SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 **OPEN DATE: 11/16/2015**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with Prisoners of Christ for the Ex-Offender Employment Program. Clara White Mission, Inc. will not be renewed at this time. Period of service is from October 1, 2017 through September 30, 2018. Total revised estimated annual expenditure amount is $278,022.00, for an expenditure amount not to exceed $1,209,026.00.

Prisoners of Christ – $278,022.00, not to exceed $776,744.00
Clara White Mission, Inc. – $180,816.00, unchanged (not being renewed)
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Source (TBD) - To be executed by formal contract amendment through the Office of General Counsel (Contract # 10173)

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST _____ RESPECTFULLY SUBMITTED _____
ANNETTE BURNEY **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

CITY OF JACKSONVILLE

Administration & Finance Department
Office of Grant and Contract Compliance

September 15, 2017

MEMORANDUM

TO: Greg Pease, Chief of Procurement Division

THRU: Damian Cook, Grant Administrator
Office of Grants & Contract Compliance

FROM: John Snyder, Human Services Planner
Office of Grants & Contract Compliance

RE: **CSPEC Ex-Offender RFP-ESC-0345-16 Revised Award**

The Office of Grants and Compliance would like to initiate the contract renewal option for one awardee; Prisoners of Christ. Clara White was not able to resolve the issue of the type of clientele required under the initial RFP and therefore, this office has decided not to renew their contract (see attached e-mail). Prisoners of Christ has been able to meet expectations. The Administration does want to enter into a contract renewal.

Therefore, please adjust the funding for Prisoners of Christ. This amount is based on a proportionate amount of the total for the Fiscal Year Budget of $400,000.

Organization	Original Award	Reduced %	Revised Award
Prisoners For Christ	$315,000	.88261	$278,022

Thank you for considering our request.

Please contact me at 255-8202 additional information is required.

Snyder, John

From: Snyder, John
Sent: Thursday, September 14, 2017 1:26 PM
To: Clara White-CEO
Cc: Cook, Damian; Verges, Deborah; Meg Fisher
Subject: Jacksonville Journey Ex-Offender Fiscal 18 funding

Ms. Pittman,
The COJ fiscal year 2018 budget has a reduced amount of funding for ex-offender programming. Therefore, administration decided to only award those agencies who were able to meet the requirements of the current RFP for one addition year.

We understand the requirements of the RFP did not really work with the clientele that Clara White serves. We would like to thank you for you participation in the Jacksonville Journey Ex-Offender program and wish you success in your future endeavors.

Thanks,
John Snyder
PSG & Trust Fund Coordinator
Office of Grants & Contract Compliance
214 North Hogan Street #843
Jacksonville, FL 32202
(904) 255-8202

CITY OF JACKSONVILLE

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

FINANCE AND ADMINISTRATION

GENERAL FUND - GSD

Departmental Revenues, Expenditures and Authorized Cap

	FY 15-16 ACTUAL	FY 16-17 ADOPTED	FY 17-18 PROPOSED	CHANGE FROM FY 17 PERCENT	CHANGE FROM FY 17 DOLLAR
REVENUE					
Charges for Services	33,093	66,096	66,096	0.0%	0
Miscellaneous Revenue	25,501	24,980	24,886	(0.4%)	(94)
TOTAL REVENUE	58,594	91,076	90,982	(0.1%)	(94)
EXPENDITURES					
Salaries	4,625,424	5,625,915	6,139,489	9.1%	513,574
Pension Costs	1,126,023	1,534,359	1,308,016	(14.8%)	(226,343)
Employer Provided Benefits	698,778	907,232	778,655	(14.2%)	(128,577)
Internal Service Charges	1,615,774	2,198,479	2,718,305	23.6%	519,826
Insurance Costs and Premiums	15,973	28,365	26,175	(7.7%)	(2,190)
Professional and Contractual Services	513,714	836,976	1,188,675	42.0%	351,699
Other Operating Expenses	175,997	260,492	408,420	56.8%	147,928
Capital Outlay	4,400	4	25,501	37,425.0%	25,497
Grants, Aids & Contributions	0	3,000	400,001	13,233.4%	397,001
TOTAL EXPENDITURES	8,776,083	11,394,822	12,993,237	14.0%	1,598,415

AUTHORIZED POSITION CAP	FY 16-17 ADOPTED	FY 17-18 PROPOSED	CHANGE
Authorized Positions	104	103	(1)
Part-Time Hours	6,160	6,160	0

DIVISION SUMMARY	FY 15-16 ACTUAL	FY 16-17 ADOPTED	FY 17-18 PROPOSED	CHANGE FROM FY 17 PERCENT	CHANGE FROM FY 17 DOLLAR
ACCOUNTING	3,280,684	3,660,728	4,295,974	17.4%	635,246
BUDGET OFFICE	999,145	1,116,212	1,131,583	1.4%	15,371
OFFICE OF THE DIRECTOR	2,045,088	2,568,846	3,329,076	29.6%	760,230
PROCUREMENT	1,557,000	3,072,547	3,145,682	2.4%	73,135
TREASURY	894,166	976,489	1,090,922	11.7%	114,433
DEPARTMENT TOTAL	8,776,083	11,394,822	12,993,237	14.0%	1,598,415

FINANCE AND ADMINISTRATION
GENERAL FUND - GSD

BACKGROUND
The General Fund – GSD portion of the department houses the Office of the Director (which includes the Grants and Contract Compliance Office and the Gateway Customer Service Center), Accounting, Budget Office, Treasury, and Procurement (including the Equal Business Opportunity Office and the Ombudsman).

REVENUE
Charges for Services

- This revenue is generated by the Equal Business Opportunity office for training it provides to other independent authorities.

Miscellaneous Sales and Charges

- This budget represents accounting service charges and payroll miscellaneous fees including child support deductions, union/police charity, and Tourist Development Council fees.

EXPENDITURES
Salaries

- The net increase in this category is due to anticipated pay increases to be effective October 1st related to collective bargaining. This budget also includes funding for the three unfunded positions that were given to Accounting during the FY 17 budget process as well as selective pay increases made during FY 17 to retain current staff and better reflect salary values of the current market.

Pension Costs

- The net decrease is due to the Mayor's pension reform.

Employer Provided Benefits

- This category includes payroll taxes, employee insurance, and workers compensation costs. The decrease is being driven by a reduction in health care costs related to a FY18 use of excess reserves within the City's self-funded health insurance activity which will allow, both the City and employee, to have a five pay period "holiday" from paying health care costs.

Internal Service Charges

- The net increase is mainly due to a $586,084 increase in computer system maintenance / security costs within the Accounting Division resulting from the cost of the Lien Tracking System. It was formerly housed within the Neighborhoods Department and will now be housed within the Accounting Division. Additionally, building maintenance costs increased by $129,225. These were slightly offset by a $213,877 decrease in OGC-legal charges to better reflect actual usage.

Insurance Costs and Premiums

- This category includes an allocation for general liability and miscellaneous insurance.

Professional and Contractual Services

- This budget represents funding for arbitrage liability assessments, legal and actuary services, financial advisory services, the full cost (indirect) allocation study and continuing education and mentoring programs for small and emerging business. The net increase is mainly driven by an increase of $104,800 to provide services to scan and index accounting documents and $80,000 for the Equal Business Opportunity Office to contract with FSCJ, UNF, Edward Waters College, and the Northeast Florida Safety Council to provide continuing education and mentoring programs for small and emerging businesses (Ordinance 2017-288-E).

Other Operating Expenses

- This represents funding for the full implementation of City-wide grant management software.

Capital Outlay

- This includes funding for the replacement of two obsolete microfiche reading systems required for the backup of accounting general ledger entries.

Grants, Aids, & Contributions

- This budget represents funding for an ex-offender program.

AUTHORIZED POSITION CAP

The authorized position cap has decreased by one position within the Procurement Division. The position was transferred to the Neighborhoods Department during FY17.

SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to decrease the award with Clara White Mission in the amount of $81,113.00 due to contractor's inability to fully provide the requested services, increase the award with Prisoners of Christ in the amount of $40,000.00. Total revised estimated annual expenditure in the amount of $262,405.00, for a not to exceed amount of $931,004.00.

Clara White Mission, Inc. – decrease by $81,113.00 to $33,887.00, not to exceed $180,816.00
Prisoners of Christ – increase by $40,000.00 to $355,000.00 not to exceed $498,722.00
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)
Operation New Hope, Inc. – $251,467.00 unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo and Previous Awards

ANALYST _____ for ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 5/18/17

_____ _____ OTHER _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 5/18/17

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: **EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID**

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to decrease the award to Clara White Mission, Inc., in the amount of $83,640.00, and Prisoners of Christ in the amount of $42,842.00 for a total decrease amount of $126,482.00. Total revised estimated annual expenditure in the amount of $303,518.00, for a not to exceed expenditure amount of $971,719.00.

Clara White Mission, Inc. – decrease by $83,640.00, from $115,000.00 to $31,360.00, not to exceed $178,289.00
Prisoners of Christ – decrease by $42,842.00, from $315,000.00 to $272,158.00, not to exceed $415,880.00
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo and Previous Awards

ANALYST ANNETTE BURNEY RESPECTFULLY SUBMITTED **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 12/22/16

OTHER

ACTION OF AWARDING AUTHORITY DATE 12/22/16

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to decrease the award to The Women's Center of Jacksonville, Inc. in the amount of $55,000.00.
The vendor has decided not to continue with the contract for this service. Total revised estimated annual expenditure in the amount of $430,000.00, for a not to exceed expenditure amount of $1,098,201.00.

Clara White Mission, Inc. - $115,000.00, not to exceed $261,929.00
Prisoners of Christ - $315,000.00, not to exceed $458,722.00
Women's Center of Jacksonville, Inc. - $126,083.00, unchanged (not being renewed)
Operation New Hope, Inc. - $251,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo, Renewal Letters and Previous Awards

ANALYST ANNETTE BURNEY

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/20/16

OTHER

ACTION OF AWARDING AUTHORITY DATE 10/20/16

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

SUBJECT: EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 NUMBER OF BIDS RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to include additions to the specifications as outlined in the attached agency memo.

Recommend approval to utilize the first of two (2) renewal options with the agencies listed below, with the exception of Operation New Hope Inc., for the Jacksonville Journey Ex-Offender Employment Program. Period of service is from October 1, 2016 through September 30, 2017. Total revised estimated annual expenditure in the amount of $485,000.00, for a not to exceed expenditure amount of $1,153,201.00.

Clara White Mission, Inc. - $115,000.00, not to exceed $261,929.00
Prisoners of Christ - $315,000.00, not to exceed $456,722.00
Women's Center of Jacksonville, Inc. - $55,000.00, not to exceed $181,083.00
Operation New Hope, Inc. - $261,467.00, unchanged (not being renewed)

Funding Sources: RPBH019EP-08201 - To be executed by formal contract amendment #2 through the Office of General Counsel (Various Contracts)

Attachments: Recommendation Memo, Renewal Letters and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST _____ ANNETTE BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Damian Cook, Grant Administrator, Office of Grants and Contract Compliance

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 9/8/16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 9/08/16

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
for the Mayor
Under Authority of
Executive Order No. 2015-05

SUBJECT: EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID

BID # ESC-0345-16 OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 **NUMBER OF BIDS RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend contract No.10173 to Prisoners of Christ to increase the funding for the Ex-Offender Employment Program as a result of receiving additional funding by City Council via Ordinance 2016-176-E. Total estimated increase not to exceed $50,000.00 for a total revised expenditure for Prisoners of Christ not to exceed $143,722.00. The total expenditure not to exceed $668,201.00.

Funding Sources: RPBH019EP-08201
To be executed by formal contract amendment #1 through the Office of General Counsel.

Attachments: Recommendation Memo; Budget Transfer; Copy of Contract; Previous Award

ANALYST _____ CHELSEY RENFROE

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DAMIAN COOK, GRANTS ADMINISTRATOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 6-16-16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 6/18/16

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____ Sam E. Mousa, Chief Administrative Officer For: Mayor Lenny Curry Under Authority of Executive Order No. 2015-05

SUBJECT: EX-OFFENDER EMPLOYMENT PROGRAM – JAX JOURNEY—RE-BID

BID # ESC-0345-15

OPEN DATE: 11/16/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Service Contract -- From Date of Award through September 30, 2016 with Two (2) One (1) Year Renewal Options

AGENCY: Office of Grants & Contract Compliance

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 29 NUMBER OF BIDS RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject DEW Ministries for being non-responsive, specifically for not meeting all the minimum requirements as stated in their rejection letter.

Recommend approval to award to the following agencies for the Jacksonville Journey Ex-Offender Employment Program: Prisoners of Christ, Inc. in the amount of $93,722.00; Women's Center of Jacksonville, Inc. in the amount of $125,083.00; Clara White Mission, Inc. in the amount of $146,929.00; and Operation New Hope, Inc. in the amount of $251,467.00. Period of service from date of award through September 30, 2016 with two (2), one (1) year renewal options. The total estimated expenditure not to exceed $618,201.00.

Funding Sources: RPBH019EP-08201 - $352,633.00
RPBH019TRP-08201 - $265,568.00
To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo; Tabulation Sheet; Section 4; Evaluation Matrix; Rejection Letter

ANALYST _____ CHELSEY RENFROE

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DAMIAN COOK, GRANTS ADMINISTRATOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE 12/10/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 12/10/15

APPROVED ✓ DISAPPROVED _____

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry

OTHER _____

SIGNATURE OF AUTHENTICATION _____