

| SOLICITATION/CONTRACT RESPONDANT/OFFEROR TO COMPLETE BLOCKS 10, 12, 14, 19, 20 & 25 | | | PAGE 1 OF 1 | | | |
|--|--|--|--|---|-------------------|------------|
| 1. CONTRACT NO. | 2. AWARD EFFECTIVE DATE | 3. SOLICITATION NUMBER CS-TC-23-003 Customer Relations Management System | 4. SOLICITATION TYPE <input checked="" type="checkbox"/> SEALED BIDS <input type="checkbox"/> NEGOTIATED | 5. SOLICITATION ISSUE DATE 10/26/2022 | | |
| 6. ISSUED BY Cincinnati State Technical and Community College Purchasing and Materials Management Department, Room 155 3520 Central Parkway Cincinnati, Ohio 45223 (513) 569-1588 NO COLLECT CALLS | | | 7. TYPE ACQUISITION IS: <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> MINORITY BUSINESS <input type="checkbox"/> SMALL BUSINESS SIC: SIZE STANDARD: | | | |
| 8. RFP REVIEW November 16, 2022, 2:00 pm, Eastern Time This Form <u>Must</u> Be Complete, Signed and Returned With Bid | | | | | | |
| 9. ITEMS TO BE PURCHASED (BRIEF DESCRIPTION) <input type="checkbox"/> SUPPLIES <input checked="" type="checkbox"/> SERVICES Commodity Code: Customer Relations Management System | | | | | | |
| 10. IF OFFER IS ACCEPTED BY CINCINNATI STATE WITHIN <u>60</u> CALENDAR DAYS (NO. CALENDAR DAYS UNLESS OFFEROR INSERTS A DIFFERENT PERIOD) FROM THE DATE SET FORTH IN BLOCK 8 ABOVE. THE CONTRACTOR AGREES TO HOLD ITS OFFERED PRICES FIRM FOR THE ITEMS SOLICITED HEREIN AND TO ACCEPT ANY RESULTING CONTRACT SUBJECT TO THE TERMS AND CONDITIONS STATED HEREIN. | | | 11. ADMINISTERED BY Cincinnati State Technical and Community College Melissa Scott 3520 Central Parkway Cincinnati, OH 45223 | | | |
| 12. CONTRACTOR OFFEROR FEDERAL ID# EMAIL ADDRESS TELEPHONE NO: <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFEROR | | | 13. Administrated By: Cincinnati State Technical and Community College Accounts Payable, Room 155 3520 Central Parkway Cincinnati, OH 45223 accounts payable@cincinnati.state.edu SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 13 | | | |
| 14. PROMPT PAY DISCOUNT | | | | | | |
| 15. ITEM # | 16. SCHEDULE OF SUPPLIES/SERVICES | | 17. QUANTITY | 18. UNIT | 19. UNIT PRICE | 20. AMOUNT |
| | <p align="center">*Note to Respondants*</p> <p>Please send proposals electronically by <u>email</u> on or before Friday, November 16th, 2022 by 2:00pm Eastern time to: melissa.scott@cincinnati.state.edu</p> <p>**RFP QUESTIONS** Email to: melissa.scott@cincinnati.state.edu Questions due by Thursday, November 8th, 2022 by 2:00pm Eastern Time</p> | | | | | |
| 21. ACCOUNTING AND APPROPRIATION DATA | | | 22. TOTAL AWARD AMOUNT (CINCINNATI STATE USE ONLY) | | | |
| 23. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT. RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY CONTINUATION SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED FAILURE TO COMPLETE AND RETURN THIS DOCUMENT WILL DISQUALIFY BID. | | | 24. AWARD OF CONTRACT: YOUR OFFER ON SOLICITATION NUMBER SHOWN IN BLOCK 3 INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS | | | |
| 25. SIGNATURE OF OFFEROR/CONTRACTOR | | | 25. CINCINNATI STATE COLLEGE (CONTRACTING OFFICER SIGNATURE)  | | | |
| NAME AND TITLE OF SIGNER (TYPE OR PRINT) | | DATE SIGNED | NAME OF CONTRACTING OFFICER | | DATE SIGNED | |
| | | | Christopher Calvert | | 10/26/2022 | |
| E-MAIL ADDRESS OF SIGNER | | | | | | |

Cincinnati State Technical and Community College

State Project Number: CS-TC-23-003

**REQUEST FOR PROPOSAL -
CUSTOMER RELATIONS
MANAGEMENT SYSTEM**

October 26, 2022

State Project # **CS-TC-20-003**

Customer Relations Management (CRM) System

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CINCINNATI STATE TECHNICAL AND COMMUNITY COLLEGE

**STATE PROJECT NUMBER CS-TC-23-003
Customer Relations Management (CRM) System**

I. Schedule of Events:

| Project Milestone | Date |
|--|--|
| Request for Proposal Issued | October 26, 2022 |
| Deadline for Vendors to Submit Questions | November 8, 2022, by 2:00 PM Eastern Time |
| For questions regarding this RFP, please contact: Melissa Scott Purchasing Assistant 3250 Central Parkway Cincinnati, OH 45223 Melissa.scott@cincinnati.edu Questions must be submitted by the due date/time in writing to Melissa Scott preferably by email. | |
| Response to Vendor Questions | |
| Answers to all vendor questions will be distributed in an Addendum to this RFP and will be sent via email | |
| Proposals Due | November 16, 2022, by 2:00 PM Eastern Time |

All correspondence regarding this RFP will be done solely through the Purchasing Assistant at Cincinnati State Technical and Community College. Any communication with staff, committee members or Cincinnati State consultants during this RFP process, may result in the rejection of your proposal.

II. Introduction

Cincinnati State is seeking a CRM to streamline and improve communications, process multiple applications for admission, onboard new students and increase enrollment.

III. Project Scope

Cincinnati State is exploring replacement of its current CRM system. The intent of this Request for Proposal (RFP) is to acquire and implement a new CRM system that will integrate directly with the institution's Colleague ERP system.

IV. Requirements

Cincinnati State requires a solution that provides the following **minimum requirements**:

- **Implementation will begin no later than Q2 of the 2023 calendar year**
- Provides ability to streamline multiple applications and decision processes, with automated admission and communication (email and printed)
- Provides a document repository and ability for students and high schools to upload documents
- Provides real-time funnel analysis that includes not only demographics, but how students are engaging with emails, texts, and campaigns
- Provides Analytics and dashboards to track performance, productivity, and forecasting
- Provides robust event management capability
- Functions as an enterprise system that would serve multiple departments (admissions, alumni, dual credit, etc.)
- Provides ability to build and manage recruitment campaigns for a variety of constituents (prospects, applicants, admitted students; dual credit students; high school counselors; agencies) and creates a unique experience for Cincinnati State
- Provides task and calendar management for admissions staff
- Provides Social media integration
- Provides call campaign management with click to call/ automated dialer
- Provides the ability to attach images and video to email (including the ability to attach personalized video)
- Includes a personalized student portal (communication, landing pages, marketing, application status, event management, scholarship/financial aid)
- Streamlines the student funnel journey from Prospect to onboarding
- Provides automated and individualized email and texting campaigns based on student funnel status
- Includes artificial Intelligence capabilities
- Delivers Email and texting templates and best practices
- Provides Texting - Team and individual long codes and unlimited messages
- Improves productivity and automates workflows
- Provides Chatbot integration
- Includes 24x7 Technical Support
- Includes role-based access
- Provides a sandbox environment for testing
- Provides the ability to capture leads directly from website and duplicate validation
- Has proven results in higher education with peer institutions
- Has easy sign on and navigation for internal and external users (mobile and desktop)
- Provides seamless integration with MS Outlook, Colleague, and Starfish
- Includes a secure and private database that has a positive sender reputation

V. Proposal Documents

Section 1 - Index/Table of Contents

Include an index as part of your submittal with Cincinnati State section clearly identified in the same order as shown below.

Section 2 - Cover Letter/Executive Summary

Please provide an executive summary of at most three pages in length. Briefly explain why your solution and company are good fits to meet the Cincinnati State needs as specified in this RFP.

Section 3 - Firm Overview

Please provide an overview and history of your company, including at least the following information:

- a. **Name:** Provide the legal company name, address, and telephone number of the legal entity.
- b. **Legal Structure:** Describe the legal structure of your company.
- c. **Leadership:** Provide details on the leadership of your company in all key areas. Include an organizational chart showing the line of authority including individual names, and titles.
- d. **History:** Explain your corporate history, length of time in the higher education niche, market share, and number and type of higher education clients.
- e. **Mission:** Explain your corporate mission, vision, and long-term strategic initiatives.
- f. **Finances:** Provide information demonstrating the financial performance of your company, including information relevant to your ongoing financial stability.
- g. **Strategy:** Describe your company's involvement in, and commitment to, the higher education industry in Ohio, in the United States, and globally. Provide an overview of your CRM product portfolio. Explain your product strategy and roadmap for the next release.
- h. **Plans:** List and describe any major development plans and initiatives for the next three years related to the scope of this RFP, including strategy for the next two releases.
- i. **Other Products:** List and describe other products beyond those listed in this proposal that may benefit Cincinnati State.
- j. **Lawsuits:** List and describe all current or pending lawsuits and any lawsuits and relating claims that have been filed against the company in the last five (5) years related to performing these services.
- k. **Awards:** List and describe recent company awards or acknowledgements.
- l. **Comparables:** Describe your history of working with institutions similar in size and complexity to Cincinnati State.
- m. **Fit:** Explain what makes your company uniquely qualified to fulfill Cincinnati State's needs.

Section 4 - Client References

Please provide at least five client references, two of whom are similar in size and complexity to Cincinnati State and have licensed the proposed systems in a comparable environment, using your hosted solution, within the past five (5) years. For Cincinnati State client reference provide, at a minimum, the client's name, a contact name, title, address, e-mail address, phone number, institutional enrollment, list of software licensed and implementation status, and hardware and database environments. Also provide information on clients who have either cancelled or discontinued use of any part of the vendor's system or maintenance agreement within the past five years.

Section 5 - License Conditions

Specify the terms and conditions for using the licensed software proposed in response to this RFP. Include the license documents for all software, installation, and maintenance services.

Section 6 - Statement of Work

Delineate the scope and detailed descriptions of all work the vendor will perform to fulfill the contract.

Section 7 - Proposed Staffing

Describe the staff who will be assigned to work with Cincinnati State throughout the implementation process and beyond. Include information on the corporate organization, experience, and skills related to your track record, reputation, and past client performance that indicates the capabilities for successful implementation of the proposed systems services. Provide examples of similar major projects that demonstrate experience, qualifications, innovative solutions, and skill sets that enabled you to perform the necessary tasks. Include resumes of key project team members.

Section 8 - Proposed Project Plan and Schedule

Provide a detailed explanation of the recommended plan for implementation of the software systems being proposed, fully explaining how you plan to implement the proposed system within the context of other systems currently in use and considering the need to integrate and/or interface with these systems so as not to disrupt day-to-day operations within the College. The preliminary written project plan should clearly articulate project management methodology and contain clearly marked milestones and deliverables for all phases of the project. The plan shall describe how and when Cincinnati State implementation stage will be accomplished, timeframes for training and meetings, data conversion techniques and expectations, testing and live cutover, and status reports and issue resolution.

Section 9 - Implementation and Training Services

Provide a detailed description of all implementation and training services included with the system. Include example training materials and user manuals.

Section 10 - Customer Service and Support

Provide a detailed description of the ongoing customer service and support services that will be provided to Cincinnati State as part of its ongoing maintenance agreement.

Section 11 - Fee Proposal (State Project Number # CS-TC-23-003 Response Fee Proposal Pages)

Pricing should be for an off-premise solution. Vendors may include a detailed investment summary for the solution as an attachment to the response but must complete all requested

information as outlined in this section. Total overall costs for three, five, and ten-year terms should be included.

Please identify which areas (solutions sets or components) of the RFP are included in your proposal. If "All", so state, if optional, please highlight.

Section 12 - Forms (provided at the end of this document unless otherwise noted)
Solicitation Bid Cover Page CS-TS-23-003 (included as separate spreadsheet)
Rights In Data Clause
Non-Collusion Affidavit
Company Information Sheet

VI. Proposal Submittal Requirements

A. It is the responsibility of the Proposer to assure that proposals are received as follows: proposals must be delivered electronically via email to Melissa Scott, melissa.scott@cincinnatiastate.edu, including all required forms and requested materials.

B. Please clearly mark the subject line: **State Project #: CS-TC-23-003 Customer Relations Management (CRM) System.**

C. In order to be considered, all proposals must be received no later than **2:00 PM Eastern Time on November 16, 2023.** Proposals may be delivered electronically via email to:

Melissa Scott
Purchasing Assistant
Melissa.scott@cincinnatiastate.edu

D. Typed or Ink; Corrections

The proposal must be typed or in ink. The person signing the proposal must initial erasures, interlineations or other modifications in ink. Modifications shall not be permitted after proposal have been opened except as otherwise provided under applicable law. Unreadable proposals may be considered non-responsive.

E. Exceptions to Terms and Conditions

All exceptions included with the proposal shall be submitted in a clearly identified separate section of the proposal in which the proposer clearly identifies the specific paragraphs of the RFP where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless the procurement specifically references such an exception in a written statement.

F. Late Proposals

A proposal received by the Purchasing Department after the RFP due date and time will not be opened nor considered for award. Note that acceptance by any CINCINNATI STATE department (for example: Mailroom) other than the Purchasing Department shall not constitute receipt of proposal.

G. Proposal Validation Period

Proposals submitted must be held valid for a minimum of three hundred and sixty-five (365) days from RFP due date.

H. Waiver and Rejection Rights

Notwithstanding any other provisions of the RFP, CINCINNATI STATE reserves the right to:

- 1) Waive any minor informalities of the proposal
- 2) Request additional information from the Proposer
- 3) Cancel this RFP
- 4) Cancel and reissue RFP
- 5) Negotiate modifications to the proposal prior to final aware

I. Debarment or Suspension

If the firm, business or person submitting this bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the company must first explain the circumstances relating to the preclusion or proposed preclusion in the bid. The company shall include a letter with its bid stating the name and address of the government unit, the effective date of the suspension or debarment that is currently pending, and a detailed description of all relevant circumstances including the details enumerated above.

J. Costs Associated with the Proposal

All costs associated with preparation of the proposal, negotiation, travel, and labor shall be the responsibility of the Proposer. CINCINNATI STATE will not reimburse for any such costs.

VII. Evaluation and Selection

A. Evaluation Criteria

Cincinnati State has contracted with Ferrilli for assistance in preparing this RFP and evaluating proposals and solutions. The selection of the winning vendor will be made by the Cincinnati State Evaluation Committee.

Proposals should address all sections of this RFP with sufficient detail to allow Ferrilli and the CRM Evaluation Committee to evaluate the proposal. Evaluation criteria will focus on the following factors, among others:

- Functionality** as documented in the RFP.
- The quality and quantity of **professional services** and support offered by the vendor during implementation and ongoing.
- Technology** as documented in the RFP.
- Total cost of ownership** over a three- year, five-year, and ten-year period, including anticipated internal costs.
- The vendor's long-term **financial viability** and stability.
- The vendor's **corporate strategy**, including mission, vision, growth, and product roadmap.

Cincinnati State reserves the right to verify the information received in any proposal submitted in response to this RFP. If the information cannot be verified, Cincinnati State reserves the right to downgrade its evaluation of the proposal. If a vendor knowingly and willfully submits false performance or other data, Cincinnati State reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false statements or other data submitted in response to this RFP, Cincinnati State reserves the right to terminate that contract immediately and seek damages.

B. Selection Process

The College may choose to narrow the field of proposals to those whose offers most closely meet the needs and goals of the College. Those firms may be invited to meet with College representatives for the purpose of clarification of their offer and to discuss cost, specifications, performance, or terms.

An award may be made to the Proposer whose submittal is determined to be most advantageous to the College. The award will be evaluated on the factors described in this RFP and not solely on a monetary basis. If the initial successful Proposer and the College are unable to reach an agreement, the College reserves the right but not the obligation to negotiate with the next ranked Proposer.

All negotiations will be facilitated through and by the Director of Purchasing at Cincinnati State.

Proposal Selection

Cincinnati State reserves the right to:

- Reject any and all proposals with impunity.
- Withdraw or reissue this RFP prior to the awarding of a contract or extend the time for proposal submittal by the issuance of an addendum.
- Remedy any technical errors in this RFP.
- Revise this RFP
- Waive all technicalities, irregularities, and deviations from this RFP.
- Request any additional information and clarification from the proposing vendors.
- Decide whether a proposal does or does not substantially comply with the requirements of this RFP.
- Act as sole and final judge as to which is the best overall proposal.
- Award a contract to the Proposer whose proposal it considers to be in the best interest of the College.
- Award a contract without discussion or negotiation if it determines that such an award will result in fair and reasonable pricing and would be the most advantageous to Cincinnati State.
- Reject the proposal of any Proposer who refuses to enter into a contract after it has been awarded.

This RFP does not commit Cincinnati State to negotiate a contract with any vendor. Cincinnati State reserves the right to contract with any of the vendors that submit a response to this RFP based solely upon its judgment of the qualifications and capabilities of that vendor and may waive technical defects as the interests of Cincinnati State require. This RFP does not obligate Cincinnati State to accept any proposal, negotiate with any vendor, nor award a contract in response to this RFP.

The CRM Evaluation Committee will treat all proposals received prior to the opening date as confidential. The CRM Evaluation Committee may disseminate information to others whom the committee deems to have an interest in the proposal at the approval of the Director of Purchasing. All materials submitted in response to this RFP, with the exception of any materials that both the vendor and CRM Evaluation Committee deem as confidential (and so marked), will become the property of Cincinnati State.

Vendor pricing and the content of the CRM Evaluation Committee's working papers and discussions relating to the proposals will be considered confidential. Cincinnati State reserves the right to negotiate simultaneously with more than one vendor.

VIII. General Provisions

A. Contract Payment

The College will make contract payments based upon work completed or defined deliverables.

B. Confidentiality

All information provided through this Request for Proposal and ensuing process will be held in confidence and will not be revealed nor discussed with any competitor until final execution of the contract(s). At the time, all documents related to this process become public records, except for those portions of the documents clearly marked by the Firm as being proprietary information or trade secrets and which concerns are reasonable. Pricing information shall not be considered proprietary under any circumstances, notwithstanding such an assertion by the Firm in its submittals. Furthermore, all materials submitted shall become the property of CINCINNATI STATE.

C. Equal Employment Opportunity

CINCINNATI STATE is an Equal Opportunity Employer and as such required the following:

The contractors, in submitting proposal and/or filling a purchase order, agree not to discriminate against any employee or applicant for employment with respect to hiring and tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, age, sex, national origin, disability, genetic test information or military status to the extent required by law. The contractors must further agree that every subcontract or order given for the supplying of this order will contain a provision requiring non-discrimination in employment, as herein specified.

State Project Number # CS-TC-23-003 RESPONSE FEE PROPOSAL

Must be returned with your RFP

| Cost Breakout | Year 1 Cost | Year 2 Cost | Year 3 Cost | Year 4 Cost | Year 5 Cost | Notes/ Comments - Please provide additional information requested on an addendum to this Response Page. |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--|
| Software License (all systems) | | | | | | All-inclusive numbers in this section. Please provide a breakout of the individual costs for each system module. |
| Software Maintenance | | | | | | Identify annual escalator or maintenance cap proposed. |
| Data Warehouse | | | | | | |
| Data Warehouse Maintenance | | | | | | |
| 3 rd Party Licenses | | | | | | Please list licenses included. |
| 3 rd Party Maintenance | | | | | | |
| Database License | | | | | | Identify database proposed. Note: licensing should be for hosted solution. |
| Database Maintenance | | | | | | |
| Hardware | | | | | | Estimate hardware costs only if they are required with your hosted solution. |
| Application Hosting | | | | | | |
| Application Management Services | | | | | | Please provide bulleted list of services included. |
| Implementation Services | | | | | | All-inclusive numbers in this section. |
| Total | | | | | | This number should be inclusive of all costs in your proposal. |

| Cost Breakout | Year 6 Cost | Year 7 Cost | Year 8 Cost | Year 9 Cost | Year 10 Cost | Notes/ Comments - Please provide additional information requested on an addendum to this Response Page. |
|-----------------------------------|-------------|-------------|-------------|-------------|--------------|--|
| Software License (all systems) | | | | | | All-inclusive numbers in this section. Please provide a breakout of the individual costs for each module |
| Software Maintenance | | | | | | Identify annual escalator or maintenance cap proposed. |
| Data Warehouse | | | | | | |
| Data Warehouse Maintenance | | | | | | |
| 3 rd Party Licenses | | | | | | Please list licenses included. |
| 3 rd Party Maintenance | | | | | | |
| Database License | | | | | | Identify database proposed. Note: licensing should be for hosted solution. |
| Database Maintenance | | | | | | |
| Hardware | | | | | | Estimate hardware costs only if they are required with your hosted solution. |
| Application Hosting | | | | | | |
| Application Management Services | | | | | | Please provide bulleted list of services included. |
| Implementation Services | | | | | | All-inclusive numbers in this section. |
| Total | | | | | | This number should be inclusive of all costs in your proposal. |

Grand Total for cost for 3 years _____

Grand Total for cost for 5 years _____

Grand Total for cost for 10 years _____

RIGHTS IN DATA CLAUSE

Must be returned with your RFP

Any Corporation, business entity or organization, which enters into a contract with CINCINNATI STATE to perform services associated or in requirement of the conditions stated in the Request for Proposal cited above, does by affixing their authorized signature in the block provided below, agree to the following:

1. That sole rights to data provided in the submission or in fulfillment of contract requirements, exists within the domain of the contractor.

2. That all data provided in the submission or in the documents provided in fulfillment of contracts become the property of CINCINNATI STATE, for its use and benefit.

3. That any data included in the submission regarded as proprietary by the proposer should be indicated and will be treated as such by CINCINNATI STATE, during evaluation, after which all unsuccessful proposals containing proprietary data will be returned, or destroyed, at the College's option.

4. That no data submitted in documents required for contract fulfillment will be regarded by CINCINNATI STATE as proprietary to the contractor.

Signature

Date

Printed Name & Title

Printed Name of Firm

NON-COLLUSION AFFIDAVIT

Must be returned with your RFP

State of

) ss

County of

_____, affiant, the

_____(Title)

(Proposer)

The person(s), corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from bidding, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.

Signature Date

(Title)

Subscribed and sworn to before me

this ___ day of _____, 20

Signature of Notary Public in and for the

County of _____, State of _____ (Seal)

COMPANY INFORMATION SHEET

Must be returned with your RFP

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone# _____

Office Fax# _____

Cell Phone# _____

Contact Name: _____

Contact's Title: _____

Email Address: _____

Business Entity (LLC, Sole Proprietor, etc.): _____ Do

you collect Sales or Use Taxes for the State of Arizona? (Yes/No) _____

Tax ID# _____

My Company is not debarred or suspended ____ .

My Company is debarred or suspended or currently pending ____ . Explanation is attached

Contact's Signature:

Date:
