



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS

|  |   |
|--|---|
| <b>Procurement Number:</b>             | ASIA2019PHI02   |
| <b>Open Date:</b>                      | April 18, 2019  |
| <b>Questions Deadline:</b>             | April 22, 2019  |
| <b>Closing Deadline:</b>               | April 29, 2019  |
| <b>Geographical Area Restrictions:</b> | N/A   |
| <b>Point of Contact:</b>               | Caroline McCahey, Program Associate at <a href="mailto:cmccahey@iri.org">cmccahey@iri.org</a> |

### Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

IRI will be conducting a post-election public opinion poll in the Philippines. Public opinion data shall be obtained through a survey of the Philippines that is designed to obtain the most accurate possible information about: (a) Priority policy issues at the local level; (b) Media and disinformation; (c) Youth political participation; (d) Public confidence in democratic institutions and norms; (e) Vulnerabilities to violent extremism (VE).

### Statement of Work

#### OBJECTIVES OF THE RESEARCH

Public opinion data shall be obtained through a survey of the Philippines that is designed to obtain the most accurate possible information about: (a) Priority policy issues at the local level; (b) Media and disinformation; (c) Youth political participation; (d) Public confidence in democratic institutions and norms; (e) Vulnerabilities to violent extremism (VE).

#### RESEARCH TASKS

**(1) General Responsibilities of Offeror.** The Offeror shall be responsible for the project design and execution, including the following specific tasks:

- a) Translation, formatting, pretesting, adaptation, and printing of questionnaires (unless using CAPI devices);
- b) Development of a Sampling Plan, to be based a multistage stratified plan; list and explain any geographic or other exclusions; the proposed Sampling Plan will be reviewed by IRI Office of Research and any further changes agreed upon by IRI and Bidder will be incorporated;
- c) Training supervisors and interviewers;
- d) Arranging and supervising all aspects of fieldwork, including back-checks;
- e) Entering and processing the survey data, including data cleaning and encoding survey responses;
- f) Ascertaining the representativeness of the sample and weighting the data, if necessary; and
- g) Conducting statistical analysis of findings and writing an 3-5 page analytic report to place the findings within the local political and other context.

**(2) Questionnaire.** IRI will provide a draft questionnaire and the bidder will provide input, such as a need for rephrasing certain terms for local context.

IRI requests translation into English/Filipino. Translations will be reviewed and approved by IRI.

Full versions should be printed and interviewers should be allowed to code the questionnaire in the interview language. If CAPI devices are used, at least the main interview language must be programmed into CAPI—programming only in English (unless English is the main interview language) is not sufficient. The questionnaire may call for show cards, which need to be printed in all translated languages. The estimated average interview duration is 30 minutes.

**3) Sample Design.** IRI requires a national sample of either n=2000 (option a) or n=2500 (option b) adults, age 18 or older, that is representative of the population of the survey universe. Planned exclusions of the population of the survey universe (e.g. geographic etc.) must be discussed during quotation stage. IRI expects 90 percent of the population polled in the survey will be outside of Mindanao. IRI recognizes that a representative sample of Mindanao would be impossible to achieve, but wishes to explore the possibility of including Davao in the total sample. Proposals must include a description of whether or not it is feasible to include Davao in the sample, and if so, include a description of coverage and sampling approach of Davao.

The sample shall be drawn using recognized probability methods, all the way down to the selection of the individual respondent at the household level. In the event that any departure from probability sampling methods is recommended by the bidder for all or any part of the survey, the sampling methodologies to be employed shall be described in detail and a rationale for their use shall be provided. IRI's general preferred sampling approach is:

- Stage 1: PPS Stratification by administrative units as per census (e.g. province, district etc.)
- Stage 2: PPS Stratification by urban/rural (if census data exists)
- Stage 3: Random selection of Sampling Point (no more than 10 interviews per Sampling Point) within each Stage 2 stratum
- Stage 4: Random route household selection within each Sampling Point. Starting point within Sampling Point ideally randomly determined by satellite map or GPS coordinates.

- Stage 5: Random selection of respondent within each selected household by KISH grid or last/next birthday method.

Sample Sampling Plan for n=1000 with 10 interviews per Sampling Point (SP)

| PPS for Stages 1 and 2 | STAGE 1                       |                      | STAGE 2                           |                                   |                            |                            |
|------------------------|-------------------------------|----------------------|-----------------------------------|-----------------------------------|----------------------------|----------------------------|
|                        | % of country's 18+ population | # of SPs in district | % of population of district urban | % of population of district rural | # of urban SPs in district | # of rural SPs in district |
| District A             | 24%                           | 24                   | 100%                              | 0%                                | 24                         | 0                          |
| District B             | 18%                           | 18                   | 35%                               | 65%                               | 6                          | 12                         |
| District C             | 7%                            | 7                    | 15%                               | 85%                               | 1                          | 6                          |
| District D             | 20%                           | 20                   | 25%                               | 75%                               | 5                          | 15                         |
| District E             | 24%                           | 24                   | 75%                               | 25%                               | 18                         | 6                          |
| District F             | 7%                            | 7                    | 40%                               | 60%                               | 3                          | 4                          |

A detailed sampling plan shall be submitted to the IRI prior to fieldwork, including a description of the survey coverage, allocation of the sample, description of the

sampling frame, description of any stratification criteria to be used, description of the stages of selection and the selections methods to be used at each stage, a definition of the Sampling Points and approximate number of interviews to be conducted within each Sampling Point, the method to be used for selection of the respondent at the household level, an explanation for any divergence from use of the KISH grid for respondent selection, and call-back rules to be employed. It is assumed that the sample will be distributed in proportion to the population of each region or other geographic unit to be surveyed; in the event that the bidder wishes to propose a sample design departing from this principle the proposal should describe the allocation to be used and the reasons for doing so. Sampling frame, description of any stratification criteria to be used, description of the stages of selection and the selections methods to be used at each stage, a definition of the Sampling Points and approximate number of interviews to be conducted within each Sampling Point, the method to be used for selection of the respondent at the household level, an explanation for any divergence from use of the KISH grid for respondent selection, and call-back rules to be employed. It is assumed that the sample will be distributed in proportion to the population of each region or other geographic unit to be surveyed; in the event that the bidder wishes to propose a sample design departing from this principle the proposal should describe the allocation to be used and the reasons for doing so.

**(4) Pre-test.** The questionnaire shall be pre-tested by the bidder prior to the commencement of any fieldwork. No less than 20 pre-test interviews shall be conducted and in surveys with translations into multiple language, no less than 10 interviews per language. The bidder shall

provide IRI with a written report of the results of the pre-test, along with details of any problems encountered and suggested remedies, prior to the commencement of any fieldwork.

**(5) Fieldwork.** Interviews shall be conducted by experienced field workers who shall be thoroughly briefed by bidder prior to commencement of any fieldwork. IRI may send a representative to observe training and/or some interviews. The bidder shall ensure that interviewers are thoroughly familiar with household and respondent selection procedures, call back procedures, and the structure of the questionnaire, including routing and filtering. Interviewer training shall include practice sessions in administering the questionnaire. All interviewers must have at least completed secondary education and must be fully fluent (reading and speaking) in the language(s) in which they are to administer the interviews. A minimum of 10% of interviews shall be back checked or accompanied by a team supervisor.

The interviews shall be face-to-face and they shall be conducted in the home of the respondent. IRI prefers questionnaire administration via CAPI but is open to paper-and-pencil questionnaire administration if CAPI use is not feasible or advisable.

Household and respondent selection must be tracked on a contact tracking sheet or similar—this will be needed to calculate the response rate. Informed consent (oral is acceptable unless country laws require written) must be sought prior to commencing the interview. IRI will provide draft informed consent language to the bidder and this template may be updated by the bidder to conform with the country's legal requirements.

**(6) Data Processing.** The offeror shall be responsible for data entry with a 10% double-punch standard (if using paper and pencil questionnaires), cleaning, and processing, including development and implementation of a coding scheme for all open-ended questions. The bidder shall supply data to IRI as a clean, fully labeled in English SPSS “\*.sav” file with a complete data dictionary of variable names and value labels. There shall be one data record for each respondent and records shall be of fixed length. The bidder shall be responsible for deriving and applying any post-stratification weights required to bring the sample into conformity with the demographic profile of the population at the very least for gender and age groups, as well as any additional weighting factors required to correct for disproportionate allocation, if use. If demographic weights were to exceed a factor 1:8, this must be discussed in writing with IRI before the weight is applied. Ideally, IRI would want education groups included in weights, and if available demographic data allows it, those without formal education will be assigned to a separately code from those with a least some primary education. Each record shall include a unique respondent ID number, interviewer ID number, interview duration, Sampling Point ID number, and codes for precise location and date of interview. Each record shall include demographic information about the respondent, including: gender, exact age, and education level.

**(7) Technical Report.** When delivering data, the offeror shall provide a Technical Report which shall include the following:

- a) A complete Sampling Plan, including list of PSUs and individual sampling points and number of interviews conducted at each sampling point.
- b) Details of response rates, including tabulation of unsuccessful interview attempts by sampling point, with reasons for non-response (i.e. respondent refusal, proxy refusal, inability to locate selected respondent, etc.)

- c) A brief report on survey operations including any practical difficulties encountered in carrying out the survey;
- d) Estimated sampling error;
- e) A complete explanation of the weighting scheme including details of how weighting factors were developed and applied, as well as the demographic data on which weights were based (i.e., age, gender, and education distributions in the population);
- f) any abnormalities encountered during data QC, including but not limited to: suspicious patterns by interviewer ID (e.g. usually fast completion rates), GPS coordinates not matching the selected sampling point, potential contradictions (e.g. respondents who rate a certain politician as highly untrustworthy yet definitely plan on voting for this person), significant data changes of indicators since the previous poll etc.

**(8) Analytical Report.** The offeror will provide an analytical report of 3-5 pages highlighting key findings from the data and placing these findings within the local context. Mere description of data is not sufficient; the report must contain analysis.

**(9) PowerPoint Presentation.** The offeror will provide a presentation with a chart for every survey question. A template (already completed with historic data for trend charts if applicable) will be provided by IRI.

**(10) Summary of deliverables.** The Deliverables to be provided to IRI by the bidder are as follows:

- Sampling Plan
- Pretest report
- Copies of the final questionnaire, as fielded, in English and translations
- A complete data set formatted as SPSS file
- A technical report
- A five-page analytical report
- PowerPoint Presentation, per CISR guidelines

**(11) Delivery Schedule.** offeror will advise IRI on a feasible timeline for completing work on this project as soon as possible, with the deliverables d) and e) listed in Section 10 above to be submitted no later than two weeks after the conclusion of fieldwork, and deliverables f) and g) submitted no later than two weeks after IRI accepted deliverables d) and e).

**(12) Proposals must contain:**

- List surveys with similar specifications previously conducted in this country
- Explain if planning on using subcontractors for any tasks [Field]
- Is bidder able to comply with all requirements listed on the SOW without alterations? If any proposed alterations, explain.
  - Coverage, if not 100% of non-institutionalized adults aged 18+
  - Describe sampling methodology, including design and the source the sampling frame is drawn from, household selection, respondent selection, number of call-backs
  - List interview method (F2F Paper and Pencil, CAPI)
  - Describe Interviewer Training (duration, topics etc.)
  - Describe fieldwork quality control (direct observation, personal backchecks, phone backchecks etc.)

- Describe data entry and data checks protocol (e.g. checks for duplicate entries, logic checks etc.)
- Provide two price quotes - one for sample size of n=2,000 and a second for a sample size of n=2,500
- Describe anticipated challenges if any

**Technical Proposals**

All proposals submitted to IRI must include:

1. Information addressing offeror’s experience in providing each of the services identified in the above Statement of Work and Bidder’s proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the offerors (and electronic address if available). If the offerors is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. offerors may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Offeror is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain offeror’s Taxpayer Identification Number.
5. Proposals will not exceed 10 pages, Times New Roman font, 1” margins
6. Attachment,
  - CVs/resumes of the lead researcher and proposed research team. Each CV/resume should provide a concise overview of credentials and be no longer than two pages.
  - Names and contact information of three references.
  - Previous example of qualitative survey research in Philippines.

**Price proposal**

Offeror should provide two price quotes – one for a sample size of n=2,000 and a second for a sample size of n=2,500.

Offeror must include a budget for services with prices per deliverable and be submitted in U.S. Dollars (USD), payments under any resulting contract will be made in this currency.

Payments will be made electronically from IRI Headquarters in Washington DC, to a local bank account in the Philippines.

| Service / Deliverable | Unit Price | Number of Units | Total |
|-----------------------|------------|-----------------|-------|
|                       |            |                 |       |
|                       |            |                 |       |

**Evaluation and Award Process**

1. IRI may contact any Offeror for clarification or additional information, but Offerors are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Offerors prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Offerors.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there is a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Offeror does not accept the correction, the offer will be rejected.
3. IRI may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if IRI determines that the lack of balance poses an unacceptable risk

IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

- Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) **30 –percent**
- Past performance and experience in performing similar projects **25 – percent**
- English and Filipino proficiency **20- percent**
- Price – **25 percent**

### **Submission Instructions**

Proposal must be submitted via email to at, [cmccahey@iri.org](mailto:cmccahey@iri.org) with the subject line “ASIA2019PHI02”

### **RFP Terms and Conditions**

1. Prospective Offerors are requested to review clauses incorporated by reference in the section “Notice Listing Contract Clauses Incorporated by Reference”.
2. IRI may reject any or all proposals if such is within IRI’s interest.
3. Proposals must be submitted in English.
4. Payment will be made upon receipt of invoices and deliverables/services.
5. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the contract period.
6. The Offeror’s initial proposal should contain the Offeror’s best offer.
7. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI’s best interest to do so.
8. Discussions with Offerors following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.

9. By submitting a proposal, offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
10. Any samples submitted by Offerors will not be returned to Offerors.
11. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
12. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
13. By submitting a proposal, Offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
14. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
15. Offerors agree to disclose as part of the proposal submission:
  - Any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if an Offeror's mother conducts volunteer trainings for IRI.
  - Any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror must state this.
  - Any other action that might be interpreted as potential conflict of interest.

### **Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the subcontractor subject to the clauses of the prime award. This subcontract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the subcontractor is appropriate and applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subrecipients". Included by reference are 2 CFR 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

### **IRI Obligations**

Issuance of this RFP does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a quotation.

### **Required Certifications**

The following certificates need to be signed by all Offerors. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Narcotics offenses and drug trafficking- key individual certification
- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Lobbying disclosure
- Authorized Individuals

**NARCOTICS OFFENSES AND DRUG TRAFFICKING- KEY INDIVIDUAL  
CERTIFICATION**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C.”

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

| Name | Title | Telephone | Email |
|------|-------|-----------|-------|
|      |       |           |       |
|      |       |           |       |
|      |       |           |       |
|      |       |           |       |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_