



Request for Quotations (RFQ)

RFQ Number: RFQ-PRO-2024-003

Issuance Date: March 10, 2024

Deadline for Offers: March 16, 2024, by 5:00 pm

Description: RFQ for Supply of Transportation Services for Protibesh Activity.

For: USAID Ecosystems/Protibesh Activity

Funded By: United States Agency for International Development (USAID),
Cooperative Agreement No. 72038821CA00004

Implemented By: Chemonics International Inc.

Point of Contact: protibeshprocurement@chemonics.com

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects vendors based on objective business criteria such as price and technical merit. Chemonics expects vendors to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any vendor offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting offers. For example, if the offeror's father owns a company that is submitting another offer, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the offer and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Md. Makhlukur Rahman, Director, Finance and Operations at marahman@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** The USAID Ecosystems/Protibesh Project is a USAID-funded program implemented by Chemonics International in Bangladesh. The goal of the Protibesh Activity is to strengthen ecosystem management and mitigate threats to biodiversity. As part of project activities, Protibesh requires the purchase of transportation services to allow project staff to travel by vehicle within and outside of the Dhaka division to attend meetings, and visit the regional office, site office, partners, and other events that are critical to the project's goals. The purpose of this RFQ is to solicit quotations for these items for daily and monthly basis transportation services for USAID Ecosystems/Protibesh Activity

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00 PM local Dhaka time on March 16, 2024, by email to protibeshprocurement@chemonics.com.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 PM local Dhaka time on March 12, 2024, by email to protibeshprocurement@chemonics.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics, or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must look fresh.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Bangladeshi Taka. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery:** The delivery location will be the Protibesh office, Dhaka, at, House-7/1 (3rd & 4th Floor), Road-74, Gulshan 2, and on an as-needed basis. As part of its response to this RFQ, each offeror is

expected to provide an estimate (in calendar days) notice period (after receipt of the order) that it requires to provide transportation services in each district. The notice period presented in an offer in response to this RFQ must be upheld in the performance of any resulting services agreement.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the U.S. Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Bangladesh.

Offerors are encouraged to provide the vehicle's identification number (VIN) for the vehicle(s) being offered when submitting an offer in response to this RFQ.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.”

8. **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, Chemonics is exempt from payment of taxes, VAT, tariffs, duties, or other levies imposed by the Bangladesh government. Offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of Bangladesh as a separate cost line. Chemonics will provide the successful offeror with a VAT coupon for the VAT amount. The VAT coupon will be issued upon submission of Mushok-6.3.
9. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to \$30,000 (or equivalent in other currency). If the Offeror does not have an UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI number is available from Chemonics upon request.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
 - **Company Profile – 10 points:** Offeror must provide their company profile with their present capacity to deliver the transportation services.
 - **Technical Specifications-20 points:** Offerors will be assessed as to how closely their quotation fulfills the specifications in Section 3 below.

- **Driver Quality and Experience -10 points:** The ability of the offeror to provide qualified personnel to perform the service. Offerors must include a narrative section in their submission to Chemonics that discusses the qualifications of their drivers, including their years of experience and driving experience for corporations and/or international development projects.
- **Experience working with INGOs -20 points:** The offeror will provide contact information where they provided transportation services for at least 1 year. Chemonics will also use its own experience, if any, with offerors to assess their professionalism and sound business practices. Providing a current clients list shall be an added advantage.
- **Availability of Vehicles -10 points:** Offerors will provide a notice period that Chemonics must provide to secure the availability of a vehicle. Offerors will be evaluated based on the length of this notice period and will be required to uphold this notice period during the implementation of the transportation services agreement.
- **Cost - 30 points:** Offerors' total costs will be compared to each other to assist PROTIBESH in determining the best value.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely based on these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror before the award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various vendors, if in the best interest of the Protibesh Activity.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Protibesh for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the Protibesh Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in

response to this RFQ and identified in the resulting award; payment will not be issued to a third party.

- (b) Any award resulting from this RFQ will be a firm fixed price, in the form of a Transport Service Agreement (TSA).
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in the preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- ☐ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- ☐ Official quotation, including specifications of offered equipment (see Section 3 for example format)
- ☐ Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

1. Transportation services supplied in Dhaka division and outside of Dhaka in Bangladesh on both, daily and monthly basis and also supply in **Khulna and Sreemangal** Districts for daily basis shall include provision of vehicles in good working condition; equipped with adequate air conditioning, safe driving; driver, and passenger inside of a vehicle during a trip in line with Bangladeshi legal requirements for such insurance; driver's salary; installed vehicle tracker; travel and other costs related to the provision of the driver including all periodic repair and maintenance, and insurance-related costs for the specific travel days: Sunday-Saturday 8 am to 6 pm. **Pricing provided in the table below shall be all inclusive as specified in section 9 of this RFQ.**
2. Transportation services supplied in Khulna and Sreemangal districts and surrounding areas shall include provision of vehicles in good working condition; safe driving; insurance of vehicle, driver, and passenger inside of a vehicle during a trip in line with Bangladeshi legal requirements for such insurance; driver's salary; installed vehicle tracker; travel and other costs related to the provision of the driver including per diem and lodging; and all maintenance and insurance-related costs for the specific travel days: Sunday-Saturday 8 am to 6 pm. Extra hour costs past 6 pm should also be included. The pricing provided in the table below shall be all inclusive as specified in section 9 of this RFQ.
2. The USAID Ecosystems/Protibesh Activity requires “fully dedicated” **vehicles with models from 2019 or newer.**
3. The vehicles must be independently owned or leased by the company.
4. The vehicles must be maintained by the offeror and driven only by hired drivers who are trained and employed by the offeror.
5. The drivers must have a reasonably good understanding of English which includes limited proficiency in talking, good proficiency in writing including incident reports/logs, and working listening proficiency.
6. If any vehicle breaks down, requires maintenance, or otherwise becomes unroadworthy during the period of performance, an alternate vehicle must be provided by the offeror within 2 hours. Failure to do so shall result in a reduction in rent proportionately.
7. The offeror must provide Chemonics with a copy of all vehicle titles before the award.
8. The offeror must provide Chemonics *with copies of certificates confirming the vehicle/s have* passed appropriate inspection at the state's vehicle inspection department.
9. Proposed drivers shall have seven (7) years' experience driving professionally all over the country specifically, the north-eastern and south-western regions and shall have valid Bangladeshi driver's license clean driving record, and valid national ID. Copies of valid driving licenses should be provided to project administration for the record.
10. Vehicles required for short-term (daily or couple of days) rent shall be notified to the offeror at least 24 hours ahead of the need.
11. Drivers must maintain accurate log sheets. Offerors must be capable of submitting accurate and

complete log sheets, per Protibesh policy for reimbursement to include the starting closing odometer reading, time, and signatures of the users.

12. Drivers Competency:

- a. The driver must drive safely and be aware of what is being carried in the vehicle. The safe driving speed should be between 40KM/H to 50 KM/H on a two-way road without a divider and 50 KM/H to 60 KM/H on a national highway. In any case, the driver should not exceed the speed limit of 80 km/hour.
- b. The driver shall be fully qualified on the applicable vehicle, capable of driving in all terrain, and trained in first-line repairs and basic maintenance.
- c. The driver must not carry anything considered to be contraband or illegal. The driver shall not drive under the influence of drugs or alcohol and shall ensure s/he is sufficiently rested before undertaking a trip.
- d. The driver shall not drive more than eight hours consecutively without a break as the time and situation permits.
- e. The driver must not depart for a trip until he has received authorization to do so from the Protibesh's authorized person.
- f. The driver shall not start driving until all passengers are wearing their seat belts.
- g. The driver is to be watchful to ensure that he is not being followed.
- h. The driver should ensure that there is enough water to sustain the passengers and driver for 24 hours.
- i. The driver must have enough fuel for the trip and ensure that he has enough money to refuel if needed.
- j. When approaching a suspicious area consider stopping well before it to observe other traffic passing through it.
- k. All rules of the road must be obeyed. If stopped by the police, military, or customs the driver should speak with them confidently, if required can contact the traveler/Protibesh contact person.
- l. Should have knowledge of alternative routes, avoid setting predictable routes, and avoid unnecessary stopping along the way, especially in unknown or insecure areas.
- m. Before starting the travel, the driver should ensure that every vehicle has been checked, all documents are valid, have past/current maintenance records, and are adequately equipped.
- n. No driving and traveling at night without the prior approval of the Protibesh authority. Drivers must not carry non-Protibesh staff in Protibesh vehicles unless approved by a Protibesh authority.
- o. The driver must be timely, have mileage recorded in the logbook with times, and get the rider's signatures properly.
- p. Driver must immediately report to Protibesh authority if any vehicle passenger has directed a vehicle to be used for personal, rather than official, purposes.
Frequent turnover/change of drivers is not allowed without adequate notice. Similarly, if a supplied driver performs poorly, he must be withdrawn immediately by providing a suitable replacement.

13. Each vehicle should be equipped with the following items at a minimum:
- a. The driver must have a national ID and an official ID card issued by the offeror/organization.
 - b. Driver should have a legal cell phone with a registered sim and sufficient airtime for communication with the offeror's office and Protibesh travel points of contact.
 - c. All original documentation, insurance, ownership information, vehicle registration, tax token, fitness certificate, and driver's license should be kept in the vehicles all the time.
 - d. Equipped with GPS or similar tracking device.
 - e. One spare tire, serviceable and properly inflated, and for longer, extended field trips, two spares or more are recommended (if possible).
 - f. Working front and rear seat belts.
 - g. Tool kit with all tools needed to change a tire and make basic repairs like a safety triangle, a first aid kit, a fire extinguisher, tow rope, phone chargers, and relevant maps if the driver is not from the traveled location.
14. Attention: The Protibesh Activity will not directly pay for lodging, per diem, and other travel-related costs to the Company or Company drivers in advance.

Sample cost breakdown table: Dhaka. The company shall supply the vehicle from the Dhaka.

S l. #	Vehicle Description	Seat Capa city	Year of Manufacture	Daily Vehicle rate in (BDT)	Monthly basis Vehicle rate (BDT)	Fuel (CNG)r ate/KM	Fuel (Octane) rate/KM	Driver's overtime after 10 hours consecutive services(8am-6pm) per day (hourly rate)	Driver's food allowance if travel outside of Dhaka	Driver's lodging rate (overnight stay outside of Dhaka
1	Microbus (A/C) Toyota NOAH/S/G/VOXY/equivalent model	7	2019-2022							
2	Toyota Premio (AC) Private car	4	2019-2022							
3	Double/Single Cabin Pickup (Without Carry boy/With carry boy)	5	2019-2022							
4	Microbus (A/C) Toyota Super GL/Hiace/Equivalent model	10	2019-2022							
5	4-WD Jeep (A/C) Mitsubishi Pajero/Toyota Prado	6	2019-2022							

Sample cost breaks table for Khulna and Sreemangal: The company shall supply the vehicle from the Khulna and Sreemangal.

Sl. #	Vehicle Description	Seat Capa city	Year of Manufactur e	Daily Vehicle rate in (BDT) Khulna and Sreemangal	Fuel (CNG)rate /KM	Fuel (Octane) rate/KM	Driver's overtime after 10 hours consecutive services(8am-6pm) per day (hourly rate)	Driver's food allowance if travel outside of Dhaka	Driver's lodging rate (overnight stay outside of Dhaka
1	Microbus (A/C) Toyota NOAH X/S/G/VOXY/equivalent model	7	2019-2022						
2	Toyota Premio (AC) Private car	4	2019-2022						
3	Double/Single Cabin Pickup (Without Carry boy/With carry boy)	5	2019-2022						
4	Microbus (A/C) Toyota Super GL/Hiace/Equivalent model	10	2019-2022						
5	Jeep (A/C) Mitsubishi Pajero/Toyota Pajero	6	2019-2022						

****All prices must be in Bangladeshi Taka (BDT)****

Notice period required before vehicles are available (after receipt of order): hours

Offer validity: _____

Driver experience: _____

Payment Terms: _____ calendar days by wire transfer.

Location of driver dispatch office for each area above: _____

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment: _____ years

Country of manufacture for offered equipment (specify country of manufacture and include VIN information): _____

Location of service center(s) for after-sales service, including warranty repair: _____

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Director, Operation and Finance
USAID Ecosystems/Protibesh Activity
House-7/1 (3rd & 4th Floor), Road-74,
Gulshan-2, Dhaka, Bangladesh

Reference: RFQ No. PRO-2024-003

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or DHARMA Initiative staff members;
- We have no close, familial, or financial relationships with any other offerors submitting offers in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our offer and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Sl.	Particulars	information
1	Account Name:	
2	Account Number:	
3	Account Type:	
4	Name of Bank:	
5	Name of Bank Branch:	
6	Address of Branch:	
7	Bank Routing Number: If possible	

Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a positive response to paragraph (a) below, any first-tier sub-award to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Further, in accordance with FAR 52.204-10 and 2 CFR Part 170, if the offeror positively certifies below in paragraph (b) and negatively certifies in paragraphs (c) and (d), the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this offer, the offeror agrees to comply with this requirement as applicable if selected for a sub-award.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources **under** \$300,000?

☐ Yes ☐ No

If "No" is the response to the preceding question, please provide the below information and answer the remaining questions.

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

☐ Yes ☐ No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986)?:

☐ Yes ☐ No

d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

☐ Yes ☐ No

e) If you have indicated “Yes” for paragraph (b) **and** “No” for paragraphs (c) and (d) above, provide the names and total compensation* of your five most highly compensated executives** for the preceding completed fiscal year.

1. Name: _____
Amount: _____

2. Name: _____
Amount: _____

3. Name: _____
Amount: _____

4. Name: _____
Amount: _____

5. Name: _____
Amount: _____

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (e) above.

Signature and Title (required)

Date

*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in the present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

***“Executive” means officers, managing partners, or any other employees in management positions.

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____