



Alliance of Community Assistance Ministries, Inc. (ACAM)
Request for Proposals
Next Generation of Youth (NextGen) Workforce Development Program

The Alliance of Community Assistance Ministries, Inc. (ACAM) has been awarded a \$2M contract from the Gulf Coast Workforce Board/Houston-Galveston Area Council for the NextGen Workforce Development Program. Accordingly, ACAM hereby solicits proposals from qualified contractors, registered to work in the state of Texas.

RFP TIMELINE

Official Release Date: Monday, December 11, 2023 Full RFP posted at: https://acamweb.org/funding-vendor-opportunities
Optional RFP Info Session via Zoom: Tuesday, December 19, 2023 from 2:00 pm-3:00 pm Registration link: https://us02web.zoom.us/meeting/register/tZEuf-mqqD0iGdTPOouldKYjUaowLjGMzsR
Deadline to submit questions: Thursday, December 28, 2023 at 5PM CST
Please submit questions in writing to admin@acamweb.org with the subject line "NextGen RFP Questions Agency Name"
Answers to written questions posted Friday, December 29, 2023 by 5:00 PM CST
Proposals Due: Monday, January 8, 2024 by 5:00 PM CST
Anticipated Preliminary Award Announcements: on or around January 12, 2024
Addenda and answers to questions will be posted at https://acamweb.org/funding-vendor-opportunities/

Responses to this request for proposals should be emailed to:

ACAM COO
Tara McConathy
admin@acamweb.org

The proposal cover sheet must be signed and dated by an authorized representative of the proposing organization.

Late proposals will NOT be accepted. Proposals must be received via email by the due date. If all or any portion of a response submitted is received late or is otherwise nonresponsive due to equipment failure or operator error, the response or the applicable portion of the response will not be considered. In addition, ACAM is not liable for equipment failure or operator error.



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SUMMARY

Background: The Houston-Galveston Area Council (H-GAC), the fiscal agent for the Gulf Coast Workforce Board, has awarded the Alliance of Community Assistance Ministries, Inc. (ACAM) funding to contract with service providers for the Next Generation Youth (NextGen) component of the Workforce Solutions system.

Purpose: NextGen will provide a comprehensive, integrated employment and education service for a minimum of 500 eligible youth ages 16-24 (under 25) to help them get a job, keep a job, or get a better job and build their skills for future job and career transitions.

Maximum Funding Available: \$476,551

Grant Term: February 1, 2024 – September 30, 2024, Final close-out report due by November 5, 2024.

Proposal Deadline: Monday, January 8, 2024 by 5:00 pm CST

Respondents must include the following required services:

I. Statement of Qualifications

Competent contractors will possess experience administering federally funded workforce development projects. Proposals must disclose experience including number/volume of clients/customers, types of programs administered, current and prospective employer partners, and résumés of all employees who might provide services under the winning contract.

Scope of Work

ACAM is a nonprofit organization with the mission to *‘advance collaboration to create community-wide solutions for thriving nonprofits, neighborhoods and families.’* The NextGen program, funded by \$2M in Workforce Innovation and Opportunity Act (WIOA) funding through the Gulf Coast Workforce Board/Houston-Galveston Area Council (HGAC), connects out-of-school youth ages 16 to 24 that meet ACAM’s eligibility requirements (e.g., living in poverty, homeless/runaway, justice system/foster system/dual status, pregnant/parenting, IDD) with wraparound case management services and job and career readiness programs. Proposers must describe tasks they would perform to comply with ACAM’s eligibility and minimum standards as outlined in ACAM’s NextGen Collaborative WIOA Out-of-School Youth (OSY) Services Guidelines and Workforce Solution’s Youth Services Guide available at

<https://acamweb.org/funding-vendor-opportunities/>

II. Proposed Cost of Services

Proposals must include the estimated cost for each activity identified in the Scope of Work. ACAM will not use lowest cost as the sole basis for selecting contractors.

PROGRAM BACKGROUND AND OVERVIEW

The Greater Houston region's most vulnerable youth and young adults continue to be disproportionately impacted by multiple structural inequities, that create barriers to equitable economic opportunity and security. These disconnected youth and young adults ages 16-24 that are neither working nor in school, or underemployed and not enrolled in school, are our "opportunity youth" (OY). Even with the economy on the rebound, there is a nationwide dramatic rise in the number of OY. These OY face compounded challenges in the current labor market and could face years of adverse effects in the absence of concerted assistance. Without the individuals and systems youth traditionally rely on for food, shelter, guidance, and emotional support, these OY could be negatively impacted for the rest of their lives.

The Alliance of Community Assistance Ministries, Inc. (ACAM) is leading two initiatives that have mobilized key stakeholders and funneled an unprecedented amount of resources to the region to focus on, and address the needs of, opportunity youth (OY). Built on collaboration, evaluation, and continuous quality improvement, ACAM is uniquely positioned to implement a braided funding model leveraging the privately funded Greater Houston Opportunity Youth Collaborative (GHOYC) and the Workforce Innovation and Opportunity Act (WIOA) funded Next Generation of Youth (NextGen) program.

The NextGen model is informed by the Jobs for the Future Back-on-Track model and evaluation. The central components include:

1. Collective impact – our five-part framework includes a common agenda, shared measurement, mutually reinforcing activities, continuous communication, and backbone support,
2. Increased and enhanced services – collectively increase services and ensure a high-touch relationship focus is maintained with staff dedicated to eligibility, navigation, goal planning, and follow-up,
3. Increased access – continue to build the referral system, as well as the geographic reach of the project,
4. Barrier removal – a focus on earning opportunities, incentives, and wraparound supports will remove barriers to success and maintain engagement and retention,
5. Youth voice – including multiple ways that youth can be involved and know that they belong, are valued, and that their contributions matter.

A. PURPOSE

The Alliance of Community Assistance Ministries, Inc. (ACAM) seeks qualified vendors to provide out-of-school youth ages 16 to 24 that meet ACAM's eligibility requirements (e.g., living in poverty, homeless/runaway, justice system/foster

system/dual status, pregnant/parenting, IDD) with wraparound case management, and job and career readiness, and barrier removal services. The Workforce Innovation and Opportunity Act - Youth (Out of School) is funded by the Department of Labor (DOL) through the Texas Workforce Commission (TWC). The objective of the Request for Proposal (RFP) process is to receive proposals from interested vendors which comprise a formal response to the Statement of Work (SOW) outlined in this RFP to identify the most qualified contractors to provide services. The submitted proposal will be used to evaluate each contractor's experience, capabilities, and qualifications to provide services that meet the needs of vulnerable youth. ACAM is seeking organizations to provide services in the course of normal business within Brazoria, Fort Bend, Montgomery, Galveston, Waller, and Harris Counties.

The offerors must include 1) goals for the number of outreach, screening, and clients/customers enrolled by county, 2) demonstrated capacity to provide guidance and support, work-based learning, training/credentials and wraparound barrier removal services to eligible clients/customers to attain employment and get training to get a better job, and 3) and satisfy the requirements as outlined in this RFP. Please review the RFP timeline. Responses to questions will be posted to ACAM's website on the release date (<https://acamweb.org/funding-vendor-opportunities/>).

The objective of this RFP is to locate contractors that will provide the best overall value to ACAM. While price is a factor, other criteria will form the basis of the decision, including geographic coverage of services. ACAM reserves the right to amend, suspend, terminate, or reissue this RFP, in whole or in part, at any stage. In no event is ACAM liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, all costs of preparing a response to this RFP, or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from ACAM for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of ACAM. Respondents may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes available.

B. START DATE AND CONTRACT TERM

ACAM hereby requests proposals from offerors to perform youth workforce development services, as described in the RFP, for a one-year period, with the potential of being extended up to four (4) years. The contract or contracts may be renewed for subsequent time periods by mutual written agreement not to exceed four (4) years. The one-year contract period is **February 1, 2024 – September 30, 2024**. Organizations are invited to submit a proposal by **Monday, January 8, 2024, by 5:00 pm CST** for consideration. Proposals will be held in confidence and not released in any manner until after the contracts are awarded. Payments on contracts will be made on a reimbursement basis. The contract amount agreed upon by ACAM and the respective contractors will provide compensation for allowable program costs (see budget template e.g., staffing, travel, supplies, etc.). However, direct client/customer assistance costs (e.g., certificate training costs, etc.) will be paid for through the Gulf Coast Workforce Solutions Financial Aid Payment Office (FAPO) using the Financial Aid

Communications System (FACS). A payment schedule will be negotiated with selected contractors. ACAM reserves the right to offer a contract award greater or less than the amount requested in the proposal.

C. EXPECTATIONS

Contractors will be selected on their ability to meet the expectations of the RFP and ensure compliance with the written guidance for the program. ACAM youth workforce development services are designed and implemented by ACAM and follow all applicable federal regulations. Selected contractors shall be required to follow ACAM's program and eligibility requirements. Offerors will be selected on their ability to comply with federal, state, and local regulatory expectations. For experienced contractors, prior performance will be taken into consideration. Offerors shall demonstrate financial and staffing capacity to perform the work proposed. ACAM will verify that any offeror selected is not restricted from participation in government contracts through <https://www.sam.gov> and through <https://ourcpa.cpa.state.tx.us/coa/Index.html>. Debarred or suspended offerors from the State of Texas and/or Federal government shall not be procured.

1. SERVICES

Selected contractors must adhere to ACAM's monthly financial and performance reporting procedures, Continuous Quality Improvement (CQI) processes and all other applicable ACAM standards. Contractors will provide direct services and referrals for eligible youth including:

- a. Work-based Learning
 - i. Paid and unpaid work experiences that include academic and occupational education (i.e. summer jobs, pre-apprenticeship and registered apprenticeship programs, internships, and on-the-job training opportunities).
- b. Career Pathways and Credential Attainment
 - i. Integrated Education and Training.
 - ii. Occupational skill training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or targeted occupations.
 - iii. High School Equivalency Preparation.
 - iv. Alternative secondary school services and evidence-based dropout prevention and credit recovery strategies.
- c. Guidance & Support
 - i. Career counseling and exploration services that help youth and young adults prepare for and transition to postsecondary education and training.
 - ii. Mentoring.
 - iii. Tutoring, study skills training, instruction.
 - iv. Skill-Building/Coaching opportunities: Leadership development opportunities, which may include community service, parenting and work behavior training, and peer centered activities encouraging responsibility and other positive social and civic behaviors.
 - v. Financial Coaching.

- vi. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- vii. Entrepreneurial Skills Training.
- viii. Activities that help youth prepare for and transition to postsecondary education and training. Transition planning may include, but is not limited to, programs designed to expand access to college and other postsecondary institutions, particularly for youth facing barriers to enrollment. Activities may focus on improving academic readiness, identifying postsecondary strengths and interests, and helping with applying for college and institutional admission or financial aid.
- ix. Assistance with transportation, housing, and other supportive services which enable an individual to participate in work and/or training.
- x. Referrals to services that provide wrap-around support to meet the wide range of challenges faced by various youth populations.
- xi. Follow-up services upon completion to ensure continued support and success in post-secondary education, training, or employment.

Contractors must provide direct services to eligible clients/customers residing in Brazoria, Fort Bend, Montgomery, Galveston, Waller, and/or Harris, Counties. Outputs and outcomes shall be reported per ACAM's Guidelines and Standards and include but are not limited to:

- 1. Number and percent of clients/customers that are employed or enrolled in post-secondary.
- 2. Number and percent of clients/customers employed after staff assistance.
- 3. Number and percent of clients/customers that are satisfied with services.
- 4. Number and percent of clients/customers that pursuing an education credential.
- 5. Number and percent of clients/customers that report earnings gains.
- 6. Number and percent of clients/customers that achieve a measurable skills gain.

2. STAFFING

- a. Contractors will provide a high touch case management approach to address specific barriers to client/customer education and employment attainment. This includes, but is not limited to:
 - conducting the initial assessment that includes the client's/customers employment screening and goals/objectives,
 - providing direct supportive counseling services to clients/customers,
 - assisting with wraparound services to meet basic needs,
 - assisting with referrals and public benefits access,
 - a range of community outreach activities, and/or
 - conducting warm referrals to other services providers including follow up.
- b. Contractors will collect and report satisfaction feedback from youth enrolled.

- c. Contractors will maintain adequate staffing to provide high quality continuous services to clients/customers.

D. STATEMENT OF WORK

The ACAM NextGen 2023-2024 goal is to enroll 500 youth annually in partnership with subgrantees and subcontractors. The historical program cost per person has ranged from \$2,200 to \$2,325. A cost per person that falls below this range will not benefit the proposal score. ACAM is seeking contractors that can serve people residing in Brazoria, Fort Bend, Montgomery, Galveston, Waller, and Harris Counties. Priority will be given to proposals demonstrating the ability to serve clients/customers outside of Harris County. Offerors should submit proposals clearly demonstrating the capacity and experience to:

1. serve at least 60-205 Opportunity Youth (OY) with wraparound case management, job and career readiness, and barrier removal services including those described in Section C,
2. implement outreach strategies to recruit participants and establish community partnerships for referrals targeting eligible out of school youth (OSY),
3. track and maintain thorough documentation of client/customer services and success,
4. connect clients/customers/customers with post-secondary training including industry recognized certificates, and
5. establish and maintain relationships with employers for work-based learning/internship sites.

To submit a proposal in response to the Statement of Work (SOW) for this RFP, offerors must include 1) goals for the number of outreach, screening, and clients/customers/customers enrolled by county (Brazoria, Fort Bend, Montgomery, Galveston, Waller, and Harris Counties) 2) demonstrated capacity to provide guidance and support, work-based learning, training/credentials and wraparound barrier removal services to eligible clients/customers to attain employment and get training to get a better job, and 3) and satisfy the requirements as outlined in this RFP. The length of the proposal narrative, not including the signed cover letter or attachments, shall not exceed 6 pages (single sided, single spaced, using Times New Roman and 12-point font). The proposal narrative shall state the organization's qualifications and experience to fulfill the goals and achieve the goals outlined above. Respond to each item in the order listed below. The budget and budget narrative should be included behind the responses to the statement of work and are **not** included in the 6-page limit. Lastly, include all attachments in the order listed with the cover sheet placed in front of the proposal and other attachments following the proposal.

1. Provide a brief description of your organizational history and capacity to fulfill the qualifications described above, (date organization started, current total number of employees, any special accommodations/services that could be provided).
2. Describe the experience of key staff and the relevant experience of those working directly with clients/customers ages 16-24. Describe any relevant training and/or certification for any staff working on the program. For new or vacant positions, provide position descriptions.
3. Describe, if any, direct experience providing case management and/or

workforce development services including experience developing relationships with service providers and employers. Describe specific ongoing experience providing services to young adults ages 16-24 including a list of prior and current experience. Provide a chart of experience including the program name, number of years of experience, indication of programs currently serving young adults, and the average number of clients/customers served per program year. Describe your experience serving clients/customers with high barriers to employment and any special populations. Discuss how current and prior experience prepares the proposer to provide youth workforce development services.

4. Include a description of the impact of relevant services. Please provide available past output and outcome information. If none, then please explain qualifications that prepare the proposer to provide these services and meet the stated objective and goals. Please describe how the proposer has measured the success of clients/customers served. Include the indicators of success as well as the number and percentage of those who have achieved the indicator.
5. Describe your experience working with post-secondary institutions or on-site training services including industry recognized certificate training.
6. Describe your employer partners, their hiring needs, and how NextGen would help fulfill employer needs (including names and the estimated need)
7. Describe your proposed goals - the number of people proposed to be served and projected outcomes. Please describe how the respondent proposes to measure the success of clients/customers served. Include the indicators of success as well as the number and percentage projected to achieve success.

E. BUDGET SUMMARY

Please submit the excel document “ACAM NextGen3 RFP Budget Template” posted with the RFP online here: <https://acamweb.org/funding-vendor-opportunities/>.

F. REQUIRED ATTACHMENTS

Required attachments to submit with proposal in the order below. Proposals submitted without the listed attachments will be considered incomplete.

1. Proposal cover sheet signed and dated by a Certifying Representative (see attachment). This executed document shall be placed in front of the proposal. Attachments 2-6 should follow the proposal.
2. Evidence of good standing from the Texas Comptroller (Print from Link: <https://ourcpa.cpa.state.tx.us/coa/Index.html>)
3. Evidence of good standing from SAM (Print from Link) <https://www.sam.gov>
4. Résumés of key personnel including the background and qualifications of direct service staff. If positions are current not filled, please provide the position descriptions for key staff.
5. Evidence of 90-day working capital (copies of most recent 3 months

- of bank statements and financial statements)
- 6. Most recent audit

G. EVALUATION, NEGOTIATION, AND SELECTION

Evaluation: A designated committee evaluates each proposal in confidence and based on stated criteria. Points will be assigned for stated evaluation factors, with additional points awarded for serving counties outside of Harris County as indicated in the RFP. A cost/price analysis will be conducted, and qualitative technical factors will be evaluated that include but are not limited to:

- Appropriateness, thoroughness, quality of the proposed work plan
- Provider experience and/or demonstrated knowledge of the youth workforce development services
- Demonstrated successful past performance
- Quality of proposed staffing plan
- Geographic location of services
- Demonstrated capacity to meet the goals of the program
- Reasonable cost and complete budget

Negotiation:

- Negotiations may be undertaken with offerors to achieve best and final offers
- All negotiation procedures will be documented

Selection:

- Contracts must be awarded to responsible organizations whose proposals are most advantageous to the program
- All respondents will be notified of ACAM's selection in writing

H. GRIEVANCE PROCEDURE FOR RESPONDENT ORGANIZATIONS

Purpose

The purpose of the grievance procedure is to settle any grievance between a Respondent Organization and Alliance of Community Assistance Ministries, Inc. (ACAM), as quickly as possible to assure an efficient and fair procurement.

Eligibility

A grievance may be filed by any respondent organization that claims it has been adversely affected by:

1. The score assigned by the Proposal Review Team.
2. Improper application of ACAM regulations, and procedures.

Procedure for Filing Respondent Organization Grievances

The following steps must be followed in the order given. Time limits shall begin on the first working day after the applicable occurrence, filing, appeal, response, or recommendation. Working days shall not include weekends or national holidays.

Step 1

To be considered, a grievance must be filed in writing with ACAM within 24 hours of contract award announcement on **or around January 12, 2024**. This written grievance should be sent to Tara McConathy, COO at admin@acamweb.org. ACAM has forty-eight (48) hours from receipt of the grievance form to respond to and resolve the grievance.

Step 2

If the respondent organization is not satisfied with the proposed resolution, the respondent organization has twenty-four (24) hours to file an appeal with the ACAM Grievance Committee.

The Grievance Committee has forty-eight (48) hours to investigate, talk with the grievant, and respond in writing using the official form.

General Provisions

3. The Grievance Forms provided* should be used in pursuing a resolution of the grievance.
4. The respondent's organization may represent itself or be represented by a chosen representative when presenting the organization's grievance.

*Note: Grievance Forms are attached

NOTE: Any other attachments will not be reviewed as part of the proposal.

**GRIEVANCE PROCEDURE FOR THE ACAM NEXTGEN PROGRAM –
Respondent/Proposer Organization
Grievance Form**

Respondent Organization: _____

Respondent Representative: _____

Job Title: _____

Organization's Address: _____

Organization's Phone Number: _____

We have discussed this complaint with ACAM staff and received his/her verbal answer on (date)_____. Because this answer is unacceptable to us, we wish to file a formal complaint.

Nature of grievance. Explain how your organization was unfairly treated including names and dates. (Use additional pages if needed.)

A just and fair solution of our grievance is:

We understand that if we wish to further appeal our complaint, we have twenty-four (24) hours from response to submit a grievance form to the next level of appeal. Grievances not appealed timely are considered settled at the previous level.

Date: _____

Signature: _____

**GRIEVANCE PROCEDURE FOR THE ACAM NEXTGEN PROGRAM –
Proposer/Respondent Organization Grievance Form**

Response from ACAM’s Grievance Committee

Respondent Organization: _____

Respondent Representative: _____

Job Title: _____

Organization’s Address: _____

Organization’s Phone Number: _____

ACAM’s Grievance Committee Response to Respondent Organization’s Complaint:

Grievances not appealed timely are considered settled at the previous level.

Date: _____

Signature: _____

ACAM NextGen3 RFP Proposal Cover Sheet

Organization (Offeror) Name and Address	Proposal Contact
Phone Number	RFP No. NextGen3
Email Address	EIN OR TAX ID Number
Cage Code	Annual Budget
Unique Entity ID	# of Employees
<p>Name & Title of Certifying Representative. Note: “Certifying Representative” means the individual who may legally submit proposals for the agency and enter into agreements (i.e. the Chairman of the Board of a social service agency). You may identify a different contact person.</p> <p>Name: _____ Title: _____</p>	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

AND

The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process.

Signature of Certifying Representative	Date
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ACAM NextGen3 RFP Proposal Cover Sheet

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The undersigned certifies, to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agency or ACAM;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
- (e) Will submit to ACAM information about each proceeding that occurs during this Contract Term or during the recordkeeping period that:
 - (1) Is in connection with this award;
 - (2) Reached its final disposition during the most recent five-year period; and
 - (3) Is one of the following:
 - i. A criminal proceeding that resulted in a conviction, as defined below;
 - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - iii. An administrative proceeding, as defined below, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damage in excess of \$100,000; or
 - iv. Any other criminal, civil, or administrative proceeding if:
 - 1. It could have led to an outcome described in this section (e) paragraph (3), items (i) – (iii) of this award term and condition;
 - 2. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - 3. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

(4) For purposes of section (e) of this certification the following definitions apply:

- i. An “administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- ii. A “conviction”, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Where the undersigned Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation of why it cannot provide said certification to this Contract.

This certification is a material representation of fact upon which reliance is placed when ACAM awards the contract. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to any other remedies available to the Federal Government, ACAM may terminate this Contract for cause or default.

CONTRACTOR:

Entity Legal Name: _____

By:

Name: _____

Title: _____

Date: _____