

**GLOUCESTER CITY BOARD OF EDUCATION  
NOTICE OF SOLICITATION  
REQUESTS FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES  
UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, otherwise known as New Jersey Pay-to-Play, and Chapter 271 of the laws of the State of New Jersey, the Gloucester City Board of Education located at 520 Cumberland Street, Gloucester City, NJ 08030 is seeking RFQ's (Request for Qualifications) for professional services as listed below to be provided to the Board of Education for the 2017-2018 school year, for a period of twelve months beginning July 1, 2017 through June 30, 2018.

The Professional Services are:

**1. Occupational Therapy Services**

Copies of this Request for Qualifications are available at the Board Secretary/Business Administrator's office at 520 Cumberland Street, Gloucester City, NJ 08030 and may also be downloaded from the Board of Education's website.

RFQ's are to be submitted to the Gloucester City Board of Education, **Attn. Margaret M. McDonnell, Business Administrator, 520 Cumberland Street, Gloucester City, NJ 08030 and must be received no later than APRIL 11, 2017 at 11:00 AM.** Qualifications must be submitted in sealed envelopes with the name and number of the Request for Qualifications clearly marked on the front of the envelope:

**PROFESSIONAL SERVICES RFQ**

Electronic or fax copies will not be accepted. Any questions concerning this request should be directed to Ms. Margaret M. McDonnell, Business Administrator/Board Secretary at (856) 456-7000 ext. 2160 prior to the due date.

## PROFESSIONAL SERVICES RFQ

Each submission to be considered shall conform to the criteria set forth herein, and written evidence of compliance must be furnished.

- 1) The applicant must be a current licensed professional in the State of New Jersey for a period of at least five (5) years.
- 2) The applicant must submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- 3) The applicant shall submit a resume, which shall set forth herein information including, but not limited to, the following: (as applicable to a business entity or individual professional)
  - a) Full name and business address, phone number, fax number, and email address
  - b) A listing of all post high school education on the applicant (if members of a firm, all those responsible for this client)
  - c) Dates of licensure in the State of New Jersey and any other state
  - d) A listing of any professional affiliations or memberships in any professional organization or society, with an indication as to any and all offices held.
  - e) The number of licensed professionals employed by or affiliated with the business entity, or by the business entity which employs the applicant
  - f) A listing of all special accreditations held by the individual licensed professional of business entity
  - g) A description on your ability to provide timely services including your staffing and other resources employed to fulfill the needs of this district.
  - h) A listing of all previous public New Jersey school boards served by the business entity or licensed professional, indicating the dates of services and positions held.
  - i) Documented evidence of meeting the minimum requirements listed for the specific professional service as detailed in the request for qualifications. See Scope of Services and Minimum Requirements.
- 4) Must provide hourly billing rates for service to the Board of Education

All submissions are open to the public for review and will be kept on file in the Board office. The Board reserves the right to reject any proposal not in compliance with the above criteria or any other requirements as established. All questions should be referred to Amy Francis, Director of Child Study Team, 856-456-7000 x 2168

Applicant must submit One original and three (3) copies of their qualifications in accordance with the terms and conditions of this RFQ.

## **SCOPE OF SERVICES AND MINIMUM REQUIREMENTS**

Please reference RFQ: **041117L**

### **1. Occupational Therapy Services**

#### **Scope of Services**

The school occupational therapist is responsible to provide students with educationally based occupational therapy as outlined in their IEPs based upon adopted district goals and objectives. The school occupational therapist reports directly to the Director of Special Services and works with Child Study Team members, building administrators, and teachers to coordinate his/her activities with the students.

#### **Minimum Qualifications**

1. Valid New Jersey Occupational Therapy Advisory Council license to practice as an occupational therapist in the State of New Jersey and an endorsement by the New Jersey Department of Education.

#### **Major Responsibilities and Duties I -- School Health Service**

1. Assesses handwriting, fine motor skills, organizational skills, self-help skills, social skills, sensory awareness, visual motor skills, and perceptual issues of students in terms of their access to and success in the school setting through the Child Study Team process.
2. Provides appropriate direct educationally based therapy services to pupils when outlined in IEPs. Provides health counseling related to a student's occupational therapy goals and objectives for pupils, parents and staff (when needed).
3. Makes suggestions to staff regarding modifications to the students' educational program related to their fine motor and/or sensory needs.

#### **Major Responsibilities and Duties II - - Miscellaneous**

1. To conduct him/herself in accordance with the highest ethical and professional standards in the performance of all responsibilities.
2. To effectively carry out all Board of Education policies and administrative rules and regulations.

GLOUCESTER CITY BOARD OF EDUCATION

RFQ DOCUMENT CHECKLIST

Required  
By OWNER

Read, Signed  
& Submitted

<input type="checkbox"/>	Stockholder Disclosure Certification	<input type="checkbox"/>
<input type="checkbox"/>	Non-Collusion Affidavit	<input type="checkbox"/>
<input type="checkbox"/>	Business Registration Certificate	<input type="checkbox"/>
<input type="checkbox"/>	Mandatory Affirmative Action Language	<input type="checkbox"/>
<input type="checkbox"/>	Americans with Disabilities Act of 1990 Language	<input type="checkbox"/>
<input type="checkbox"/>	Political Contribution Disclosure	<input type="checkbox"/>
<input type="checkbox"/>	Iran Disclosure	<input type="checkbox"/>

This form is asked to be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

**STOCKHOLDER DISCLOSURE CERTIFICATION**

\_\_\_\_\_ I certify that the list below contains the names and home addresses of all Stockholders holding 10% or more of the issued and outstanding stock of the Undersigned.

\_\_\_\_\_ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

\_\_\_\_\_ Partnership                      \_\_\_\_\_ Corporation                      \_\_\_\_\_ Sole Proprietorship

PLEASE CHECK APPROPRIATE INFORMATION AND SIGN BELOW

Stockholders:

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
\_\_\_\_\_

THIS STATEMENT MUST BE INCLUDED WITH BID SUBMISSION.

Subscribed and sworn before me  
This \_\_\_ day of \_\_\_\_\_, 2017  
\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

**NON-COLLUSION AFFIDAVIT**

State of New Jersey

County of \_\_\_\_\_

SS:

I, \_\_\_\_\_ residing in

\_\_\_\_\_ (name of affiant) \_\_\_\_\_ (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full  
age, being duly sworn according to law on my oath deposes and says that:

I am \_\_\_\_\_ of the firm of  
\_\_\_\_\_ (title or position) \_\_\_\_\_ (name of firm)  
\_\_\_\_\_ the bidder making this Proposal for the bid proposal  
entitled \_\_\_\_\_, and that I executed the said proposal  
with full authority  
\_\_\_\_\_ (title of bid proposal)

to do so that said bidder has not, directly or indirectly entered into any agreement,  
participated in any collusion, or otherwise taken any action in restraint of free,  
competitive bidding in connection with the above named project; and that all statements  
contained in said proposal and in this affidavit are true and correct, and made with full  
knowledge that the \_\_\_\_\_ relies upon the truth of the  
statements

\_\_\_\_\_ (name of contracting unit)  
contained in said Proposal and in the statements contained in this affidavit in awarding  
the contract for the said project.

I further warrant that no person or selling agency has been employed or retained  
to solicit or secure such contract upon an agreement or understanding for a commission,  
percentage, brokerage, or contingent fee, except bona fide employees or bona fide  
established commercial or selling agencies maintained by

\_\_\_\_\_  
Subscribed and sworn to

Before me this day \_\_\_\_\_ 2017

signature

\_\_\_\_\_  
(type or print name of affiant under

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_ 20

**REQUIRED EVIDENCE**  
**AFFIRMATIVE ACTION REGULATIONS**  
P.O. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).  
OR
2. A photocopy of approved Certificate of Employee Information Report.  
OR
3. An Affirmative Action Employee Information Report (Form AA302).  
OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE  
AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.

-----

The following questions must be answered by all bidders:

1. Do you have a federally approved or sanctioned Affirmative Action Program?  
YES \_\_\_\_\_ NO \_\_\_\_  
If yes, please submit a copy of such approval.
2. Do you have a Certificate of Employee Information Report Approval?  
YES \_\_\_\_\_ NO \_\_\_\_  
If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

Note: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with requirements of P.L.1975, c.127, within the time frame.

## **GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

Mandatory Equal Employment Opportunity Language  
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, general identity or expression, disability, nationality or sex. Except with respect to affect ional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, gender identity or expression, disability, nationality, or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, general identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to **N.J.S.10:5-31 et seq.**, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2** or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, general identity or expression, disability, nationality or sex, and that it will



discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, general identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of ward but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind of nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damage against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

## **POLITICAL CONTRIBUTION DISCLOSURE**

Chapter 271 of the Laws of New Jersey 2005 requires certain disclosures from all businesses and persons receiving contracts outside the formal open bidding process when the amount of the contract is over \$17,500.00. The vendor of such non-bid contracts must submit a "Political Contribution Disclosure" stating:

- 1) All political contributions of \$300.00 or more
- 2) All political contributions made during the 12 months preceding the award of the contract
  - a) to any state, county, or municipal committee of a political party, or
  - b) to any legislative leadership committee, or
  - c) to any continuing political committee (PAC), or
  - d) to any committee of a candidate or holder an elective office of  
the Gloucester City Public School District  
or the City of Gloucester City  
or the County of Camden  
or the New Jersey Legislature, Senate and Assembly from the City of Gloucester City

The Disclosure applies to contributions made by:

- i) an individual who is the vendor and/or his/her spouse
- ii) all principals, partners, officers and directors of a business entity and/or their spouses;
- iii) any subsidiaries controlled, directly or indirectly, by the business entity; and
- iv) IRS Code Section 527 New Jersey based organizations controlled, directly or indirectly, by the business entity and filing as continuing political committees (PACs)

The attached DISCLOSURE OF POLITICAL CONTRIBUTIONS form must be signed and returned as part of the proposal, along with a completed C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM for the entity submitting the proposal.

**POLITICAL CONTRIBUTION DISCLOSURE**

The undersigned, being authorized and knowledgeable of the circumstances, hereby certifies, as required by Chapter 271 of the Laws of New Jersey 2005 that:

\_\_\_\_\_ I and/or my spouse (or the business entity's principals, partners, officers, directors and/or their spouses) have not made any contribution of \$300.00 or more during the preceding 12 month period to any political party committee, legislative leadership committee, PAC or to any candidate committee representing any of the elected official of the Gloucester City Public School District, the City of Gloucester City, the County of Camden , or the Senate and Assembly from the City of Gloucester City.

\_\_\_\_\_ I and/or my spouse (or the business entity's principals, partners, officers, directors and/or their spouses) **have made** the political contributions noted on the attached C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM.

The business entity is the following type:

- Partnership
- Limited Partnership
- Limited Liability Partnership
- Limited Liability Corporation
- Corporation
- Sole Proprietorship

**ATTESTATION: I am aware that if I have misrepresented this certification in whole or part, I and/or the business entity will be liable for any penalty imposed under law.**

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

### Part I – Vendor Information

Vendor Name:			
Address:			
City:	State:	Zip:	

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
Signature    Printed Name    Title

### Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: \_\_\_\_\_

Bidder/Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

Name	Relationship to Bidder/Offeror	Delete
Description of Activities		
Duration of Engagement	Anticipated Cessation Date	
Bidder/Offeror Contact Name	Contact Phone Number	

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

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

**Do Not Enter PIN as a Signature**

Title: \_\_\_\_\_

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