



CITY OF LAGUNA NIGUEL
REQUEST FOR PROPOSALS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ADMINISTRATION SERVICES

Community Development Department | City of Laguna Niguel
30111 Crown Valley Parkway | Laguna Niguel, CA 92677
Contact: Hannah Tamaddon | Administrative Secretary
Phone (949) 362-4315 | htamaddon@cityoflagunaniguel.org

Proposals must be received by:
Friday, April 8, 2022
at 5:00 P.M.

SECTION I - Introduction and Instructions to Applicants

A: Introduction

The City of Laguna Niguel (City) invites qualified firms to submit proposals for Community Development Block Grant (CDBG) Administration Services. The successful Applicant will enter into a contract with the City of Laguna Niguel and provide services relating to CDBG Administration Services.

The City is considering a three (3) year contract, consistent with existing professional services practices.

B: Proposed Time Schedule

RFP Mailing:	March 21, 2022
Submittal Deadline:	April 8, 2022
Tentative First Interview:	April 13, 2022
Tentative Final Selection:	May 3, 2022
Tentative Contract Effective date:	July 1, 2022

C: Instructions to Applicants and Procedures for Submittal

One original (marked original) and five (5) copies (marked copy) of the proposal must be submitted in a sealed envelope or box bearing the name of the Applicant, marked **CDBG RFP** and submitted to the following address:

**City of Laguna Niguel
Attn: Hannah Tamaddon
30111 Crown Valley Pkwy
Laguna Niguel CA 92677**

Applicants are solely responsible for ensuring their proposal is received by the City in accordance with the solicitation requirements, before Submittal Deadline, and at the place specified. Postmarks will not be accepted in lieu of actual delivery. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. The City shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Delivery of proposals shall be made at the office specified in this Request for Proposals. Deliveries made before the Submittal Deadline but to the wrong City office will be considered non-responsive unless re-delivery is made to the office specified before the Submittal Deadline. All proposals shall become the property of the City.

Late proposals will not be accepted and will be returned to the Applicant unopened.

D: General Conditions

ADDITIONAL INFORMATION, RIGHT TO REQUEST. The City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from Applicants.

ADDITIONAL SERVICES. The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with the City.

AUTHORIZED SIGNATURES. Every proposal must be signed by the person or persons legally authorized to bind the Applicant to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a Applicant shall provide a current power of attorney certifying the agent's authority to bind the Applicant. If an individual makes the proposal, his or her name, signature, and post office address must be shown. If a firm or partnership makes the proposal, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the City, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

AWARD OF PROPOSAL. Award will be made to the Applicant offering the most advantageous proposal after consideration of all Evaluation Criteria set forth in Section III. The criteria are not listed in any order of preferences. An Evaluation Committee will be established by the City. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The City reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Weight factors and evaluation scores will not be released until after award of proposal. The City shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the City after all factors have been evaluated.

Discussions may, at the City's option, be conducted with responsible Applicants who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Applicants.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, and other laws relative thereto.

CANCELLATION OF SOLICITATION. The City may cancel this solicitation at any time.

CONFLICT OF INTEREST. By signing the Agreement, the successful Applicant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with the award of the Agreement or any work for the proposed project. For the term of the Agreement, no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in the Agreement, or obtain any present, anticipated or future material benefit arising therefrom.

CONTRACT DOCUMENTS, EXAMINATION OF. It is the responsibility of the Applicant to carefully thoroughly

examine and be familiar with these RFP documents, general conditions, all forms, specifications, drawings, plans, and addenda (if any), referred to as Contract Documents. Applicant shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, necessary to perform the work as specified by the Contract Documents. The failure or neglect of the Applicant to examine the Contract Documents shall in no way relieve him from any obligations with respect to the solicitation or contract. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the Applicant has thoroughly examined and is familiar with the contract documents. The failure or neglect of an Applicant to receive or examine any of the contract documents shall in no way relieve him from any obligations with respect to the Proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

COSTS. The City is not liable for any costs incurred by Applicants before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Applicant in responding to the RFP, are entirely the responsibility of the Applicant, and shall not be reimbursed in any manner by the City. No reimbursable cost may be incurred in anticipation of award.

DISQUALIFICATION OF APPLICANT. If there is reason to believe that collusion exists among the Applicants, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any Applicant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a Applicant is interested. If there is reason to believe that collusion exists among the Applicants, the City may refuse to consider Proposals from participants in such collusion. Applicants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit provided herein on page 16.

INTERPRETATION OF CONTRACT DOCUMENTS. City reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies or omissions in the specifications, he may submit to the City a written request for an interpretation or correction.

Oral statement(s) interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the City.

Requests for interpretations shall be made in writing and delivered to Hannah Tamaddon, Administrative Secretary, City of Laguna Niguel, 30111 Crown Valley Pkwy, Laguna Niguel, CA 92677 at least ten (10) days before the Submittal Deadline.

The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the contract documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received contract documents. All such addenda shall become a part of the contract. It is the responsibility of each Applicant to ensure the City has their correct business name and address on file. Any prospective Applicant who obtained a set of contract documents is responsible for advising the City that they have a set of contract

documents and wish to receive subsequent Addenda.

IRREGULARITIES. City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.

NON-EXCLUSIVE CONTRACT. The successful Applicant will enter into a NON-EXCLUSIVE contract and the City reserves the right to enter into agreements with other firms for CDBG administration services.

OFFERS OF MORE THAN ONE PRICE. Applicants are NOT allowed to submit more than one proposal.

OWNERSHIP: All data, documents and other products used or developed during the project will remain the property of the City upon completion of the project.

NO OBLIGATION: The release of this RFP does not obligate or compel the City to enter into a contract or agreement.

PAYMENT TERMS. The City will make payments no more than once monthly on approved invoices, with payment terms of net 30 days upon receipt of invoice. Payment for additional work, if any, will be negotiated as required. Final payment will be made after approval and acceptance of the work.

PROPOSAL, REJECTION OF. The City reserves the right to reject any or all proposals or any part of a Proposal. The City reserves the right to reject the proposal of any Applicant who previously failed to perform adequately for the City or any other governmental agency. The City expressly reserves the right to reject the Proposal of any Applicant who is in default on the payment of taxes, licenses or other monies due the City.

PROPRIETARY INFORMATION. Proposals must **NOT** be marked as confidential or proprietary. City may refuse to consider a proposal so marked. Information in proposals shall become public information and is subject to disclosure laws.

PUBLIC OPENING. There will be no public opening of proposals. Prices and other proposal information shall not be made public until the proposal is awarded. At that time the submitted proposal information and executed contract will become public information.

PUBLIC RECORD. All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.

RFP PART OF AGREEMENT. This Request for Proposal and Scope of Services and all conditions will become part of the agreement between the City of Laguna Niguel and the successful Applicant.

SEVERABILITY. If any provisions or portion of any provision, of this contract are held invalid, illegal or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

SUBCONTRACTOR INFORMATION. If the proposal includes the use of subcontractors, Applicant must identify

specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor would perform services.

SUBCONTRACTOR REFERENCES. For all subcontractors that will be used on this project, Applicants must provide a minimum of two references from similar projects performed for any local government clients within the last three years. Information provided shall include:

- a. Client name;
- b. Project description;
- c. Dates (starting and ending);
- d. Technical environment;
- e. Staff assigned to reference engagement that will be designated for work per this RFP;
- f. Client project manager's name and telephone number.

TERMS OF THE OFFER. The City reserves the right to negotiate final contract terms with the Applicant selected. The contract between the parties will consist of the City Professional Services Agreement, the RFP together with any modifications thereto, the awarded Applicant's proposal, and all modifications and clarifications that are submitted at the request of the City during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, the RFP, any modifications and clarifications to the awarded Applicant's proposal, and the awarded Applicant's proposal. Specific exceptions to this general rule may be noted in the final executed contract. Applicant understands and acknowledges that the representations above are material and important, and will be relied on by the City in evaluation of the proposal. Applicant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.

VALIDITY. Proposal must be valid for a period of 90 days from the due date.

WITHDRAWAL OF PROPOSAL. Applicants' authorized representative may withdraw Proposals only by written request received by the Human Resources Administrator before the Proposal Submittal Deadline.

SECTION II - PROPOSAL RESPONSE REQUIREMENTS

Applicants shall submit one (1) original proposal marked "ORIGINAL" and five (5) copies on or before the Submittal Deadline. If discrepancies are found between the copies, or between the original and copy or copies, the "ORIGINAL" will provide the basis for resolving such discrepancies. If one document is not clearly marked "ORIGINAL", the City reserves the right to use any of the proposals as the Original. If no document can be identified as an original bearing original signatures, Applicant's proposal may be rejected at the discretion of the City.

It is imperative that all Contractors responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

All proposals shall be submitted on standard 8.5" by 11" paper in hard-covered binders. All pages should be numbered and identified sequentially by section. Response items must be indexed in the following order with individual tabs:

A. Cover Letter:

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm and statement of professional qualifications.

B. Company Data:

Please submit the following information:

1. Official name and address.
2. Name, address, and telephone number of the Applicant's point of contact.
3. Indicate what type of entity (corporation, company, joint venture etc). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
4. Federal Employer I.D. Number.
5. The address, telephone numbers and fax numbers of each of your firm's locations.
6. A detailed statement indicating whether Applicant is totally or partially owned by another business organization or individual.
7. Number of years Applicant has been in business under the present business name.
8. Number of years of experience the Applicant has had in providing required, equivalent, or related services.
9. All comparable contracts entered into during the last five (5) years, completed or not. Please indicate:
 - Year

- Type of Contract
 - Contracting Agency
10. Any failures or refusals to complete a contract and explanation.
11. Financial interests in other lines of business.

C. Resumes and Qualifications of Personnel:

The Applicant shall furnish a personnel staffing plan with sufficient information for judging the quality and competence of the personnel dedicated to the account. In its assessment of the proposal, City will place considerable emphasis on the commitment by the Applicant to provide qualified personnel for the execution of the contract. The Applicant shall furnish resumes in outline form for the key personnel committed to this account. Applicant shall also include the number and type of additional support personnel who will be assigned to the project. The substitution or addition of individuals shall be allowed only with prior written approval of the City.

Resume Format:

Name

Position

Education

Show degrees earned and certifications, school and year of completion. Exclude company courses or information that is not relevant to the person’s functional job duties.

Summary of Experience

In chronological order, most recent date first, summarize experience as it relates to CDBG administration services and preparation of a Consolidated Plan.

Professional Memberships/Registrations

D. Organizational Chart:

Applicant shall include an organizational chart that reflects titles of key staff and management contacts of each individual assigned to provide services under this contract.

E. References:

Applicant to provide three (3) references for whom Applicant has provided similar project services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, description of services provided.

F. Overview and Approach:

- **Understanding:** Applicant must include in this section its understanding of CDBG administration services in a municipal setting.
- **Approach:** Applicant must include in this section its approach to providing efficient and effective CDBG administration services. Include proposed administrative procedures, areas of responsibility and a discussion of service delivery such as method of contact and assignments, billing, etc.
- Applicant must reference all duties as listed in the **SCOPE OF WORK**. Applicant must note any services NOT provided by their firm.
- Applicant shall also list any resources, City assistance or other items expected to be provided by City (computer, office, etc).
- Applicant may additionally itemize those services which are further required in the servicing of the account but are not noted in the aforementioned paragraphs as requirements. Applicant will entitle this section as ADDITIONAL SERVICES.

G. Transition Plan:

Applicant must describe how they will integrate their staff and implement their services into City operations.

H. Reports:

Applicant is required to submit samples of an Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) to the CITY. If you normally issue have monthly status reports, please include samples. Please specify the cost for each report. If reports are available on disk, please list the formats available, and any additional costs.

I. Compensation/Payment Schedule:

Applicant is required to submit their cost proposal in the format as outlined in Section V. Applicant must state if the proposed rate is guaranteed for the term of the contract or if it is subject to adjustments. If subject to adjustments, Applicant must state the frequency of adjustments and how adjustments are determined.

J. Certificate of Insurance:

Applicant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in Appendix 1 (*attached at end of this document*) prior to execution of the contract.

K. Certification of Proposal:

Applicant is required to sign and submit the Certification.

SECTION III - PROPOSAL EVALUATION AND SELECTION

An Evaluation Committee may be established by the City. The Committee may be comprised of City staff or other personnel as determine by the City and will evaluate all proposals received in accordance with the Evaluation Criteria. The City reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Weight factors and evaluation scores will not be released until after award of proposal. The City shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the City after all factors have been evaluated.

Selection of qualified Applicants will be based on the following criteria as set forth herein. Criteria are listed in random sequence and are not considered in any rank or order or importance. Interviews will be held with the most qualified respondents. The recommended proposal will be submitted to the City Council for contract approval.

The proposal will be evaluated on the basis of the response to all questions and requirements of this RFP. The City shall use some or all of the following criteria in its evaluation:

1. Experience of the firm, particularly of staff assigned to supervise and administer this contract
2. Education and experience of staff members assigned to account
3. Demonstrated knowledge of public agencies, particularly municipalities
4. Understanding of the needs and requirements of CITY
5. Applicant's ability to perform the work within the timelines specified
6. Location of firm and availability of staff assigned to CITY
7. Quality of references
8. Proposed costs
9. Content, quality, completeness and form of submitted proposal
10. Interviews.

SECTION IV - SCOPE OF SERVICES

Background. The City of Laguna Niguel (City) invites qualified firms to submit proposals for CDBG Administration Services. The successful Applicant will enter into a contract with the City of Laguna Niguel and provide CDBG Administration Services.

Laguna Niguel is located in southern Orange County approximately 22 miles from Santa Ana and 54 miles south of Los Angeles. Laguna Niguel incorporated on December 1, 1989 and has a current population of approximately 65,000. The City is a general law city and operates under the council-manager form of government. The City has 67 full time staff and various part time staff.

Laguna Niguel is a contract city. The City has four (4) departments: City Manager (includes City Clerk, Finance, Human Resources), Public Works, Community Development (includes Planning, Building Safety & Code Enforcement), and Parks and Recreation. Police services are provided through contract with the Orange County Sheriff. Fire Protection services are provided through the Orange County Fire Authority. The City also contracts for Animal Control Services, City Attorney. The City further contracts with companies for specific tasks such as permit processing, plan check, street and facility maintenance. For more information about the City, please visit the City website at www.cityoflagunaniguel.org.

The City became an entitlement city in 1997. The City is anticipated to receive \$366,246 for the 2022-2023 program year. The City typically allocates funding for service providers, administration, and capital improvement projects.

Organizational Structure. The City Manager is hired by the City Council and oversees all day to day operations.

TERM: The City is considering a three (3) year contract, consistent with existing professional services practices.

Services To Be Provided By the Selected Applicant:

Under the direction of City staff, provide typical Community Development Block Grant Administration Services including but not limited to the following:

1. Provide general CDBG program administration services and technical support under the direction of the Community Development Director.
2. Develop, implement and administer eligible CDBG programs under the direction of the Community Development Director.
3. Provide a schedule for all HUD requirements to ensure all programs are in place.
4. Prepare and submit Reports and Plans on an annual basis for the CDBG program, including:
 - A. Year 1 (FY22/23) – FY21/22 Consolidated Annual Performance Report (CAPER), FY23/24 Action Plan (AP)
 - B. Year 2 (FY23/24) – FY22/23 CAPER, FY24/25 AP
 - C. Year 3 (FY24/25) – FY23/24 CAPER, FY25/26 AP, 2025-2029 Consolidated Plan and Regional Analysis of Impediments to Fair Housing
5. Provide annual service-provider on-site monitoring.
6. Assist in the preparation of agendas, staff reports and recommendations for City Council and other special meetings.
7. Review applications and projects for compliance with the National Environmental Protection Act (NEPA) and the California Environmental Quality Act (CEQA).
8. Assist City Staff in maintaining information on the Integrated Disbursement and Information System (IDIS) and assisting with the voucher/draw-down requests.
9. Represent the City at various agency and organization meetings. Attend meetings of the City Council, City staff, public officials, community leaders, developers, contractors and the general public as directed.
10. Facilitate communication between the City of Laguna Niguel and HUD.
11. Generate monthly status reports if necessary.
12. Prepare and implement all public outreach programs and public participation under the CDBG program.
13. Coordinate all finance-related requirements between the City of Laguna Niguel and HUD.
14. Ensure public works projects using CDBG and CDBG-R funds comply with HUD regulations.
15. Provide general program administration and CDBG technical support.

OTHER SERVICES

The consultant is permitted and encouraged to include within their proposal any other alternatives or optional services deemed viable for implementation by the City.

SECTION V - COMPENSATION

The City will be flexible in considering methods of compensation. Consultants must provide specific details as to the proposed methods of compensation with examples as appropriate to clearly demonstrate compensation methods. If hourly rates are proposed, adequate information must be presented to match hourly rates to specific consultant staff, if applicable. It shall be specified as to whether lump sum retainers, hourly rates, or other methods of compensation include all overhead, reimbursable and out-of-pocket expenses. Consultants shall identify those expenses or support costs for which the City would be responsible. The consultant shall specify City facility requirements necessary to provide services outlined in the consultant's proposal.



NON-COLLUSION AFFIDAVIT.

I certify that this proposal is made without prior understanding, arrangement, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I certify that I have not entered into any arrangement or agreement with any City of Laguna Niguel public officer. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this proposal for the Applicant.

Signature of Authorized Representative

Name of Authorized Representative

Title of Authorized Representative

**APPENDIX 1
CITY OF LAGUNA NIGUEL**

**CONSULTANT'S ACKNOWLEDGEMENT OF COMPLIANCE
WITH INSURANCE REQUIREMENTS FOR
AGREEMENT FOR PROFESSIONAL SERVICES**

Consultant agrees, acknowledges and is fully aware of the insurance requirements as specified below and accepts all conditions and requirements as contained therein.

Consultant, prior to the commencement of providing services, shall obtain, provide and maintain, at its own expense, during the term of this Agreement, a policy or policies of insurance from insurance carriers admitted to do business in the State of California, satisfactory to City, which contain the coverage described below. This insurance shall be primary to any insurance maintained by City and City insurance shall not contribute to any judgment rendered against City.

1. Worker's Compensation Insurance as required by the laws of the State of California providing coverage for any and all employees of Consultant.
2. Comprehensive Liability Insurance, vehicular and non-vehicular, for claims for bodily injury, death or property damage, which may arise from the performance of Consultant's Services under this Agreement. Such insurance shall be in an amount of at least \$1 million per occurrence and in the aggregate.
3. Professional Liability Insurance, or errors and omissions insurance, for claims for bodily injury, death, property damage, or economic loss which may arise from the performance of the Consultant's work under this Agreement. Such policies shall be in the amount of \$1 million per occurrence and in the aggregate.
4. Certificates of Insurance shall be provided by the Consultant's insurance company as evidence of the above-indicated policies. The City of Laguna Niguel and its Council members, officers and employees shall be named as additional insureds under policies mentioned in paragraph (2).
5. Said Certificates of Insurance shall provide that thirty (30) days written notice of cancellation shall be given to the City in the event of cancellation and/or reduction in coverage of any nature.
6. Consultant shall include subcontracting consultants, if any, as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for each subcontractor shall be subject to the requirements stated herein.

Consultant: _____
Name (Please Print or Type)

By: _____
Consultant's Signature

Date: _____

This executed form must be submitted with Scope of Work proposal.

APPENDIX 2
CERTIFICATION OF PROPOSAL TO THE CITY OF LAGUNA NIGUEL

1. The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of the CDBG Request for Proposal (RFP). By submitting the response to this request, Applicant agrees, if selected to furnish services to the City in accordance with this RFP.

2. Applicant has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Applicant and that the Applicant is responsible for them.

3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.

4. The proposal response includes all of the commentary, figures and data required by the Request for Proposal, dated _____.

5. The proposal shall be valid for 90 days from _____.

Name of Applicant: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____