

**COUNTY OF PASSAIC  
PROCUREMENT CENTER  
495 RIVER STREET  
PATERSON, NJ 07524**

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495 RIVER STREET  
PATERSON, NJ 07524

Michael Marinello, R.P.P.O.

Passaic County

Purchasing Agent

Request for Qualification

Fair and Open Process

REQUEST FOR QUALIFICATIONS

FOR THE SERVICES OF

**RE- Bid PREAKNESS HEALTHCARE CENTER**

**RFQ: PSYCHIATRIST, PLAZA WEST MENTAL HEALTH PROGRAM**

ISSUE DATE: December 21, 2009

DUE DATE: January 21, 2010

*NOTE: The County of Passaic will consider Qualification Statements only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.*

## **GLOSSARY**

The following definitions shall apply t and are used in this Request for Qualifications:

“County” - refers to County of Passaic.

“Qualification Statement” – refers to the complete responses to this RFQ submitted by the Respondents.

“Qualified Respondent” – refers to those Respondent(s) who (in the sole judgment of the County) have satisfied the qualification criteria set forth in this RFQ.

“RFQ” – refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” – refers to the interested firm(s) that submit a Qualification Statement(s).

### **1.1. Procurement Process and Schedule.**

The County of Passaic has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each firm is provided an equal opportunity to submit a Qualification Statement. Responses to the RFQ will be evaluated in accordance with the criteria set forth in later section(s) of this RFQ, which will be applied in the same manner to each Qualification Statement received. The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq). The selection is, however, subject to the New Jersey Local Unit Pay-to-Play Law (N.J.S.A. 19:44A-20.4 et seq).

Qualification Statements will be reviewed and evaluated by the County of Passaic with assistance from its financial and legal advisors (collectively, the “Review Team”). Under no circumstances will a member of the review team review responses to an RFQ for a service for which they or their firm submitted a response. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, and the County of Passaic will (in its sole judgment) determine which Respondents are Qualified (from professional, administrative and financial standpoints.) Each Respondent that meets the requirement of the RFQ (in the sole judgment of the County) will be designated as a Qualified Respondent and may be given the opportunity to submit a detailed Proposal in response to subsequent RFQ’s issued by the County of Passaic.

The RFQ process commences with the issuances of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The County of Passaic reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed, in writing, to the County’s Designated Contact Person as set forth herein.

Subsequent to issuance of this RFQ, the County of Passaic (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by, and in the sole judgment of, the County.

**TABLE 1**  
**ANTICIPATED PROCUREMENT SCHEDULE**

| ACTIVITY                                  | DATE                     |
|-------------------------------------------|--------------------------|
| 1. Issuance of Request for Qualifications | <u>December 21, 2009</u> |
| 2. Receipt of Qualification Statements    | <u>January 21, 2010</u>  |

**1.2. Conditions Applicable to RFQ.**

Upon submission of a Qualifications Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualifications Statement:

- This document is an RFQ and does not constitute a Request for Proposals (“RFP”).
- This RFQ does not commit the County of Passaic to issue an RFP or to award a contract for the services contemplated by this RFQ.
- The County of Passaic reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The County of Passaic reserves the right (in its sole judgment) to seek additional information, waive requirements or reject any Respondent that submits incomplete responses to this RFQ.
- The County of Passaic reserves the right (in its sole judgment) to determine those Respondents that are qualified to perform the services contemplated by this RFQ.
- The County of Passaic reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the County of Passaic and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the County of Passaic (in the exercise of its sole discretion: in accordance with law.

- Responses to this RFQ are the property of the county of Passaic and will be “public records: Responses that are labeled “confidential”, or that contain information identified as “confidential”, will not be acceptable for consideration by the County of Passaic.
- The County of Passaic may request Respondents to send representatives to the County of Passaic for interviews.
- Any and all Qualification Statements not received on or before the time set herein for receipt may be rejected.
- Neither the County of Passaic, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualifications Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualifications Statement or for participating in this procurement process.

### **1.3. Rights of the County of Passaic**

The County of Passaic reserves, holds and my exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the County of Passaic deems necessary or convenient, to clarify the information provided as part of the Qualifications Statement and to request additional information to support the information included in any Qualification Statement.

- To suspend or terminate the procurement process described in the RFQ at any time (in its sole discretion.) If terminated, the County of Passaic may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The County of Passaic shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

**Addenda or Amendments to RFQ.**

During the period provided for the preparation of Qualification Statement, the County of Passaic may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the County of Passaic and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the designated submission date.

**1.4. Cost of Preparation.**

Each Qualification Statement and all information required to be submitted; pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the County of Passaic, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

**1.5. Format.**

Responses should cover all information requested in this RFQ. Responses which in the judgment of the County of Passaic fail to meet the requirement of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

## SECTION 2

### **PREAKNESS HEALTHCARE CENTER RFQ: PSYCHIATRIST, PLAZA WEST MENTAL HEALTH PROGRAM**

#### **Qualifications**

M.D., Board certified in Psychiatry.

Experience in treatment of residents with dementia, traumatic brain injury, psychiatric illness or who are developmentally disabled.

#### **Scope of Services/Duties and Responsibilities**

Preakness Healthcare Center is seeking a Psychiatrist for its Mental Health Programs. The psychiatrist will have administrative and clinical responsibilities.

Preakness Healthcare Center is licensed by the New Jersey Department of Health and Senior Services as a skilled nursing facility. Services include a Mental Health Program. The program is located at 305 Oldham Road, Wayne, New Jersey.

The Mental Health Program is managed by an interdisciplinary treatment team that includes a psychiatrist. Clinical staff include Nurse Practitioners, RN's, LPN's, Social Worker, Therapeutic Recreation staff, Dietitian, C.N.A.'s, and Consultant Psychologists.

#### **Administrative**

Directs the administrative aspects of psychiatric care collaborating with the Executive Director, Facility Medical Director and Program Coordinator.

Assists in the development of the scope and characteristics of psychiatric service programs, sets the standards of care and assists in their implementation and assures the quality of all psychiatric care services.

Adheres to Facility Policies and Procedures.

Assists in the development of psychiatric emergency treatment procedures maintaining admitting privileges at a minimum of one acute care hospital with a psychiatric unit that will accept resident transfers from the Mental Health Program. Preference is for transfer to a facility in Passaic County or an adjacent County.

Assists in the development of resident transfer procedures to acute care for emergencies and for discharge from Mental Health Program.

Will comply with all applicable Federal, State and local laws, rules and regulations including but not limited to the Department of Health and Senior Services (DHSS), Office of Inspector General (OIG), Medicaid and Medicare.

### **Physician Services**

Provides psychiatric coverage 7 days a week/24 hours a day.

Arranges psychiatric coverage in your planned absence notifying Facility Medical Director. Covering physician must obtain privileges from facility.

Participates in resident care, treatment, and management systems through interdisciplinary team meetings.

Reviews resident's total program of care, including medication at each visit. Complies with State protocols on usage of psychoactive medications. Provides psychiatric treatment plan.

Prepares, authenticates, and dates progress notes in legible detail of each visit at the time of visit.

Authenticates and dates all orders.

### **Educational**

Participates in and provides in-service training programs for staff and families (at minimum quarterly).

### **Collaboration and Networking**

Acts as a representative to the community on behalf of Preakness, communicating Services of the Mental Health Programs.

Serves as a member of the Medical Staff of Preakness and attends medical staff meetings.

Works in collaboration with team members.

## **Requirements**

Four to six hours per week in the above scope of duties.

Must maintain a monthly log of hours worked in various duties for Corporate Compliance and processing of invoices by signing in and out on Mental Health Program's log.

Accepts call status for unit 24/7 obtaining own coverage for time away.

Assumes responsibility for billing appropriate payer sources for physician's services.

Must provide proof of professional liability insurance in the amount of \$1M/occurrence, \$3M/aggregate.

## **Reimbursement**

The position is paid by a grant funded stipend.

Specify your rate/hour to provide services for the scope above.

The physician is responsible for obtaining resident specific reimbursements for his/her services from Medicare Part B, Medicaid, Managed Care Organizations (MCO), Third Party Insurance, Private Pay or other sources.

## **Mandatory Requirements**

Complete the entire RFQ as indicated.

Interview with Medical Committee of Board of Managers if requested by Committee.

Privileges will be granted by the County of Passaic Board of Chosen Freeholders based on recommendations by the Executive Director, the Facility Medical Director, the Medical Committee and the Board of Managers.

**Signed Agreement to comply with New Jersey State Regulations, Federal Regulations, OIG Guidelines and Corporate Compliance.**

**PREAKNESS HEALTHCARE CENTER**  
**Compliance Program Summary For Vendors**

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**I. OUR MISSION AND VALUES**

**Preakness Healthcare Center is committed to preserving the rights and dignity of each individual and we strive to promote the highest quality of life. We are committed not only to providing our residents with high quality and caring medical and nursing services, but also to providing those services pursuant to the highest ethical, business, and legal standards.**

**II. CODE OF CONDUCT**

**We have adopted a Code of Conduct and Compliance Standards and Procedures for employees and all persons and entities with which Preakness contracts. This includes individual physicians, physician groups, vendors, contractors, and other health care providers. Our Code of Conduct generally requires honesty and lawful conduct and cooperation with our Compliance Program to ensure that our Compliance Standards and Procedures are met.**

### III. COMPLIANCE STANDARDS

A. **Federal Sentencing Guidelines.** *In order to be effective, a Compliance Program must follow the seven standards outlined in the Federal government's Sentencing Guidelines. Thus, an effective Compliance Program must:*

- **establish clear standards;**
- **be administered by a designated Compliance Officer;**
- **provide that all positions involving significant discretionary decision-making are filled by honest employees;**
- **periodically train employees;**
- **continuously monitor (i.e., audit) the institution's business systems;**
- **provide for an enforcement mechanism to deal with violations of the established standards; and**
- **respond effectively to such violations.**

B. **Preakness' Compliance Standards.** *Our Compliance Program incorporates all of the standards enumerated above. Specifically, we have set standards relating to:*

#### **Quality of Services.**

1. Preakness is committed to providing and ensuring that each resident receives all care and services needed to attain and maintain their highest practicable level of physical, emotional and social well-being, in accordance with individual assessments and care plans. Preakness will assess
2. residents' medical conditions upon admission and throughout their stay, in accordance with all applicable federal and state regulations and time limits.

- **Preakness will provide rehabilitative services, such as physical therapy, occupational therapy, speech-language pathology and mental health services, but only to the extent that these services are reasonable and necessary for the treatment of the resident.**
- **Allegations of resident abuse will be immediately reported to the appropriate supervisor and investigated in accordance with all applicable rules and regulations.**

#### **2. Documentation and Billing.**

- All billing must be accurate and truthful and based on adequate documentation of the medical justification for the services provided.
- We maintain a comprehensive and up-to-date plan of care for each resident in a skilled nursing unit.
- **All resident assessment documents, including but not limited to Minimum Data Sets (MDS) and Resident Assessment Protocols**

**(RAPs), must be fully, timely, and accurately completed in accordance with all applicable federal, state, and local rules and regulations.**

### **3. Referrals**

In compliance with federal and state anti-referral laws, Preakness does not pay incentives to any personnel based upon the number of persons admitted or the value of services provided. Nor does Preakness pay physicians, or anyone else, either directly or indirectly, for resident referrals. Preakness also does not accept any form of remuneration in return for referring our residents to other health care providers.

## **IV. COMPLIANCE PROCEDURES**

- A. Reporting and Complaint Procedures.** *Anyone may raise any question they might have about potentially unethical or illegal conduct with our Compliance Officer. The Compliance Officer will conduct an appropriate inquiry and as necessary, will institute remedial action.*
- B. No Retaliation Allowed.** *Retaliation in any form against an individual who in good faith reports possible unethical or illegal conduct is strictly prohibited and is itself a serious violation of the Code of Conduct.*
- C. Compliance Assurance Reviews.** *The Compliance Officer will ensure that reviews of documentation, billing, and business practices are conducted on a regular, periodic basis.*
- D. Training.** *Preakness holds training sessions which focus on legal requirements and compliance standards. Anyone involved in completing reimbursement related documents or in generating these documents must be trained in the applicable rules and regulations for Medicare, Medicaid and other third party payers.*

## **V. COMPLIANCE OFFICE CONTACT INFORMATION**

**If you have any questions or comments regarding our compliance policies or procedures, or if you believe that our standards of conduct are being violated, we encourage you to contact our Compliance Officer, Lucinda Corrado at (973) 904-6040.**

**THE ABOVE INFORMATION IS A SUMMARY OF THE PREAKNESS HEALTHCARE CENTER'S COMPLIANCE PROGRAM. IF YOU WISH TO OBTAIN A COPY OF OUR COMPLETE CODE OF CONDUCT AND COMPLIANCE**

### **SECTION 3 SUBMISSION REQUIREMENTS**

#### **3.1. General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in Section 2 and shall also incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

#### **3.2 Administrative Information Requirements.**

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Intent (see Appendix A to this RFQ).
3. An executed Certifications document (see Appendix B to this RFQ).
4. Name, address and telephone number of the firm submitting the Qualification Statement pursuant to this RFQ and the name of the key contact person.
5. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
  - b) If a firm is a partially owned or a full-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the

- parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
- c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in b) above for each member of the partnership, joint venture or similar organization.
- d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance. Respondents are required (pursuant to Section 4 of this RFQ) to provide an Employee Information Report demonstrating compliance with the affirmative action requirements set forth at P.L. 1975, c. 127.
6. The number of years your organization has been operating and in business under the present name.
7. The number of years the business organization has been under the current management personnel.
8. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
9. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
10. Confirm appropriate federal and state licenses to perform activities.

### **Section 3.3 Professional Information Requirements.**

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
- a) Description and scope of work by Respondent
  - b) Name, address and contact information f references
  - c) Explanation of perceived relevance of the experience to the RFQ.
2. Describe the services that Respondent would perform directly.
3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
4. Does the Respondent normally employ union or non-union employees?
5. Resumes of key employees (see specific requirements in Section 2 above).
6. A narrative statement of the Respondent's understanding of the County's needs and goals.
7. List all immediate relatives of Principal(s) of Respondent who are County employees or elected officials of the County. For purposes of the above,

“immediate relative” means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

## SECTION 4

### INSTRUCTIONS and DUE DATE

Qualification Statements must be submitted to, and be received by the County of Passaic's Designated Contact Person, via mail or hand delivery, by 10:00 a.m. Prevailing Time on **Thursday January 21, 2010** Qualification Statements will not be accepted by facsimile transmission or e-mail.

Designated Contact Person:

**Michael Marinello, R.P.P.O.  
Passaic County Procurement Center  
495 River Street - 2<sup>nd</sup> Floor  
Paterson, NJ 07524  
Phone: 973-247-3303  
Fax: 973-742-8295**

Respondents must submit an **original and four (4) copies** of their Qualification Statement to the Designated Contact Person.

**Respondents must also submit a New Jersey Business Registration Certificate (pursuant to N.J.S.A. 54A:7-1.2), a Stockholder Disclosure Certificate, Employee Information Report (demonstrating compliance with the affirmative action requirements set forth at P.L. 1975, c. 127) and any other requirements set forth herein.**

To be responsive, Qualification Statements must provide all requested information, and must conform to the instructions set forth herein. Qualification Statements and all related information must be bound, signed and acknowledged by the Respondent.

## **SECTION 5**

### **EVALUATION CRITERIA**

The County of Passaic objective in soliciting Qualification Statements is to enable it to select a firm or organization (or multiple firms or organizations) that will provide high quality and cost effective services to the citizens of Passaic County. The County will consider Qualification Statements only from firms or organizations that, in the County's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this RFQ.

Proposals will be evaluated by the County on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field
2. Knowledge of the County and the subject matter addressed under the contract
3. Availability to accommodate the required meetings of the County, and
4. Other factors to be demonstrated to be in the best interest of the County

## APPENDIX A

### LETTER OF INTENT

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

*Passaic County Board of Chosen Freeholders  
401 Grand Street, Room 205  
Paterson, NJ 07065-2853*

*[insert date]*

*Attn: Anthony J. DeNova, County Administrator*

*Re: [insert title of RFQ]*

*Dear Mr. DeNova:*

*The undersigned, as Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the County of Passaic ("County"), dated [insert date], in connection with the services set forth above.*

*(Name of Respondent) HEREBY STATES:*

*1. The Qualification Statement contains accurate, factual and complete information. We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of the undersigned Respondent.*

*2. The undersigned Respondent is interested in being invited to respond to the County of Passaic request for Qualifications (RFQ). It is the intent of Respondent, to complete and submit a Qualification Statement for the provision of the services set forth above and to enter into a contract for said services if selected and awarded a contract by the Passaic County Board of Chosen Freeholders..*

*3. The undersigned Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the County of Passaic Procurement schedule.*

*4. The undersigned Respondent agrees that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement submitted in response to the RFQ, or any negotiation which results there from shall be borne exclusively by the Respondent.*

5. The undersigned Respondent hereby declares that the only persons participating in this Qualification Statements as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional person may subsequently be include as participating principals, but only if acceptable to the County of Passaic. The undersigned Respondent further declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. The undersigned Respondent acknowledge and agrees that the County of Passaic may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the County of Passaic shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. The undersigned Respondent acknowledges that any contract executed with respect to the provision of the above referenced services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

8. The undersigned Respondent acknowledges and agrees that it will be obligated to satisfy the requirements set forth in Section Two of this RFQ at the time of submission of its Qualification Statement. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of its submittal.

*[Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.]*

(Signature of Chief Executive Officer)

(Typed name and Title)

Typed name and Firm

Date

*(If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.)*

## **APPENDIX B**

### **CERTIFICATIONS**

In addition to responding to the foregoing items, the undersigned Respondent certifies that:

A. The firm's participation in the matters contemplated by this RFQ will not create any conflict of interest for the firm or any of its officers or employees.

B. The firm is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, age, disability, national origin, or ancestry.

C. The firm is not currently in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on the firm's ability to serve if selected.

D. The firm understands and agrees that during the time it is a member of the group of qualified firms it will not be eligible to serve as financial advisor to the County of Passaic, and that it does not, and will not during that time, have a financial interest in any firm providing financial advisory services to the County of Passaic.

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_, 2010