

# City of Waycross

## Purchasing Department

*Linda E. Jones*  
Purchasing Director

**TO: ALL VENDORS**  
**FROM: LINDA E. JONES, CPPB, PURCHASING DIRECTOR**  
**DATE: July 7, 2020**  
**RE: Request for Proposals**

The City of Waycross, Georgia will receive sealed proposals until, 10:00 a.m., Thursday,  
July 30, 2020

For : Property and Liability Insurance Brokerage Services

As specified in the attached specifications.

The city reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, to make an award in the best interest of the City. All bidders must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be proposed service, experience, qualifications and adherence to requirements.. The City will be the sole judge of the weights given these factors.

Proposals will be opened conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No proposals will be accepted after bid opening time. No faxed or email proposals will be accepted.

**PROPOSALS SHOULD BE  
MAILED TO:** **CITY OF WAYCROSS, PURCHASING DIRECTOR  
P. O. DRAWER 99  
WAYCROSS, GEORGIA 31502-0099**

**OR HAND DELIVERED TO:  
(PRIOR TO OPENING)** **CITY HALL – PURCHASING DEPARTMENT  
417 PENDLETON STREET, ROOM 201  
WAYCROSS, GEORGIA 31501**

**BID ENVELOPE SHOULD BE MARKED:** Bid # FY21-04 Property Insurance Broker

Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within thirty (30) days after bid opening.

**P. O. Drawer 99**  
**Waycross, Georgia 31502-0099**  
**(912) 287-2956**



Opportunity in every direction.

CITY OF WAYCROSS

REQUEST FOR PROPOSAL

**PROPERTY AND LIABILITY INSURANCE  
BROKERAGE SERVICES**

**BID # 21-04**

**July 6, 2020**

Sealed Proposals will be received by the City of Waycross, until **10:00 a.m., EST, July 30<sup>th</sup>, 2020** for Property and Casualty Insurance Brokerage Services.

**\*\*\* City Hall is only open to employees at this time. Please mail in your bid, or drop in our drop box at City Hall. You can also call me to meet you outside of City Hall to hand deliver your bid to me (912-287-2956). At this time there are no public bid openings. All vendors will be sent a letter with a copy of the bid tab.\*\*\***

**OVERVIEW**

The City of Waycross ("City") seeks proposals to provide Property and Liability Insurance Brokerage Services including Risk Management Services.

**\*\*\*Please note that no markets are to be approached prior to award.\*\*\***

**PROPOSAL CORRESPONDENT**

Upon Release of this Request for Proposal, all vendor communications concerning this RFQ must be directed to the representative listed below:

**Edwin Lastinger**

**HR Director**

**912-287-2914**

**[elastinger@waycrossga.com](mailto:elastinger@waycrossga.com)**

*Unauthorized contact regarding the proposal with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding. Vendor should rely only on written statements issued by the proposal representative noted above.*

## **PROPOSAL QUESTIONS/ADDENDA**

All questions must be submitted in writing to the proposal correspondent named above. Questions must be received by 10:00 a.m., EST, July 22, 2020. A list of questions and answers will be provided no later than 10:00 a.m. Monday, July 27, 2020. Requests may be made to the proposal representative.

## **PROPOSAL RESPONSE DATE AND LOCATION**

City must receive the vendor's proposal in a sealed envelope, in its entirety, not later than 10:00 a.m., Eastern Standard Time in Waycross, GA on July 30, 2020. Proposals arriving after the deadline will not be considered. All proposals and accompanying documentation will become the property of City and will not be returned. One (1) unbound original and (4) copies of this proposal must be submitted to allow for evaluation. Proposals must be clearly marked on the outside of the package:

### **PROPERTY AND LIABILITY INSURANCE BROKERAGE SERVICES**

Proposers assume the risk of the method of dispatch chosen. City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or by electronic means.

### **Proposal Schedule:**

Request for Qualifications/Proposal Release: July 8, 2020

Proposal Questions Deadline: 10:00 a.m., EST, July 22, 2020

Proposal Due Date: 10:00 p.m., EST, July 30, 2020

Oral Presentations (If Necessary): August 5-12, 2020

Award Date: August 18, 2020

## **WAIVER OF TECHNICALITIES**

All items must meet or exceed specifications as stated by City. Determination of best response to proposal will be the sole judgment of City. Proposals shall remain valid for ninety days for the date of proposal opening. City reserves the right to waive any technicalities.

## **PROPOSAL REJECTION**

City reserves the right to waive any formalities and to reject any or all proposals at any time without penalty and to make an award that is in the best interest of the City.

## **MODIFICATION OF PROPOSALS**

Any clerical mistake that is patently obvious on the face of the proposal may, subject to the limitations described below, be corrected upon written request and verification submitted by the proposers. A non-material omission in a proposal may be corrected if it determined that correction to be in the City's best interest.

## **WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn at any time prior to the proposal opening. After proposals have been publicly opened, withdrawal of a proposal shall be based upon the following:

The proposer shall give notice in writing of his claim of right to withdraw his proposal due to an error within two business days after the conclusion of the proposal opening procedure. Proposals may be withdrawn from consideration if the price is substantially lower than the other proposals due solely to a mistake therein, provided the proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the proposal, which unintentional arithmetical error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the proposal sought to be withdrawn. The proposer's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his proposal. If a proposal is withdrawn under the authority of this provision, the lowest remaining responsive proposal shall be deemed to be the low proposal.

## **PROPOSER'S RESPONSIBILITY**

When determining whether a proposer is responsible, or when evaluating a proposal, the following factors may be considered, any one of which will suffice to determine whether a proposer is responsible or the proposal is the most advantageous to the City:

- The ability, capacity and skill of the proposer to perform the services required.
- The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- Whether the proposer can perform the contract within the time specified.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the proposer's failure to perform satisfactorily or complete any written contract or perform the required services. The City's termination for cause of a proposer, within the past three years, shall be deemed to be such a failure.
- The previous and existing compliance by the proposer with laws relating to the contract or service.
- Evidence of collusion with any other proposers, in which case colluding proposers will be restricted from submitting further proposals on the subject project or future proposals, for a period not less than three years.
- The proposer or its employees, partners or agents have been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Proposer shall affirmatively disclose to the City all such convictions, especially of management personnel or the proposers as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award.
- If the proposer will be unable, financially or otherwise, to perform the work.
- At the time of the proposal opening, the proposer is not authorized to do business in the Georgia, or otherwise lacks a necessary license, registration or permit.
- Any other reason deemed proper by the City.

## PROPOSER REQUIREMENTS

- Proposer must have five years of continuous experience.
- Proposer must provide evidence, satisfactory to the City, of the following insurance requirements:
  - City requires Proposer to have and maintain the following insurance coverage and indemnification provisions.
  - Proposer agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers showing that it carries insurance in the following minimum limits:

*General Liability:*                      \$1,000,000 per occurrence/\$2,000,000 aggregate

*Automobile Liability:*                \$1,000,000 including non-owned auto  
*liability*

*Workers' Compensation:* *Statutory Limits*

*Errors and Omissions:*                \$2,000,000

### o Immigration Documentation

Proposer shall furnish a completed Proposer Affidavit (Affidavit under O.C.G.A. § 13-10- 91(b)(1)). A copy of said form is attached.

## PROPRIETARY PROPOSAL MATERIAL

Any information contained in the proposal that is proprietary will be neither accepted nor honored. All information contained in this proposal is subject to public disclosure.

## RESPONSE PROPERTY OF CITY OF WAYCROSS

All material submitted in response to this request becomes the property of City. Selection or rejection of a response does not affect this right.

## NO OBLIGATION TO BUY

City reserves the right to refrain from contracting with or awarding any proposer the bid. The release of this proposal does not compel the City to purchase.

## COST OF PREPARING PROPOSALS

City is not liable for any cost incurred by proposers in the preparation and presentation of proposals and demonstrations submitted in response to this proposal.

## NUMBER OF PROPOSAL COPIES REQUIRED

Proposers are to submit one (1) unbound original proposal and four (4) copies.

## PROPOSAL AWARD AND EXECUTION

City will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City. City reserves the right to make any award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. The specification may be altered by City based on the proposer's proposal and an increase or reduction of services with the service provider may be negotiated before proposal award and execution.

Should the City require additional time to award the contract, the time may be extended by the mutual agreement between the City and the successful proposer. If an award of contract has not been made within ninety days from the proposed date or within the extension mutually agreed upon, the proposer may withdraw the proposal without further liability on the part of either party.

## **PROPOSAL REQUIREMENTS/EVALUATION CRITERIA**

City will evaluate all written submittals. It is incumbent upon the proposers to demonstrate within their proposals how each requirement will be satisfied. All proposals must meet the specification as outlined in this proposal. City reserves the right to investigate the qualifications and experience of the proposers, or to obtain new proposals. Proposals not sufficiently detailed or in an unacceptable form may be rejected by the City. Dates and documentation included in the proposal become public information upon opening the proposals. Interested firms must follow the process outlined in the following pages in submitting their proposal.

## **GENERAL CONDITIONS**

### **1. Purpose:**

The purpose of this Request of Qualifications (RFQ) is to seek experienced and qualified brokers to assist City with strategically planning, designing and negotiating the best coverage and cost for the City's liability, property and casualty coverage and for providing other insurance-related services as further defined herein. The proposal should detail the firm's conceptual approach to handling the City's account, and providing both insurance placement and advisory services.

### **2. Contract Execution:**

The broker which results from the awarding of this RFQ shall begin services as Agent/Broker of Record effective for the policy period beginning October 1, 2020. The term of service shall continue until any subsequent RFQ for the same services is issued and awarded or unless otherwise terminated.

### **3. Respondent Minimum Qualifications:**

1. Agency /Firm should have been in business at least five years.
2. Experience with public sector clients (minimum of 3 present public sector clients and at least five years cumulative experience in public sector accounts.)
3. Agency/Firm or any individual within the firm shall not have been named as a defendant in any current litigation with any past or present client.

### **4. Scope of Work**

THE SELECTED PROPOSER(S) SHALL PROVIDE THE FOLLOWING SERVICES:

1. Prepare annual marketing strategy reports identifying anticipated market conditions and proposing a marketing strategy for the City's major loss exposure areas prior to policy renewal.
2. Assist in developing underwriting data and specifications for renewal negotiations.
3. Assist in providing value trends for property insurance.
4. Select insurance markets and evaluate coverage quotations.
5. Market insurance policies, including preparation of quality marketing submissions and development of coverage specifications.
6. Obtain bids from the insurance industry and negotiate the best terms and coverage for the various exposure areas.
7. Fully document marketing of insurance coverages, including declinations received from insurance carriers.
8. Exhibit the knowledge of and willingness to work with alternative risk coverage providers.
9. Evaluate the commitment and financial stability of the insurance companies or alternative coverage providers and make recommendations to the City's Senior Staff.
10. Service existing insurance policies by tendering losses, reviewing coverage issues, assisting in collection of losses, reporting values, issuing Certificates of Insurance as needed, processing policy changes, etc. in a timely manner.
11. Assist with coverage and claim disputes.
12. Schedule quarterly meetings with the City's Senior Staff to discuss loss control issues, exposure changes, and general administrative matters.
13. Analyze the City's exposure to loss, adequacy of coverage, and develop options on coverage not presently purchased by the City.
14. Prepare an annual report including a schedule of policies in force, coverage provisions, premiums, insurance claims experience for the prior policy year and recommendations for possible adjustments to insurance coverage for the next policy year. The report should provide a summary of broker support services rendered during the prior year, with recommendations for broker services recommended for the subsequent year.
15. Provide research and prompt response to insurance and risk management questions from the City's Senior Staff or any Administrator or Department Head concerning contracts or new exposures.
16. Provide other services that are normally and customarily required of a public sector insurance broker.
17. Respond to communications the same business day in general; if not practicable, response should be within twenty-four hours.

18. Have key personnel available between 9:00 a.m. and 5:00 p.m. Eastern Standard Time.
19. Facilitate annual stewardship report to and meeting with the City's Senior Staff and other officials as needed.
20. Give advice on preparing a renewal calendar. Meet or exceed the City's time expectations and renewal calendar.
21. Coordinate, attend and participate in carrier loss control surveys and underwriter visits.
22. Make educational presentations to City staff, if needed, on requested topics.
23. If other services are included in your fee for this section of the Scope of Work, such as, Risk Control Services, please state them in the Method of Approach section of your proposal.

#### **5. Broker Proposal and Consulting Services Request for Qualifications:**

The proposal response must clearly demonstrate the required qualifications, expertise, competence and capability of the vendor. Please provide a concise description of your firm's ability to provide the services required in the scope of the document. Additionally, please include the answers to the following questions (address each by number):

1. Describe your organizational structure (i.e. publicly held corporation, partnership, etc.).
2. Confirm that you are a licensed broker in the State of Georgia and provide documentation. Confirm that you serve as a broker, independently, and are not affiliated with any insurance company, third party administrative agency or provider network.
3. Briefly describe your company's organization, philosophy, and management. Also, provide a brief company history.
4. How long has your organization been providing insurance brokerage services?
5. Describe your contractual relationships, if any, with organizations or entities necessary to your proposal's implementation (i.e. insurance companies, TPA firms, actuarial services, data information services, etc.).
6. Describe your firm's capabilities regarding loss forecasting and reserve analysis.
7. How many public municipality entities does your firm service?
8. Please provide a minimum of three verifiable client references of similar scope and industry, all of whom are able to comment on your organization's relevant experience. This list should include at least three active client references in the public entity/ municipality sector. Please include company names, address, contact name, telephone number and a complete description of the insurance services and dates provided. It is the broker's responsibility to provide valid reference information and our company reserves



the right to use reference checks in its evaluation of proposals.

9. Please provide bios of individual brokerage staff that would provide services to the City.
10. Briefly describe the level of service and support that will be provided by your firm to our company on a day- to-day basis.
11. Describe your organization's anticipated involvement in the annual review process. Include information regarding process timeframes, negotiation of rates and vendor selection.
12. How would your firm assist the City in developing coverage and design specifications? Explain your process for providing plan recommendations to your clients.
13. Please provide examples of recent solutions you have provided to public sector clients with regards to insurance program structure, premium reductions, and/or a risk management solution.
14. What makes your organization unique from other organizations that may submit proposals?  
  
Provide any additional information regarding your organization or services that you feel would be beneficial in helping the City to select a broker.

## **6. Questions:**

1. If retained by City of Waycross, what would be your first priority?
2. Describe your organization's Quality Assurance/Peer Review process.
3. Provide us an implementation and reporting schedule for the establishment of a new or renewal of an existing Commercial Property and Casualty insurance plan. NOTE: The City of Waycross's current plan year for this insurance is July 1- June 30.
4. Describe your procedures for monitoring client satisfaction.
5. Describe the key characteristics of your firm that distinguishes your firm in the marketplace.
6. Describe your marketplace presence to which your organization has access to the national vendors, administrative services, and other insurance products.
7. Describe your experience with self-funded and alternative funded plans, including your ability to set reserves, report experience and project funding levels.
8. Please outline your ability and the resources (e.g. actuaries, economic forecasting) available to establish trends and recommendation in plan design.

9. Explain your ability to monitor regulatory and legislative developments on the federal and state level that may impact our company's benefit plans. How does your firm typically disseminate this information to clients?
10. What innovation "outside the box" solutions have you provided your clients?
11. What advantage will the City of Waycross have by working with your firm?
12. Describe how your firm will be compensated for the proposed work? .
13. Please provide a list of four verifiable (preferably public sector) references, all of whom are able to comment on your organization's relevant experience. Please include group name, contact name, and telephone number.
14. What education offerings does your firm provide for clients?
15. What are your capabilities in Loss Control and Claims?
16. Describe analytical tools to be used to help identify optimal program design.
17. Describe your Claims Management.
18. Please provide a list of four verifiable (preferably public sector) references, all of whom are able to comment on your organization's relevant experience. Please include group name, contact name, and telephone number.

Please furnish:

1. Services you provided
2. Time period covered
3. Number of covered employees
4. Contact name and phone number

## **7. Evaluation:**

The purpose of the proposal evaluation process is twofold: (1) to assess the responses for compliance with minimum qualifications, content, and format requirements; and (2) to identify the proposers that have the highest probability of satisfactorily performing the services as described herein. The evaluation process will be conducted in a comprehensive and impartial manner.

All proposals will be reviewed to determine if they satisfy the minimum qualifications specified in Item 3. Those not satisfying the Minimum Qualifications will not be considered.

### A. Written Proposal Evaluation:

All proposals that pass the pre-evaluation review will undergo an evaluation process conducted by a selection committee and will be evaluated according to, but not necessarily limited to, the following:

- 50% Your firm's indicated ability to provide a level of service sufficient to meet City's needs, as stated in your response to item 4 (Scope of Work) and 5 (Broker

Proposal Questionnaire).

- 20% Extent and success of previous work your firm has provided to organizations similar in nature and size to City.
- 20% Qualifications/experience of key personnel to be assigned to the project as stated in item 5. (9).
- 10% Adherence to the RFQ requirements, including: completion of all required forms; provisions of all requested information; and adequacy of responses. The proposal itself as an example of your firm's work product.

**B. Reference Checks:**

Reference checks will be conducted for each firm selected for an oral presentation/interview with the Selection Committee.

**8. Pricing**

It is City's expectation that brokerage fees and commissions will be borne by the selected insurance provider. If additional brokerage fees are expected of City, or if your firm offers additional fee-supported services which are supplemental to your proposal, please clearly outline all costs and services on a separate fee addendum.

**9. Oral Presentations:**

During the evaluation process, City, may, at its discretion, request oral presentations from all qualified bidders for the purpose of clarification or amplifying the materials presented. However, respondents are cautioned that City if not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the broker. All Oral Presentations will take place the week of July 20-24, 2020.

**8. Final Selection**

Following review of all qualified proposals, selection of a suitable vendor and preliminary contract negotiations, a recommendation is expected to be made to the City of Waycross by August, 18, 2020. Following Board approval, City will complete contract negotiations. The selected vendor should be prepared to commence working immediately following contract execution.

**9. Right to Reject**

City reserves the right to reject any and all bids.

**\*\*City is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.**

## Proposal Certification

Proposers must return the following certification with their proposals.

With my signature, I certify that I am authorized to commit my firm to the Proposal and that the information herein is valid for 90 days from this date.

I further certify that all information presented herein is accurate and complete and that the scope of work can be performed as presented in this proposal upon the City's request.

Proposers Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Unofficial Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

City of Waycross  
City of Waycross

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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NOTARY PUBLIC

My Commission Expires:

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## **What Your Business Needs to Know about Georgia's E-Verify Requirements (Effective July 1, 2013)**

### **E-Verify Contractor Requirements**

Georgia law, **O.C.G.A. § 13-10-91**, requires all businesses that contract with a public employer for labor or services by bid or by contract in which the labor or services exceed \$2499.99 to sign an affidavit attesting that they are registered for and use E-Verify unless 1) the contractor has no employees (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General's website) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found here.

### **E-Verify Private Employer Requirements**

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a City or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the City, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The City will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found here.

### **What Is E-Verify?**

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

### **Where Do I Find My E-Verify Number?**

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

### **What if I cannot locate or do not have access to my MOU?**

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/ program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

### **Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?**

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be

provided as the E-Verify number for your business by DHS, which will be located on the MOU.

**How Do I Register for E-Verify?** To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or visit their website at <http://www.dhs.gov/e-verify>.