

REQUEST FOR PROPOSALS

SPECIALIZED WORKFORCE TRANSFORMATION TRAINING PROJECTS

TO IMPROVE EARNINGS AND JOB GROWTH OPPORTUNITIES FOR INCUMBENT,
UNDEREMPLOYED AND UNEMPLOYED NEVADANS

**DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION**

**CAREER ENHANCEMENT PROGRAM
A PARTNER IN THE NEVADA JOBCONNECT SYSTEM**

Specifications and Instructions
For
Completion and Submission of Proposals

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REQUEST FOR PROPOSAL TIMELINE

Please adhere to the following timeline when responding to the Request for Proposals.

| | |
|--|---|
| Request for Proposals Issued | August 13, 2009 |
| Technical Questions Due | August 24, 2009 |
| Technical Response Due | On or about September 4, 2009 |
| Proposals due to DETR | By 12:00 Noon on September 25, 2009 |
| Proposal Public Opening | September 25 at 2:00 p.m. |
| Two Week Evaluation Period | September 26 to October 9, 2009 |
| Letter of Intent to Award Notification | On or about October 28, 2009 |
| Contract(s) Issued | Upon Board of Examiners' Approval (Target date January 12, 2010) |

(Dates may be revised as determined necessary)

BACKGROUND AND GENERAL INFORMATION

The State of Nevada, Department of Employment, Training and Rehabilitation (DETR) is the administrative agency with responsibility of overseeing the state's workforce investment system.

The mission of DETR is to develop a well educated, well trained, and self-sufficient workforce that can compete in the changing global marketplace. Essential to our mission is providing Nevada employers with a skilled, productive workforce that supports the economic needs of local communities.

The Employment Security Division, a division of DETR, is the administrator of the Career Enhancement Program (CEP) and is announcing the availability of approximately \$500,000 of CEP funds for Specialized Training Projects for incumbent, under-employed and unemployed workers. The purpose of these funds is to support specialized training projects that will benefit business and industry by assisting the skill development of existing employees and thereby increasing employee productivity and the growth of the company. The training provided is expected to lead to the creation of new jobs, retention of jobs, increased wages for better-trained workers, and a higher skilled workforce.

Specialized training projects targeting occupational categories determined to be in high growth, high demand occupations and emerging industries in Nevada are eligible for funding consideration. Information on high growth/high demand occupations can be found at www.nevadaworkforce.com, Publications Section, **Demand Occupations link**. Emerging industry is defined as new or restructured industrial sectors, growing at a rate faster than the overall economy. Proposals will be accepted beginning August 13 and continuing through September 25, 2009

WHO CAN APPLY:

- ❖ Existing Nevada entities that are organized in accordance with Nevada and Federal laws are qualified to submit proposals, if they meet the guidelines listed below:
 - Must have operations in Nevada for a minimum of three (3) years prior to proposal date;
 - Must demonstrate financial viability;
 - Must be current on all state tax obligations;
 - Must provide a minimum 25% matching contribution to the project and;
 - Must demonstrate a commitment to business in Nevada

MATCH RESOURCES: Applicants must provide resources, cash or in-kind, equivalent to at least 25 percent of the project budget amount as matching contributions.

NOTIFICATION AND DISTRIBUTION: A notice of this Request for Proposals (RFP) has been made in local area newspapers, through mailings, and is available to download from the DETR Web site at www.nvdetr.org. The RFP is also available for email delivery until September 25, 2009 at 11:00 a.m. by contacting Mary Everson at meeverson@nvdetr.org.

DETR staff is available to clarify the requirements of the RFP and answer questions. This is a competitive solicitation. Staff will not provide information on programs or costs associated with other specialized training projects. Questions must reference the identifying RFP number and be sent via email to Mary Everson at meeverson@nvdetr.org or faxed to (775) 684-0327, The deadline for submitting

questions is August 24, 2009 at 5:00 pm, Pacific Time. All questions and/or comments will be addressed in writing and responses faxed or e-mailed to prospective vendors on or about September 4, 2009.

PROPOSAL DELIVERY AND SPECIFICATIONS: All proposals must be submitted to the CEP Evaluation Committee – Attention: Mary Everson Department of Employment, Training and Rehabilitation, Workforce Investment Support Services, 1929 N. Carson St. Ste 200, Carson City, NV 89701 **by 12:00 noon Pacific Time, on Friday, September 25, 2009.** Please contact Mary Everson at meeverson@nvdeetr.org on or before August 24, 2009, for any needed technical assistance in the development of a proposal in response to this solicitation.

Vendors shall submit one (1) original proposal marked “MASTER”, one (1) redacted proposal for public records requests marked “PUBLIC RECORD” and five (5) identical copies of the Master proposal to:

**CEP Evaluation Committee – Attention: Mary Everson
Department of Employment, Training and Rehabilitation
Workforce Investment Support Services
1923 N. Carson St. Ste 200, Carson City, NV 89701**

The deadline for receipt of proposals by DETR is no later than 12:00 p.m. Pacific Time, on Friday, September 25, 2009. No exceptions will be granted.

All proposals will be date and time stamped upon receipt. A formal proposal opening will be held at 2:00 p.m. the same day. The State will not be held responsible for proposal envelopes mishandled as a result of the envelope not being properly prepared. Facsimile, e-mail or telephone proposals will **NOT** be considered. Only those proposals that have been stamped as meeting the 12:00 p.m. deadline on September 25, 2009, will be opened and will continue through the review process for consideration of funding.

All proposals must conform to the proposal format described and contain **all** of the required documents, certifications and attachments.

Proposal Specifications:

Standard size paper (8 ½ x 11), type-written or computer generated, single-sided, single spaced, 1 inch margins, top, bottom and sides, maximum proposal length is 20 pages.

DETR will not furnish payment for materials, labor or facilities in the development of this RFP.

PROPOSAL ACCEPTANCE: This RFP does not obligate DETR to award a contract. DETR reserves the right to accept or reject any or all proposals received or portions thereof. At the discretion of DETR, all or part of this RFP may be declared failed and all or portions of the RFP reissued. Proposals, once opened, become the property of DETR and will not be returned to applicants.

PROPOSAL REVIEW: A proposal may not be recommended for funding, regardless of its merits, if there is a history of poor performance or non-compliance with any State of Nevada agency or any other Nevada JobConnect partner programs. Performance on any previous contracts will be verified with the State of Nevada Purchasing Department.

The process by which proposals will be considered for funding under this RFP consists of two distinct stages. The first stage is a determination of whether or not the applicant qualifies under the set of General Minimum Qualifications. If it is determined an applicant does not meet any one of these General Minimum Qualifications, the proposal, in its entirety, will not be considered for funding.

Stage 1 – General Minimum Qualifications: It is mandatory that each component listed below be addressed. Failure to address each component will result in disqualification. Only those proposals meeting all of the following General Minimum Qualifications will be forwarded to the State Evaluation Committee.

1. Must have operations in Nevada for a minimum of three (3) years prior to proposal date;
2. Must demonstrate financial viability;
3. Must provide a minimum twenty-five (25) percent matching contribution (cash or in-kind services) to the project; and
4. Must be current on all state tax obligations;
5. An entity is **not** eligible to apply if a previous contract award date for a *similar* Career Enhancement Program project was awarded within the last 18 months.

Applicants will be notified within 15 days if their proposal is determined **not** to meet all of the above-referenced General Minimum Qualifications and therefore, will not be forwarded to Stage 2 (State Evaluation Committee Review and Selection) of the review process.

Stage 2 – State Evaluation Committee Review and Selection: Evaluation guidelines will be provided to each Committee member and will be used for discussion and selection of proposals for awards. Awards are contingent upon final approval by the State of Nevada Board of Examiners and may contain special terms and conditions incorporated into the contract.

Proposals shall be consistently evaluated and scored in accordance with NRS §333.335(3) based upon the following criteria:

- General Minimum Qualifications (Pass/Fail)
- Comprehensiveness of Project Narrative

The Project Narrative should address the following areas:

- Are the goals and objectives clear and reflect appropriate outcomes?
- Will training result in certification or credentials?
- Will training increase employee retention and earnings?
- Will the training assist and impact business expansion and/or retention in Nevada?
- Is the organizational structure adequate to support the training project?
- Are the major components of the training project clear?
- Are identified training providers qualified and experienced?
- Are adequate processes in place to ensure reporting requirements can be met?
- Is there an internal monitoring and evaluation process in place?
- Are there other resources available to fund the project?

- Reasonableness/Clarity of Project Budget
- Addresses a High Growth, High Demand Occupation or Emerging Industry Priority

A Notification of Intent to Award shall be issued in accordance with NAC §333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners, when required. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

APPEAL PROCESS: All applicants will be notified of the State Evaluation Committee's decisions on or about October 28, 2009. All applicants have the right to protest an award decision. An applicant may file an appeal in accordance with NRS 333.370.

CONTRACT AWARD: DETR reserves the right to request additional information, oral discussion or presentation in support of written proposals. If an award is made, the contract will be executed with DETR Employment Security Division.

CONTRACT PERFORMANCE AND SANCTIONS: Successful applicants will be held to performance requirements in the administration and delivery of specialized training services. Failure to adhere to the conditions specified in this Request for Proposal and the approved Scope of Work (original proposal plus any requested clarifications or modifications) may result in the termination of funding and possible re-payment of any funds previously paid to Contractor prior to termination.

SPECIAL TERMS AND CONDITIONS FOR THIS REQUEST FOR PROPOSAL:

- This request for proposal does not commit DETR to pay for any cost incurred prior to the execution of a contract.
- DETR reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where it is deemed such variance to be in the best interest of the State of Nevada.
- DETR reserves the right to reject any and all proposals and to negotiate with any or all applicants submitting proposals in order to obtain the most cost effective and efficient training services.
- DETR is required to establish and maintain procedures to secure the confidentiality of all records of participants in accordance with all applicable laws and regulations.
- DETR is responsible for the retention of records pursuant to NRS §239.080.

ACRONYMS/DEFINITIONS:

CEP: Career Enhancement Program

Demand Occupation: Occupations that are growing faster than average or projected to add a substantial number of new jobs

Department: Department of Employment, Training and Rehabilitation (DETR)

DETR: Department of Employment, Training and Rehabilitation

Emerging Industry: New or restructured industrial sectors, growing at a rate faster than the overall economy

ESD: Employment Security Division

Evaluation Committee: An independent committee established to evaluate and score proposals submitted in response to the RFP pursuant to Nevada Revised Statute (NRS) §333.335

High Growth - Expanding sector of an economy, or one growing faster than the overall economy

Incumbent Worker: An individual employed by the entity requesting funds through this RFP

Matching Contribution: Goods or services provided to or supporting the proposed project that are paid through other resources.

May: Indicates something that is not mandatory but permissible

NRS: Nevada Revised Statutes

Nevada JobConnect: The partnership of state, local and independent workforce agencies and organizations providing individuals and employers a unified source of workforce development, employment and business services.

Program Participant: An individual who is receiving training as a result of this RFP.

Project Operator: Organization/business submitting a proposal in response to this RFP.

RFP: Request for Proposal.

Shall/Must: Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.

Should: Indicates something that is strongly recommended but not mandatory. If the project operator fails to provide recommended information, the State may, at its sole option, ask the project operator to provide the information or evaluate the proposal without the information.

State: The State of Nevada and any agency identified herein.

Subcontractor: Third party, not directly employed by the project operator, who will provide services identified in this RFP. This does not include third parties who provide incidental support or services to the project operator.

Underemployed: An individual who is currently employed in a job or position that is not commiserate with the skills, abilities, training and/or educational level of the individual.

Unemployed: An individual who is not currently receiving wages, salary or self-employment income.

WISS: Workforce Investment Support Services

Will: Used to indicate a required action.

PROGRAM INFORMATION

CAREER ENHANCEMENT PROGRAM, SPECIALIZED TRAINING PROJECTS

ALLOWABLE TRAINING ACTIVITIES

- Customized occupational training that is designed to meet the special requirements of an employer (or a group of employers), and is conducted with a commitment to continue to employ the individual or individuals upon successful completion of the training.
- Customized on-the-job training related to the introduction of new technologies, introduction to new production or service procedures, or upgrading to new jobs that require additional skills.

ALLOWABLE TRAINING PROVIDERS

- Nevada's System of Higher Education;
- Training providers approved by Nevada's Commission on Post Secondary Education;
- Providers licensed/certified through state or federal entities;
- Employees of the applying entity with **documented** competencies in the proposed curriculum; or
- Professionals with documented competencies in the proposed occupational training category.

Training may be conducted at the business's own facility, a training provider's facility or combination of sites.

ALLOWABLE EXPENSES

- Tuition and registration fees
- Salaries/fees required for an instructors' time that is **dedicated** to the training outlined in this proposal
- Curriculum development (upon receipt of fully executed contract)
- Textbooks, manuals, materials and supplies

- Training certifications, licenses, and credentials
- Training software
- Employee wage reimbursements, upon **successful** completion of the proposed training program, during the initial on-the-job training period:
 - Wage reimbursement is limited to a maximum of 50% of the employee’s initially agreed upon gross hourly wage for up to 40 hours per week and a maximum wage reimbursement amount of \$2,000 per employee;
 - The number of employees for which an entity may request wage reimbursement under this proposal cannot exceed 25% of the entity’s current **Nevada** workforce OR 25 employees, whichever is less;
 - Wage reimbursement is **not** allowed for overtime, holidays, sick/annual leave, bonus/commission or other paid leave;
 - A family-owned business cannot request wage reimbursement for employees who are immediate family members.

DISALLOWABLE EXPENSES:

- Costs incurred **prior** to the full execution of the contract
- Construction or purchase of facilities or buildings
- Business relocation expenses
- Employment or training in sectarian activities
- Computer hardware, office furniture and equipment, or other equipment or machinery
- Indirect costs and/or general overhead
- Profits
- Stipends or bonuses

CONTRACT REQUIREMENTS

- Project operators must provide a matching contribution of not less than twenty-five (25) percent of the project budget.
- Prior to the start of any Work, Contractor must provide the following documents to the contracting State agency:
 - Commercial General Liability (CGL) Insurance – General Aggregate \$2 million and \$1 million for each occurrence and Worker’s Compensation & Employer’s Liability Insurance – minimum limit of \$500,000 for each employee. The Certificate of Liability Insurance for worker’s compensation must designate the Nevada Department of Employment, Training and Rehabilitation, as the Certificate Holder, 500 E. Third Street, Carson City, NV 89713-0001, Attn: Billie Tucker. Contractor must also provide documentation on the CGL policy naming the State of Nevada, Department of Employment Training and Rehabilitation as an additional insured contractor. Sample documents of these forms are available upon request from Mary Everson at meeverson@nvdeetr.org.
- Awarded project operators must keep accurate records of the project and retain those records for no less than six (6) years.
- Awarded project operators must submit monthly requests for reimbursement to the Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services unit. **Requests for reimbursement of funds will not be accepted without supporting documentation.** DETR reserves the right to request additional documentation or clarification on any request for reimbursement of funds.
- All projects shall be performance-based with specific measurable performance outcomes, including employment, skills upgrade, and job retention. Requests for reimbursement will be based on the extent to which performance measures are being met at the time of the request.

- All performance measures must be reported to DETR on a quarterly basis during the project performance period. Failure to provide timely quarterly reports may result in reimbursement requests being suspended until required quarterly reports are received.
- Awarded project operators shall provide sufficient documentation as defined by the Department to identify all program participants.
- CEP Specialized Training Project grant recipients are subject to on-site reviews by the Department's Workforce Investment Support Services unit. The purpose of the review is to ensure compliance with the terms and conditions of the contract and the goals and objectives of the project contained in the proposal.
- The final Performance Outcomes and Standards report must contain the final data of all performance outcomes and standards that were achieved as a result of the training.
- Final reimbursement will be made upon receipt and acceptance by DETR of this final report and any necessary documentation.

PROJECT PERFORMANCE OUTCOMES AND STANDARDS:

Entities **are required** to track and report, on a quarterly basis, Performance Outcomes during and up to six months after completion of the project period. The final project report must contain all Performance Outcomes and Standards achieved.

**SPECIALIZED TRAINING
PROPOSAL PACKAGE**

INSTRUCTIONS FOR PREPARING A PROPOSAL

COVER SHEET

Complete all information in full. The Cover Sheet must be signed and dated by an authorized representative.

PROJECT NARRATIVE

This is the body of the proposal and should provide the reviewers with a clear picture of the goals and objectives of the proposed training project, program design, curriculum, high growth and demand occupational category, target group to be trained, positions, and specifics of all training activities.

The proposed timeline identifying by month the training project status is to be attached as **Exhibit A**. All planned specialized training must be completed within a maximum two (2) year period from proposed start date.

PROJECT BUDGET AND BUDGET NARRATIVE

Each proposal will be evaluated for reasonableness and cost effectiveness based solely on the information provided. **Sufficient narrative detail** must be provided to support the line item budget requests. Matching funds or in-kind resources must be clearly identified and methodology for calculations provided. Costs are to be identified for the proposed project period, not to exceed two (2) years.

EXHIBITS & CERTIFICATION:

Certification of Qualifications must be completed, signed and submitted with the Proposal Package.

Attach as **Exhibit A – Timeline**, a schedule by quarter for implementation, delivery and evaluation of the proposed specialized training project.

**CEP Specialized Training
Request for Proposal
Cover Page**

Project Operator Information:

Company/Organization: _____

Authorized Representative: _____ Title: _____

Phone: _____ Ext. _____ Fax: _____

Email: _____ Website Address: _____

Street/Mailing: _____

City: _____ ZIP _____ County: _____

Years in Business in Nevada: _____ Number of Full-time Employees in Nevada: _____

Legal Structure: Sole Proprietor Partnership Corporation (Designation: _____)
 Other _____

Employer's Federal ID #: _____ Unemployment Comp ID #: _____

Nevada Sales Tax Reg. #: _____ Nevada Business License #: _____

Is your company current on all State of Nevada tax obligations? YES NO

Type/description of your business, product(s) and/or service(s):

Amount of Grant Request: _____ Number of trainees: _____

Proposed Start Date: _____ Proposed End Date: _____

Occupational Category: Health Care Construction Manufacturing
 High Technology Other (Designate _____)

As an authorized representative of the entity listed above, I hereby certify that the information listed above and attached to this application is true and accurate and I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.

Authorized Signature

Date

CEP Specialized Training PROJECT NARRATIVE

GOALS AND OBJECTIVES

Clearly identify the occupational category and target group or groups to be trained, incumbent workers, under-employed, or unemployed individuals. Identify and define the goals and objectives to be achieved with this proposal.

Please explain "how" and/or "why" this specialized training program will impact or result in at least three (3) of the goals or objectives identified below.

- Would lower employee turnover
- Would save jobs within the company/industry How many? _____
- Would create new jobs within the company/industry How many? _____
- Would improve the long-term wage levels of trainees _____%
- Would improve the short-term wage levels of trainees _____%
- Would create openings in entry-level positions
- Would create career ladder advancement/training opportunities
- Would increase employment opportunities for trainees
- Would improve economic viability in the local area
- Would help retain business in Nevada
- Would help attract business to Nevada

ORGANIZATION STRUCTURE

Identify project management personnel and describe the qualifications, responsibilities, and experience of each person identified. Identify whether the organization has an established training unit or training component and the estimated budget to support employee training requirements.

PROJECT PLAN

Describe the plan to accomplish project goals and objectives, including a project timeline and schedule that defines the major tasks to be performed during each quarter of the project.

Description of the proposed training project – provide number of trainees, job titles, departments, type of training, number of hours of training, and any resulting certifications.

TRAINING PROVIDER INFORMATION

Please identify the training provider/location to be utilized.

- University or Community College _____
- Private post-secondary approved provider _____
- State or Federal licensed provider _____
- Employee/private instructor(s) _____

REPORTING

Describe the process for obtaining training status information, the availability of employee wage and job retention information and the method/system to be used to document employee participation and completion for reporting purposes.

REPORTING PERFORMANCE OUTCOMES AND STANDARDS

Describe the method to be used to track and report performance outcomes. Listed below are the minimum Performance Outcomes and Standards that must be tracked and reported. Please identify and explain any additional performance outcomes and standards that may be used to evaluate the success of the project.

| Outcome | Standard |
|---|----------------------------------|
| • Retained by Employer 6 months after training* | 90% employment retention |
| • Increased earnings as a result of training* | 10% wage increase for completers |
| • Obtain Certification or Credential | 80% successful completion |

*Reporting on employment retention and increased earnings as a result of training completed, must include at a minimum **trainee name, social security number**, job title of each employee participating in the project, wage at the start of training, and wage six months after the completion of training, **date training completed**.

PROJECT EVALUATION AND OVERSIGHT

Describe the method to be used for internal monitoring and evaluation, and how the information gathered will be used to improve, modify or revise the project. Identify if the training project will be continued after completion of the contract period.

PROJECT IMPLEMENTATION TIMELINE

Provide a 12-24 month project implementation timeline. Identify all funding sources for each segment of the project.

Required Attachments to Proposal:

- 1. CEP Specialized Training Project Budget and detailed line item narrative**
- 2. Project Operator's Certification of Qualifications**

The Career Enhancement Program is an equal opportunity program and auxiliary aids and services are available upon request to persons with disabilities.

CEP SPECIALIZED TRAINING PROJECT BUDGET

Note: Training funds cannot be used to reimburse any costs associated with the training before the grant and subsequent contract are approved and fully executed. Please take this into account when developing your budget and timeline.

| BUDGET CATEGORY | GRANT REQUESTED | 25% MATCH FUNDS | TOTAL |
|---|--------------------|-----------------------|-------|
| Tuition & Registration Fees | | | |
| Instructors' Salaries | | | |
| Curriculum Development | | | |
| Textbooks, Manuals, Training Materials & Supplies | | | |
| Training Software and Information Technology | | | |
| Other Allowable Costs (describe) | | | |
| TOTAL PROPOSED BUDGET | | | |

IMPORTANT: *Please provide a detailed line item narrative description of each budget category. Include unit cost and total number to be purchased, hourly wage rate, and training hours, as appropriate.*

Project Timeline Planned Schedule of Expenditures

| Quarter | 1 st | 2 nd | 3 rd | 4 th |
|-------------|-----------------|-----------------|-----------------|-----------------|
| Expenditure | | | | |

| Quarter | 5 th | 6 th | 7 th | 8 th |
|-------------|-----------------|-----------------|-----------------|-----------------|
| Expenditure | | | | |

PROJECT OPERATOR'S CERTIFICATION OF QUALIFICATIONS

In submitting this Certification, applicant certifies that it is true and accurate to the best knowledge of the signatory. Applicant certifies that DETR is authorized to examine administrative and fiscal system for compliance with the following criteria. It is understood that DETR reserves the right to request additional information regarding administrative, financial and legal status and to visit the facilities at normal and reasonable hours.

I certify that I am authorized to submit this Statement on behalf of the organization. If any information changes significantly, DETR will be notified.

CRITERIA FOR DETERMINING ADEQUACY OF ACCOUNTING SYSTEMS

The system must be capable of:

- Complying with federal and state requirements for the operations of programs and the maintenance of records, books, accounting and other documents.
- Providing for the control of cash and other resources to ensure that obligation and expenditure of funds will be in accordance with the terms of the contract. The following procedures are essential:
 - A procedure for recording all project funds received and expended.
 - A procedure for identifying, segregating, summarizing and reporting actual and accrued expenditures through the use of a coding or classification system.
 - A procedure for maintaining, locating and identifying the details to back up expenditures reported for reimbursement, such as bills, invoices, statements and receipts for materials or supplies. Such detail should include project operator name and address, date of purchases, description of items purchased, amount of order and person placing the order.

SIGNATURE

DATE

TYPED NAME AND TITLE

CONTACT PERSON FOR FINANCIAL MATTERS:

Name: _____ Title: _____

Location of Financial Records: _____