***Seneca Gaming Corporation***



TELECOM MAINTENANCE

RFP SGC-0048-21CS

The Seneca Gaming Corporation Procurement Department is requesting bids for the above-mentioned goods and/or services

July 21, 2021

Introduction

Seneca Gaming Corporation is a wholly owned, tribally chartered corporation of the Seneca Nation of Indians (the “Nation”) which operates all of the Nation’s Class III gaming operations in Western New York.

Seneca Gaming Corporation, through its wholly owned subsidiaries, owns and operates Seneca Niagara Resort & Casino in Niagara Falls, New York, Seneca Allegany Resort & Casino in Salamanca, New York, and Seneca Buffalo Creek Casino in Buffalo, New York.

For additional information, please visit our website at [www.Senecacasinos.com](http://www.Senecacasinos.com).

# RFP Objective

Seneca Gaming Corporation (hereinafter referred to as SGC) is seeking a qualified service provider for a phone system maintenance contract for a period of two (2) years with three (3) one year options to renew. **You must be NEC certified.**

# RFP Administrative Information

## Contact Information

Please use the following name and email address for all correspondence with SGC concerning this RFP. Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.

**Coordinating Buye**r:

Name Charles Saxe

Email [csaxe@senecacasinos.com](mailto:csaxe@senecacasinos.com)

## Schedule of Events

RFP issue date: 7/21/21

Bidder questions due: 7/28/21

**Bid Submission Deadline: 8/10/21 by 5:00 PM Eastern Time**

## Intent to Bid

Potential Bidders must submit an email confirming their intent to bid to the Coordinating Buyer by the date and time indicated in the above schedule of events.

Submission of the intent to bid notice constitutes the Potential Bidder’s acceptance of the RFP schedule, procedures evaluation criteria and other administrative instructions of this RFP.

## Bidder Questions

Bidders must submit any questions to the Coordinating Buyer’s email address directly. *No telephone questions will be accepted or considered*.

Questions must reference the specific RFP paragraph number and page and quote the passage being questioned. SGC will respond to questions promptly and will send answers to Bidders as a group.

## Submission of Proposals

Proposals must be submitted in electronic form, preferably in Microsoft Word and/or Microsoft Excel formats. **Note: SGC’s email system rejects incoming messages with attachments exceeding 20 MB**. Bidders are encourage to confirm that the Coordinating Buyer received their bid, prior to the bid submission deadline (date and time) indicated in the above schedule of events.

The Coordinating Buyer must receive proposals on or before the bid submission deadline. **Proposals received after the bid submission deadline will not be considered.**

## Proposal Format

**Part-1 Company Overview**

Section 1: Company Overview

Provide a brief description of the overall organization of your company including the location of corporate headquarters, primary industries and markets served, how long the company has been in business and what experience your company has serving multi property and Native American-owned casinos and casino resorts, if any.

Section 2: References

Include a minimum of three contracts for goods or services similar to those in the RFP’s Requirement Specifications that were awarded within the last three (3) years, along with contact information for each client reference. Wherever possible, include casino and casino-resort clients in these references.

**Part-2 RFP Proposal**

Section 1: Executive Summary

The purpose of this section is to summarize your proposal for SGC evaluators and decision makers. The summary should include, at minimum, key proposal elements, your vectors of competitive differentiation and an overview of your pricing model.

Section 2: Response to Requirements

Include complete responses to all requirements outlined in the Requirements Specification section of this RFP. Reponses are to follow the outline of the Requirements Specification herein (including companion documents, if any) and refer to each requirement being addressed. Requirements that cannot be supported in whole or in part should be identified as such.

Section 3: Bidder Supplemental Information

The purpose of this section is to afford Bidder an opportunity to present necessary information that was not requested. Use this section to indicate, for example, alternative methodology or additional functionality that may be outside the scope of the RFP but could enhance the value of services delivered or potential issues that are relevant to the RFP and your proposal.

Section 4: Product and Service Delivery

This section summarizes for your standard fulfillment processes, including delivery scheduling, response to emergency orders, disaster recovery and equipment installation, maintenance, repair and replacement plans.

**Part-3 Pricing Proposal and Quotes**

Section 1: Pricing Model and Terms

This section summarizes Bidder’s pricing model and applicable terms. Additional offers, discounts, rebates, etc. should be noted separately. Where applicable, pricing should cover the entire term of the contract indicated in the RFP, including any options to renew, where applicable.

**Part-4 Bidder Representations and Certifications**

A corporate officer or person who is authorized to represent Bidder must complete, sign and date the Bidder Certifications and Representations, Section VII of the RFP.

**Part-5 Appendix**

Appendix-A: Evidence of Insurance

Evidence of current insurance is to be provided to the satisfaction of SGC’s Risk Management Department. Insurance requirements vary depending upon the nature of the services and the degree of risk. Standard requirements include minimum $5 million general liability coverage (per occurrence and in the aggregate) [$10 million for construction-related contracts], $1 million automobile liability coverage, combined single limit, for all vehicles brought on-site, worker’s compensation and employer liability insurance in accordance with state law. Additional types of insurance, including, without limitation, professional liability insurance and network privacy/data security/cyber liability insurance, may be required in specific circumstances. SGC and related persons and entities will be additional insured under the general liability and automobile liability policies of insurance.

SGC’s Risk Management Department has discretion to increase, decrease, or dispense with insurance in appropriate cases. They may, in addition to or instead of insurance, require signature of a Waiver, Indemnification and Hold Harmless form by any individuals who will be present on SGC property.

For additional details, see section 22 of SGC’s Standard Terms & Conditions at <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>

Appendix-B: Standard Agreements

Bidders are invited to include their standard form of agreement (preferably in Word format) to form the basis of the contract should it be awarded to them. However, SGC reserves the right to utilize its own standard form of agreement.

## Proposal Evaluation/Vendor Selection

Proposals will be evaluated to determine their completeness and compliance with the mandatory requirements and qualifications specified throughout this document. Failure to comply with one or more of these requirements may result in the proposal being rejected as non-responsive. SGC reserves the right to waive deviations it deems non-material and/or to reject any and all Proposals in its sole discretion.

The successful Bidder(s) will be notified by email of the award of contract, conditional upon appropriate licensure through SGC’s regulatory authority, the Seneca Gaming Authority (“SGA”), providing proof of insurance to the satisfaction of SGC’s Risk Management Department, and signature of a contract and/or issue of a Purchase Order. It is only following all of these actions that the successful Bidder will be considered a Vendor of SGC.

Successful Bidders must complete SGC’s Vendor Registration Form and W-9 (or equivalent for non-U.S. persons/entities). If required, they must also complete and submit to the SGA the requisite vendor license application. They are also responsible for payment of SGA processing or vendor license fees plus the Seneca Nation of Indians Business License fee. Fees range from $750 to $2,500 depending upon the nature of the services. These requirements must be completed and, if applicable, the requisite SGA vendor license issued, prior to signature of the contract. Vendor licenses and fees must be renewed every two years. SGA may also, in an appropriate case, require the licensure of individual employees who perform certain services that are or may be closely associated with SGC’s casino operation. As SGA retains the discretion to make this type of determination on a case-by-case basis, SGC is unable at the RFP point in the bidding process to state definitively whether such licensure will be required in any particular case.

## General Bidder Information

This RFP does not commit SGC to award a contract, to pay any costs incurred in the preparation of the RFP, nor to procure or contract for services or supplies.

It is the policy of SGC that all Proposals are to be held unopened and confidential until after the closing date and time. At the bid opening, Proposals will be opened by the contact Coordinating Buyer and are reviewed by a compliance representative.

Bid Validity. Bidder’s bid submission must remain valid for a minimum of ninety (90) days from the bid closing date.

Minority Bidders:SGC gives priority to Bidders who are Native American, minority, women-owned or small disadvantaged businesses. If your company falls into any of these categories or has contracted with such businesses for the purpose of the proposal, please note as such on your proposal.

Alternative Proposals*(if applicable)*are accepted based on the following conditions: SGC will consider alternative proposals from Bidders provided they have submitted a response based on the original requirements. The alternative Proposal will be submitted separate and apart from the basic Proposal. It is assumed that the materials included in the alternative Proposal meet all of the qualifications of the original Proposal.

Substitutes. Any recommended substitutions should be attached separately. *Products may require testing before acceptance. Bidder’s pricing must include the conversion calculations if your size, pack, weight, etc. is not the same as the specified product(s).* SGC solicits Bidders’ recommendation(s) for new products and/or services leading to lower costs.

Projected Volume. Bidders are advised that the volumes or quantities indicated on the RFP are for reference purposes only and must not be taken as guaranteed or as constituting representations by SGC. Actual volume and quantities may vary depending upon the needs of the SGC departments or business units for which the goods and/services are destined and fluctuations in the business cycle.

## SGC Standard Terms and Conditions

Any purchase order or contract flowing from this RFP (in the absence of language to the contrary in the contract) is subject to the terms and conditions hereof as well as to Seneca Gaming Corporation’s Standard Terms and Conditions which are available on the following website: <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>.

Reference to, or inclusion of, the Bidder’s preprinted terms and conditions with Bidder’s Proposal will not be considered as an exception to SGC Terms and Conditions.

# Provisions Applicable to the Contract

## Agreement Term

The initial term of the contract will be two (2) years, with three (3) one year options to renew in favor of SGC, each (1) year in duration (each a renewal term).

Upon expiration of the initial term and exercised renewal terms, the contract will automatically renewal on a month-to-month basis for a maximum period of six (6) months, in order to allow for coordination with a new RFP process.

## Requirements Specification and Pricing

**NOTE: The vendor must be NEC certified.**

**PARTS DISCOUNT:**

Please provide your guaranteed discount percentage (percentage off the list price) to SGC on the purchases of all NEC parts and products for the contract term \_\_\_\_\_\_\_\_\_\_\_\_\_\_%.

**HOURLY RATES:**

Please provide your guaranteed hourly rates for providing the following services:

* Technical labor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_per hour.
* Remote assistance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per hour.
* Consulting/Engineering $\_\_\_\_\_\_\_\_\_\_\_\_\_\_per hour.
* Technical training $\_\_\_\_\_\_\_\_\_\_\_\_\_\_per hour.
* Trip charge $\_\_\_\_\_\_\_\_\_\_\_\_\_.

The list below encompasses all SGC hardware and software that needs to be covered in this contract and by SGC location(s).

**PRICE/FEE STRUCTURE FOR HARDWARE AND MAINTENANCE:**

1) Provide your quarterly price for service and maintenance of all **hardware**. Price must include all travel related costs.

2) Provide a price for an annual **software** maintenance contract.

* **Seneca Buffalo Creek Casino (Buffalo, NY):**

NEC IP Gateways as follows:

• 2 MG-6COT (2 x 6 Port)

• 1 MG-PRI (1 x 24 Port)

• 1 Digital IPG (32 Port)

• 1 UG-50 (1 x PRI Blade & 4 x 16 Port Analog Blades)

• 1 Adtran 924e (2nd Generation) w/ 23 FXS Ports and 1 PRI Port

1 SR-Node (E) w/ 200 IP End Point Capacity (SBC Support)

Internal Batteries on all Gateways and SR-Node (E)

50 NEC ITL-8LD IP Telephones

16 NEC DTR16D-1 Digital Telephones

24 NEC single line phones

P.O.T.S. Telco Connections

2 PRI T1’s

Gateways off of Niagara SV-9500

Talkaphone Emergency Phones

• 12 Analog

• 1 Cellular

Hardware Coverage:

Adtran 924e Units under Manufacturer Warranty until 8/9/2025

Software Assurance:

SWA Provided under Niagara SV-9500

* **Seneca Allegany Casino and Hotel (Salamanca, NY):**

NEC SV-9500 (V07 H/M) PBX with 6 Physical PIM’s, 5 Virtual Gateway

• D III Redundancy

• 16 Digital Ports (Guest Voicemail Interface)

• 646 Analog Ports

• 161 IP Phones (ITL-8LD / ITK8LCD)

• 1x PRI T1

• 96 SIP Ports

• MG-SIP (VMWare)

• BX1000 (96 SIP Licenses)

• 16 Analog CO Ports

• 2 IPPAD

• 1 Adtran 924e (2nd Generation) w/ 23 FXS Ports and 1 PRI Port

• Rectifier and Battery Plant

PBX is integrated with Property Management System LMS (Lodging Management System)

NEC DTR-1 and NEC DTR-1HM Single line phones

IP Peer to Peer CCIS (30 Channels)

NEC UM8700 Call Server (Ver. 9.X) Virtualized w/ 12 IP PROTIM Ports

2 x 4DAT Cards for Wake up call announcements

Jazz Call Accounting Interface (IP)

NEC UM4730 Guest Voicemail Platform (11.7) w/ 16 Ports (Digital)

• IP PMS Connection

• IP MCI Connection

• Guest “Special Offer” Application

Hardware Coverage:

Adtran 924e Units under Manufacturer Warranty until 8/9/2025

BX1000 under Manufacturer Warranty until 2/5/2022

Software Assurance:

UM4730 Voicemail (Guest Voicemail Platform) 11/3/2021

NEC SV9500 11/9/202

* **Seneca Niagara Casino South Closet (Niagara Falls, NY):**

NEC IP Gateways as follows:

• 1 UG-50 w/

o 8 Analog CO Ports

o 48 Analog Ports

• 1 UG-50 w/

o 64 Analog Ports

• 1 UG-50 w/

o 80 Analog Ports

• 1 UG-50 w/

* + 16 Analog Ports

Internal Batteries on all Gateways

Gateways off of Niagara SV-9500

Software Assurance:

SWA Provided under Niagara SV-9500

* **Seneca Office Building Third Floor Wiring Closet (Niagara Falls, NY):**

NEC IP Gateways as follows:

• 1 UG-50 w/

o 16 Digital Ports

o 8 Analog CO Ports

o 1 PRI T1

o 32 Analog Ports

• 1 UG-50 w/

* + 64 Analog Ports
* 1 Adtran 924e (2nd Generation) w/ 23 FXS Ports and 1 PRI Port

1 SR-Node (E) w/ 1,000 IP End Point Capacity (Niagara Campus)

Internal Batteries on all Gateways and SR-MGC(E)

Gateways off of Niagara SV-9500

Hardware Coverage:

Adtran 924e Unit under Manufacturer Warranty until 8/9/2025

Software Assurance:

SWA Provided under Niagara SV-9500

* **Seneca office Building – State Police Office – 4th floor, (Niagara Falls, NY)**

1 Adtran 924e (2nd Generation) w/23 FXS Ports and 1 PRI Port

Hardware Coverage:

Adtran 924e Unit hardware covered under the maintenance agreement.

* **Seneca Niagara Casino & Hotel (Niagara Falls, NY):**

NEC SV-9500 (V07 H/M) PBX with 8 Physical PIM’s, 4 Virtual Gateways

• D III Redundancy

• 16 Digital Ports (Guest Voicemail Interface)

• 1,703 Analog Ports

• MG-SIP (VMWare)

• 588 (?) IP Phones (ITL-8LD / ITZ-8LDG / ITK8LCD / ITL320)

• 3 Polycom 8440 SIP Wireless Phones

• 1 x PRI T1

• 96 SIP Trunk Ports

• BX1000 (96 SIP Trunk) w/Redundant Power Supply (MDF-1)

• 16 Analog CO Ports

• 2 Adtran 924e (2nd Generation) w/ 23 FXS Ports and 1 PRI Port (MDF-1)

• 2 x 32IPPAD Packages

• Rectifier and Battery Plant

PBX is integrated with Property Management System LMS (Lodging Management System)

NEC DTR-1 and NEC DTR-1HM Single line phones

IP Peer to Peer CCIS (30 Channels)

NEC UM8700 Call Server (Ver. 9.X) Virtualized w/ 24 IP PROTIM Ports

DAT Cards for Wake up call announcements

Jazz Call Accounting Interface (IP)

NEC UM4730 Guest Voicemail Platform (11.7) w/ 16 Ports (Digital)

• IP PMS Connection

• IP MCI Connection

Talkaphone Emergency Phones

• 19 Analog

• 7 Cellular

Hardware Coverage:

Adtran 924e Units under Manufacturer Warranty until 8/9/2025

BX1000 under Manufacturer Warranty until 2/5/2022

Software Assurance:

UM4730 Voicemail (Guest Voicemail Platform) 11/5/2021

NEC SV9500 11/5/2021

* **Seneca Hickory Stick Golf Course (Lewiston, NY):**

UG-50 Gateway with:

• SR-Node (S) licensed for 50 IP Endpoints

• 1 PRI Blade

• 1 x 8 Port Analog CO Line Blade

• 1 x 8 Port Analog Station Blade

• 10 IP Phones

• CCIS Based Voicemail / Automated Attendant with UM8700 – Niagara Call Server

Hardware Coverage:

PRI Blade, SR Node (S) and Analog Station Blade under warranty until 2/5/2022

Software Assurance:

Under Niagara SV9500

Ancillary Platforms / Applications:

Enghouse EICC

Enghouse EICC Platform (Virtualized) with:

• 24 Soft Ports

• 75Agent Desktop

• NEC PBX Option (Integrated w/ Niagara SV-9500)

• 7 x 24 x 365 Reservations Contact Center

• 7 x 24 x 365 IT Help Desk

• Network Queueing

• QMS Suite – 75 Agent Licenses

• QMS Suite – 15 Supervisor Licenses

• Screen Recording – 18 (Help Desk Analysts)

• Call Recording Pause Application (All Contact Center Agents)

Software Assurance (Premier) through Enghouse:

EICC: 11/5/2021

NEC UM8700 Voicemail Platform

UM8700 Platform with:

• 1 System Server (Virtualized)

• 2 Call Servers (Virtualized, 1 per property)

• Exchange Integration (Exchange 2016)

Hardware Coverage:

N/A

Software Assurance:

UM8700 11/3/2021

NEC UCE

UCE 2020 Platform(Virtualized) with

• AD Integration

• MA4000

• 500 UC700 Client Licenses

• 200 MC550 Licenses

Hardware Coverage:

N/A

Software Assurance:

UCE / MA4000 11/3/2021

**Miscellaneous Applications:**

Cloud Based Jazz Call Accounting

Cloud Based JAZZ Implementation with:

• IP Connectivity to Niagara SV-9500

• IP Connectivity to Allegany SV-9500

Trisys TAPIT 6.0

• VMWare based

• IP Connectivity to Niagara SV9500

• Initial Support until 7/5/2022

SLAs

Certified support for all equipment

Require Support Agreement as opposed to Break / Fix

Standards for turn around / response time

Need built in SLAs with opt-out clauses and conditions clearly defined

Physical maintenance spelled out

Software maintenance spelled out

Hardware revision level maintenance / support

Enhancement maintenance / support

ALL Software up to date <quarterly updates>

Automated off-site backups of all equipment?

Break / fix:

Chassis

Cards

Phones

Peripherals

Batteries

## Price/Fee Structure

Provide your price as requested in Section III B for:

* Parts discount.
* Hourly labor rates.
* Quarterly hardware service & maintenance.
* Annual software maintenance contract.

## Price Escalation

Prices are fixed during the term of the contract, including any renewal term.

## Tax Exempt Status

Seneca Gaming Corporation is a governmental instrumentality of the Seneca Nation of Indians all of whose operations (except for its golf course) are on sovereign Seneca Territory. SGC will provide a New York State tax exemption certificate issued in the name of the Seneca Nation of Indians, as applicable.

## Payment Terms

SGC standard payment terms are Net 30 days after delivery of goods and/or services and receipt of a correct invoice. Bidder is encouraged to indicate any additional early payment/ discount terms in its Proposal. It is the policy of SGC not to provide deposits unless significant discounts or special circumstances apply.

# Supplemental Bidder Information

## Business Continuity

For RFP’s involving strategic commodities/services, provide an overview of your disaster recovery/business continuity plan (the “Plan”). The Plan indicates how Bidder minimizes the risk of interruption to Bidder’s ability to provide the goods and/or services contemplated in this RFP in the event of specified occurrence ; Bidder’s critical supplier strategy to ensure continuity of suppliers in such event; and Bidders process or criteria for prioritizing customer demands during a crisis.

## Conformity of Proposal with SGC Requirements

Bidders represent and warrant that the goods and/or services provided in their Proposal will meet SGC’s requirements **as expressed in the Scope of Work contained in this RFP** and will be fit for the purpose expressed herein.

# Vendor Requirements

## Proposal

Successful Bidders should expect that their response to the RFP and any accompanying supporting materials will be incorporated into any contract signed with SGC.

## Standard Service Agreement

Successful Bidder will be expected to sign SGC’s standard services agreement, subject to such changes as are necessary to reflect the terms of this RFP and Successful Bidder’s bid or proposal, and such further changes as the parties, acting reasonably, may agree.

## Data Security

*If required and upon request*, successful Bidder/Vendor will supply a current Statement on Standards for Attestation Engagements [SSAE] SOC 2 report issued by an independent auditor. Software supplied must not contain any code that weakens the security of SGC’s IT systems and applications, including computer viruses and all other forms of malicious code. Successful Bidder/Vendor must share with SGC in writing all security-relevant information regarding the vulnerabilities, risks and threats to its software immediately upon identification. SGC reserves the right at any time during the term of the contract, to conduct an audit of Vendor’s data security measures, either by means of its own personnel or through a service provider retained by SGC. Should the audit reveal that Vendor’s data security processes and procedures are inadequate or that Vendor is in breach of this provision, the cost of the audit shall be borne by Vendor, and SGC may, in its discretion, forthwith terminate the contract or any business relationship between SGC and Vendor.

## Directives and Minimum Internal Control Standards

Vendor must comply with SGC’s reasonable directives as regards IT security and other matters. In addition, as contemplated in § 542.16 of NIGC Information Technology MICS, Vendor must comply with SGC’s internal control standards, including change control procedures and SGC hereby reserves the right to monitor and audit compliance with said internal control procedures, either directly or through an appointed representative such as an external auditor.

# Bidder Certifications and Representations

Bidder is a reputable company fully qualified and regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP.

Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

Bidder understands the requirements and specifications set forth in this RFP and affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

1. Bidder has reviewed and understood SGC’s Standard Terms & Conditions found at <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>

Bidder represents and warrants that all goods and services quoted in response to this RFP will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Bidder acknowledges that SGC will rely on such statements, information and representations in selecting the Awarded Vendor. If selected by SGC as the Awarded Vendor, Bidder will notify SGC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.

**I, the undersigned, hereby certify that I am authorized to sign as a representative for the Bidder listed below:**

Legal Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DBA (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAICS code # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_