

REQUEST FOR PROPOSALS

For the period July 1, 2020 – June 30, 2021
(With option to extend)

PROFESSIONAL AUDIT AND RELATED FINANCIAL SERVICES

RELEASE DATE:
February 1, 2021

DUE DATE:
~~March 1, 2021~~ **March 8, 2021**
4:00PM (PST)



East Cascades
WORKS

Connecting Talent To Opportunity

East Cascades Workforce Investment Board dba East Cascades Works
404 SW Columbia St, Suite 200
Bend, OR 97702
(541) 213-0684
www.ecworks.org

East Cascades Works is an equal opportunity employer / program. Auxiliary aids and services available upon request to individuals with disabilities.

East Cascades Works
REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL AUDIT AND RELATED FINANCIAL SERVICES

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I) Introduction

A) General Overview

East Cascades Workforce Investment Board dba East Cascades Works (EC Works) is soliciting proposals from qualified certified public accounting firms to conduct the annual independent audit of the organization's financial transactions, prepare financial reports and supplementary information, and express an opinion on the fairness of the presentation of EC Works' financial statements, individual funds and component units. The contract period for this engagement will be for the fiscal year ending June 30, 2021, with an option to extend for each of the four (4) subsequent fiscal years through June 30, 2025.

These audits are to be performed in accordance with:

- generally accepted auditing standards,
- the most current standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards,
- U.S. Office of Management and Budget (OMB) 2 CFR 200 requirements

These audits are to include preparation of:

- Federal Form 990
- State of Oregon Form CT-12

EC Works audits over the previous five years have been conducted 100% remote, as all documentation is stored digitally.

There is no expressed or implied obligation for EC Works to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, email your proposal to ecworks.rfp@ecworks.org by 4:00 PM PST, on March 4 8, 2021. All proposals are to be clearly labeled "RFP Audit Proposal", and contain two separate documents, clearly labeled "Technical Proposal" and "Cost Proposal".

EC Works reserves the right to reject without prejudice any or all proposals submitted.

During the evaluation process, EC Works reserves the right to request additional information or clarification from responding firms, or to allow corrections of errors or omissions, when it may serve the best interest of EC Works. Firms submitting proposals may be requested to make oral presentations as part of the evaluation process at the discretion of EC Works.

EC Works reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals (RFP), unless clearly and specifically noted in the proposal submitted and confirmed in the contract between EC Works and the firm selected.

It is anticipated the selection of a firm will be completed by April 5, 2021 with notification of the selected firm. It is expected a contract will be executed between both parties by May 3, 2021.

B) Proposal Timeline

Issue Date	February 1, 2021
RFP Contact Info	Ecworks.rfp@ecworks.org
Deadline for Written Questions to Clarify the RFP	February 22, 2021 March 1, 2021
Deadline for Proposals	March 4 8 , 2021 4PM PST
Notification of Award	April 5, 2021
Deadline for Appeals	Five business days following actual Notification of Award

C) Inquiries

Any inquiry related to this RFP must be submitted electronically to ecworks.rfp@ecworks.org. Questions will not be answered over the phone. Written questions received by ~~February 22, 2021~~ **March 1, 2021** will be responded to by posting on the question-and-answer section dedicated to this RFP, on the EC Works website www.ecworks.org.

Bidders are responsible to check the web page frequently to stay connected and apprised throughout the process.

D) Required Submittals Checklist

For consideration, respondent(s) shall return:

- Mandatory Requirements of the Proposal (Exhibit A)*
- Technical Requirements of the Proposal (Exhibit B)*
- Unit Price Consideration (Exhibit C)*
- Proposal Response Form (Exhibit D)*

II) Description of East Cascades Works

A) General Background

EC Works is a 501(c)(3) nonprofit organization whose mission is to address critical workforce, educational and training challenges, and develop a skilled workforce that meets the needs of businesses and strengthens the local economy in our 10-County region.

As the recognized Local Workforce Board organized under the Workforce Innovation and Opportunity Act (WIOA), EC Works has a board of directors representing private industry, labor, educational institutions, local government, and service agencies creating an effective partnership between businesses and workforce providers.

Though EC Works is a non-profit, governments are the primary sources of funds. Consistent with this funding, EC Works utilizes fund accounting principles more closely resembling a traditional local government.

B) Revenue Streams

During fiscal year 2019-2020, EC Works earned approximately \$4.8 million in revenues primarily through the following federal, state, and local programs:

<u>Programs</u>	<u>CFDA No</u>	
USDOL WIOA Programs	17.258, 17.259, 17.278	\$3.56M
USDOL WIOA National Emergency Grant**	17.277	\$77,000
USDOL Apprenticeship USA*	17.285	\$202,000
USDOL H1B Job Training Grant	17.268	\$2,000
State of Oregon Grants		\$471,000
Local Revenue		\$334,000
Other		\$208,000

*USDOL Apprenticeship USA is winding down during fiscal year 2020-2021 and we anticipate less than \$100,000 in expenses for this funding stream.

**EC Works anticipates just over \$500,000 in expenses for the USDOL WIOA National Emergency Grant for fiscal year 2020-2021.

New for fiscal year 2020-2021 EC Works was awarded a \$1 million over three-year grant from the Oregon Health Authority and Oregon Health Sciences University; as well as \$290,000 six-month award from the Oregon Department of Education.

C) Accounting System

EC Works uses QuickBooks Advance Online software to maintain its general ledger, budget and accounts payable functions, and utilizes the accrual accounting method.

D) Cognizant Federal Agency

EC Works has determined that the U.S. Department of Labor will function as the cognizant agency in accordance with the provisions of regulations set forth in 2 CFR 200.

III) Nature of Services Required

A) Scope of Audit

EC Works has engaged Jones and Roth, P.C., 260 Country Club Rd #100, Eugene OR 97401, as its independent auditors for the last five years. The most recently completed audit can be found attached to this RFP.

EC Works desires the auditor to express an opinion on the fairness of the presentation of its general purpose financial statements, individual funds and component units, in conformity with generally accepted accounting principles, as outlined in **III.B.** below.

The auditor will provide EC Works with financial and supplementary reports, as outlined in **III.C.** below.

1. The auditor shall audit all of the books, records, funds, and all other financial documents and information of EC Works in order to express an opinion as to the statement of financial position, statement of activities, statement of functional expenses and statement of cash flows of the various funds and account groups of EC Works in

conformity with generally accepted accounting principles.

2. The audit shall be conducted in accordance with Government Auditing Standards, issued by the Comptroller General of the United States; applicable provisions of 2 CFR 200.
3. At the close of the annual audit, the auditor shall conduct an exit interview with EC Works management staff and provide a summary of any recommendations for improvement of procedures and practices or internal accounting control.
4. The auditor and EC Works shall have a mutually agreed upon schedule of audit activities and timelines. EC Works records will be available for preliminary work by September 15.
5. Draft audited financial statements shall be complete and presented by the firm's partner and/or audit manager to the EC Works Executive Committee at their regularly scheduled January meetings, with final audited financial statements presented by the firm's partner and/or audit manager to the full Board of Directors at their regularly scheduled January meetings. EC Works and the auditor shall develop an agreed upon timeline to meet these deadlines. These deadlines may be extended due to unforeseen delays upon agreement of both parties.
6. The auditor shall have staff available to answer questions on fiscal matters that may come up during the course of the fiscal year.

B) Auditing Standards

To meet the requirements of this RFP, the audit shall be performed in accordance with: generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the most current standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of U.S. Office of Management and Budget (OMB) 2 CFR 200.

C) Reports Required

Following the audit of the fiscal year's financial statements the auditor shall prepare and issue:

1. Financial statements with audit reports and supplemental information for EC Works, as of and for the year ended June 30, 2021.
2. Schedule of Expenditures of Federal Awards.
3. Report on internal accounting controls at the general purpose financial statement level and the federal assistance program level.
4. Report on compliance at the general purpose financial statement level and with laws and regulations relating to general and specific requirements of EC Works major federal assistance programs in accordance with 2 CFR 200 and pronouncements of the U.S.

Departments of Labor, the Oregon Higher Education Coordinating Commission Office of Workforce Investments, applicable counties, and other governmental institutions, including all compliance requirements of the Workforce Innovation and Opportunity Act.

5. (Form 990) Organization Exempt from Income Tax and (Form CT-12) Annual Report – Charitable Organizations for filing with the Internal Revenue Service and the State of Oregon.

6. Letter to Management and the Board of Directors to communicate any weaknesses noted in the systems of internal accounting control, compliance with laws and regulations or in other financial management practices, and to provide any other meaningful related advice.

7. Report to the Board of Directors in accordance with U.S. Auditing Standards, including comments on the auditor's responsibility under generally accepted auditing standards, significant accounting policies, management judgments and accounting estimates, significant audit adjustments, and major issues discussed with management.

8. Provide periodic written notices interpreting accounting principles or regulatory pronouncements that may affect EC Works financial statements.

9. Deliver appropriate presentations to EC Works management and Board of Directors following the conclusion of the audit, discussing results of the audit, findings, recommendations and relevant performance trends.

All report preparation, proofreading, printing, and binding shall be the responsibility of the auditor.

Irregularities and illegal acts: auditors are required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

- U.S. DOL Office of Inspector General Hotline at (800) 347-3756
- Regional (Oregon) Office of Inspector General Hotline at (877) 678-4222
- EC Works Executive Committee – EC Works staff are required to provide contact information upon request

D) Modifications to Original Scope of Work

The proposal shall contain provisions to the effect that in the event that circumstances disclosed by the audit indicate that a more intensive and detailed examination is required in addition to that which would be sufficient under normal circumstances, the firm shall provide all pertinent facts relative to the extraordinary circumstances together with the firm's estimate of the additional services to EC Works. Any fees relating to such extensions of examination procedures are to be considered as additional fees subject to negotiation and are not included within the scope of services to be performed under the original contract.

Contract award is conditioned on the availability of federal funds in WIOA and is subject to termination due to lack of funds or authorization. EC Works will promptly provide the firm with notice of any funding or regulatory changes.

E) Working Paper Retention and Access

All working papers and reports must be retained at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by EC Works that there is a need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- U. S. Department of Labor;
- U. S. General Accounting Office;
- Parties designated by Federal or State governments or by EC Works as part of an audit quality review process; and
- Auditors of other entities of which EC Works is a sub-recipient of grant funds.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

IV) Proposal Requirements

A) General

Proposals shall be firm, may not be modified or withdrawn, for a period of sixty (60) days after the RFP closing date.

B) Conflict of Interest

Respondent certifies, by submitting a proposal in response to this Request for Proposal, that it is prohibited from accepting, directly or indirectly, rebate, gifts, money, service, promise of contract for future award or compensation from any person to whom any contract, service, or purchase order is awarded in which the EC Works is involved or interested.

C) Mandatory Requirements

The purpose of the Exhibit A-Mandatory Requirements is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of EC Works, in conformity with the requirements of this RFP. The Mandatory Requirements should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE MANDATORY REQUIREMENTS DOCUMENT.

D) Technical Proposal

Evaluation criteria are broken down into three (3) major categories: General, Personnel, and Services.

E) Cost Proposal

The Sealed Dollar Cost Bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all inclusive maximum price amount is to contain all direct and indirect costs including all out-of-pocket expenses.

EC Works will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the Sealed Dollar Cost Bid. Such costs should not be included in the proposal.

1. Schedule of Rates:

Sealed Dollar Cost Bid include a schedule detailing rates by partner, specialist, supervisor and staff levels; the hours anticipated for each; and the extended amounts, presented in the format provided in Exhibit C, to support the total all-inclusive maximum price.

2. Travel and Out of-pocket expenses

Out of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at rates no higher than those used by EC Works for its employees. All expense reimbursements shall be included in and support the total all-inclusive maximum price submitted by the firm.

3. Contract Renewal Rates:

As the contract is renewed for each additional one-year period, the fees will be negotiated based on the actual costs of the 2020-2021 audit and any additional, pertinent information either EC Works or the firm may have received.

4. Additional Services:

If it should become necessary for EC Works to request the auditor to render any additional services to either supplement the services requested in this RFP or as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an amendment to the contract between EC Works and the firm. Any such additional work agreed to between EC Works and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Sealed Dollar Cost Bid.

5. Progress Payments:

Progress payments may be requested on the basis of hours of work completed during the course of this engagement and out-of-pocket expenses incurred, in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than one calendar month.

F) Content and Format

The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, organization, and clarity of content.

V) Evaluation Procedures

A) Review of Proposals

EC Works staff will first review the proposals to confirm whether each respondent has met all mandatory requirements, and whether there are signed copies of all the standard

documents. Only those proposals, which appear to meet all mandatory requirements will be further considered.

All qualifying proposals will then be evaluated and scored based upon the Technical Requirements identified in this RFP.

The cost proposals will then be reviewed, and additional points added to the technical scores in accordance with the evaluation criteria.

Award of the contract will be made to the most responsive and responsible respondent as determined by EC Works formal review.

All prospective applicants for this request for proposals (RFP) are prohibited from contacting the members of the EC Works Board of Directors, the members of the Central Oregon Workforce Consortium (COWC) and/or individual EC Works staff regarding this solicitation to avoid actual or perceived conflicts or undue influence over the process. Contact with anyone for the purpose of influencing the outcome of the process will result in the disqualification of the proposer. EC Works has taken every precaution to ensure the development of this request for proposals, its contents and the review process are kept confidential until provisional award notices are announced.

B) Evaluation Criteria

All Mandatory Requirements must be met in order to qualify for consideration.

Points for Technical and Cost Requirements Criteria will be awarded as follows:

Section 1: General	40 Points
Section 2: Personnel	80 Points
Section 3: Services	60 Points
Unit Price Consideration	<u>100 Points</u>
Total Points Available	280 Points

81 to 100%: Excellent; provides lots of good material and discusses different approaches. Submission exceeds expectations, excellent probability of success in achieving all objectives. Very innovative.

61 to 80%: Above average; exceeds minimum in some areas. Very good probability of success. Achieves all objectives in a reasonable fashion.

41 to 60%: Acceptable; meets minimum requirements. Has reasonable probability of success. Some objectives may not be met.

21 to 40%: Fair; partially unresponsive. Falls short of expectations and has a low probability of success.

1 to 20%: Inadequate; fails to meet perceived needs. Submission fails to meet requirements and the approach has no probability of success.

0%: Non-responsive; not addressed in Proposal.

Evaluation of cost

Points awarded for the not to exceed cost = $(A \div B)$ multiplied by N

A = Cost of lowest valid proposal

B = Cost of proposal being scored

N = Number of points allocated to cost

C) Appeal of Award

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the award recommendation process.
- The firm filing the appeal must specify the basis of the appeal and provide an alternative. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for award is also not open to an appeal, nor is a complaint about the amount of the award granted. The appeal must be a violation of the process established for this solicitation.
- The appeal must be submitted in writing to EC Works within 5 calendar days of the contract award notification.
- EC Works will issue a decision on appeals within 7 calendar days of receipt.

EXHIBIT A

MANDATORY REQUIREMENTS OF THE PROPOSAL

M.1 Proposal shall be submitted by email to ecworks.rfp@ecworks.org clearly marked “**RFP Audit Proposal**” and submitted by the date and time and in the manner prescribed in the Public Notice contained within this RFP.

M.2 Exhibit D-Proposal Response Form must be submitted and signed by an authorized agent of the firm.

M.3 Respondent shall present evidence that its firm or its officers have been engaged for at least the past three (3) years in providing services as listed in this RFP. Provide a minimum of three (3) references, where work was performed within the last three (3) years, that you judge to be of similar scope and complexity. Include the name, position, telephone number, and email address of a contact person.

Those Respondents earning the highest points for technical qualifications and cost may have their references checked and assessed against the established evaluation criteria contained herein. EC Works will not enter into contract negotiations with any Respondent whose references are found to be unsatisfactory; negative comments may be reviewed by the Respondent.

References to entities which are owned by the Respondent, or are owned by an entity which also owns significant interest in the Respondent, are not acceptable and do not comply with the requirement of this subsection.

EC Works reserves the right to investigate and consider all information provided in response to the RFP, including, without limitation: any customer references, whether or not furnished.

M.4 EC Works and the individual auditors shall maintain an independent attitude and appearance. Provide a statement that the firm and its individual team members are independent of EC Works.

M.5 The firm shall disclose any judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization. If no such conditions exist, so indicate.

M.6 The firm shall supply a brief description of their firm and of the parent corporation, if any.

M.7 The firm shall include a statement that senior audit personnel assigned to this audit are licensed by the Oregon State Board of Accountancy that none of these individuals have been disciplined by the State's licensing board for performing substandard work within the past two years.

M.8 The firm shall provide proof that it participates in an external quality control review (peer review) program by submitting a copy of their latest peer review report.

M.9 The firm shall identify the partners and managers who would be responsible for the audit and provide resumes for each of them.

M.10 The firm shall provide a list of clients they have lost in the past five years and the reasons for the losses, including contact person and phone number. EC Works reserves the right to investigate any client references, whether furnished by the proposed as well as past performance of any proposed, with respect to its successful performance of similar service, compliance with specifications and contractual obligations, and its completion or delivery of a product/service on schedule. If no such conditions exist, so indicate.

EXHIBIT B

TECHNICAL REQUIREMENTS OF THE PROPOSAL

EC Works will use the following criteria and guidelines to determine which proposal may best meet EC Works' needs. Evaluation criteria are broken down into three (3) major categories: General, Personnel, and Services.

D.1 General	POINTS AVAILABLE
D.1.a What do you believe the strengths of your firm are with regards to the requested services?	10
D.1.b Please detail your firm's customer service philosophy.	10
D.1.c Describe the procedures your firm will use to develop and communicate with EC Works' fiscal personnel with regard to: <ul style="list-style-type: none"> D.1.c.1 Suggested and/or required audit adjustments. D.1.c.2 Recommendations to EC Works management personnel. D.1.c.3 Weaknesses noted in internal controls, accounting systems, and compliance with laws and regulations. 	10
D.1.d What are your firm's policies regarding the billing for phone calls and other questions raised during the contract year?	10
D.2 Personnel	POINTS AVAILABLE
D.2.a Provide a history of your staff's longevity.	10
D.2.b Indicate the number of personnel that would be assigned to the audit and their associated responsibilities.	10
D.2.c Provide details of the non-profit auditing experience for the personnel that would be assigned to the audit, including number of years of experience.	20

<p>D.2.d EC Works has an interest in using a firm that has the ability to periodically rotate the lead/coordinating and reviewing partners. Report the policy of your firm regarding rotation of personnel assigned to engagements under the following circumstances: D.2.d.1 During the year undergoing an audit. D.2.d.2 Year to year.</p>	20
<p>D.2.e Summarize your firm’s policy regarding the degree of participation of senior audit personnel that will be assigned to this engagement? What do you anticipate the frequency of their contact with EC Works personnel will be?</p>	10
<p>D.2.f Describe how your staff maintains professional proficiency? What is your firm’s professional development policy?</p>	10
<p>D.3 Services</p>	POINTS AVAILABLE
<p>D.3.a Describe the firm’s knowledge and recent experience in auditing Federal, State, and Local Government grants, including 2 CFR 200.</p>	20
<p>D.3.b Describe the firm’s knowledge and experience in preparing financial statements for federal and state funded not-for-profit entities in accordance with current FASB standards.</p>	10
<p>D.3.c Describe your firm’s approach to assessing control risk in small non-profit organizations.</p>	10
<p>D.3.d Detail the scope of work and related time frames that you will require EC Works’ staff to perform enabling you to deliver the final auditor opinions, reports and findings by the deadlines noted previously.</p>	10
<p>D.3.e Provide any additional policy, procedure, practice or idea your firm has (that is not covered in this RFP) which you feel would add value to EC Works’ audit process.</p>	10

EXHIBIT C

UNIT PRICE CONSIDERATION

Respondent shall submit their proposal for pricing on the following "Unit Price Consideration" form. Using this will help ensure consistency in the financial evaluation. Blanks on the "Unit Price Consideration" Form will be interpreted as zero (0) and no price will be allowed for that item. Respondent agrees to perform all work/services on the basis of Respondent's unit price amounts detailed in this Exhibit C.

1. Basic audit fee for first contractual year not to exceed amount.
(Your cost score will be based on this proposed amount.) \$ _____

2. Hourly rate applicable to audit fee and additional work beyond the scope of the audit as may be requested:

Partner (or equivalent) in charge of audit \$ _____ /Hr

Manager (or equivalent) in charge of audit \$ _____ /Hr

Staff accountants (or equivalent) \$ _____ /Hr

Secretarial/Clerical \$ _____ /Hr

Other (Specify) \$ _____ /Hr

For any expenses not specified herein, or any exceptions to the expense items listed in this Exhibit C, Respondent will obtain separate written approval from EC Works prior to incurring any expense for which reimbursement will be sought.

EXHIBIT D
PROPOSAL RESPONSE FORM

Professional Audit & Related Financial Services,
Closing Date: March 4~~,8~~, 2021 at 4:00 p.m.PST

I, the undersigned, an authorized representative of _____
(Company Name)

whose address is _____
(Number and Street) (City and State) (Zip)

have read and thoroughly understand the Request for Proposal (RFP) Solicitation Document issued by EC Works for furnishing the Work required by the RFP for Financial Audit Services.

Acting on behalf of my firm, which is listed above, I do attest that the services offered by us meets EC Works' specifications in every respect except those described on the attached list of "Exceptions."

We have attached a listing of Exceptions _____ (Y/N). ("Y" or "Yes" response indicates Exceptions to the Specifications have been taken and have been attached and indicated as such.)

We, therefore, offer and make this proposal to furnish, at the prices indicated with the submission of Exhibit C, the Work required by the Solicitation Document to provide Financial Audit Services.

Oregon Business Registration

To transact business in the State of Oregon, respondent must be registered with the State of Oregon Corporations Division. Please indicate your business' current registration type with an "X" in the appropriate space:

- _____ Corporate Registration
_____ Assumed Business Name Registration

The Undersigned certifies that this proposal has been arrived at independently, without consultation, communication, collusion designed to limit independent bidding or competition, or agreement as to any matter relating to this proposal that would in any way interfere with fair competition except as otherwise stipulated by Oregon Statute.

It is understood that the Respondent, before signing his/her proposal, has made a careful examination of the plans, specifications, and character of work required.

EC Works will in no case be responsible for any loss for any unanticipated costs which may be suffered by the Contractor as a result of the Contractor's failure to fully inform EC Works in regard to all conditions pertaining to the completion of the contract.

I have read and understood the attached Solicitation Document and agree to abide by and fulfill requirements if awarded the contract as a result of this proposal.

FIRM NAME: _____ TELEPHONE NO. _____

E-MAIL ADDRESS: _____

FEDERAL ID: _____

MAILING ADDRESS: _____

NAME/TITLE: _____

DATE: _____ SIGNATURE: _____