



REQUEST FOR PROPOSAL

Actuarial Services – Other Post Employment Benefits (OPEB)

September 10, 2010

Proposal Due Date: Monday, September 27, 2010
and Time: 3:00 pm (Eastern Time)

RFP Number: 2010-009-320

Mailing Address: P.O. Box 4000
Ashburn, VA 20146

Delivery Address: 44865 Loudoun Water Way
Ashburn, VA 20147

Procurement Contact: Bessie Nelson, Purchasing Technician
Phone: 571.291.7948
Fax: 571.223.2513
E-mail: bnelson@loudounwater.org

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT PURCHASING AS SOON AS POSSIBLE.

TABLE OF CONTENTS

<u>Section / Title</u>	<u>Page</u>
1. Purpose	1
2. Competition Intended	1
3. Background Information	1
4. Scope of Services	3
5. Special Project Requirements	3
6. Evaluation of Proposals	4
7. Instructions for Preparing and Submitting Proposals	5
8. Contract Conditions	8

1. Purpose

The purpose of this Request for Proposal (RFP) is to select an actuarial firm (Offeror) to provide an actuarial study of Other Post Employment Benefits (OPEB) for Loudoun County Sanitation Authority (Loudoun Water) following Government Accounting Standards Board Statement No. 45 (GASB 45) standards.

The desired completion date of the study for FY2011 (January 1, 2011 – December 31, 2011), in its entirety, is November 12, 2010 for the initial contract period. The desired completion date for Phase I – Actuarial Valuation of the Existing OPEB – is October 22, 2010. This contract may be renewed for four one-year terms at Loudoun Water's discretion.

This RFP, plus the resulting agreement(s), shall be consistent with, and governed by the Virginia Water and Waste Authorities Act (VWWA), the Virginia Public Procurement Act (VPPA) and the Loudoun Water Purchasing Regulations.

2. Competition Intended

It is Loudoun Water's intent that this RFP permit competition. It shall be the vendor's responsibility to advise the Purchasing Technician in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Purchasing Technician not later than ten (10) days prior to the date set for acceptance of proposals.

3. Background Information

- A. Loudoun Water is a public body politic and corporate and an instrumentality of the Commonwealth of Virginia, organized under the Virginia Water and Waste Authorities Act, being Chapter 28, Title 15.1, Code of Virginia of 1950, as amended (the "Act"). Loudoun Water was created by action of the Board of Supervisors of Loudoun County, Virginia and was chartered by the State Corporation Commission on May 27, 1959. As an authority, Loudoun Water makes no profit and our operations and finances are independent of the County's tax-supported services.
- B. The Governmental Accounting Standards Board (GASB) has published two Exposure Drafts of proposed statements on financial reporting of post-employment benefits. They are *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans* (GASB 43) and *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions* (GASB 45). The proposed guidance is expected to produce greater transparency for decision-makers who rely on state and local governments' financial statements. In addition to pensions, many state and local governmental employers, including Loudoun Water, provide OPEB as part of the total compensation offered to attract and

retain the services of qualified employees. OPEB includes post employment healthcare, as well as other forms of post employment benefits, such as life insurance, which are provided separately from the pension plans. The proposed statement on employer reporting would establish standards for the measurement, recognition and display of OPEB expense or expenditures and related liabilities in the financial reports of state and local governments.

- C. Currently, Loudoun Water has 187 full-time employees and provides health and dental benefits for certain retirees and their dependents on a pay-as-you-go basis. Under the proposed accounting change, Loudoun Water will:
1. Measure the cost of benefits and recognize OPEB expense on the accrual basis of accounting in periods that approximate employees' years of service;
 2. Provide information about the actuarial accrued liabilities for promised benefits associated with past services and whether, or to what extent, those benefits have been funded; and
 3. Provide information to assess potential demands on Loudoun Water's future cash flows.

Loudoun Water recognizes that OPEB are conceptually similar to pension benefits and that OPEB reporting should be based on the approach used to report pension obligations. Future funding decisions will be made upon the findings of the consultant. In fiscal year 2009 (January 1, 2009 – December 31, 2009), 6 retirees participated in Loudoun Water's Post Employment Health Insurance Program.

- D. Loudoun Water's Post Employment Health Insurance Program:
 Retirees, with a minimum of ten years of service with Loudoun Water, and their dependents may be eligible to continue their participation under Loudoun Water's group health insurance plan and according to the contribution schedule below. Employees who retire with less than ten years of service may exercise their rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If a retiree does not elect coverage at retirement, eligibility may be forfeited (with the exception of an employee's rights under COBRA). Health insurance benefits offered would be the same as those provided to regular full-time employees. Premium rates will be adjusted periodically as the provider's costs change.

Loudoun Water will contribute to the cost of coverage as outlined below:

<u>Years of Service</u>	<u>% of Loudoun Water Contribution</u>	<u>% of Retiree Contribution</u>
10-14	25	75
15-19	35	65
20-24	45	55
25-29	60	40
30+	75	25

Upon eligibility for Medicare, Parts A and B, a retiree may no longer remain as a participant in Loudoun Water's group health plan.

- E. The most recent actuarial valuation was conducted in the fall of 2009 for fiscal year 2010 (January 1, 2010 – December 31, 2010).

4. Scope of Services

The successful firm will be expected to work in full cooperation with Loudoun Water, specifically, the Financial Programs Manager and Employee Programs Administrator. Loudoun Water reserves the right to expand or delete services as necessary. Any change in services after contract award will be facilitated through a change order process. The Study will be undertaken in two phases:

- A. Phase I: Conduct an actuarial valuation of the existing OPEB. This will be done by applying standard actuarial methodology and assumptions to three years of data or based on roll forward of FY2010 results, whichever is applicable. The result of the Study will be to quantify the unfunded actuarial accrued liability and calculate the annual required contribution given the current benefit structure.
- B. Phase II: The Consultant will present Loudoun Water with an analysis of funding/benefit options. Since the exposure drafts do not require the funding of OPEB, only their accrual as an expense and disclosure, once the nature of the expense is quantified, Loudoun Water will perform an analysis of the impact of a range of options. These options may include, but are not limited to, funding and benefit changes. Each option has potential impacts on Loudoun Water's overall budget deliberations and financial condition. The consultant will assist Loudoun Water in identification and analysis of various scenarios.
- C. Optional Services: The actuary may be required to make a formal presentation (to include handouts, etc.) to the Board of Directors or others, if deemed necessary.

5. Special Project Requirements

- A. Offeror's shall be primarily engaged in providing the service as outlined in these specifications.
- B. Contract will be awarded to a responsible Offeror capable of performing the class of work contemplated. Before the award of contract, successful Offeror may be required to show they have the necessary facilities, experience, ability and financial resources to perform the work in a satisfactory manner and within the time stipulated. If the contract contains special work of a complicated nature, or if it contains items or material or work the character of which will depend upon the contractor's skill or experience, they may be required to show proof that they have a satisfactory record of similar work performed or materials furnished.

- C. Offeror's firm shall be one of national reputation currently engaged in the business of actuarial analysis and shall have proven quantifiable ability in this area for a period of no less than three years.
- D. All individuals who will be performing the work shall be properly certified within the actuarial profession.

6. Evaluation of Proposals

Proposals will be evaluated by a committee of Loudoun Water employees, who will independently read, review, and evaluate each proposal. The evaluation and selection of the firm will be based on the following criteria:

- A. Experience of the firm and the assigned team in providing similar services to public sector clients.
- B. Offeror's ability, reliability and expertise to perform the service as desired by Loudoun Water.
- C. The qualifications of the individuals who will provide the services.
- D. Methodology for meeting the scope of the work and the time frame required including data required from Loudoun Water for the analysis.
- E. Loudoun Water's satisfaction of the Offeror's references or Loudoun Water's acceptability of the Offeror's prior work for Loudoun Water, whichever is applicable.

Loudoun Water intends to award this contract on the basis of competitive negotiation as outlined in the Virginia Public Procurement Act – Section 2.2-4301.3.a "Competitive Negotiations; Procurement of Professional Services." Based on the Proposal Evaluation Criteria listed in this section, the committee will determine the highest-ranked Offeror. After receipt and initial evaluation of proposals, Offerors will be required to provide a non-binding estimate of man-hours and cost in a form similar to the Sample Proposal Pricing Page shown in Page 15. Offerors may be required to make an oral presentation of their proposal. If deemed necessary, the purchasing office will schedule the time and location for this presentation. After the presentations, the firms will be re-ranked. Negotiations will be conducted with the Offeror ranked first. If these negotiations are unsuccessful, they will be formally concluded and the second ranking firm will be contacted.

The contract for these services will be based on hourly rates for services provided with an upper, not to exceed limit for each phase of professional services.

7. Instructions for Preparing and Submitting Proposals

A. Questions and Inquiries

Questions about this RFP should be directed to Bessie Nelson, Loudoun Water Purchasing Technician, at 571-291-7948 or bnelson@loudounwater.org.

B. Contents of Proposals

The following information is to be submitted as part of the proposal. No other material may be attached. Tabs shall be used to separate sections of the proposal response. The proposal response is limited to no more than **30 single sided pages (or 15 double sided pages)**, not including a cover letter, tab separators, or any forms required by Loudoun Water. A cover letter, if included, shall be no more than one page. The proposal is to be organized into the following sections:

1. Offeror's credentials: The Offeror shall provide, in detail, their credentials in the field of actuarial services and any information which documents successful and reliable experience in past performances, especially those related to the requirements of this RFP and a description of their corporate experience and background in providing this service requirement, number of years in operation and financial information. Failure to do so may be cause for rejection of proposal.
2. A statement indicating the Offeror's ability, reliability, expertise and understanding of the service requirements and how they will deliver the service.
3. Staff credentials: The proposal shall include the name, title, address and telephone number of person(s) who will both manage and be assigned to supervise services under the proposal. Failure to do so may be cause for rejection of proposal.
4. A signed, 1-page resume, including references detailing the qualifications and experience of each individual who will personally provide the proposed services related to this RFP shall be provided, with the exception of clerical/support personnel. Failure to do so may be cause for rejection of proposal.
5. At least five (5) references shall be furnished for the service the Offeror will provide. The references shall include three (3) current and two (2) previous accounts of similar size or scope and include the following information:
 - (a) Company name and address
 - (b) Contracting officer, telephone number and email address
 - (c) Date services provided
 - (d) A brief, written description of the services provided

6. Describe the information and materials that will be needed by the actuary from Loudoun Water in order to complete the study.
7. RFP Attachments (not included in the 20 page limit) – All attachments to the RFP requiring execution by the Offeror are to be returned with the proposal.
8. Signatures – All proposals must be signed in ink by the individual or authorized principals of the firm.

C. Packaging Of Proposals

Proposals are to be returned in a sealed container. Ensure that the proposal container is completely and properly identified. The face of the container shall indicate the RFP number, 2010-009-320, time and date of public acceptance, and the title of the RFP, Actuarial Services (OPEB).

Each firm shall submit one (1) original, five (5) copies and an electronic copy on a CD of their proposal to Loudoun Water's Purchasing Division as indicated on the cover sheet of this Request for Proposal. The original proposal shall be clearly marked.

D. Delivery Of Proposals

1. Proposals may either be mailed to P.O. Box 4000, Ashburn, Virginia, 20146 or hand delivered or shipped to 44865 Loudoun Water Way, Ashburn, Virginia 20147. They may NOT be emailed.
2. Proposals must be received by Purchasing BEFORE September 27, 2010, 3:00 pm (Eastern Time) due date deadline. Requests for extensions of this time and date will not be granted. Firms mailing their proposals shall allow for normal mail time to ensure receipt of their proposals by Purchasing prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by Loudoun Water after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.

E. Withdrawal of Proposals

1. Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation PRIOR to the time of acceptance.
2. Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

F. Late Proposals

LATE proposals will be returned to the Offeror UNOPENED, if RFP number, acceptance date and Offeror's return address is shown on the container.

G. Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional information is necessary to enable an exact interpretation of provisions of this request, an addendum will be issued to the same distribution list as the original RFP. It is the responsibility of the Offeror to ensure that he has received all addendums prior to submitting a proposal.

H. Proprietary Information

It is the responsibility of each Offeror to clearly mark any part of his proposal considered to be of PROPRIETARY OR CONFIDENTIAL NATURE. Offerors shall not mark sections of their proposal as PROPRIETARY OR CONFIDENTIAL if they are to be part of the award of the contract and are of a "Material" nature.

I. Authority to Bind Offeror in Contract

Proposals MUST give full legal name and address of Firm. Failure to manually sign proposal may disqualify it. Person signing the proposal should show TITLE or AUTHORITY TO BIND SAID FIRM IN A CONTRACT.

J. Rights of the Loudoun Water

Loudoun Water reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of Loudoun Water.

K. Prohibition as Subcontractors

No Offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

L. Deviations from Scope of Services

If there is any deviation from that prescribed in the scope of services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. Loudoun Water reserves the right to determine the responsiveness of any deviation.

M. Miscellaneous Requirements

1. All proposals submitted shall be valid for a minimum period of one hundred and twenty (120) calendar days following the date established for acceptance.
2. Loudoun Water will not be responsible for any expenses incurred by an Offeror in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the Offeror's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

3. The contents of the proposal submitted by the successful Offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful Offeror will be expected to execute a contract with Loudoun Water.
4. Loudoun Water reserves the right to reject any and all proposals by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of Loudoun Water. Offerors whose proposals are not accepted will be notified in writing.

N. Protest

Offerors may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

8. Contract Conditions**A. Procedures**

The extent and character of the services to be performed by the Offeror shall be subject to the general control and approval of Loudoun Water's General Manager or his authorized representative. Any change to the contract must be approved in writing by the Purchasing Technician and the Offeror. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by Loudoun Water.

B. Insurance

The successful Offeror shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under a contract resulting from this RFP.

1. Comprehensive General Liability
 - a. \$1,000,000 Bodily Injury and Property Damage per occurrence and aggregate
 - b. Comprehensive General Form
 - c. Extended Business Liability Endorsement
 - d. Independent Contractors Coverage
 - e. Products/Completed Operations (to be provided for minimum of 36 months after completion of work)
 - f. Broad Form Contractual Liability
 - g. Personal Injury Liability
2. Comprehensive Automobile Liability
 - a. \$1,000,000 Combined Single Limits
 - b. Statutory Uninsured Motorist Coverage
 - c. Hired and Non-Owned Coverage

- d. Motor Carrier Act Endorsement
3. Worker's Compensation and Employer's Liability
 - a. Statutory Coverage for Virginia
 - b. \$1,000,000 Employer's Liability
 - c. Broad Form All States Endorsement
 - d. Compliance with all Federal Statutes, including U.S. Longshoreman and Harbor Worker's Act, the Jones Act, and Federal Employees Act
 4. Umbrella Liability: Additional \$1,000,000 liability coverage over the primary limits for Comprehensive General Liability, Comprehensive Automobile Liability, and the Employer's Liability

Prior to commencing work under a resultant contract, the successful Offeror shall furnish Loudoun Water with a Certificate of Insurance naming Loudoun Water as an additional insured. A sixty (60) day notice of cancellation, non-renewal, or change in the insurance coverage must be provided.

C. Hold Harmless Clause

The Offeror shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless Loudoun Water, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Offeror or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The Offeror agrees that this clause shall include claims involving infringement of patent or copyright.

D. Not to Benefit

As a prerequisite for payment pursuant to the terms of this contract, there shall be furnished to Loudoun Water a statement, that no employee of Loudoun Water, or members of his immediate family, including spouse, parents or children has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or in any other manner, remuneration arising from or directly or indirectly related to a contract resulting from this RFP.

E. Employment Discrimination by Offerors Prohibited

Every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the Offeror agrees as follows:
 - a. The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal

operation of the Offeror. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Offeror will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

F. Drug-free Workplace

Every contract of over \$10,000 shall include the following provisions:

1. During the performance of this contract, the Offeror agrees to:
 - a. Provide a drug-free workplace for the Offeror's employees.
 - b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance including marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 - c. State in all solicitations or advertisements for employees placed by or behalf of the Offeror that the Offeror maintains a drug-free workplace.
 - d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
2. For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to an Offeror in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance including marijuana during the performance of the contract.

G. Exemption from Taxes

Loudoun Water is exempt from State and Federal Taxes. Tax Exemption Certificate indicating Loudoun Water's tax exempt status will be furnished by Loudoun Water on request.

H. Substitutions

NO substitutions, including key personnel, or cancellations permitted after award without written approval by the Purchasing Technician and Loudoun Water's General Manager.

I. Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the Purchasing Technician.

J. Termination

Subject to the provisions below, the contract may be terminated by Loudoun Water upon sixty (60) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of Loudoun Water until said work or services are completed and accepted.

1. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of Loudoun Water, without the required sixty (60) days advance written notice, then Loudoun Water shall negotiate reasonable termination costs, if applicable.

2. Termination for Cause

Termination by Loudoun Water for cause, default or negligence on the part of the Firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The sixty (60) days advance notice requirement is waived in the event of Termination for Cause.

References
(Must be completed by Offeror)

Offeror shall provide references on this form.

1. Firm Name _____

Contact _____

Title _____

Mailing Address _____

Phone _____

Email Address _____

2. Firm Name _____

Contact _____

Title _____

Mailing Address _____

Phone _____

Email Address _____

3. Firm Name _____

Contact _____

Title _____

Mailing Address _____

Phone _____

Email Address _____

References (continued)

4. Firm Name _____

Contact _____

Title _____

Mailing Address _____

Phone _____

Email Address _____

5. Firm Name _____

Contact _____

Title _____

Mailing Address _____

Phone _____

Email Address _____

**Actuarial Services (OPEB)
(RFP No. 2010-009-320)**

SECTION I – OFFEROR IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____
Address _____
Contact Person _____ Title _____
Telephone No. _____ Fax No. _____ Email _____
Organized under the laws of State of _____
Principal place of business at _____

Following list includes persons having ownership of 3% or more in the company (attach more sheets if necessary):

Name	Address
_____	_____
_____	_____
_____	_____

The Loudoun County Sanitation Authority (Loudoun Water) requests, as a matter of policy, that any consultant or firm receiving a contract of award resulting from an RFP issued by Loudoun Water shall make certification as specified below. Receipt of such certification, shall be a prerequisite to the award of contract and payment thereof.

SECTION II - EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of Loudoun Water, or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

SECTION III – CONFLICTS OF INTEREST

This solicitation is subject to the provisions of VA Code Ann. Section 2.1-639.2 et. seq., the State and Local Government Conflict of Interests Act. The Offeror [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

SECTION IV – COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for my firm.

Signature _____ Date _____

Name (Printed) _____ Title _____

SAMPLE PROPOSAL PRICING PAGE

(To be completed as requested after the receipt and evaluation of proposals.)

We, the undersigned, agree to furnish and deliver the services described in this solicitation in accordance with the specifications issued for same, and subject to all terms, conditions and requirements provided therein at the following price:

- 1. Phase I – Firm Fixed Price for Study (for services described in Section 1, pg 1)
- 2. Phase II – Firm Fixed Hourly Rate for Consulting: \$ /hour (for services described in Section 3.A, pg 2)
- 3. Optional Services – Firm Fixed Hourly Rate: \$ /hour (for services described in 3.A, pg 2)

B. Offeror’s Project Manager: _____
 (Print or Type Name)
 Telephone Number: _____

A. Any alterations in figures on this form must be initialed in ink by persons signing the proposal.

B. Loudoun Water is exempt from local, state and federal taxes, and prices stipulated by the Offeror are considered maximum, and are not subject to any increase due to any taxes, or any other cause or reason.

C. Proposal: _____
 Address: _____
 Name: _____
 (Please print)
 Title: _____
 Signature: _____
 Date: _____
 Telephone: _____
 Fax Number: _____
 Email Address: _____
 Website: _____

Signature _____ Date _____

Name (Printed) _____ Title _____