

REQUEST FOR PROPOSALS
City of Rochester
Bureau of Communications

Release date: May 24, 2011
Responses due: June 6, 2011

PURPOSE OF THIS REQUEST FOR PROPOSAL (“RFP”)

The City of Rochester, New York, requests proposals from qualified individuals or organizations to act as the City’s advertising buying agent (“Buying Agent”).

BACKGROUND

The City of Rochester’s Bureau of Communications markets and promotes a wide variety of programs, events and services. The agency or individual selected from this RFP will act as the City’s Buying Agent. The Buying Agent will procure advertising on behalf of the City upon request. The City will not pay advertising vendors directly and will reimburse the Buying Agent for the advertising expenses which the Agent incurs on behalf of the City. The advertising purchase and pay process will be detailed below and will be included in the Professional Services Agreement for this service. The selected Buying Agent must have the capability to conform to this process. The City will provide compensation to the Buying Agent through the Agent’s commissionable advertising invoices; as well as through a set, monthly fee for the Agent’s administrative, planning and consultation work for the City. The Bureau of Communications produces its own creative advertising materials and the broker will not be required to provide these services.

The issuance of this request for proposal constitutes an invitation to submit a proposal. The city reserves the right to determine in its sole discretion; whether any aspect of the proposal satisfactorily meets the criteria set forth in the RFP, the right to seek additional information from any proposer, the right to negotiate with any proposer, and the right to reject any or all proposals with or without cause. In the event that this RFP is withdrawn by the city for any reason, including, but not limited to the failure to occur of any of those events set forth herein, the city shall have no liability to any vendor for any costs or expenses incurred with this RFP or otherwise.

DELIVERABLES

The individual or agency selected in response to this RFP will be required to provide the following services:

- Provide detailed marketing plans upon request.
- Provide marketing and communications planning and consultation.
- Negotiate the best possible value for the City’s advertising funds.
- Order and reserve advertising on the City’s behalf.
- Inform the Communications Bureau of appropriate advertising specials and opportunities.
- Provide the City with media target market and ratings information, and current advertising rate sheets.

- Negotiate advertising, community calendar and public service announcement support for City programs, events and services.
- Provide invoices to the City for the advertising it procures for the City.
- Pay media vendors directly for City advertising expenses.

PROCESS

The process for advertisement procurement and payment will take place as follows:

- The Bureau of Communications will contact the Buying Agent to convey the City's particular advertising goals and available advertising budget.
- The Buying Agent will provide the City with an advertising and marketing plan for the City's approval.
- The marketing plan submitted by the Buying Agent must include:
 - A detailed breakdown of the types of media included in the plan;
 - Specifications for creative production needs;
 - Dates the advertising will appear;
 - Deadlines for creative artwork;
 - Itemized contact information for artwork submission;
 - Itemized cost of each advertisement;
 - Total cost of advertising campaign;
- Upon approval of the marketing plan, the City will generate a purchase requisition and purchase order to be used to pay for the advertising within the plan.
- The City will provide a purchase order number to the Buying Agent.
- Upon receipt of the City's purchase order, the Buying Agent will reserve and order the advertising contained within the marketing plan.
- The Communications Bureau will then develop the required creative materials and submit the creative artwork directly to the media vendors.
- Advertising procured in this manner will be billable directly to the Buying Agency, not to the City.
- The Buying Agency will forward its invoices to the City's Bureau of Communications for payment processing, indicating on the invoice, the purchase order number related to the particular marketing plan.
- The Buying Agency will forward and attach proof of delivery receipts in the form of advertising tear sheets, broadcast affidavits, or other acceptable proofs of advertising placement to all advertising invoices it sends to the City.
- The City will process the Buying Agent's invoice and not pay any media vendors directly.

Compensation to the Buying Agency will be in the form of earned commissions on broadcast media it purchases on behalf of the City, as well as a fixed annual retainer fee not to exceed \$10,000 for administrative and consultation services. Individuals or agencies submitting proposals in response to this RFP ("Proposers") must indicate that

they are able to work within this process. Proposers are also asked to include in their submission a sample marketing plan that would be used under the finalized contract.

SCOPE OF PROCUREMENT

The successful proposer will be required to enter into a Professional Services Agreement ("PSA") with the City, which will commence on approximately July 1, 2011 and end on June 30, 2014 with an option to renew for an additional three-year term. Please note that Professional Services Agreements are subject to City Council authorization. A sample draft PSA is attached.

SUBMISSIONS

Proposals must be submitted by 4 p.m. on June 6, 2011. The review committee will select the preferred proposal by June 8, 2011. The preferred proposal will be submitted to City Council for a vote on June 21, 2011.

Proposals should be submitted to:

Ted Capuano, Assistant to the Director
City of Rochester, Bureau of Communications
City Hall, 30 Church Street, Room 202 A
Rochester, NY 14614

Or via email: ted.capuano@cityofrochester.gov

The City of Rochester will make every effort to adhere to the following schedule:

Item	Who	Deadline
Issue RFP	Bureau of Communications	May 24, 2011
Written Questions Submitted	Proposer	May 31, 2011
Responses to Written Questions	Bureau of Communications	June 3, 2011
Submission of Proposals	Proposer	June 6, 2011
Proposal Decision	City Review Committee	June 8, 2011
City Council Vote	City Council	June 21, 2011
Contract Award	Bureau of Communications	June 28, 2011

Submission of Questions

Proposers may submit written questions or requests for clarifications of this RFP until close of business on May 31, 2011. All written questions should be emailed to Ted Capuano at ted.capuano@cityofrochester.gov. Written responses to written questions will be distributed by email to all Proposers who have provided the City with an email address by June 3, 2011.

Submission of Proposals

All proposals must be received for review and evaluation by the City of Rochester no later than 5:00 pm Eastern Standard Time on June 6, 2008. **Proposals received after this deadline will not be accepted.** The date and time of receipt will be recorded on each proposal. Proposals must be sealed and labeled on the outside of the package to

clearly indicate that they are in response to the Advertising Buying Agent RFP. Proposals submitted by facsimile or other electronic means will not be accepted.

PROPOSAL EVALUATION AND METHOD OF AWARD

The evaluation of proposals will be performed by a review committee appointed by the Director of Communications (evaluation criteria can be found later in this document). Proposals shall be evaluated by the review committee on the basis of demonstrated competence and qualification for the type of service required. The sole objective of the review committee is to score the responses and recommend the proposal which is most advantageous to the City of Rochester, taking into consideration the evaluation factors set forth herein. Although costs will be a factor considered by the review committee, it may not be determinative, depending on other factors. The review committee may interview the Proposers with the top-rated proposals; however, contracts may be awarded without any interviews.

FINAL CONTRACT

A contract will be awarded to the Proposer which the City determines, in its sole discretion, best meets the requirements of the RFP and the needs of the City based on its evaluation of the submitted proposals. It is expected that a Professional Services Agreement (PSA) will be executed with the successful Proposer between June 22 and June 30, 2011. In the event that mutually agreeable terms cannot be reached within the time specified, the City reserves the right to negotiate and enter into an agreement with another Proposer whose proposal most closely meets the City requirements and needs, without undertaking a new RFP process.

INCURRED COSTS

Any costs incurred by the Proposer in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP will be borne solely by the Proposer.

SUBCONTRACTORS

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The Buying Agent shall be wholly responsible for the entire service term whether or not subcontractors are used.

PROPOSER'S RIGHT TO WITHDRAW PROPOSAL

Proposer may withdraw their proposal at any time prior to the deadline for receipt for proposals. The Proposer must submit a written withdrawal request signed by the Offeror's duly authorized representative, addressed to Ted Capuano, City of Rochester, 30 Church Street, Room 202 A, Rochester, NY 14614.

RESPONSE FORMAT AND ORGANIZATION

Proposer may submit only one proposal. Proposer shall deliver nine (9) identical printed copies of their proposal, cost proposal, and any supporting information. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. All discussion of proposed costs, rates, or expenses must occur only in the cost response section.

- a) Letter of Transmittal
- b) Proposal Summary
- c) Proposal
- d) Experience
- e) References
- f) Cost Response (retainage fee shall not exceed \$10,000 annually)
- g) Supporting Documentation

Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. This letter must:

- a) Identify the submitting organization and principal;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the names, titles, email addresses, and telephone numbers of persons to be contacted for clarification;
- d) Be signed by the persons authorized to contractually obligate the organization;
- e) Acknowledge receipt of any and all amendments to this RFP.

Experience

Please submit detailed information regarding your company's background and experience, as well as complete details about your company's business credentials. This section will include a statement of your company's experience reserving advertising in local print, broadcast, online, outdoor and other media, including the names of the local media that you are able to procure advertising from. It should also include the number of years the company has been in business, its organizational structure, how many staff would be actively involved with the project, their positions, job descriptions, and resumes, including experience of the staff who will be working with the City. If requested by the City Director of Finance, Proposers shall provide financial information necessary for the Director to establish that the Proposer has the financial ability to successfully complete the requirements of the PSA.

References

Please submit the names of other major clients. Include the names, addresses, phone numbers and e-mail addresses of four client references and four business references.

Cost Response

Please submit the amount required for a monthly retainer fee for administrative costs and consultation services for an annual amount not to exceed \$10,000.

Supporting Documentation

Please submit a sample marketing plan, including the items listed above. Any supporting documentation shall be included to clarify any section of the proposal.

EVALUATION CRITERIA (subject to adjustment by City of Rochester prior to issue of this document)

The following is a summary of evaluation factors. These, along with general requirements, will be used to evaluate proposals.

Proposal presentation & completeness	10 pts
Relevant Experience	50 pts
Sufficient & Qualified Staff/Partners	10 pts
References	10 pts
Cost component	20 pts

Bids will not be considered if they are incomplete. Complete proposals must be received by June 6, 2011.

For more information, contact:

Ted Capuano
City of Rochester, Bureau of Communications
City Hall, 30 Church Street, Room 202 A
Rochester, NY 14614
ted.capuano@cityofrochester.gov
585-428-6427

SAMPLE - AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, is made this 1st, day of December, 2010, by and between the **CITY OF ROCHESTER**, a municipal corporation having its principal office located at City Hall, 30 Church Street, Rochester, New York 14614, hereinafter referred to as the "City" _____ with offices located at _____ hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the City desires to secure the professional services of a Consultant to provide services required for advertising planning and buying hereinafter referred to as the "Project", and,

WHEREAS, the Consultant has the necessary equipment, personnel and expertise to perform the Project.

NOW THEREFORE, in consideration of the terms and conditions contained herein, the parties do covenant and agree as follows:

SECTION 1. DESCRIPTION OF CONSULTANT'S SERVICES

A. The Consultant shall, upon receipt of Notice to Proceed, or upon the commencement date specified in Section 2 hereof, whichever is earlier, perform in a professional and workmanlike manner to the reasonable satisfaction of the City, all of the services required below or reasonably required in order to carry out the services set forth herein:

- Provide detailed marketing plans upon request.
- Provide marketing and communications planning and consultation.
- Negotiate the best possible value for the City's advertising funds.
- Order and reserve advertising on the City's behalf.
- Inform the Communications Bureau of appropriate advertising specials and opportunities.
- Provide the City with media target market and ratings information, and current advertising rate sheets.
- Negotiate advertising, community calendar and public service announcement support for City programs, events and services.
- Provide invoices to the City for the advertising it procures for the City.
- Pay media vendors directly for City advertising expenses.

B. Except as otherwise specified in this Agreement, all equipment, materials and supplies required to carry out the provisions of this Agreement and to perform the services described above shall be furnished by the Consultant and shall be fit for their purpose to the reasonable satisfaction of the City.

C. PROCESS

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 - Total cost of advertising campaign;
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- The City will provide a purchase order number to the Buying Agent.
- Upon receipt of the City's purchase order, the Buying Agent will reserve and order the advertising contained within the marketing plan.
- The Communications Bureau will then develop the required creative materials and submit the creative artwork directly to the media vendors.
- Advertising procured in this manner will be billable directly to the Buying Agency, not to the City.
- The Buying Agency will forward its invoices to the City's Bureau of Communications for payment processing, indicating on the invoice, the purchase order number related to the particular marketing plan.
- The Buying Agency will forward and attach proof of delivery receipts in the form of advertising tear sheets, broadcast affidavits, or other acceptable proofs of advertising placement to all advertising invoices it sends to the City.
- The City will process the Buying Agent's invoice and not pay any media vendors directly.

SECTION 2. TERM

The services required of the Consultant pursuant to this Agreement shall commence on July 1, 2011 and shall terminate on June 30, 2014. There shall be an option to renew this Agreement for an additional three-year period.

SECTION 3. FEE

A. The City agrees to pay and the Consultant agrees to accept as full payment for the work and services performed pursuant to this Agreement, the following payable in the following manner:

1. Payment of _____ per month, upon receipt of invoice after completion of Consultant services.
2. Consultant will also earn agency commission on the broadcast advertising it buys on behalf of the City.

SECTION 4. AUTHORIZED AGENT FOR THE CITY AND THE CONSULTANT

A. The City hereby designates:

Director of Communications

City Hall Room 202A

30 Church St.

Rochester, NY 14614

B. The Consultant hereby designates:

or their authorized representatives in case of absence, as Authorized Agents of the City and of the Consultant for receipt of all notices, demands, vouchers and other communications and all orders, permissions, and directions pursuant to this Agreement, which shall be sufficiently communicated, given and/or delivered if dispatched by registered or certified mail, postage prepaid, or delivered personally to the authorized agents designated herein. The parties reserve the right to designate other or additional agents upon written notice to the other party which shall be signed by the Authorized Agent of the requesting party.

SECTION 5. INDEMNIFICATION

The Consultant hereby agrees to defend, indemnify and save harmless the City of Rochester against any and all liability, loss, damage, suit, charge, attorney's fees and expenses of whatever kind or nature which the City may directly or indirectly incur, or be required to pay by reason or in consequence of the intentionally wrongful or negligent act or omission of the Consultant, its agents, employees or contractors. If a claim or action is made or brought against the City and for which the Consultant may be responsible hereunder in whole or in

part, then the Consultant shall be notified and shall handle or participate in the handling of the defense of such matter.

SECTION 6. WORKERS' COMPENSATION AND DISABILITY BENEFITS INSURANCE

This Agreement shall be void and of no effect unless the Consultant shall secure compensation for the benefit of, and keep insured during the life of this Agreement, any and all employees as are required to be insured under the provisions of the Workers' Compensation Law of the State of New York or the state of the Consultant's residence, whichever may apply. The Consultant shall provide proof to the City, duly subscribed by an insurance carrier, that such Workers' Compensation and Disability Benefits coverage have been secured. In the alternative, Consultant shall provide proof of self-insurance or shall establish that Workers' Compensation and/or Disability Benefits coverage is not required by submitting a completed New York State Workers' Compensation Board's form WC/DB-100.

SECTION 7. EQUAL OPPORTUNITY **EQUAL OPPORTUNITY**

A. General Policy

The City of Rochester, New York reaffirms its policy of Equal Opportunity and its commitment to require all contractors, lessors, vendors and suppliers doing business with the City to follow a policy of Equal Opportunity, in accordance with the requirements set forth herein. The City further does not discriminate on the basis of disability, in admission or access to, or treatment or employment in its programs and activities. The City is including these policy statements in all bid documents, contracts, and leases. Contractors, lessors, vendors and suppliers shall comply with all State and Federal Equal Opportunity laws and regulations and shall submit documentation regarding Equal Opportunity upon the City's request.

B. Definitions

GOOD FAITH EFFORT - shall mean every reasonable attempt to comply with the provisions of this policy by making every reasonable effort to achieve a level of employment of minority groups and female workers that is consistent with their presence in the local work force.

MINORITY GROUP PERSONS - shall mean a person of Black, Spanish surname American, Asian American or American Indian ethnic or racial origin and identity.

C. Compliance

The Consultant shall comply with all of the following provisions of this Equal Opportunity Requirement:

1. The Consultant shall not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability or marital status in the performance of services or programs pursuant to this agreement. The Consultant agrees to make a good faith effort to

employ minority group persons and females and that in hiring employees and treating employees performing work under this Agreement or any subcontract hereunder, the Consultant, and its subcontractors, if any, shall not, by reason of age, race, creed, color, national origin, sex, sexual orientation, disability or marital status discriminate against any person who is qualified and available to perform the work to which the employment relates. The Consultant agrees to take affirmative action to ensure that applicants are employed and that employees are treated during their employment, without regard to their race, color, religion, sex, age or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotions or transfers, recruitment and recruitment advertising, layoffs, terminations, rates of pay and other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post notices in conspicuous places available to employees and applicants for employment, and to include language in all solicitations or advertisements for employment placed by or on behalf of the Consultant, reflecting this nondiscrimination policy.

2. If the Consultant is found guilty of discrimination in employment on the grounds of age, race, creed, color, national origin, sex, sexual orientation, disability or marital status by any court or administrative agency that has jurisdiction pursuant to any State or Federal Equal Opportunity Laws or regulations, such determination will be deemed to be a breach of contract, and this Agreement will be terminated in whole or part without any penalty or damages to the City on account of such cancellation or termination, and the Consultant shall be disqualified from thereafter selling to, submitting bids to, or receiving awards of contract with the City of Rochester for goods, work, or services until such time as the Consultant can demonstrate its compliance with this policy and all applicable Federal and State Equal Opportunity laws and regulations.

3. The Consultant shall cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

SECTION 8. LIVING WAGE REQUIREMENTS

A. Applicability of Living Wage Requirements

This section shall apply and the Consultant shall comply with the requirements of Section 8A-18 of the Municipal Code of the City of Rochester, known as the "Rochester Living Wage Ordinance", in the event that payments by the City to the Consultant under this Agreement shall exceed fifty thousand dollars (\$50,000) during a period of one year. If this Agreement is amended to increase the amount payable hereunder to more than fifty thousand dollars (\$50,000) during a period of one year, then any such amendment shall be subject to Section 8A-18.

B. Compliance

The Consultant shall pay no less than a Living Wage to any part-time or full-time Covered Employee, as that term is defined in Section 8A-18B, who directly expends his or her time on this Agreement, for the time said person actually spends on this Agreement. Living Wage, as set forth in this Agreement, shall be the hourly amount set forth in Section 8A-18(C)(2), and any adjustments thereto, which shall be made on July 1 of each year and shall be made available in the Office of the City Clerk and on the City's website, at www.cityofrochester.gov. Consultant shall also comply with all other provisions of Section 8A-18, including but not limited to all reporting, posting and notification requirements and shall be subject to any compliance, sanction and enforcement provisions set forth therein.

C. Exemption

This section shall not apply to any of Consultant's employees who are compensated in accordance with the terms of a collective bargaining agreement.

SECTION 9. COMPLIANCE WITH MACBRIDE PRINCIPLES

The Consultant agrees that it will observe Ordinance No. 88-19 of the City of Rochester, which condemns religious discrimination in Northern Ireland and requires persons contracting to provide goods and services to the City to comply with the MacBride Principles. A copy of the MacBride Principles is on file in the Office of the Director of Finance.

SECTION 10. COMPLIANCE WITH ALL LAWS

The Consultant agrees that during the performance of the work required pursuant to this Agreement, the Consultant, and all employees working under the Consultant's direction shall strictly comply with all local, state, or federal laws, ordinances, rules or regulations controlling or limiting in any way the performance of the work required by this Agreement. Furthermore, each and every provision of law and clause required by law to be inserted in this agreement shall be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein. If, through mistake or otherwise, any such provision is not inserted, or is not properly inserted, then upon the application of either party this Agreement shall be forthwith physically amended to make such insertion or correction.

SECTION 11. AUDIT

The Consultant agrees that the City shall, until the expiration of three (3) years after final payment, have access to and the right to examine any directly pertinent books, documents, papers and records of the Consultant and of any of the subcontractors engaged in the performance of and involving transactions related to this Agreement or any subcontracts.

SECTION 12. PROHIBITION AGAINST ASSIGNMENT

The Consultant is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or any of its contents, or of any right, title or interest therein, or of

the power to execute this Agreement, to any other person or corporation without the previous consent, in writing, of the City.

SECTION 13. OBLIGATIONS LIMITED TO FUNDS AVAILABLE

The parties specifically agree that the Consultant's duty to perform work under this agreement and the City's obligation to pay for that work, including any out-of-pocket and subcontracting expenses of the Consultant, shall be limited to the amount of money actually appropriated by the City Council and encumbered (i.e., certified as being available) for this Project by the City Director of Finance (or his authorized deputy). This provision shall limit the parties' obligation to perform even though this Agreement may provide for the payment of a fee greater than the appropriated and encumbered amount.

SECTION 14. EXTENT OF AGREEMENT

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral. Any modification or amendment to this Agreement shall be void unless it is in writing and subscribed by the party to be charged or by the party's authorized agent.

SECTION 15. STATUS AS INDEPENDENT CONTRACTOR

The Consultant, as an independent contractor, covenants and agrees to conduct the work under this Agreement consistent with such status. The Consultant shall neither pretend nor claim to be an officer or employee of the City by reason hereof, nor make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the City, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

SECTION 16. LAW

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

SECTION 17. NO-WAIVER

In the event that the terms and conditions of this Agreement are not strictly enforced by the City, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the City from enforcing each and every term of this Agreement thereafter.

SECTION 18. SEVERABILITY

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

SECTION 19. TERMINATION FOR DEFAULT

The performance of work under this Agreement may be terminated by the City in accordance with this clause in whole, or from time to time in part, whenever the Consultant shall default in the performance of this Agreement in accordance with its terms. Upon termination, the City may take over the work to be performed and complete the same by contract or otherwise, and the Consultant shall be liable to the City for any excess cost occasioned thereby. The total fee payable to the Consultant under this Agreement upon such termination shall be such proportionate part of the total fee as the value of the work satisfactorily completed and delivered to the City bears to the value of the work contemplated by this Agreement.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the date first written above.

CITY OF ROCHESTER

Approved as to form:

BY: _____

Thomas S. Richards, Mayor

By: _____

City of Rochester

Corporation Counsel

City of Rochester

Approved for funds:

CONSULTANT

By: _____

BY: _____

Director of Finance

Name:

City of Rochester

Taxpayer Id. No.

STATE OF NEW YORK)

COUNTY OF MONROE) SS:

On this ____ day of _____, 201_, before me the subscriber, personally came THOMAS S. RICHARDS, known, who being by me duly sworn, did depose and say that he resides in the City of Rochester; that he is the Mayor of the City of Rochester, the municipal corporation described in and which executed the above instrument; and that he signed his name to the foregoing instrument by virtue of the authority vested in her by the laws of the State of New York and the local laws and ordinances of the City of Rochester.

Notary Public

STATE OF NEW YORK)

COUNTY OF MONROE) ss.:

On the ____ day of _____, 201_ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

