

# ***SOUTHWEST OKLAHOMA COMMUNITY ACTION GROUP, INC.***

## **REQUEST FOR PROPOSAL FOR AUDIT SERVICES**

### **FOR THE LISTED SERVICES:**

**403 (b) Plan for the period January to December 2023**

**Section 5311 Transportation Myleonet Audit for the period July 1, 2023 to June 30, 2024**

**Agency-wide Audit October 1, 2023 to September 30, 2024**

### **INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Name: Kristen Keck  
Title: Fiscal Officer  
Entity: Southwest Oklahoma Community Action Group, Inc.  
Address: P.O. Box 1088 Altus, OK 73522  
Phone: (580) 482-5040  
E-mail: Kristen.keck@socag.org

REQUEST FOR AUDIT PROPOSAL

TABLE OF CONTENTS

I.	GENERAL INFORMATION .....	1
A.	Purpose .....	1
B.	Who May Respond.....	1
C.	Instructions on Proposal Submission.....	1
	1. Closing Submission Date .....	1
	2. Inquiries .....	1
	3. Conditions of Proposal.....	1
	4. Instructions to Prospective Contractors .....	1
	5. Right to Reject.....	2
	6. Small and/or Minority-Owned Businesses .....	2
	7. Notification of Award.....	2
D.	Description of Entity and Records to be Audited .....	2
E.	Options.....	2
II.	SPECIFICATION SCHEDULE .....	2
A.	Scope of a Financial and Compliance Audit.....	2
B.	Description of Programs/Contracts/Grants.....	3
C.	Performance .....	3
D.	Delivery Schedule.....	3
E.	Price .....	4
F.	Payment .....	4
G.	Audit Review .....	4
H.	Exit Conference .....	4
I.	Workpapers .....	5
J.	Confidentiality.....	5
K.	AICPA Professional Standards.....	5
III.	OFFEROR'S TECHNICAL QUALIFICATIONS .....	5
A.	Prior Auditing Experience .....	5
B.	Organization, Size, and Structure .....	6
C.	Staff Qualifications.....	6
D.	Understanding of Work to be Performed.....	6
E.	Certifications.....	6
IV.	PROPOSAL EVALUATION .....	6
A.	Submission of Proposals .....	6
B.	Nonresponsive Proposals.....	7
C.	Evaluation .....	7
D.	Review Process .....	8
V.	CERTIFICATIONS.....	8

**I. GENERAL INFORMATION**

**A. Purpose**

This Request for Proposal (RFP) is to contract for the following items:

- 403(b) Plan audit with a plan year of January through December 2023
- Section 5311 Myleonet audit for July 2023 through June 2024.
- Agency wide Audit for the year ending September 30, 2024
- Form 990 for the period ending September 30, 2024

The proposal includes options for four (4) additional years.

**B. Who May Respond**

Only Certified Public Accountants licensed to do business in the State of Oklahoma may respond to this RFP.

**C. Instructions on Proposal Submission**

**1. Closing Submission Date**

Proposals must be submitted and received no later than 2:00 p.m. on March 25, 2024.

**2. Inquiries**

Inquiries concerning this RFP should be directed to Kristen Keck, Fiscal Officer, at (580) 482-5040 or [Kristen.keck@socag.org](mailto:Kristen.keck@socag.org).

**3. Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Southwest Oklahoma Community Action Group, Inc.

**4. Instructions to Prospective Contractors**

Your Proposal should be addressed as follows:

Kristen Keck, Fiscal Officer  
Southwest Oklahoma Community Action Group, Inc.  
P.O. Box 1088  
Altus, OK 73522

The written bid can be emailed to [Kristen.keck@socag.org](mailto:Kristen.keck@socag.org).

**Request for Proposal for Audit Services**

**Deadline to bid: 2:00 p.m. March 25, 2024**

**It is the responsibility of the Offeror to insure that the proposal is received by Southwest Oklahoma Community Action Group, Inc. by the date and time specified above.**

Late proposals *will not* be considered.

**5. Right to Reject**

Southwest Oklahoma Community Action Group, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

**6. Disadvantaged Business Enterprises**

Efforts will be made by Southwest Oklahoma Community Action Group, Inc. to utilize Disadvantaged Business Enterprises. A vendor will be considered a DBE if they meet the definition established in 49 CFR Part 26.

The audit firm must agree not to discriminate on the basis of race, color, national origin, sex, or any other protected category in the performance of this contract. The successful audit firm shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the firm to carry out these requirements is a material breach of the contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

**7. Notification of Award**

It is expected that a decision selecting the successful audit firm will be made within three (3) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

It is expected that the contract shall be a one-year fixed price contract with options to negotiate for four (4) additional one-year periods.

**D. Description of Entity and Records to be Audited**

**Agency-wide Audit Description**

Southwest Oklahoma Community Action Group, Inc. is a non-profit community action agency designated to service Jackson, Harmon, and Greer counties in southwestern Oklahoma. Southwest Oklahoma Community Action Group, Inc. is a private, non-profit corporation and has been determined to be exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. It is governed by a 15-member volunteer Board of Directors. The agency has approximately 153 full and part-time employees, as well as approximately 15 consumers with developmental disabilities that receive training and may earn a wage. Administrative offices and all records are located at 900 S. Carver Road, Altus, OK 73521. Our major programs include Head Start & Early

Head Start, public transportation, and depending on funding grants – affordable housing program. We operate 6 Head Start/Early Head Start centers – 3 in Altus, 1 in Hollis, 1 in Mangum, and 1 in Elk City (Beckham County). Public transportation has locations in Altus, Hollis, Mangum, and Granite. Our affordable housing program includes rental units in Altus, Hollis, and Gould. We operate HOME Partnership grants, as they are available. A senior nutrition program provides congregate meals, home-delivered meals, transportation, outreach service, and health promotion in Altus, Hollis, Granite, Mt. View, Rocky, Sayre, Cheyenne, and Weatherford. Advantage meals are provided through a fee for service agreement. Our shelter for victims of domestic violence, sexual assault, and stalking is located in Altus. A crisis hotline is operated from this location. Other services include a parenting training contract from Department of Human Services. Our service area for Safe Haven is Jackson, Harmon, Greer, Tillman, and Kiowa counties. An AmeriCorps Seniors Retired Senior Volunteer Program (RSVP) recruits volunteers to serve in impact areas at non-profit workstations in Jackson, Harmon, Greer, Tillman, Kiowa, Beckham, and Washita counties. We also provide free tax preparation services and Medicare services to assist people with low-income subsidy enrollment and education to prevent fraud, waste, and abuse. Our community services include a food pantry in Altus and a RX for Oklahoma program to assist patients to receive medications through pharmaceutical companies. We are currently the RX for Oklahoma lead agency for Region 2. We are now operating a program known as Pets for Life. The program is about improving access to care to promote lifetime pet ownership. We are serving Greer County and Altus. In Altus, our program is a Pets for Life mentorship program with the Human Society of the United States.

**403(b) Plan Audit Information**

Southwest Oklahoma Community Action Group, Inc. administers a contributory 403(b) plan. The plan year is January through December. We have 61 active employees and 152 accounts in the plan.

**Section 5311 Myleonet Audit Information**

Southwest Transit operates a rural public transportation program in Jackson, Harmon, and Greer Counties. Our fleet consists of approximately 25 vehicles that are mini-vans and small cutaway vans. We provide approximately 45,000 trips with 290,000 revenue miles and 550,000 passenger miles.

**Form 990 Tax Filing**

Federal tax and state tax preparation.

**E. Options**

At the discretion of Southwest Oklahoma Community Action Group, Inc., this audit contract can be extended for four (4) additional one-year periods. The cost for the option periods will be agreed upon between Southwest Oklahoma Community Action Group, Inc. and the Offeror. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

**II. SPECIFICATION SCHEDULE**

**A. Scope of a Financial and Compliance Audit**

The purpose of this RFP is to obtain the services of a public accounting firm whose principal officers are independent certified public accountants, certified or licensed state of Oklahoma, hereinafter referred to as the "Offeror" to perform a financial and compliance audit of Southwest Oklahoma Community Action Group, Inc. in accordance with government standards and includes the preparation of the SF-SAC (Data Collection Form). The scope of the work also requires the preparation of the corporate federal and state Income Tax Returns. We are also requesting the audit of the 403 (b) Plan and the audit of the Section 5311 Myleonet data.

**B. Description of Programs/Contracts/Grants**

See Attachment

**C. Performance**

The Southwest Oklahoma Community Action's records should be audited through September 30, 2024 and the 403(b) Plan is on a calendar year basis. The 5311 audit is July 1, 2023 through June 30, 2024.

The Offeror is required to prepare audit reports in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and include a schedule of expenditures of federal awards for purposes of additional analysis as required by the US Office of Management and Budget 2 Chapters I & II Part 200. The audit report shall state that the audit was made in accordance with the provision of OMB 2 Chapters I & II Part 200. A study and evaluation of compliance and internal control over financial reporting based on audited financial statements shall be conducted and included in the report. The Offeror prepares the SF-SAC (Data Collection Form) and submits the auditor's portion to the Federal Audit Clearinghouse.

The Offeror is required to prepare separately an audit report for the agency's 403 (b) Plan in accordance with generally accepted accounting standards and in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

The Offeror is required to complete Form 990 Return of Organization Exempt From Income Tax in accordance with Section 501(c) of the Internal Revenue Code and the Oklahoma Tax Return.

The Offeror is required to prepare the audit of Section 5311 Myleonet data by August 15<sup>th</sup> for the period ending June 30<sup>th</sup>.

The Offeror is required to present the audit report to the Board of Directors. Board meeting are held in Altus, Oklahoma.

**D. Delivery Schedule**

**Agency wide Audit and Tax Filing**

Offeror is to transmit one copy of the draft audit report to Southwest Oklahoma Community Action Group, Inc.'s Executive Director. The draft audit report is due no later than April 30, 2025.

The Offeror shall deliver an electronic copy and 10 copies of the final audit report, federal and state income tax returns, and SF-SAC (Data Collection Form) to the Southwest Oklahoma Community Action Group, Inc. Board of Directors no later than April 30, 2025.

Offeror will prepare the Form 990 and Oklahoma Tax filings by June 30, 2025.

**403(b) Plan Audit**

Offeror will deliver an electronic copy of the 403 (b) Plan audit and 2 original copies by September 30, 2024.

**Myleonet Audit**

Offeror will deliver an electronic copy of the Myleonet audit and 2 original copies by August 15, 2024.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, Southwest Oklahoma Community Action Group, Inc. may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

**E. Price**

The Offeror's proposed pricing information shall indicate how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Also, indicate any out-of-pocket expenses and consultation fees for questions arising prior to, during, or following the complete of the audit. Prices should be quoted separately for the financial and compliance audit, 403 (b) Plan audit, Myelonet audit, and preparation of the Form 990 and Oklahoma Tax returns.

**F. Payment**

Payment will be made when Southwest Oklahoma Community Action Group, Inc. has determined that the total work effort has been satisfactorily completed. Should Southwest Oklahoma Community Action Group, Inc. reject a report, Southwest Oklahoma Community Action Group's authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that Southwest Oklahoma Community Action Group, Inc. can determine that satisfactory progress is being made.

The Offeror may submit a bill for the balance due on the contract for the audit when the following conditions have been met:

1. Delivery of 10 copies of the final financial and compliance audit report to Southwest Oklahoma Community Action Group, Inc. and their acceptance and approval,
2. Delivery of federal and state income tax returns ready for signature,
3. Submission of SF-SAC (Data Collection Form) auditor's portion,
4. Delivery of 2 copies of the final 403(b) Plan audit report.
5. Delivery of 2 copies of the Myleonet audit.

**G. Audit Review**

All audit reports prepared under this contract will be reviewed by Southwest Oklahoma Community Action Group, Inc. and its funding sources to ensure compliance with General Accounting Office's (GAO) *Government Auditing Standards* and other appropriate audit guides.

**H. Exit Conference & Board Presentation**

An exit conference with Southwest Oklahoma Community Action Group, Inc.'s representatives and the Offeror's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with Southwest Oklahoma Community Action Group, Inc. It should include internal control and program compliance observations and recommendations.

The audit firm will make an audit presentation to the SOCAG Board of Directors at the next regularly scheduled meeting following the completion of the audit.

**I. Work Papers**

1. Upon request, the Offeror will provide a copy of the work papers pertaining to any questioned costs determined in the audit. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The work papers will be retained for at least four years from the end of the audit period.
3. The work papers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accountability Office, and Southwest Oklahoma Community Action Group, Inc.

**J. Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Southwest Oklahoma Community Action Group, Inc., the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have



the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, Southwest Oklahoma Community Action Group, Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

**K. AICPA Professional Standards**

The AICPA Professional Standards state:

**"Ethics Interpretation 501-3 - Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits."**

"Engagements for audits of government grants, governmental units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefore."

**III. OFFEROR'S TECHNICAL QUALIFICATIONS**

The Offeror, in its proposal, shall, as a minimum, include the following:

**A. Prior Auditing Experience**

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing Community Action Agencies.
2. Prior experience auditing similar programs funded by the State of Oklahoma.
3. Prior experience auditing programs financed by the Federal Government.
4. Prior experience auditing non-profit organizations.
5. Prior experience auditing 403(b) Plans.
6. Prior experience preparing Form 990 and Oklahoma tax return.

**B. Organization, Size, and Structure**

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, that the firm is a disadvantage business enterprise. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

**C. Staff Qualifications**

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, will be considered.

**D. Understanding of Work to be Performed**

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

**E. Certifications**

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by Southwest Oklahoma Community Action Group, Inc., because Southwest Oklahoma Community Action Group, Inc. desires to contract only with a Offeror who is already familiar with these publications.

**IV. PROPOSAL EVALUATION**

**A. Submission of Proposals**

All proposals shall include two copies of the Offeror's technical qualifications, two copies of the pricing information (in a separately sealed envelope), and two copies of the signed Certifications. These documents will become part of the contract.

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.

4. The Proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Auditing Standards* of the US Comptroller General.

**C. Evaluation**

Evaluation of each proposal will be based on the following criteria:

<b>Factors</b>	<b>Point Range</b>
1. Prior experience auditing and/or designing and installing accounting systems:	
a. Prior experience auditing Community Action Agencies	0-10
b. Prior experience auditing similar programs funded by the State of Oklahoma	0-5
c. Prior experience auditing programs financed by the federal Government	0-5
d. Prior experience auditing nonprofit organizations	0-5
e. Prior experience auditing 403(b) Plans	0-5
f. Prior experience preparing Form 990	0-5
Southwest Oklahoma Community Action Group, Inc. will contact prior audited organizations to verify the experience provided by the Offeror.	
2. Organization, size, and structure of Offeror's firm: (Considering size in relation to audits to be performed.)	
a. Adequate size of the firm	0-5
b. Disadvantaged Business Enterprise	0-5
3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered.	
a. Audit team makeup	0-10
b. Overall supervision to be exercised	0-5
c. Prior experience of the individual audit team members	0-10
4. Offeror's understanding of work to be performed.	
a. Adequate coverage	0-10

b.	Realistic time estimates of each audit step	0-5
5.	Price	0-20
	MAXIMUM POINTS:	100

**D. Review Process**

Southwest Oklahoma Community Action Group, Inc. may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, Southwest Oklahoma Community Action Group, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Southwest Oklahoma Community Action Group, Inc. shall make an award to the Offeror whose offer is responsive to the solicitation and is most advantageous to the recipient, price, quality, and other factors considered.

# CERTIFICATIONS

On behalf of the Offeror, the individual signing certifies that:

- A. That he/she is authorized to contract on behalf of the Offeror.
- B. The Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The prices quoted in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. There has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The Offeror is a properly licensed certified public accountant.
- G. The Offeror meets the independence standards of the *Government Auditing Standards* (2018 Revision or any updates or revisions thereof).
- H. He/she is aware of and will comply with the GAO Continuing Education Requirement.
- I. He/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
- J. The firm will not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The firm agrees to carry out applicable requirements of 49 CFR Part 26. Failure to do so is considered a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.
- K. He/she has read and understands the following publications relate to the proposed audits.
  - 1. *Government Auditing Standards* (The Federal Yellow Book.)
  - 2. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, (2 CFR Chapter I, Chapter II, Part 200, et al.)
  - 3. *Guidelines for Financial and Compliance Audits of Federally Assisted Programs* (March 2016 or any updates or revisions thereof). (The Federal Red Book.)
  - 4. *Compliance Supplement for single Audits of State and Local Governments* (The Federal Green Book, 2014 or any updates or revisions thereof.)
  - 5. *Audits of Certain Nonprofit Organizations* (AICPA Audit Guide).
- K. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
- L. The individual signing certifies that the Offeror, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended

from doing work with any Federal, state or local government. (If the Offeror or any individual to be assigned to the audits have been found in violation of any state or AICPA professional standards, this information must be disclosed.)

- M. He/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
- N. The Offeror and any individuals to be assigned to the audits do not have a record of substandard audit work and have not been debarred or suspended from doing work with any federal, state, or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

---

Offeror's Firm Name

---

Signature of Offeror's Representative

---

Printed Name and Title of Individual Signing

**Statement of Price for Agency-wide Audit**

Item	Cost	For SOCAG Use
<b>Financial Audit FY 24 (Describe Costs below)</b>		
Price for FY 25		
Price for FY 26		
Price for FY 27		
Price for FY 28		
<b>SF-SAC Submission</b>		

\_\_\_\_\_

Firm Name of Offeror

By \_\_\_\_\_

Signature

Date \_\_\_\_\_

\_\_\_\_\_

Typed Name and Title

**Statement of Price for Tax Form Preparation**

Item	Cost	For SOCAG Use
<b>Form 990 Federal Return</b>		
Base Price		
Schedule Fee		
Number of Anticipated Schedules		
<b>Oklahoma Tax Return</b>		

\_\_\_\_\_  
Firm Name of Offeror

By \_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Typed Name and Title



**Statement of Price for 403(b) Plan Audit**

Item	Cost	For SOCAG Use
403(b) Plan Audit Year 1 (12/31/23)		
403(b) Plan Audit Year 2		
403(b) Plan Audit Year 3		
403(b) Plan Audit Year 4		
403(b) Plan Audit Year 5		

\_\_\_\_\_  
Firm Name of Offeror

By \_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Typed Name and Title

**Statement of Price for Myleonet Audit**

Item	Cost	For SOCAG Use
<b>Myleonet Audit Year 1 (6/30/24)</b>		
<b>Myleonet Audit Year 2</b>		
<b>Myleonet Audit Year 3</b>		
<b>Myleonet Audit Year 4</b>		
<b>Myleonet Audit Year 5</b>		

\_\_\_\_\_  
Firm Name of Offeror

By \_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Typed Name and Title