

**MISSISSIPPI STATE UNIVERSITY**

***Request for Proposals (RFP) 18-109***

***International Education Management Solution for Mississippi State University***

ISSUE DATE: November 30, 2018

ISSUING AGENCY: Office of Procurement and Contracts  
Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762

Sealed Proposals, subject to the conditions made a part hereof, will be received **January 8, 2019 at 2:00 PM in the MSU Office of Procurement and Contracts, same address above**, for furnishing services and potentially, optional services as described herein.

**IMPORTANT NOTE:** Indicate firm name, and RFP number on the front of each sealed proposal envelope or package.

All inquiries concerning this RFP should be directed to:

Jennifer Mayfield  
Office of Procurement and Contracts (Same address above)  
jmayfield@procurement.msstate.edu  
662-325-2550

- A. Any addendum associated with this RFP will be posted at <http://www.procurement.msstate.edu/procurement/bids/index.php> located under RFP 18-109.
- B. **Note 2:** It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

**1) UNIVERSITY OVERVIEW**

- a) Mississippi State University (MSU) is a comprehensive land grant university of 21,500+ students and approximately 5,000 faculty and staff. The main campus is located adjacent to the community of Starkville in northeast Mississippi, with a remote campus located in Meridian with an enrollment of around 700 students. Additionally, the university operates several remote agricultural experiment stations and has an Extension office located in each of the eighty-two Mississippi counties.
- b) Additional information about MSU can be found at our website [www.msstate.edu](http://www.msstate.edu).

## 2) **INVITATION TO SUBMIT PROPOSAL ON RFP**

The International Institute (Institute) at Mississippi State University (MSU) seeks proposals for an enterprise application supporting a set of services provided at the Institute. The application should be web-based, easy to configure and customizable to meet our university identify standards and other requirements as defined. The system must be compatible with MSU systems and platform as described below. It must integrate with other enterprise systems used on campus including Ellucian Banner.

The Institute manages the following international services. The desired features/modules of the system are described below for each service sector. The features described in Section 3 outline a minimum set of features.

1. Study abroad programs
2. International travel security
3. International students and scholars system (ISSS)
4. International agreements

Bidder should describe how their application meets the requirements specified in this document. The bidder should price each of the four ‘modules’ listed above separately. Responses should clearly indicate one-time charges for setup and installation, ongoing annual fees, training, and any maintenance/update fees for each module. If Bidder is responding to one module but not all modules, that should be clearly stated in the response. MSU reserves the right to choose to purchase the number of modules that best suit our needs.

## 3) **SCOPE OF SERVICES REQUIRED**

### a) General Requirements

- Be user friendly and integrate with Ellucian Banner, Concur Travel Management, Cultural Insurance Services International, and SEVIS when appropriate.
- Integrates with MSU Nelnet Business Solutions for credit card payment of fees as appropriate.
- Serve as an integrated platform for international services with the ability to visually map the global engagement footprint of the university by type of activity, i.e., formal agreement, study abroad, international students, exchange programs, etc.
- Provide optimal user experience whether on a desktop, laptop, tablet, or mobile phone.
- Offer technical support to the MSU and the Institute to configure the system ensuring the functionality meets the requirements.
- Provide training to staff, specifically Institute system administrators, MSU Information Technology staff, and other service area staff. Training shall be available during installation and implementation on an “as needed” basis thereafter for the duration of the term.

- The provider shall transfer appropriate operational functions to MSU staff, e.g. ability to add or remove users, system administrators, manage data, customize reports, etc.
- Describe reporting capability including the ability to create ad-hoc reports.
- Collaborate with staff to schedule any software updates at a date and time that is agreeable. MSU requires a notification of any planned software updates including any changes to functionality prior to the availability of the update. The notice shall be delivered by email to the system contact person.
- Protect the data collected, that is, all information shall remain the property of MSU and shall not be used by the provider in any way without the expressed written consent of MSU.
- Be configurable, as such giving MSU the ability to be self-sufficient in setting up the system to meet any changing business needs, e.g. make future business decisions
- Meet ADA accessibility requirements and provide documentation of such.
- Conduct a pre-implementation consultation with staff to ensure optimum configuration based on the MSU's specific needs.

**(b) Study Abroad**

- Provide a platform to manage all study abroad program information including
  - customizable program applications, requirements, marketing materials
  - student applications and registration,
  - forms and required documents for each program
  - itinerary information for all programs including destinations, lodging, and transportation
- Provide tracking reports for all students, faculty, and staff traveling abroad. Track by name, program, and location.
- Manage critical alerts around the world where students, faculty, and staff have or will have traveled.
- Provide traveler notifications on multiple platforms and formats (text, email, etc.).
- Provide audit logs for application activity with automatic date, time, and user stamps
- Allow for integration with Ellucian Banner ERP system. Ability to extract the following information from Banner based on student ID:
  - First and last name
  - Date of birth
  - Gender
  - Confidentiality flag
  - Home and cell phone number
  - College
  - Major
  - Class
  - GPA
  - Academic standing
  - MSU 9 digit student ID
  - netID
  - Home address

- Ethnicity
- Residence
- Greek Info
- Support single-sign-on technology, Central Authentication Service(CAS) or Shibboleth
- Ability to create and generate both preformatted and custom reports and queries.
- Provide tools for advising, automated communications, and ad-hoc communications via various formats (text, email, etc.)
- Ability to visually map study abroad activity.
- Include document management and storage tools.
- Manage and deploy online course equivalency information for study abroad.
- Able to integrate with CISI for insurance enrollment
- Maintain and update provider program information for:
  - Academic Programs International (API)
  - American Institute for Foreign Study AIFS
  - Cultural Experiences Abroad (CEA)
  - International Studies Abroad (ISA)
  - Semester at Sea
  - School for International Training (SIT)
- Provide restricted administrative access to records through a robust user permissions system.
- Send automatic email notifications to students regarding application completion
- Import legacy data from Terra Dotta for approximately 2,300 application records
- Send automatic email notifications to applicants for reminders and alerts pertaining to specific requirements

(c) International Travel Risk Management

- Allow travelers to add, modify, and track their itinerary, e.g. destination, hotel, meetings, etc., via mobile app tool and desktop web tool.
- Allow the MSU assigned staff to access the itinerary of the traveler(s) to monitor and know where travelers are according to the itinerary.
- Ensure security information is routinely updated and complete.
- Update travelers at the time of submitting an itinerary of travel risks or potential risk exposure related to the travel destination.
- Inform the traveler(s), the MSU (Institute), and other key stakeholders, post booking and during travel, if new risks arise.
- Ensure known risks are continuously monitored and stakeholders are updated as the situation fluctuates.
- Ability to visually map travel on a real time basis.
- Ability to communicate (email, text or push notifications to a mobile application) to travelers and other stakeholders, as appropriate, before or while they are travelling.
- Be web based and accessible through a wide variety of devices (mobile devices, laptops and PC's)
- Allow for travelers (and other stakeholders) to access the information including the itinerary, travel alerts/notices, entry/exit requirements, etc.

- Manage and store data based on unique travelers, allowing for multiple travel events per traveler. Include information for each unique traveler
  - Basic information such as contact information, phone numbers, emails, university department, college/business unit, staff/students, groups, etc
- For each trip maintain information that includes
  - Travel destination(s), allowing for multiple stops/destinations per travel event
  - Travel date(s) and time(s)
  - Method(s) of travel including flight, bus, train information
  - Hotel information, e.g. phone number, address, etc.
  - Estimated travel costs, e.g. hotel, expenses, etc.
  - Itineraries, including any specific university to visit, event attending, or alternate locations
  - Risk level (US State Department Travel Advisory Level)
  - Main purpose or objective for travel
- Ensure that travelers have completed specific tasks, e.g. using checkboxes to identify that the traveler has signed relevant waivers, passport/visas, completed workshops/orientation and obtained appropriate travel approvals.
- Cover all countries, i.e., there shall be no limit or restrictions on countries for risk monitoring.
- Have reporting and dash-boarding functionality, such as:
  - Preformatted and customizable reports
  - Run reports by travel details including by country, risk level, department/college/group, purpose
  - Access to financial reports that show total travel cost by traveler category (college departments, business units, etc.) over a specific period, costs details, e.g. travel costs and hotel costs
  - Access to reports that can help identify travel trends over specific periods of time. (yearly, monthly, quarterly or by a custom date range), and
  - Allow reports and data to be saved as PDF or excel spreadsheets
- Be scalable enough to manage groups traveling to same location.
- Able to integrate with Concur Travel System.
- Minimize manual or redundant data entry.

**(d) International Student and Scholars System (ISSS)**

MSU seeks a tool that can monitor and maintain compliance for approximately 1200 active international students across multiple campus sites. The system should scale as international student/scholar population increases. The systems should enhance the international student and scholar experience with our information systems and it should make our internal processes and procedures more efficient allowing given staff to effectively manage more students.

- Manage all international student and scholar records and documents required for MSU and SEVIS.
- Manage SEVIS alerts, deadlines, and automate workflows.
- Audit activity in student and scholarly records.

- Support and enhance the student and scholar experience for retention purposes.
  - Be as easy to use as possible for international students to complete and maintain their records.
  - Allow students to monitor and maintain their own profile, status, and documents as appropriate.
  - Allow students and scholars to upload their digital documents and attach them to their online records by converting all paper forms into E-forms within data system.
  - Allow faculty and staff to electronically submit supporting documentation for student and scholar requests (program extension, reduced course load, DS-2019 requests, etc.)
  - Include exchange student nomination, approval forms, and process management.
  - Allow for seamless navigation of international admission application in order for students to apply during the recruitment stage, save admission applications, and log in at a later time to complete the application.
  - Provide checklists to simplify requirements for incoming students and scholars.
  - Provide for interactive multimedia training/information modules with video and/or text components.
- Create efficiencies by streamlining office workload by reducing manual reporting and allowing for batch processing in SEVIS.
- Be compatible with MSU's Student Information System, Ellucian Banner.
- Allow for marketing activities if desired, i.e., MSU faculty/staff/students and applicants will have the ability to enter prospective student names into the system for follow up marketing.
- At a minimum, the system must provide a mechanism to extract the following information from Banner:
  - Student Demographic Information
  - Residency/Citizenship
  - Student Type
  - IEP Information
  - Visa Type
  - Admit Type, Admit Term, Major, Program
- Manage international admission process from time of first contact through entire application process.
- Ability to batch export non-credit application data.
- Send automatic email notifications to students and scholars for reminders and alerts pertaining to specific tasks.
- Communicate with students and scholars directly and maintain a log of email communication sent to all users on the site.
- Include advising/notification features (Curricular and Optional Practical Training, end of program) and provide alerts for students who fall below full-time enrollment and thus risk falling out of status.

- Provide key information through online orientation modules before and after arrival such as assessment modules to test understanding of U.S. academic culture, immigration requirements.
- Maintain digital copies of important documents for access by students, scholars, and staff.
- Help track international scholar (J-1) information.
- Provide the ability to create advanced, shareable reports and queries.
- Provide restricted administrative access to records through a robust user permissions system.
- Allow students and scholars to schedule advising appointments online, anywhere, anytime.
- Communicate alerts quickly with students and scholars through email and text messaging.
- Must support other international student requests such as Curricular Practical Training (CPT), Optional Practical Training (OPT), Extension of Stay, F1 and J1 Visa, transfer into and out of MSU, export control etc.
- Allow for real time updates to student record by staff members
- Integration with Nelnet Business Solutions for payment of application fees
- Allow new ELI applicants to create unique userID and password and convert them to MSU's ID number after enrollment.
- Import legacy data from Ellucian's ISSM.

(e) International Agreement Management

MSU manages and maintains a pool of approximately 150 active agreements and at this point in time some 150 inactive/archived agreements. MSU seeks a web-based system that automates and manages international agreements from the proposal stage through approval process, amendments and renewals. Basic features should include the following:

- Allow for entry of the 150 active agreements and archival of the inactive 150. MSU estimates it is adding approximately 20 new agreements per year while some will become inactive on a rolling basis. Vendor should describe how active and inactive agreements are managed in the system.
- Maintain basic agreement information such as contact information for international partner, university department, contact, college, requester, signatory, etc.
- Provide for customizable tags or fields for categorizing agreement such as MOU, MOA, Exchange, dual degree, active, inactive, expiration dates, etc.
- Ability to visually map agreements
- Manage and store all related documents and files online
- Accept and capture all agreement information online
- Ability to amend proposals while maintaining version integrity
- Include alerts for expirations that may be approaching
- Track and link faculty/staff trips related to the agreement as a means of reporting on engagement and activity

- Make certain information about each agreement public and available online as to promote campus engagement
- Have a permission based administrative access for managing the application
- Integrate with MSU central authentication system (or Shibboleth) or access to submit proposals and work through the application and approval process
- Track the balances of mutual student exchange agreements

**(f) Legacy Data**

As described above, MSU desires to have legacy data imported into the new platform. This is true for ISSS records, Study Abroad, and International Agreements. The bidder should describe the procedures for importing legacy data and price separately the cost of bidder support for the preparation of the data and importing.

**(g) System Maintenance and Support**

- System must be cloud based with a robust data security and backup plan. Provide applicable certifications such as SOC2 documentation
- The vendor must implement software upgrades and updates to the system; however, allowing the University to implement these upgrades on its own timetable.
- The vendor should include initial training and provide additional training as needed.
- The vendor must provide email and phone support in addition to a trouble ticket system.
- The vendor must provide details for maintenance, support, and problem escalation procedures.
- The vendor must provide the implementation plan and process.

**(h) Security and Compliance**

- Provide a statement that your company is PCI-DSS compliant.
- Must be FERPA compliant.
- Must be GDPR compliant.
- Provide a completed Higher Education Cloud Vendor Assessment Tool (HECVAT) (lite version available at: <https://www.ren-isac.net/public-resources/hecvat.html>).
- System must be secure and meet all local, state and federal data security standards.

**4) INQUIRIES ABOUT RFP**

- a) Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. Responses to these inquiries may be made by addendum to the Request for Proposal (RFP). Please send your inquiries to Jennifer Mayfield via electronic mail at [jmayfield@procurement.msstate.edu](mailto:jmayfield@procurement.msstate.edu)
- b) All inquiries should be marked “**URGENT INQUIRY. MSU RFP #18-109**”



**5) ADDENDUM OR SUPPLEMENT TO RFP**

- a) In the event it becomes necessary to revise any part of this RFP, an addendum to this RFP will be provided to each respondent who received the original RFP. Respondents shall not rely on any other interpretations, changes or corrections.

**6) ADMINISTRATIVE INFORMATION**

**a) Issuing Office**

- i) This RFP is issued by the following office:

Office of Procurement and Contracts  
Mississippi State University  
245 Barr Avenue, 610 McArthur Hall  
Mississippi State, MS 39762

**b) Schedule of Critical Dates**

- i) The following dates are for planning purposes only unless otherwise stated in this RFP progress towards their completion is at the sole discretion of the university.

|  |                   |
|--|-------------------|
| (1) RFP Posted                                 | November 30, 2018 |
| (2) Questions from Vendors Due                 | December 10, 2018 |
| (3) MSU Q&A Response Due                       | December 14, 2018 |
| (4) Proposal Submission Deadline – 2:00 p.m.   | January 8, 2019   |
| (5) Award Date (Estimated Target)              | May 1, 2019       |
| (6) Contract Effective Date (Estimated Target) | May 1, 2019       |

**7) PROPOSAL CONTENTS**

- a) This is a two-step RFP process. The technical proposals and the cost proposals are to be submitted in separate sealed envelopes. Indicate firm name, RFP# and word “Technical Proposal” on the front of the sealed technical proposal envelope or package. Indicate the firm name, RFP# and the word “Cost Proposal” on the front of the sealed proposal envelope or package.
- b) At a minimum, the following items should be included in the contents of the Technical Proposal:

- i) Cover letter, indicating the scope of the proposal. The letter should include an overview of the services being offered. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP. (Cover letter should be no more than 3 pages in length.)
- ii) Corporate Structure and Credentials
  - (1) Number of years of experience
  - (2) Staffing levels and support proposed
  - (3) Examples of similar previous work.
- iii) Operations and Ability To Perform
  - (1) Provide operation plan. This should include, but not be limited to, acknowledgement and agreement with all requirements as well as explanations, where applicable, of the intended plan to achieve the requirements.
  - (2) Describe how services will be provided to MSU.
- c) At a minimum, the following items should be included in the contents of the Cost Proposal:
 

Cost Proposal. The Cost Proposal shall clearly identify the costs for each of the four main modules: (1) Study abroad programs, (2) International travel security, (3) International students and scholars system (ISSS), and (4) International agreements. The Cost Proposal shall delineate all one-time fees from any annual or recurring expenses. The Cost Proposal shall include 5 years.

**8) DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS**

- a) MSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. MSU reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. MSU likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. MSU may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.
- b) MSU reserves the right to award this contract in whole or in part depending on what is in the best interest of MSU with MSU being the sole judge thereof.
- c) The evaluation factors set forth in this section are described as follows:
  - i) The Vendor's ability to deliver an application meeting the overall objective and functions described in the RFP
  - ii) Competitive fees

- iii) Vendor's experience with similar international services applications
  - iv) Compliance with applicable Federal laws and regulations
  - v) The committee may invite finalists for interviews and/or presentations
- d) Failure to attend a requested interview presentation before the committee may result in a proposal not being considered.
- e) Upon award of contract(s), successful respondent(s) will be asked to provide a transition plan and timeline and obtain MSU's input and concurrence before moving forward.
- f) Proposals will be scored based on the following weights (100 points total):
- Experience with international services applications and references – 20 pts
  - Ability to meet the application features described – 50 pts
  - Level of integration among/between modules and with existing MSU applications – 10 pts
  - Overall cost – 20 pts.

9) **PROPOSAL SUBMISSION**

- a) Proposals shall be submitted in two packages (envelopes or boxes) as set forth in Section 7a. **Please make sure that the RFP number is clearly visible on the outside of the package.**
- b) Technical Proposal – One (1) original and one (1) electronic copy (of the complete technical proposal in one pdf file on a flash drive) of parts 7(b)(i) (Cover Letter), 7(b)(ii) (Corporate Structure and Credentials), and 7(b)(iii) (Operations and Ability to Perform) should be sealed in a package with “Technical Proposal” in the lower left hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.
- c) Cost Proposal – One (1) original and one (1) electronic copy (of the complete cost proposal in one pdf file on a flash drive). Should be sealed in a package with “Cost Proposal” in the lower left hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.
- d) The proposal package must be received on or before **2:00 p.m. on January 8, 2019.** Procurement and Contracts office on-time. The proposal package should be delivered or sent by mail to:

Office of Procurement and Contracts  
Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762

- e) Your response must include the signature page included in this RFP (See Appendix A) and contain the signature of an authorized representative of the respondent's organization. The signature on the "Original" signature page should be in **blue** ink
- f) MSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the University to do so.
- g) **Proposals received after the stated due date and time will be returned unopened. Submission via facsimile or other electronic means will not be accepted.**

#### **10) TWO-PHASE, BEST AND FINAL OFFER**

- a) If the initial proposals do not provide MSU with a clear and convincing solution, or if MSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, MSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submittals (Phase-One), MSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.
- b) The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through initial RFP submittal process. Proposers may be asked to reduce cost or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

#### **11) TERM OF CONTRACT**

- a) It is MSU's intention to enter into a five (5) year contract beginning around May 1, 2019. However, upon mutual agreement of both parties, in writing it may be renewed for up to two additional 12 month periods.
- b) MSU reserves the right to terminate this agreement with thirty (30) days-notice, by the Director of Procurement and Contracts via certified mail to the address listed on the signature page of this RFP (See Appendix A) if any of the terms of the proposal and/or contract are violated.
- c) In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, MSU will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The University reserves the right to determine whether or not such noncompliance may be construed as a failure of

performance of the contractor.

- d) Termination of contract by contractor without cause can only occur with at least one-hundred and twenty (120) days-notice prior to the proposed termination of the contract.
- e) In the event MSU employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this contract, the contractor agrees to pay the attorney's fees and expenses so incurred by MSU.

## 12) **ACCEPTANCE TIME**

- a) Proposal shall be valid for one-hundred and eighty (180) days following the proposal due date.

## 13) **RFP CANCELLATION**

- a) This RFP in no manner obligates MSU to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of MSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. MSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

## 14) **INDEPENDENT CONTRACTOR CLAUSE**

- a) The contractor shall acknowledge that an independent contractor relationship is established and that the employees of the contractor are not, nor shall they be deemed employees of MSU and that employees of MSU are not, nor shall they be deemed employees of the contractor.

## 15) **OTHER CONTRACT REQUIREMENTS**

- a) **Award Terms:** This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Supplier, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from the University.
- b) **Standard Contract:** The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with MSU's standard contract [http://www.procurement.msstate.edu/pdf/standard\\_rfp\\_contract.pdf](http://www.procurement.msstate.edu/pdf/standard_rfp_contract.pdf). Proposal should include any desired changes to the standard contract. It should be noted that there are many clauses which the MSU cannot change (see Standard Addendum <http://www.procurement.msstate.edu/contracts/standardaddendum.pdf>) Significant changes to the standard contract may be cause for rejection of a proposal.

- c) **The Procurement Process:** The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.
- i) Request for Proposals (RFP) is issued to prospective suppliers.
  - ii) A deadline for written questions is set.
  - iii) Proposals will be received as set forth in Section 9.
  - iv) Unsigned proposals will not be considered.
  - v) All proposals must be received by MSU no later than the date and time specified on the cover sheet of this RFP.
  - vi) At that date and time the package containing the proposals from each responding firm will be opened publicly and the name of each respondent will be announced.
  - vii) Proposal evaluation: The University will review each proposal.
  - viii) At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal
  - ix) Respondents are cautioned that this is a request for proposals, not a request to contract, and the MSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
  - x) The proposals will be evaluated according to the criteria set forth in Section 8c.

**APPENDIX A: SIGNATURE PAGE**

**Provide information requested, affix signature and return this page with your proposal:**

**NAME OF FIRM:** \_\_\_\_\_

**COMPLETE ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**AREA CODE/NUMBER**

**FACSIMILE NUMBER:** \_\_\_\_\_

**AREA CODE/NUMBER**

**E-MAIL ADDRESS:** \_\_\_\_\_

**AUTHORIZED**

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_