

Jaunt, Inc.

# Request for Proposals: Microtransit Partnership

August 26, 2022



**REQUEST FOR PROPOSALS****RFP # 3295**

Issue Date: August 26, 2022

Title: Request for Proposals: Microtransit Partnership

Issuing and Using Agency:

Jaunt, Inc.  
 Attn: Mike Mills, Procurement Specialist  
 104 Keystone Place  
 Charlottesville, VA 22902

Qualifications for Furnishing the Services Described Herein will be received until: 4:30 p.m. EST local time on September 27, 2022.

All Inquiries For Information Should Be Directed To: ISSUING AGENCY, address listed above at phone: (434) 296-3184, extension #145.

IF QUALIFICATIONS ARE MAILED, HAND DELIVERED, OR SENT BY COURIER, SEND DIRECTLY TO: JAUNT, INC, PURCHASING DEPARTMENT, 104 KEYSTONE PLACE, CHARLOTTESVILLE, VA 22902. The RFP number, date and time of proposal submission deadline, as reflected above, must clearly appear on the face of the returned proposal

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address of Firm: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

By: \_\_\_\_\_  
(Signature in Ink)Name: \_\_\_\_\_  
(Please Print)

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

E-Mail Address: \_\_\_\_\_

SBSD - DBE-CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE: ( ) YES ( ) NO  
 If YES, Certification Number: \_\_\_\_\_

SBSD – SWAM CERTIFIED SWAM BUSINESS ENTERPRISE: ( ) YES ( ) NO  
 If YES, Certification Number: \_\_\_\_\_

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

THIS SOLICITATION CONTAINS 16 PAGES

## Table of Contents

Introduction .....	1
Contact Information.....	1
Purpose and Scope of Work .....	2
Teaming Business Partnership.....	2
Vendor Business Relationship.....	2
Background.....	3
Pre-proposal Conference .....	3
Proposal Content .....	3
Proposal Format .....	4
Proposal Evaluation .....	5
Errors and Administrative Corrections.....	5
Rejection of Proposals .....	5
Collusion .....	5
Eligibility for Award.....	6
Contract Award .....	6
Public Disclosure of Proposals.....	6
ATTACHMENT A: VENDOR CHECKLIST .....	8
ATTACHMENT B: ADDENDUM PAGE.....	9
ATTACHMENT C: GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT).....	10
ATTACHMENT D: NON-COLLUSION AFFIDAVIT .....	11
ATTACHMENT E: CERTIFICATION AND RESTRICTIONS ON LOBBYING.....	12

## Introduction

Sealed proposals shall be received by Jaunt, Inc., Attention: Procurement Specialist, at 104 Keystone Place, Charlottesville, VA 22902 at or before September 27, 2022, **4:30 PM Eastern Standard Time (EST), Friday**, for **Microtransit Partnership** as described in this Request For Proposal (RFP) document. Proposals received after the date and time specified above shall be considered late proposals and shall not be considered.

Jaunt intends to make firm selections based on “best value” where price is not the sole determining factor in selecting a firm(s); more than one firm may be selected. Jaunt reserves the right, in its sole and exclusive discretion to accept or to reject any and all proposals, in whole or in part. All proposals shall be subject to all applicable state and federal laws. The award to be let under this solicitation is subject to financial assistance contracts between Jaunt, the Federal Transit Administration, and the Commonwealth of Virginia. Proposal documents shall be clearly marked with the **RFP number # 3295** and shall be mailed or delivered to:

Jaunt, Inc.  
 ATTN: Mike Mills  
 Procurement Specialist  
 104 Keystone Place  
 Charlottesville, VA 22902  
 Fax: 434-296-4269

The anticipated schedule for selection of a Proposer is as follows:

Request for Proposal Released	August 26, 2022
Virtual pre-proposal Conference	September 9, 2022
Deadline for Questions Regarding the RFP	September 12, 2022 @ 4:30 p.m. EST
Response to questions ( <i>tentative</i> )	September 16, 2022
Proposals Due	September 27, 2022 @ 4:30 p.m. EST
Interviews ( <i>if deemed necessary</i> )	Week of October 3, 2022
Contract Award ( <i>tentative</i> )	October 12, 2022

## Contact Information

For questions or additional information, contact the buyer via email: Mike Mills, Procurement Specialist, [mikem@ridejaunt.org](mailto:mikem@ridejaunt.org), or at (434) 296-3184 ext 145. Include the RFP number on the subject line of all email correspondence.

Proposers are encouraged to contact the Procurement Specialist if there is anything in the specifications that would prevent them from submitting a proposal. Electronic submissions are the preferred method of answering questions, although written submissions via mail or fax will be accepted and must be received no later than September 12, 2022 @ **4:30 p.m. EST**.

## **Purpose and Scope of Work**

Jaunt's is seeking to develop microtransit (on-demand transit) as a service delivery method in addition to its current fixed route and advanced reservation methods. We are seeking both a partnership as well as a vendor relationship depending on business circumstances.

Jaunt is seeking proposals from qualified firms with experience in microtransit service development and deployment to support its service offerings.

Jaunt's objectives are:

1. Establish a business partnership with an entity to augment and embellish Jaunt's service operations to deliver on-demand services. Depending on business needs, these services could be delivered in urban and/or rural areas as well as integrated as part of ADA Complementary Paratransit services.
2. The teaming partnership would either involve working with Jaunt on competitive contracts (compensation dependent on securing the given contract) with a third party and/or the acquisition of systems for direct use by Jaunt (compensation from Jaunt).
3. Allow the augmentation of the partnership with other entities including consultants to support technology and operations planning functions.
4. Flexibility in the business arrangement between the vendor and Jaunt to modulate services and resources each party brings to a given opportunity.
5. Possible introduction of customer facing technology, such as smartphone-based applications, that supports these services and integrate with other location transportation providers including, but not limited to, Charlottesville Area Transit and the University Transit Service.

## **TEAMING BUSINESS PARTNERSHIP**

Under the teaming partnership, it is anticipated that Jaunt would supply vehicles, bus operators, and back office operating and call center staff as well as facilities to operate microtransit. The vendor would supply the technology including, but not limited to, software as well as technical expertise to market and manage the service. Jaunt is open to vendor ideas on the structure of this relationship. Further, this relationship would entail working cooperatively in marketing and proposing on microtransit services solicited by third parties (such as municipal entities) starting, ending, and/or within the Commonwealth of Virginia. Marketing and proposal efforts would be without compensation from Jaunt, equitably borne by each party.

A possible initial pursuit will be a microtransit demonstration project in Albemarle County as described in Attachment A. Please note that the described demonstration project may be subject to further definition and could substantially change. Further, Jaunt may ultimately decide not to pursue this project.

## **VENDOR BUSINESS RELATIONSHIP**

Jaunt anticipates a traditional client/vendor relationship where goods and services are supplied by the vendor to Jaunt with agreed upon compensation and performance objectives. The definition of goods and services would be developed either in tandem or independently of the teaming partnership. The scope of services including the technical details of such a vendor business relationship would be developed at a later time. However, vendors should demonstrate in its proposal how its goods and service would function as well as how Jaunt would benefit from

the relationship. This relationship and resulting agreements will be subject to detailed discussions between the parties as Jaunt seeks to better define its needs.

### **Background**

Jaunt provides regional paratransit (rural and urban public as well as ADA Complementary Paratransit) and fixed route commuter transit in central Virginia including Albemarle County and the City of Charlottesville as well as with Louisa, Nelson, Fluvanna, Greene, and Buckingham counties. Organized in 1975, Jaunt is recognized statewide and nationally for the high quality of its efficient service and driver training. Our buses make about 300,000 trips each year throughout a 2,600-square-mile service area, carrying riders to work, medical appointments, stores, leisure activities, and other destinations. Jaunt uses local, state, and federal funding to supplement fares and agency payments. With about 85 vehicles, Jaunt maintains an outstanding record of safety, reliability; and courteous, cost-effective service.

Jaunt currently uses Trapeze PASS workstation version 18.0.24.0 to make advanced reservations for a host of paratransit services in rural and urban settings. We also use the fixed route module of Routematch version 6.2.34 for scheduling and managing commuter services. We also have the Routematch paratransit module.

### **Pre-proposal Conference**

Jaunt will hold a virtual pre-proposal conference on September 9, 2022 at 10:00 AM. Firms interested in attending the pre-proposal conference need to indicate their intention to attend in an email to [mikem@ridejaunt.org](mailto:mikem@ridejaunt.org). Jaunt will send interested firms a conference link.

### **Proposal Content**

Proposals must include adequate information to allow Jaunt to evaluate each of the criteria listed below.

#### Project Understanding and Approach

A proposer needs to demonstrate its understanding of the engagement, as contained in the stated objectives, as well as how it will help identify and solve the associated challenges.

#### Experience of firm with similar projects with references

Demonstration the firm(s) experience in addressing similar challenges including experience in developing transit operation facilities.

Provide at least three references from clients served in the last five years.

#### Experience of personnel assigned to project

Assigned personnel must be qualified and available to work on the project. These staff must also have demonstrated experience in similar projects.

#### Fee proposal mechanism

As the business circumstances are largely undefined at this time, the vendor shall propose a fee mechanism and approach in addressing the planning of microtransit and other services, the

acquisition and implementation of appropriate technology including hardware and software, and on-going maintenance and support. Proposers are encouraged to offer other related services.

#### Contract modifications including proposed teaming agreement

This includes two agreements which are subject to further negotiations. The first is a proposed teaming agreement proposed by the firm which will tie the firm and Jaunt to pursue microtransit opportunities throughout the Commonwealth of Virginia. The second is a contractor agreement to supply goods and services as a vendor to Jaunt and in which compensation would be remitted. Jaunt is asking vendors to propose a draft teaming agreement subject to discussion and negotiation. A draft of the contract agreement is attached. It is also open to discussion and negotiation though the vendor needs to identify exceptions as part of its proposal.

#### **Proposal Format**

Jaunt requires five (5) copies of all documents including one unbound original and four copies. Further, an electronic copy on a CD or jump drive is required. Each must be clearly labeled on the front sheet. Proposals shall be prepared simply and economically on letter sized paper with tabbed or marked sections as appropriate. Documents can be stapled or assembled with a plastic or wire spine. No three ring binders please.

Proposals shall provide a straightforward, concise delineation of the proposers' capability to satisfy the requirements of this Request for Proposals (RFP). The proposal page limit is 20 pages. If a Proposer submits a proposal exceeding this limit, Jaunt will consider the pages up to the allowable number and discard all subsequent pages.

The following are excluded from the page count:

- Title Page
- Table of Contents
- Letter of Transmittal
- Tabs or Indices
- Additional lists of references
- Résumé/background information (please restrict to a maximum of one (1) page per individual)
- Draft Teaming Agreement

One page is defined as one side of a single, letter size (8-1/2 x 11 inches) page, with 11-point minimum font size for the substantive text. Any page over this size will be counted as two (2) pages. Any page or partial page with substantive text, tables, graphics, charts, résumés, etc. will be counted as one (1) page. Proposers may use their discretion for the font size of other materials (e.g., graphics, charts).

Each proposal should enable the evaluation committee to make a thorough evaluation and arrive at a sound determination as to whether the proposal will meet Jaunt's requirements. Each technical proposal must be so specific, detailed, and complete as to clearly and fully demonstrate that the Proposer has a thorough knowledge and understanding of the requirements and has valid and practical solutions for technical problems. Statements which paraphrase the requirements or state that "standard procedures will be employed" are inadequate to demonstrate how the Proposer will comply with the requirements of this procurement.



Each proposal must be submitted in the requested format and provide all pertinent information. Each proposal must be signed in ink by a duly authorized officer of the company.

All proposals received become the exclusive property of Jaunt. All proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are trade secrets and which are so marked as "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY." Jaunt shall not in any way be liable or responsible for the disclosure of any such records or portions thereof, including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of a court. Proposals which indiscriminately identify all or most of their proposal as exempt from disclosure without justification may be found technically unacceptable.

Proposers shall provide a written proposal, which includes the required elements, identified by separate sections or parts, each of which is set forth in this section. Any proposal that fails to include each of these elements in full is subject to being found technically unacceptable and eliminated from further consideration.

### **Proposal Evaluation**

Jaunt intends to award a contract or contracts to the firm or firms that best satisfy the needs and provides the "best value" to Jaunt. The proposals will be evaluated according to the following criteria. The criteria are listed in order of importance and will be evaluated using a numerical scoring system. The weights for each criterion are also indicated.

1. Project Understanding and Approach including Scope of Work and product/service offering (30%)
2. Experience of firm with similar projects with references (25%)
3. Experience of personnel assigned to project (25%)
4. Fee proposal mechanism (10%)
5. Contract modifications including proposed teaming agreement (10%)
6. Disadvantage Business Enterprise (DBE) (extra credit consideration)

### **Errors and Administrative Corrections**

Jaunt reserves the right to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors. Erasures or other changes or entries made by the Vendor must be initialed by the person signing the Proposal.

### **Rejection of Proposals**

Jaunt reserves the right to reject any or all proposals and waive any minor informalities or irregularities.

### **Collusion**

The Offeror guarantees that the proposal submitted is not a product of collusion with any other Offeror, and no effort has been made to fix the proposal price of any Offeror or to fix any overhead, profit, or cost element of any proposal price (Attachment D). Failure to submit the signed affidavit at the time of proposal opening shall be grounds for disqualification of the Offeror's offer.

If Jaunt determines that collusion has occurred among Offerors, none of the proposals from the participants in such collusion shall be considered. Jaunt's determination shall be final.

**Eligibility for Award**

In order to be eligible for award, Offerors must be responsive and responsible.

- A. Responsive proposals are those complying in all material aspects of the solicitation, both as to the method and timeliness of submission and as to the substance of the resulting Contract. Proposals that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive.
- B. Responsible Offerors are those prospective Contractors who, at a minimum, must:
  - 1. Have adequate financial resources, as required during performance of the Contract.
  - 2. Are able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments.
  - 3. Have a satisfactory record of past performance.
  - 4. Have necessary technical capability to perform.
  - 5. Certify that they are not on the U.S. Comptroller General's list of ineligible Contractors.
  - 6. Are qualified as a regular provider of the services being offered.
  - 7. Are otherwise qualified and eligible to receive an award under applicable laws and regulations.

**Contract Award**

Contract award, if any, will be made by Jaunt to the responsible Offeror(s) whose proposal meets the requirements of the RFP, and will be the most advantageous to Jaunt with respect to operational plan, quality, and other factors as evaluated by Jaunt. Jaunt shall have no obligations until a Contract is signed between the Offeror and Jaunt. A copy of the contract is attached to this RFP.

**Public Disclosure of Proposals**

Jaunt is subject to the Virginia Freedom of Information Act. Therefore, the contents of this RFP and the Contractor's proposal submitted in response to this RFP shall be considered public documents and are subject to the Virginia FOIA statutes. As such, all proposals submitted to Jaunt will be available for inspection and copying by the public after the selection process has been concluded.

There are, however, various items that may be exempt under public disclosure laws. If any proprietary, privileged, or confidential information or data is included in the Contractor's proposal, each page that contains this information or data should be marked as such (e.g., "Proprietary," "Confidential," "Business Secret," or "Competition Sensitive") in order to indicate your claims to an exemption provided in the Virginia FOIA. It is Jaunt's sole right and responsibility, however, to make the determination whether these items are exempt or not exempt under the Virginia FOIA statutes.

All data, documentation and innovations developed as a result of these contractual services shall become the property of Jaunt.

**ATTACHMENT A: VENDOR CHECKLIST**

*(To verify that all necessary documents are included)*

This form must be completed and returned with the technical proposal. Failure to return this form may be cause for considering your proposal non-responsive.

Item	Vendor Check-off	Jaunt Check-off
Cover Letter		
RFP Cover Page		
Attachment B Addendum Page		
Attachment C Government-Wide Debarment and Suspension		
Attachment D Non-Collusion Affidavit		
Attachment E Certifications and Restrictions on Lobbying		
Contract Modifications		
Proposal		

**ATTACHMENT B: ADDENDUM PAGE**

The undersigned acknowledges receipt of the following addenda to the Documents.

(Give number and date of each)

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to this Request for Proposal, which will require rejection of the proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**ATTACHMENT C: GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)**

**Instructions for Certification:** By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

- (1) It will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR part 180,
- (2) To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
- a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
    1. Debarred,
    2. Suspended,
    3. Proposed for debarment,
    4. Declared ineligible,
    5. Voluntarily excluded, or
    6. Disqualified,
  - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
    1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
    2. Violation of any Federal or State antitrust statute, or,
    3. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
  - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
  - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
  - e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
  - f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
    1. Equals or exceeds \$25,000,,
    2. Is for audit services, or,
    3. Requires the consent of a Federal official, and
  - g. It will require that each covered lower tier contractor and subcontractor:
    1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
    2. Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
      - a. Debarred from participation in its federally funded Project,
      - b. Suspended from participation in its federally funded Project,
      - c. Proposed for debarment from participation in its federally funded Project,
      - d. Declared ineligible to participate in its federally funded Project,
      - e. Voluntarily excluded from participation in its federally funded Project, or
      - f. Disqualified from participation in its federally funded Project, and
    3. It will provide a written explanation as indicated on a page attached in FTA’s TrAMS platform or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third-Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.
- (3) It will provide a written explanation as indicated on a page attached in FTA’s TrAMS platform or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third-Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

**Certification**

Contractor:

Signature of Authorized Official: \_\_\_\_\_ Date / /

Name and Title of Contractor's Authorized Official:

**ATTACHMENT D: NON-COLLUSION AFFIDAVIT**

## Affidavit of Non-Collusion

I hereby swear (or affirm) under the penalty for perjury:

1. That I am the Offeror (if the Offeror is an individual), a partner in the proposal (if the Offeror is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the Offeror is a corporation);
2. That the attached proposal(s) has been arrived at by the Offeror independently and have been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor or materials, supplies, equipment, or service described in the invitation to proposal, designed to limit independent proposals or competition;
3. That the contents of the proposal or proposals has not been communicated by the Offeror or its employees or agents to any person not an employee or agent of the Offeror or its surety on any bond furnished with the proposal or proposals, and will not be communicated to any such person prior to the official opening of the proposal or proposals; and
4. That I have fully informed myself regarding the accuracy of the statements made in the affidavit:

Signed \_\_\_\_\_

Firm Name \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20

Notary Public

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

Offeror's E.I. Number \_\_\_\_\_ (number used on Employer's Quarterly Federal Tax Return)

**ATTACHMENT E: CERTIFICATION AND RESTRICTIONS ON LOBBYING**

I,

hereby certify

(Name and title of official)

On

behalf

of

that:

(Name of Bidder/Company Name)

- 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, and 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 grant, 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.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall 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 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder/Company Name: \_\_\_\_\_

Type or print name: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of notary and SEAL: \_\_\_\_\_