24-1119

Proposals must be received by: 10:00 A.M. on March 18, 2025

Proposals will be opened: 10:15 A.M. on March 18, 2025

Proposals will be opened at: The Office of the Director of Purchasing, Room #101
in Building P-49 at Laredo College. Proposals will be opened
at 10:15 A.M.

THE LAREDO COLLEGE DISTRICT'S BOARD OF TRUSTEES ("COLLEGE DISTRICT"), invites your firm to submit proposals for:

Contract Services to perform comprehensive production services for various annual graduation ceremonies for the Laredo College.

“Comprehensive production services for various graduation ceremonies.”

All proposals should be mailed or hand-delivered to:

**Laredo College C/O Mr. Miguel A. Rangel
Director of Purchasing
Building P-49 Room #101
West End Washington Street
Laredo, Texas 78040**

RFP OBJECTIVES

The purpose and intent of this Request for Proposal is to identify, select, and retain a qualified contractor to provide comprehensive production services for graduation ceremonies held annually in the **District** with quality, cost-effective services. This RFP is the means for prospective contractors to submit their proposals to the District.

Scope of Work

The selected vendor will provide and operate high-quality production equipment that meets the specifications below and work closely with our team to ensure the seamless execution of all ceremonies.

Services required include:

Audio

High-quality sound system to ensure clear, evenly distributed audio for all attendees

Equipment:

8 JBL SRX928S Dual 18" Powered Subwoofers

1 Behringer X32 Full-Size Digital Mixer (40-input, 25-bus, 16 mix buses, Main LCR, 6 matrix buses, 17 motorized faders)

Setup and operation: Vendor will provide technicians for setup, sound checks, and live mixing.

Lighting

Dynamic and atmospheric lighting for both the stage and audience areas

Equipment:

16 ROBE ROBIN 600 LEDWASH BLK

1 Hedge Hog console

16 ADJ 7P HEX (IP65 Outdoor Rated, RGBAW + UV LEDs, multiple DMX modes)

Programming and operation: The vendor will provide a lighting designer to program and operate lights for a professional show experience.

Video

Large-scale video screens to enhance visibility and engagement for the audience

Equipment:

2 4.81mm LED Screens, 9x16 ft for side screens

16 LED Screen panels, 1m x 1/2m P3.9, to create two 3'x12' banner displays on each side of the main LED wall

1 Socapex Distro

56 LED Screen panels, 1m x 1/2m, for main visual display

1 Live Stream Package including cameras, streaming equipment, and operator

1 Panasonic PTZ Camera Control and 2 Panasonic 16x Zoom PTZ Cameras

4 Decimator MD-HX for HDMI & 3G-SDI input and output conversion, including frame rate conversion

1 Lenovo Legion for streaming/recording, 1 Roland V-8HD 8-channel HD Video Switcher

Live stream capabilities: Stream the ceremony for remote viewers and provide a recording for archive purposes.

Special Effects

Eye-catching, safe special effects to create celebratory moments

Equipment:

6 Confetti Cannons with green and gold confetti refills for two ceremonies (1 lb each per cannon for each color)

6 Floor Cold Spark machines

Operation and timing: Coordinate with ceremony milestones for dramatic effects during diploma presentations or finale.

Rigging

Sturdy rigging to securely support audio, lighting, and video elements

Equipment:

- (13) - 10 ft 12"x12" Trusses
- (1) - 4-Channel Motor Control
- (4) - Stagemaker 1-Ton Motors

Installation and inspection: The vendor will handle setup and safety inspections of rigging.

Miscellaneous

- (2) ADA Compliant Ramps
- (1) Decorative floral arrangement for the stage area for each graduation ceremony held during the year.

Additional Contingency

Include a contingency plan for upgrades, last-minute requests, music playlists, or trend-specific items that may be added to meet evolving graduation event requirements.

Vendor Requirements

Experience: in large-scale event production, preferably with experience in higher education ceremonies or similar formal events.

Qualified Staff: Trained technicians and operators for each service area (audio, lighting, video, special effects).

Insurance: Proof of insurance covering liability, workers' compensation, and equipment damage.

Proposal Requests

Itemized Quote: For all equipment and labor listed in the Scope of Work.

Service Outline: Brief description of services provided for setup, live operation, and breakdown.

Timeline: Proposed timeline from load-in to load-out, including setup, rehearsal, ceremony, and teardown.

Portfolio: Examples of past work on similar events.

References: Contact information for three clients who have used your services in the past two years.

Contingency Plan: Describe your process for accommodating last-minute changes or requests.

SPECIFICATIONS

The purpose of this RFP is to solicit sealed proposals for a 3-year contract with the option to renew the contract annually for the period, which by law cannot exceed five years. At the time of yearly renewal, rates may be renegotiated by the contractor.

SUBMISSION TO THE DISTRICT

Contractors should submit one (1) original and a digit copy in a USB to the District: At a minimum, the proposal is to include a Table of Contents and the following Sections:

Section 1 – Proposal

Section 2 – Company Background/History

Section 3 – References

Section 4 – Forms

- RFP Forms I, II & III
- Certificate of Liability Insurance
- W-9 Forms

SALES TAX EXEMPTION

The **District** hereby claims exemption from payment of taxes for the purchase of taxable goods and/or services under the Internal Revenue Code Section 501 (c) (3) and the Revised Civil Statutes of Texas, Chapter 20, Title 122A, as a Non-Profit Educational Institution.

PROPOSAL INTERPRETATION

1. No interpretation of the meaning of the "Request for Proposal" or other documents will be given orally.
2. Every request for interpretation of the RFP will be in writing, addressed to the Director of Purchasing, and must be received at least two days prior to the date fixed for the opening of the proposals.
3. Any and all such interpretations and supplemental instructions will be in the form of written addenda to the "Request for Proposal", which if issued, will be mailed to all known prospective contractors no later than three days prior to the date fixed for the opening of the proposals.
4. Failure of any contractor to receive any such addenda or interpretations shall not relieve such contractor from any obligation under his bid as submitted. All addenda so issued shall become part of the contract document.

SUBMISSION TO DISTRICT

1. All proposals must be submitted on the forms attached to the RFP to ensure uniformity.
2. Other contractor certifications or representations are on RFP Form I.
3. The contractor must submit the "Conflict of Interest" Form II.
4. The contractor must submit the "Felony Conviction Affidavit" included as RFP Form III with the proposal.
5. The contractor must submit proof of liability insurance and W-9.
6. If the contractor requires a written contract, please submit a **sample contract** for legal review.

QUALIFICATIONS OF CONTRACTOR

1. The **District** may make such investigations as deemed necessary to determine the contractor's qualifications and/or ability to perform in accordance with the proposal terms and conditions specified herein.
2. The contractor shall furnish to the **District** all such information as the **District** may request.
3. The contractor shall perform all Support Services in the highest industry standards and in compliance with all applicable national, federal, state, municipal, and local ordinances, laws, regulations, and codes.
4. Contractor shall provide their employees with worker's compensation and health insurance in accordance with the Affordable Care Act standards.
5. The Contractor will enforce all safety regulations and practices of the **District** at all times.
6. The **District** reserves the right to reject any proposal should the contractor fail to satisfy the **District** that they are properly qualified to carry out the contract obligations.
7. The contractor must require any of its employees who will provide services to the college to take and pass a background check.

ALL OR NONE RFP

This is an all-or-none RFP.

CONFLICT OF INTEREST

1. Any Board member who has a substantial interest, either direct or indirect, in any business entity seeking to contract with the District shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter.
2. Contractors must describe any relationship that could create a conflict of interest or appear to be a conflict of interest if the Contractor is selected to perform the contract. **Attached is the Form II.**

EXPENSES INCURRED IN PREPARING PROPOSAL

The District accepts no financial responsibility for any costs incurred by the contractor in the course of responding to this RFP.

EVALUATING PROPOSALS

To determine to whom the contract will be awarded and to stay in compliance with Education Code 44.031, the **District** shall consider:

1. the purchase price;
2. the reputation of the contractor and of the contractor's goods or services;
3. the quality of the contractor's goods or services;
4. the extent to which the goods or services meet the district's needs;
5. the contractor's past relationship with the district;
6. the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. the total long-term cost to the district to acquire the contractor's goods or services;
8. the minimum warranty; and
9. The district reserves the right to award as may be in its best interest.
10. Price 50%
11. Background/History 30%
12. Letters of References (3) 20%

EMAILS / FACSIMILES

The **District** **will not** accept emailed or facsimile proposals.

CONTRACTUAL RELATIONSHIP

1. Nothing herein shall be construed as creating the relationship of employer or employee between the College District and the contractor or between the College District and the contractor's employees.
2. The College District shall not be subject to any obligations or liabilities of the contractor or his employees incurred in the performance of the contract unless otherwise authorized.
3. The contractor is an independent contractor, and nothing contained herein shall constitute or designate the contractor or any of his employees as employees of the College District.
4. Neither the contractor nor his employees shall be entitled to any of the benefits established for District employees or be covered by the College District's Workers' Compensation Program.

LATE PROPOSAL

1. The date and time that the proposal is delivered will be recorded on the envelope.
2. Proposals received after the specified time shall not be considered.
3. If a return address is not provided, a late bid will be opened for identification only and returned.

RIGHT TO HOLD PROPOSALS

The College District reserves the right to hold proposals for 30 days before awarding a contract.

IN CASE OF IDENTICAL PROPOSALS

In the event of a tie, the selection shall be decided by the casting of lots.

RIGHT TO REJECT PROPOSALS

The **District** reserves the right to reject any and all proposals.

MODIFICATION OR WITHDRAWAL BEFORE OPENING OF PROPOSALS

1. Modification of the proposal will be accepted only when the same is received on or before the fixed deadline.
2. Any proposal may be withdrawn prior to the scheduled time for opening.
3. The proposal must be withdrawn in person by the contractor or their authorized representative, provided the representative's identity is made known, and a receipt is signed for the bid documents.
4. Such requests must be submitted in writing.

MODIFICATIONS OR WITHDRAWAL BY SUCCESSFUL CONTRACTOR

Modifications or withdrawal of a proposal shall be accepted by a successful contractor only if the change is in the best interest of the **College District**, not prejudicial to other contractors, and is executed in writing.

VENUE

It is understood and agreed by both the successful contractor and the **District** that the venue for any litigation from this contract shall lie in Webb County, Texas.

INSURANCE

Within ten calendar days after notification of acceptance of the Contractor(s)'s proposal, insurance certificates must be submitted and Laredo College must be named as an additional insured on the certificate of insurance meeting all of the following requirements:

- A. Contractor shall furnish a certificate of insurance showing that the contractor maintains the contractor's insurance carrier authorized to do business in the State of Texas by the State Board of Insurance. Said certificate shall include a clause obligating the Insurer to give ten days prior written notice of any material change in the insurance including cancellation.
- B. The following are the types of coverages and the limits set by the State of Texas that are to be maintained:
 - a. Worker's Compensation Insurance
 - b. Comprehensive General Liability Insurance in the following amounts:

| | |
|----------------------------------|-----------------|
| a. General Aggregate | \$ 1,000,000.00 |
| b. Products-Comp/Ops Aggregate | \$ 1,000,000.00 |
| c. Personal & Advertising Injury | \$ 1,000,000.00 |
| d. Each Occurrence | \$ 500,000.00 |
 - e. The Comprehensive General Liability Insurance must include liability coverage for:
 1. Bodily injury,
 2. Personal Injury,
 3. Independent Contractor,
 4. Blanket Contractual,
 5. Product,
 6. Fire,
 7. Medical Expenses, and
 8. Complete Operations.
 - c. Comprehensive Automobile Liability Insurance as follows:
 - a. Bodily Injury \$100,000 per person

- b. Personal Injury \$300,000 per accident
- c. Property Damage \$100,000 per accident

The **District** is the final authority that determines if the proposal is in compliance with specifications. A committee composed of representatives of the **District** will evaluate proposals. The committee reserves the right to interview finalists to clarify information provided in the proposals.

SELECTION OF PROPOSALS FOR REVIEW BY THE BOARD OF TRUSTEES

Following the evaluations, the committee may recommend one or two proposals to the Board of Trustees. The Board of Trustees will make a final selection based on the evaluation committee's recommendation and such other factors as the Board deems to be in the District's best interest.

SELECTION OF CONTRACTOR(S) BY BOARD OF TRUSTEES

Once a final selection has been made, the District will submit to the selected Contractor(s) a contract, which will include at least those terms outlined in this RFP. If the District and the contractor chosen (s) have not executed a contract within thirty calendar days after the award, the District will negotiate with the Contractor(s) submitting the following best proposal.

CONTRACT AWARD AND EXECUTION

The District reserves the right to execute an award without further discussion of the proposal submitted. The proposal should be initially submitted on the most favorable terms that can be offered. The Contractor(s) shall specifically stipulate in the cover letter that the proposal is predicated upon the acceptance of all specifications, terms, and conditions stated in this RFP. The intent of the District is to award the contract within sixty calendar days from the date of the RFP opening.

FORM 1295

Effective January 1, 2016, all contracts executed by the Laredo College Board of Trustees, regardless of the dollar amount, will require completion of Form 1295, "Certificate of Interested Parties," per the new Government Code Statute §2252.908. All contractors submitting a response to a formal Bid, RFP, SOQ, or any contracts, contract amendments, renewals, or change orders are required to complete Form 1295 online through the State of Texas Ethics Commission website at the time the business entity §2252.908 (4d) submits the signed contract.

Additional information can be found at:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

OTHER INFORMATION

For additional information, contact Mr. Miguel A. Rangel, Director of Purchasing, at (956) 721-5126, or email miguel.rangel@laredo.edu

The proposal should be mailed or hand-delivered to:

**Laredo College C/O
Mr. Miguel A. Rangel
Director of Purchasing
West End Washington Street
Laredo, TX 78040**

Questions regarding the scope of work should be referred to:

**Laredo College C/O
Mr. Miguel A. Rangel
Director of Purchasing
West End Washington Street
Laredo, TX 78040
Email miguel.rangel@laredo.edu
Telephone 956-721-5126**

RFP Form I

CONTRACTOR INFORMATION

1. Represents that he is not indebted to the District or State of Texas (indebtedness to the District shall be a basis to reject the proposal)
2. Certifies that he will not engage in employment practices that have the effect of discriminating against employees and prospective employees because of race, color, religion, national origin, sex, age, handicap, political belief, or affiliation and that this contractor will abide by the federal, state and local EEO requirements,
3. Acknowledges they have read, understand, and agree to the requirements of the specifications and all other provisions of this RFP, and
4. Certifies that this contractor has not colluded or attempted to collude with other contractors or merchants in the trade to fix or hold prices above the level attained through a free and competitive market.
5. Certifies that the owner-operator has not been convicted of a felony, except as indicated in a separate attachment to this proposal in accordance with Section 44.034 Texas Education Code.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM (If any)

Addendum No.: _____ Date: _____

Addendum No.: _____ Date: _____

NAME OF FIRM: _____

ADDRESS: _____

CITY&STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NO.: _____

CONTRACTOR HAS BEEN IN BUSINESS _____ YEARS

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

_____ I **do not wish** to participate in the stated proposal; however, I do wish to remain on your proposer list.

FORM II:

| CONFLICT OF INTEREST QUESTIONNAIRE | | FORM CIQ |
|---|---|---|
| This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor. | | OFFICE USE ONLY Date Received |
| 1 | Name of vendor who has a business relationship with local governmental entity. | |
| 2 | <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.) | |
| 3 | Name of local government officer about whom the information is being disclosed. _____ Name of Officer | |
| 4 | Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5 | Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more. | |
| 6 | <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1). | |
| 7 | _____ Signature of vendor doing business with the governmental entity | _____ Date |

FORM III: FELONY CONVICTION AFFIDAVIT:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “ ... a person or business entity that enters into a Contract with the a District must give advance notice to the District if the person or an owner of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “... a school District may terminate a Contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract”.

This Notice is not required if your firm is a publicly held corporation. Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code 44.034.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Applicant’s Signature: _____

Address: _____

City, State, and Zip Code: _____

Print name of the Authorized Company Official: _____

My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature/Date of Company Official: _____ **Date:** _____

My firm is not owned nor operated by anyone who has been convicted of a felony or I have never been convicted of a felony.

Signature/Date of Company Official: _____ **Date:** _____

My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____
(Attach additional sheet if necessary)

Details of Conviction(s): _____

Print Name: _____ **Title :** _____

Signature/Date of Company Official: _____ **Date:** _____

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. | 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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i> | |
| | 5 Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| | 6 City, state, and ZIP code | |
| | 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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 instructions for line 1 and 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:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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