Request for Proposals (RFP)
Consultant for Public Relations and Strategic Marketing

City of Quincy, on behalf of Quincy College
Quincy, Massachusetts

Notice

In accordance MGL Chapter 30B and the City of Quincy, acting on behalf of Quincy College, are soliciting proposals for Professional Consulting Services to assist the College with public relations, strategic marketing et al.

Proposals will be received at the office of Martin Ahern, 2nd floor, Quincy College; 1250 Hancock Street; Quincy, MA 02169, until **August 2, 2018 @ 11:00 a.m.**

Detailed specifications are available on-line at the City of Quincy’s website, [www.quincyma.gov](http://www.quincyma.gov) and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 AM and 4:30 PM

The City of Quincy, acting on behalf of Quincy College, shall determine the selected proposer(s). The City of Quincy reserves the right to withdraw the Request for Proposals; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the City of Quincy and the Quincy College.

*If you have received this RFP from the City of Quincy Website or through an email or picked it up, it is your responsibility to check for addenda (at [www.quincyma.gov](http://www.quincyma.gov)) please check before you turn in your proposal. The City of Quincy will not be responsible any Responses received omitting addenda acknowledgement.*

Goods & Service (7/16/18)
Quincy Sun (7/18/18)
General Conditions

This section of the Request for Proposals contains the general conditions and restrictions covering the preparation, submission, and content of proposals as well as the Professional Consulting Contract.

Uniform Proposals: To enable the College to perform a fair comparative analysis and evaluation of proposals, it is essential that a uniform format be employed in structuring each proposal. The required proposal format is specified later in the RFP. The consultant’s degree of compliance with the requirements of this Request for Proposals and their clarity in such proposal will be a significant factor in the subsequent evaluation of the proposal. Each proposer must comply with all submission requirements as directed herein. Any Proposals that are defective, irregular or not in compliance may be rejected. Unnecessarily elaborate responses and excess material beyond that requested above may be considered unresponsive.

Proposers Examination of the Request for Proposals: Proposers shall examine all information and materials contained in and with this Request for Proposals. Failure to do so shall be at the proposer's risk. By submitting a proposal, all proposers certify that they have read and agree to comply with each provision of this RFP, and the award of contract (if applicable).

Date of Submission: All proposals must be received in the office of Martin Ahern, Quincy College; (second floor) 1250 Hancock Street; Quincy, MA 02169, no later than August 2, 2018 @ 11:00 am.

Awarded Contractor(s): Multiple/individual Companies will be deemed as independent contractor and will not be entitled to any benefits provided to regular city employees. The consultant will be responsible for paying his or her own income and Social Security taxes, as well as any other employment benefits.

Compliance with Regulations: The successful proposer(s) must comply with all applicable federal, state, and local laws and regulations.

Withdrawal of Proposals: Proposals may be withdrawn by written or facsimile notice received by Quincy College prior to the time specified for receipt of proposals.

Proposals Considered Firm: All proposals in response to this Request for Proposals will be considered "firm" and may not be withdrawn for a period of sixty (60) days after the time specified for receipt of proposals. Proposals must be unconditional.

Amendment of Proposals: Proposals may be amended by written notice received by the College prior to the time specified for receipt of proposals. No proposer will be allowed to amend its proposal on or after that time. All amendments must be delivered to the College in an envelope or similar packaging, clearly marked "Amendment to Proposal for Consultant Review Services" indicating “Price Proposal” or “Non-Price Proposal" accordingly, and include the proposer's name and date of delivery of said amendment to the proposal.

Incurring Costs: The College shall not be liable for any costs incurred by proposers in preparing, submitting or presenting proposals, or in satisfying and demonstrating requirements. The College shall not reimburse any costs incurred by proposers in anticipation of being awarded the contract under this Request for Proposals.

Assignment of Contract: The Consultant(s) who are awarded a contract shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title, obligation, or interest in or to the same, or any part thereof, without previous consent in writing from the Colle, endorsed on or attached to the contract.
Notice to Proceed and Availability of Funds: Services provided by the successful proposer shall be rendered through a Professional Services Contract based on the requirements and conditions provided in this Request for Proposals. After a contract is approved, it shall only become operative upon the delivery to the Consultant of a contract signed by College. No work shall begin until a Notice to Proceed is received College or its designee.

Availability and Distance from Quincy: Proposers shall be available to meet with the College and/or other Quincy College staff members within three business days of a request, and their principal place of business shall be located within twenty (20) road miles of Quincy College.

Force Majeure: Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather, but the failure or delay must be beyond its control and without its fault or negligence. Dates or times of performance may be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

Requests for Clarification: Any questions regarding this Request for Proposals should be submitted in writing to the College, and received no later than **July 27, 2018 @ 4:00 pm** such questions should be directed to Martin Ahern by email to: Martin Ahern at mahern@quincycollege.edu. All responses will be provided by Quincy College in the form of an addendum. All firms who have requested a copy of this Request for Proposals from the Quincy College will receive a copy of all questions raised (if any), and their answers. If it should become necessary to revise any part of this Request for Proposals or otherwise provide additional information, Quincy College will issue an Addendum as well.

Proposal Format & Submission Requirements

Responses to this Request for Proposals shall be submitted to Martin Ahern, second floor, Quincy College, 1250 Hancock Street; Quincy, MA 02169. Bidder must provide (2) separate proposals replies; I marked “Technical Proposal” and the other marked “Price Proposal”, one (1) set of unbound original materials (to allow copying if necessary) containing an original signature of the firm’s principal, also three (3) copies (which may be bound or not, provided that no papers are loose). A thumb drive with both Price and Non-Price Proposals must be submitted also (to allow for making Contracts). Proposals must be submitted no later than **11:00 a.m. on August 2, 2018**. Postmarked submissions will not be accepted; late proposals will be deemed none responsive.

“Price” and “Technical Proposals”:

**Technical Proposals** must be in a sealed envelope and **Price Proposals** must be in a separate sealed envelope. The outside of the sealed envelopes are to be clearly marked "RFP – TECHNICAL PROPOSAL ENCLOSED" with time/date of RFP and "RFP - PRICE PROPOSAL ENCLOSED" with time/date of RFP.

**Price Proposal**

Cost information must be included with the proposal. It must be submitted in a separate, marked envelope. The inclusion of cost information with the non-price proposal may result in the consultant’s disqualification. All Price Proposals shall be marked on the outside envelope "Price Proposal for Public Relations Services". The outside envelope shall also list the name of the proposer and the date of delivery of said proposal.

The best price for this proposal is the lowest price offered by a proposer deemed to have complied RESPONSIBLY with the requirements and Selection Criteria of this Request for Proposals. Price Proposals shall be submitted as a list of Standard Billing Rates and Employee Classifications, with the understanding that
the selected proposer will complete each task on Time and Materials basis. Any costs the successful proposer incurs in fulfilling the contract are part of the price proposed.

The Proposer shall submit a listing of hourly billing rates for those staff and positions it anticipates assigning to the project(s). The billing rates shall include all charges to Quincy College including salary, overhead, indirect costs and profit. Identifiable expenses may be charged separately without markup - typical additional charges not included in the basic hourly rate may be travel time, mileage, copying, telephone, faxing, and the like. The rate of all technical personnel whose use is anticipated shall be specifically noted for each service on which a proposal is submitted.

**Technical Proposals:**
All Technical proposals shall be submitted marked on the outside envelope "Technical Proposal for Public Relations Services". The outside envelope shall also list the name of the proposer and the date of delivery of said proposal. The Non-Price Proposal shall follow the format identified below (see table), separated by tabbed dividers, labeled as indicated, and contain the information required in the sections where it is requested. If the information is not found in the appropriate section it will be considered as missing and therefore non-responsive. All proposals shall include the following elements within each section respectively:

**Proposal Format**

<table>
<thead>
<tr>
<th>Tabbed Divider</th>
<th>Section Title &amp; Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1</strong></td>
<td>General Proposals of the Firm *</td>
</tr>
</tbody>
</table>

A) **Letter of Transmittal:** Letter of introduction providing a narrative describing the practice areas, years of experience, and Proposals of the firm, the names and background of all personnel who will be working on the contract, including subcontractors. Identification of lead professionals and key personnel in each field of expertise.

B) **Resumes:** Resumes of the principals and staff, lead professionals and key personnel in each field of expertise including any Sub consultants. Include resumes of all personnel who will be working directly on the activities listed in the scope or directly overseeing any of such work.

C) **References:** A minimum of three (3) Firm or individual references including name, title, agency, address, phone, fax, and email (if applicable).

D) **Firm Interests:** Names and addresses of all partners, if a partnership; of all officers, directors, and all persons with an ownership interest of more than five per cent in the proposer if not a partnership.

E) **Proposals and Experience:** A narrative description of the Consultant’s experience and expertise in the following areas:

- E-mail, print social and mass media campaigns in the areas of higher education, admissions processes and promotion of unique community college.
- Public relations, promotions of the Quincy College as a whole;
- Enhancement of the admissions process;
- Develop branding concepts relating to Quincy College

<table>
<thead>
<tr>
<th><strong>Section 2</strong></th>
<th>Review Approach &amp; Scope of Work *</th>
</tr>
</thead>
</table>

**Description of Proposed Service:** An outline of the method for providing and delivering services for the Scope of Work. Include method for coordinating the work of different staff and Subcontractors (Sub
consultants) if applicable. Subcontracted services, for which the firm does not have in-house capabilities, expertise, or Proposals, should be clearly noted within the proposal.

<table>
<thead>
<tr>
<th>Section 3</th>
<th>Documentation *</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) All attached forms.</td>
<td></td>
</tr>
<tr>
<td>B) Documentation/Certificates of Workmen's Compensation Insurance and Professional Liability Insurance for the minimum amount as required by applicable state law.</td>
<td></td>
</tr>
</tbody>
</table>

* If known, indicate subcontracted firm(s) and include applicable information accordingly.

Ownership and Confidentiality of Proposals

Proposals are Public Records: All documents submitted in response to this Request for Proposals are deemed public records under Massachusetts General Laws, Chapter 30B, Section 3 and open to public inspection. Subject to the requirements of the Massachusetts Public Records Laws, all proposal materials are subject to disclosure upon request. However, pursuant to M.G.L. C.30B Section 3, all proposals shall remain confidential until the completion of all evaluations pursuant to this Request for Proposals. Notwithstanding the provisions of M.G.L Chapter 4, Section 7, proposals shall remain confidential until completion of the evaluation of all proposals, in accordance with M.G.L. Chapter 30B, Section 6(d).

Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by proposers shall become the property of the Quincy College when received. All material submitted by consultants becomes the irrevocable and sole property of the Quincy College unless otherwise specified in this RFP. Quincy College shall be under no obligation to return any proposals or material submitted by a consultant in response to this Request for Proposals unless specified in this document.

Selection Criteria

All proposers will receive consideration without regard to race, color, creed, age, sex, religion, or national origin.

Proposals will be ranked on the following scale of maximum benefit to the city: “Highly Advantageous” (3 points), “Advantageous” (2 points), “Not Advantageous” (1 point), or “Unacceptable” (0 points). In addition, references may be checked and applicants may be interviewed during the selection process. The proposal submitted should specifically address all evaluation criteria for each service item for which a proposal is submitted.

Proposals will be evaluated based on their responsiveness to the following criteria:

1) Overall Proposals of the Firm, its Sub consultants and applicable staff. Multidisciplinary nature and expertise.

2) Size and organizational stability of Firm and its principals. Proximity and availability of staff to complete tasks within the required deadlines.

3) Thorough knowledge and understanding of all elements of the required Scope of Work and proposed approach.
4) Prior successful experience and quality of past consulting services as evidenced by sample submissions and references.

5) Quality of proposal and presentation. Strong written and verbal communication skills; ability to explain and interpret technical information to a non-technical audience.

6) Ability to commence work immediately.

7) Any other criteria that the College deems relevant for the review.

Award of Contract

Quincy College, through a selection committee shall review all qualified proposals. This review shall include interviews with the lead firm and any firms that will receive work under this contract. The selection will determine the selected proposer(s) in review of the Technical Proposals, prior to opening the required Price-Proposals. The contract(s) will be awarded to the selected proposer(s) on completion of evaluation of proposals.

If the selection committee will rank first a Technical Proposal which is not the least expensive Price-Proposal, then the selection committee shall specify in writing why the added benefits of the proposal outweigh the higher fee being proposed by the vendor. The selection committee shall prepare, based on its ratings, rankings and written justification a recommendation to the College for the execution of a contract(s). The recommendations shall include any conditions to the recommended award, which require successful negotiation or revisions to the Scope of Work identified by the selection committee and/or other College officials during the evaluation of the proposal. The scope of these negotiations shall be limited to those areas authorized by M.G.L. Chapter 30B. Quincy College, shall award any and all contracts authorized under this RFP. Following the procedures previously described, Quincy College will make a decision regarding selection of the consultant(s) with whom it wishes to enter into contract negotiations.

Execution of Contract

Upon the acceptance of a Consultant’s proposal(s), the College will prepare a contract. In the event that the successful Consultant(s) fails, neglects or refuses to execute the contract(s) within fourteen (14) days after receiving a letter of award from the College, the College may at its option terminate and cancel its action in awarding the contract and the selection of the consultant shall become null and void and of no effect. The College may then proceed to the next highest rated proposal(s) accordingly. The Consultants must provide insurance certificates to the College prior to award of the Contract.

Incorporated by reference into the Professional Services Contract which is to be entered into by the College and the successful Consultant pursuant to this RFP shall be:

1. All of the information presented in this RFP and the consultant’s response thereto. Within the Professional Services Contract, the term “proposer” shall be synonymous with the terms “consultant” and “firm” for any and all provisions therein.

2. All written communications between the College and the consultant(s) whose proposal is accepted. An authorized official of the consultant(s) and the City of Quincy/College shall execute the contract(s).

Reservation of Rights
Quincy College, reserves the right to cancel this Request for Proposals, to accept or reject in whole or in part any and all proposals, or to waive any informality in the proposing when it is determined that said cancellation or rejection serves the best interests of the City/College. Reasons for cancellation or rejection shall be stated in writing.

Scope

Project Description
Quincy College seeks a consultant to assist with public relations opportunities as well as strategic marketing.

SCOPE OF SERVICES but not limited to:

AMPLIFY QUINCY COLLEGE’S STORY. Develop and implement a marketing campaign that projects a positive Quincy College image and brand identity in print, broadcast, digital and social media.

CULTIVATE POSITIVE MEDIA Leverage and develop relationships that result in positive media about the educational opportunities at Quincy College, as well as target potential candidates for admissions along with retention of current students.

DEVELOP/EXPAND WEBSITE Advise on website development and potential expansion along with improving enrollment strategies.

Minimum Criteria Proposals
The College, will conduct a comparative review of proposals from consultants meeting all of the following requirements:

1) Knowledge of the Massachusetts Higher Educational outreach platforms.
2) Familiarity with Quincy College degree and certificate programs.
3) Demonstrated ability to effectively communicate within multi-media and among those in the College and the higher education field.
4) Demonstrated success in on line marketing as well as social and print media campaigns.
5) Experience in public relations, website development and positive brand building.
6) A proposal that is complete and includes all required components specified in this RFP

Compliance with Federal, State and Local Laws, Statutes & Regulations

The selected proposer (s) will be required to review all plans for compliance with federal, state, and local laws, statues and regulations, and federal law and regulations. The Consultant (s) shall adhere at all times to the highest professional certifications, standards, and guidelines and all such laws, statues and regulations, as applicable to the profession(s).
Billing

All bills for services rendered shall be submitted to the Quincy College for approval and payment, and shall state the date(s), hours, and product or matter worked upon. All bills shall be rendered within thirty (30) days of the service having been performed.

Length of Contract

The Contract awarded in response to these specifications shall be effective for a period of one year. Upon the satisfactory performances of the vendor; Quincy College may extend the contract for two (2) additional terms of one (1) year each. Contract may be terminated by either party without cause, upon 30 day prior notice, in writing.

Severability

The provisions of the Public Relations Services Contract shall be severable. If any provision is found by a court to be invalid, the remaining provisions shall remain fully effective.

Amendments

The Professional Services Contract may only be amended by the written consent of both Quincy College and the chosen consultant.
Comparative Evaluation Criteria (Selection Criteria)

Comparative Evaluation Criteria will be applied uniformly to all proposals. In accordance with the provisions of M.G.L. Chapter 30B, each criterion shall be rated as follows:

- “Highly Advantageous” (3 points - response excels on the specific criterion)
- “Advantageous” (2 points - response meets evaluation standard for the criterion)
- “Not Advantageous” (1 point - response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed)
- “Unacceptable” (0 points - response does not address the elements of this criterion)

The purpose of this document is to clarify the ranking system used for all proposals pursuant to the Request for Proposals (RFP) and said M.G.L. Chapter 30B. Copies of firm rankings will be kept on file.

1: Overall Proposals
Overall Proposals of the Firm, its Sub consultants and applicable staff. Past experience working with Colleges/Universities and/or Higher Education as Public Relations Consultants/ Strategic Marketers.

<table>
<thead>
<tr>
<th>Points</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>The proposal indicates no evidence of “areas of expertise” outside of planning consulting necessary to complete this project.</td>
</tr>
<tr>
<td>1</td>
<td>Not Advantageous</td>
<td>The proposal indicates evidence of one “area of expertise” outside of planning consulting necessary to complete this project.</td>
</tr>
<tr>
<td>2</td>
<td>Advantageous</td>
<td>The proposal indicates evidence of more than one “area of expertise” outside of planning consulting necessary to complete this project.</td>
</tr>
<tr>
<td>3</td>
<td>Highly Advantageous</td>
<td>The proposal indicates evidence that the firm has substantial in-house “areas of expertise” outside of planning consulting necessary to complete this project or that the firm has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.</td>
</tr>
</tbody>
</table>

2: Understanding Scope of Work
Thorough knowledge and understanding of all elements of the required Scope of Work and proposed approach to the project.

<table>
<thead>
<tr>
<th>Points</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>The proposal indicates inadequate review or understanding of the required Scope of Work.</td>
</tr>
<tr>
<td>1</td>
<td>Not Advantageous</td>
<td>The proposal indicates incomplete review or a vague understanding of the required Scope of Work.</td>
</tr>
<tr>
<td>2</td>
<td>Advantageous</td>
<td>The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm’s proposed approach.</td>
</tr>
<tr>
<td>3</td>
<td>Highly Advantageous</td>
<td>The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.</td>
</tr>
</tbody>
</table>

3: Quality of Written Proposal
Quality of proposal and presentation. Strong written and verbal communication skills; ability to explain and interpret technical information to a non-technical audience.

<table>
<thead>
<tr>
<th>Points</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>The written response submitted by the firm is both unclear and incomplete.</td>
</tr>
<tr>
<td>1</td>
<td>Not Advantageous</td>
<td>The written response submitted by the firm is either unclear or incomplete.</td>
</tr>
<tr>
<td>2</td>
<td>Advantageous</td>
<td>The written response submitted by the firm is clear and complete, and fully covers the relevant subject matter.</td>
</tr>
<tr>
<td>3</td>
<td>Highly Advantageous</td>
<td>The written response submitted by the firm is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.</td>
</tr>
</tbody>
</table>
### 4: Immediate Availability & Timeline for Project Completion

Ability to commence work immediately and proposed timeline for completion of the Scope of Work.

<table>
<thead>
<tr>
<th>Points</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>The applicant has provided no evidence of immediate availability to begin work and/or ability to ensure project completion.</td>
</tr>
<tr>
<td>1</td>
<td>Not Advantageous</td>
<td>The applicant has indicated a vague or incomplete timeline for availability and/or project completion.</td>
</tr>
<tr>
<td>2</td>
<td>Advantageous</td>
<td>The applicant has provided adequate evidence of immediate availability and a proposed timeline for project completion.</td>
</tr>
<tr>
<td>3</td>
<td>Highly Advantageous</td>
<td>The applicant has provided evidence of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.</td>
</tr>
</tbody>
</table>
REQUEST FOR PROPOSAL
FEE PROPOSAL FORM

Public Relations/ Strategic Marketings Service
QUINCY COLLEGE, QUINCY, MASSACHUSETTS

Quincy College, reserves the right to hire from the list of eligible respondents as it sees fit depending upon the task at hand. If a consultant has been tasked with a particular project, a rate shall be negotiated at that time and monetary negotiations shall be based on the pricing listed below.

PROFESSIONAL SERVICES, Rates:

1. __________________________
   Principal

2. __________________________
   Principal

3. __________________________
   Associate/Other essential personnel

4. __________________________
   Associate/Other essential services

CONSULTANT INFORMATION

Company Name: __________________________ Contact Name: __________________________
Street Address: __________________________ Signature: __________________________
City/State/Zip: __________________________ Title: __________________________
Telephone: __________________________ Fax: __________________________ Date: __________________________
E-Mail Address: __________________________

Bidder acknowledges receipt of ______ Addendum (a). __________________________ (Signature)
SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on ________________, at which all the Directors were present or waived notice, it was

(DATE)

VOTED, that:

(NAME)  (OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such ________________ under seal of the Company, shall be valid

(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: ________________

(CLerk'S SIGNATURE)

PLACE OF BUSINESS: ____________________________

DATE OF THIS CONTRACT: ____________________________

I hereby certify that I am the Clerk of the:

__________________________

(COMpany)  (NAME)

duly elected ________________ of said Company, and that the above VOTE has not been

(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

__________________________  CORPORATE SEAL
CERTIFICATE OF NON – COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)
(Please print)

______________________________
(Signature required)

______________________________
(Name of business)
TAX COMPLIANCE CERTIFICATE
MASS. GENERAL LAWS, CH. 62e, s: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts
Relating to taxes.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

________________________________________
Contractor’s Name and Signature

(2) Corporation, Association
or Partnership

________________________________________
(Contractor’s Name)

Federal Tax ID Number, or
Social Security Number

________________________________________

By:

________________________________________
(Authorized Signature)