

REQUEST FOR PROPOSAL No: 2526

Coherent X-Ray Imaging (CXI) 1 micron Kirkpatrick-Baez (KB) System

Contact Person:

Carol Lam Sr. Contract Administrator (650) 926-5051 <u>clam@slac.stanford.edu</u>

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ATTACHMENTS:

Directly Relevant Documents

Attachment 1 SP-391-000-25 - R0 Attachment 2 SP-391-000-65 - R1 Attachment 3 SP-391-001-52 - R0 Attachment 4 SP-391-001-51 - R0 Attachment 5 MIL-PRF-13830B Attachment 6 DS-391-000-36 - R0 Attachment 7 SC-700-866-47 - R16 Fed-STD-595B Attachment 8 Attachment 9 I-720-0A29Z-001 - R023 I-720-0A24E-001 - R002 Attachment 10

Documents provided for reference to a future project only

Attachment 11	SP-391-000-24 - R0
Attachment 12	SP-391-000-64 - R0

EXHIBITS:

Exhibit A	Instructions to Prospective Proposers SLARFP (01/08)
Exhibit B	SLAC Proposal Form
Exhibit C	SLAC Terms & Conditions M367 (Rev. 09Jan09) & M364 (Rev.
	09Jan09)
Exhibit D	Representations & Certifications
Exhibit E	Pre-Work Hazard Analysis Form
Exhibit F	Sample Certificate of Liability Insurance

II. STATEMENT OF WORK

The intent of this Request for Proposal (RFP) is to solicit proposals from qualified Offerors who have the technical, and financial capability, and prior experience to design, fabricate and integrate a 1 Micron KB (Kirkpatrick-Baez) System that will be used in an X-ray instrument called Coherent X-ray Imaging (CXI).

The Coherent X-ray Imaging (CXI) instrument to be built at the Linac Coherent Light Source (LCLS) by the LCLS Ultrafast Science Instruments (LUSI) on the SLAC National Accelerator Laboratory site requires a mirror system to produce a 1x1 micron² **full width at half maximum** (**FWHM**) focal spot at the sample. The mirror system shall be made of 2 mirrors each with an elliptical figure and arranged in a Kirkpatrick-Baez (KB) configuration (rotated by 45 degrees as an option). The system is known as the CXI 1 Micron KB System or KB1.

The LCLS will produce a laser-like beam of X-rays in the 800 to 8300 eV range for the fundamental energy. Also, the 3rd harmonic will be present at up to 25 keV. The CXI instrument will use the hard X-ray branch which uses 2 offset mirrors that reflect energies between 2 keV and 25 keV.

The KB mirror combination shall reflect more than 75% of the X-rays over the 2-18 keV range. This will be achieved by using and appropriate coating on the mirrors.

These mirrors will be located in an Ultra-High Vacuum (UHV) environment (10⁻⁹ Torr). They require a very precise positioning system with the mirrors located inside a vacuum enclosure which will be mounted on a stable stand.

SLAC intends to purchase a second KB System to produce a 100 nm focus. The preliminary specifications of this second system are found in the attached documents SP-391-000-24 and SP-391-000-64 as a reference for the offerors.

General Scope:

The offeror or formal joint venture (preference will be given to proposals that integrate both Statements of Work as a single package, with a prime vendor taking responsibility for the entire system in collaboration with one or more subcontractors) shall design, fabricate and assemble the following devices and components described in SLAC Document No.: SP-391-000-65.

Two distinct parts of the system are identified: the mirror substrates and the mechanical system. These 2 parts are separated in two Statements of Work (SOW) (SP-391-001-51-R0 for the mirror substrates and SP-319-001-52-R0 for the mechanical system). The offeror may respond to a single one of these Statements of Work (SOW or both SOW's at the same time with a single integrated proposal. SLAC reserves the right to split the

award between one (1) or more offerors, based on each offeror's response to the specific Statement of Work, as deemed in the best interest of SLAC.

1. Mirror substrates (SOW SP-391-001-51-R0)

The Seller or Joint Venture for this part of the project shall design, fabricate and deliver:

- Two mirrors meeting the requirements described in Section 6 of SLAC Document No. SP-391-000-65.
- Five test coupons meeting the requirements described in Section 6 of SLAC Document No. SP-391-000-65.
- A test substrate meeting the requirements described in Section 6 of SLAC Document No. SP-391-000-65.
- 2. Mirror mechanical support system (SOW SP-391-001-52-R0)

The Seller or Joint Venture for this part of the project shall design, fabricate, assemble and deliver a mechanical system to support and position the mirrors in an ultra-high vacuum environment. The requirements for this system are described in Section 9.1 of SLAC Document No. SP-391-000-65.

3. Vacuum enclosure (SOW SP-391-001-52-R0)

The Seller or Joint Venture for this part of the project shall design, fabricate, assemble and deliver an ultra-high vacuum compatible vacuum enclosure that will enclose the mirrors and the mirror support system. The requirements for this system are described in Section 9.2 of SLAC Document NO. SP-391-000-65-R1.

4. Support stand (SOW SP-391-001-52-R0)

The Seller or Joint Venture for this part of the project shall design, fabricate, assemble and deliver a support stand that will support and coarsely align the vacuum enclosure. The requirements for this system are described in Section 9.3 of SLAC Document No. SP-391-000-65-R1.

5. 45 Degree Option (SOW SP-391-001-52-R0)

The Seller or Joint Venture shall provide, as an option to be acted upon at the discretion of SLAC, a 45 degree mount for the mirrors as described in Section 9 of SLAC Document No. SP-391-000-65.

6. Warranties (SOW SP-391-001-52-R0)

The Seller or Joint Venture shall provide warranties on all factory items such as motors and offer warranty options for all fabricated mechanical parts. See warranty terms and conditions referenced in Documents M364 (Rev. 09Jan09) and M367 (Rev.09Jan09)

7. Documentation

The Seller or Joint Venture shall provide two (2) copies of Operations-Maintenance manuals for the complete K-B system.

Refer to the following applicable documents for additional information and requirements:

	Directly Relevant Documents
Attachment 1	SP-391-000-25 - R0
Attachment 2	SP-391-000-65 - R1
Attachment 3	SP-391-001-52 - R0
Attachment 4	SP-391-001-51 - R0
Attachment 5	MIL-PRF-13830B
Attachment 6	DS-391-000-36 - R0
Attachment 7	SC-700-866-47 - R16
Attachment 8	Fed-STD-595B
Attachment 9	I-720-0A29Z-001 - R023
Attachment 10	I-720-0A24E-001 - R002
	Documents provided for reference to a future project only
Attachment 11	SP-391-000-24 - R0
Attachment 12	SP-391-000-64 - R0

III. INSTRUCTIONS TO OFFERORS

Proposals are to be submitted in two (2) Volumes. Volume 1 shall contain the Price Proposal and Other Documents. Volume 2 shall contain the Technical and Management Proposal. One original and three (3) copies of Volume 1 are required. One original and seven (7) copies of Volume 2 are required.

Proposers deviating from the proposal format described in **Section V** below may be disqualified at the sole discretion of SLAC.

SLAC reserves the right to accept or reject any or all proposals prepared in response to this RFP and to waive any informality in any proposal. Minor deviations may be considered, provided the proposal fully meets the objectives of the RFP.

Note: Please see **Exhibit A** – "Instructions to Prospective Proposers" for additional instructions as required.

A. <u>SLAC CONTACTS</u>

The SLAC Purchasing Department is managing the competitive process for this RFP. All contact during the competitive process is to be through the SLAC-Purchasing Department only.

Offerors shall not consult with any other SLAC employee during the evaluation process, other than the SLAC Buyer/Contract Administrator indicated below: Attempts by Offeror to contact other SLAC employees regarding this RFP may result in disqualification of offer.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail to:

Carol Lam Sr. Contract Administrator Stanford National Accelerator Center, MS 18 Purchasing Department 2575 Sand Hill Road, Menlo Park, CA 94025 Phone: (650) 926-5051 Fax: (650) 926-8785 E-mail: <u>clam@slac.stanford.edu</u>

All questions need to be received by February 6, 2009.

B. <u>CALENDAR OF EVENTS (Subject to change)</u>

Event	Date
RFP Issued	January 20, 2009
Formal Proposal due	February 17, 2009
Proposal Evaluation	Duration two (2) weeks after receipt of proposals from February 17, 2009 to March 3, 2009
Contract Award(s)	Within one (1) week after Proposal Evaluation.

CXI milestone schedule

The following dates below represent absolute drop-dead dates before which a given activity must be completed. Earlier completion of the activities or the project are strongly encouraged.

Activity description	Start	Finish
AWARD: Long Lead CXI KB 1 System		5/6/2009
Vendor Effort - Long Lead CXI KB 1 System -		
Mechanics		9/10/2010
Vendor Effort - Long Lead CXI KB 1 System- Mirrors		9/10/2010
PDR - Vendor Design Review CXI KB 1 System		9/4/2009
Ship test coupons to SLAC		9/4/2009
Ship test substrate to mechanical vendor		9/4/2009
FDR - Vendor Design Review CXI KB 1 System		12/10/2009
REQD: Seismic Review Complete - CXI KB 1 System		11/23/2009
RCV: Long Lead CXI KB 1 System - Mechanics		9/10/2010
RCV: Long Lead CXI KB 1 System - Mirrors		9/10/2010
SLAC Effort - Metrology CXI KB 1 System	9/13/2010	11/5/2010
SLAC Effort - Coating Prep CXI KB 1 System	5/24/2010	8/13/2010
SLAC Effort - Coating CXI KB 1 System	9/13/2010	10/22/2010
AVAIL: Ready For Installation CXI KB 1 System		11/8/2010
Assemble, test and install by Vendor on-site CXI KB 1		
System	11/8/2010	11/30/2010

C. <u>SUBMITTAL OF BIDS</u>

All offers shall be received at the SLAC Purchasing Office between the hours of 8:00 a.m. and 4:00 p.m. PDT on **February 17, 2009.** Offers will not be accepted after 4:00 p.m. PDT on the day of submission.

MAIL TO:

SLAC National Accelerator Center, MS 18 Purchasing Department 2575 Sand Hill Road, Menlo Park, CA 94025 ATTN: Carol Lam

SOLICITATION NO. 2526

NOTICE TO MAIL ROOM: DO NOT OPEN. THIS IS A PROPOSAL UNDER THE ABOVE IDENTIFIED SOLICITATION.

(a) Hand carried proposals shall be marked as follows:

FROM: _____

HAND CARRY TO:

SLAC National Accelerator Center 2575 Sand Hill Road, Bldg. 41, Room 201 Menlo Park, CA 94025 ATTN: Carol Lam

SOLICITATION NO.: 2526

NOTICE TO MAIL ROOM: DO NOT OPEN. THIS IS A PROPOSAL UNDER THE ABOVE IDENTIFIED SOLICITATION

- (b) The offeror assumes the full responsibility of insuring that the offer is received at the place and by the date and time specified in this solicitation.
- (c) It may not be possible to hand carry the package(s) between the hours 5 P.M. and 8 A.M. work days. Delivery to any other location may result in late receipt of the proposal and is strongly discouraged.
- (d) Offers will be received only at the address, date and time indicated above. All offers, whether delivered by an employee of Offeror, U.S. Postal Service, courier or package delivery service, must be received at the stated address prior to the time designated.

Offers are to be delivered as follows:

- 1. Offerors are to submit one (1) original plus three (3) copies of the Price Proposal and Other Documents (Volume I) and one (1) original and seven (7) copies of the Technical and Management Proposal (Volume II).
- 2. Offeror's name and return address must also appear on the mailing package.
- 3. Offeror agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its bid.

- 4. Submitted bids shall be valid for a minimum period of ninety (90) days.
- 5. All costs required for the preparation and submission of an offer shall be borne by the offeror.
- 6. It is the responsibility of the Offerors to clearly identify information in their offer that they consider to be confidential.
- 7. All other information regarding the offer responses will be held as confidential until such time as SLAC has completed their evaluation and, or if, award(s) have been made.
- 8. Offers shall be evaluated in accordance with the Evaluation Criteria described in Section VI.
- 9. In order for offers to be considered complete, the Offeror must provide all information requested.

D. RESPONSE FORMAT

- 1. General Information Each offeror must submit an offer and other written information in accordance with instructions contained herein. The offer should be specific, complete, and concise. The offeror is urged to examine this solicitation in its entirety and to assure that its offer contains all the necessary information, provides all required documentation and is complete in all respects. Any specification that is not explicitly addressed by the offeror shall be considered non-responsive and incomplete during the bid evaluation. Any exceptions or deviations taken to the terms of the solicitation will make the offer unacceptable for award. Offerors should pose any issues/questions to the contract administrator prior to the time for receipt of proposals to allow SLAC the opportunity to consider whether the matter warrants an amendment to the solicitation.
- 2. Offer Format and Content Narratives bid responses are to be straight forward, clear, concise and specific to the information requested, and organized as outlined in Section V.

Volume I - Offer and Other Documents:

- Pricing responses must be submitted on the Proposal Form (Exhibit B), and all information included as requested
- 2) Representations and Certifications
- 3) Financial Resources

Volume II - Technical/Management:

The technical/management proposal shall include the following components:

- 1) Project Team
 - (a) Organizational chart
 - (b) Proposed Key Personnel
 - (c) Professional Profiles of Key Personnel
- 2) Technical Approach and Experience
 - (a) Project Plan
 - (b) Project Delivery and Milestone Schedule
 - (c) Relevant Experience/Past Performance
 - (d) Other Pertinent Information
 - (e) Technical Exceptions and Deviations

E. NOTICE OF AWARD

Any and all offerors will be notified in writing via e-mail of any contract award recommendation, of SLAC - Purchasing.

IV. TERMS AND CONDITIONS

A. SLAC Terms & Conditions

SLAC Terms & Conditions M367 (Rev. 09Jan 09) shall apply for any work on the SLAC site and M364 (Rev. 09Jan 09) shall apply for the system (Exhibit C), shall apply to this Purchase Order and are incorporated herein and included with this RFP.

B. Period of Performance

- 1. The period of performance will be eighteen (18) months from date of award.
- 2. The RFP Statement of Work, Terms & Conditions, Attachments, Exhibits, and Offeror's proposal, may be incorporated into and made a part of any PO that may be awarded as a result of this RFP.

V. OFFER PREPARATION AND SUBMISSION

Volume I - Offer and Other Documents:

The submitted offers shall remain valid for a minimum of 90 calendar days from the date for receipt of offers specified above. The offeror should also include a statement agreeing to a minimum of 90 days for the offer acceptance period.

- Price bid responses must be submitted using the SLAC Proposal Form (Exhibit B), and all information included as requested. The person signing must have the authority to commit the offeror to all of the provisions of the solicitation.
- 2) Representations and Certifications (Exhibit D) completed and by an authorized person in the offeror's organization.
- Offeror must have adequate financial resources to perform the scope of work, or the ability to obtain them. SLAC will make the determination of financial responsibility.

It should be noted that an independent audit agency may be requested to perform a financial responsibility review for SLAC's consideration. The burden is on the offeror to provide sufficient documentation to allow SLAC to determine responsibility. As a minimum, the offeror should provide the following (if it exists):

- a) A current Statement of Financial Position (Balance Sheet) and Income Statement covering all quarters completed in the current fiscal year and projected data for the balance of the year;
- b) An audit opinion (rendered by an independent Certified Public Accountant firm) and the related audited financial statements and notes to the financial statements for the last two fiscal years;
- c) The information required above for any subcontractor expected to perform twenty percent or more of the effort; and
- d) A letter of credit containing the name of the lender and the Financing terms if credit is to be obtained.
- Copy of Certificate of Liability Insurance for on-site work at SLAC. See Exhibit F for sample of Certificate of Liability Insurance and Paragraph 24 of the SLAC Terms and Conditions M364 (Rev. 09Jan09) for instruction.

Volume II, Technical/Management:

No pricing data of any kind shall be included in the Technical/Management Volume (Volume II); cost and price information shall be included only in (Volume I). The technical/management proposal shall include the following components:

- 1) Project Team (including any and all subcontractors)
 - a) Provide an organizational chart of the proposed project team
 - b) Proposed Key Personnel Specify the names, titles, and labor categories. Please note that all of the key team members specified in the proposal are expected to work on the activity unless SLAC agrees to a substitution.
 - c) Biographies Submit biographies of proposed key personnel and describe specific experience and expertise relevant to the proposed work activity as follows:
 - (1) Academic background (degrees, schools)
 - (2) Number of years of pertinent experience
 - (3) Professional profile and detailed descriptions of relevant experience, and the names of the firms where the relevant experience was acquired.
- 3) Technical Approach
 - a) Provide a narrative description of the proposed project plan and describe your approach to completing the scopes of work. Include delivery and milestone schedule of the entire project from start to finish.
 - b) Describe the duties and assigned tasks and associated qualification required or the staff assigned to successfully complete the tasks as required.
 - c) The offeror will provide a quality assurance plan which includes provision for performance verification of major subcomponents of the system. The plans for implementation and performance and acceptance testing should be clearly described. The quality assurance plan should include the possibility of access by SLAC representatives to the vendor's facilities and/or that of any major subcontractor during production,. Subcontractors should be identified and their quality assurance procedures should also be documented.
- 4) Relevant Experience/Past Performance
 - a) Each offeror will be evaluated on their performance under existing and prior contracts for services similar in scope. For purposes of past

performance information, offerors shall be defined as including parent companies, members in a joint venture, teaming arrangement, limited liability company or other similar entity and subcontractors that are considered a part of the proposal.

- b) The offeror must present the following information:
 - (i) A list of the last three (3) contracts or subcontracts completed or currently in process within the past three years that are for similar services. Contracts or subcontracts listed may include those entered into with the Federal, State, local governments and commercial customers. If an offeror does not have three contracts or subcontracts for similar services, the offeror may include contracts or subcontracts that are not similar. Offerors that are newly formed entities without prior contracts should list contracts and subcontracts for all key personnel and previous companies the entity may have been involved with. Include the following information for each contract or subcontract:
 - a) Name of contracting activity
 - b) Contract number
 - c) Contract type
 - d) Total contract value
 - e) Brief description of the work
 - f) Contracting activity, Contracting Officer and Program Manager along with their telephone numbers
 - g) List of Major Subcontractors
 - (ii) The offeror may provide information on problems encountered on the contracts or subcontracts identified in the list and corrective actions taken to resolve the problems. Offerors should not provide general information on their performance; this will be provided by the references.
- 5) Other Pertinent Information Include any other pertinent information which will supplement or aid in the understanding of the technical proposal.
- 6) Technical Exceptions and Deviations Identify and explain any exceptions or deviations taken or conditional assumptions made with respect to the technical requirements of this solicitation.

VI. EVALUATION OF OFFERS AND BASIS OF AWARD

A. EVALUATION CRITERIA

This acquisition is planned as a "Best Value" procurement. The utilization of this procedure is expected to provide the greatest overall benefit to SLAC. "Best Value" employs a tradeoff process that permits award to other than the lowest priced offeror or to the highest technically rated offeror. The tradeoff process associated with "Best Value" involves a comparative weighing of the evaluation factors and subfactors identified in the Request for Proposals (RFP). Specifically, the tradeoff process involves selecting the most advantageous offer based on an integrated assessment of both non-cost/price factors, taking in their assigned relative importance. All proposals will be evaluated by a SLAC evaluation committee. In order to determine the most qualified firm to perform the required work, the proposals will be evaluated based on the following criteria:

- 35% Compliance with Technical Requirements & Specifications
- 15% Delivery and milestone schedule
- 25% Personnel, Experience, Facilities
- 15% Quality Plan
- 10% Financial Solvency

All evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

B. INVOICING/PAYMENT

Performance Base Payment – Payment will be authorized based on the percentage of completion. Delay in schedule will result in non-payment. Payment will be based on the following payment milestones schedule:

Payment milestones:

Upon successful completion of Preliminary Design Review and submission of drawings	10%
Upon successful completion of major raw material procurement	10%
Upon successful completion of component fabrication and outside	15%
procurement	
Upon successful receipt of major material (including measured optics)	40%
Upon successful completion of all vendor tests	10%
Upon Delivery /Installation/Acceptance at SLAC.	15%

Payment will be made Net Thirty (30) Days following receipt and approval of a satisfactory invoice and upon complete satisfactory performance of services.

SLAC shall notify Seller of any adjustments required to invoice.

Invoices shall contain the SLAC PO number, invoice number, and remit to address.

C. ACCOUNT MANAGER/PRIMARY CONTACT

Seller shall provide a dedicated competent account manager or primary contact that shall be responsible for the SLAC account/PO. The account manager/primary contact shall receive all documents and e-mails from SLAC and shall be the primary contact for all issues regarding Offeror's response to this RFP and any issue that may arise pursuant to this RFP. Seller shall also provide adequate, competent support staff that shall be able to service SLAC during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the PO, services offered and able to identify and resolve quickly any issues including but not limited to PO and invoicing problems.

Seller's account manager/primary contact shall be familiar with SLAC requirements and standards and work with SLAC departments to ensure that established standards are adhered to.

Seller's account manager/primary contact shall keep the SLAC contract administrator informed of requests from any of SLAC's departments as required.

D. GENERAL REQUIREMENTS

The successful offero(s) shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP.

Exhibit B PROPOSAL FORM

Coherent X-Ray Imaging (CXI) 1 micron Kirkpatrick-Baez (KB) System

From:

(Company Name)

Address _____

RFP No. : 2526

Inquiries should be directed to: Carol Lam Phone (650) 926-5051 Fax (650) 926-8785

To: Mr. Barry S. Miller Director of Acquisition Management Stanford Linear Accelerator Center 2575 Sand Hill Road, MS#01 Menlo Park, CA 94025

In compliance with your Request for Proposal (RFP) for the above number and date, the undersigned hereby proposes to perform the services described in the RFP, in strict conformance with the Subcontract, except as otherwise noted in the Proposal, for and in consideration of the amount set forth below:

DESCRIPTION - Coherent X-Ray Imaging (CXI) 1 micron Kirkpatrick-Baez (KB) System	PROPOSED % OF THE UNIT PRICE	Unit Price (US\$)
1. Mirror substrates		\$
Preliminary Design and submission of drawings	10%	
Material	10%	
Fabrication of component fabrication	15%	
Delivery of test coupons and blank substrate	10%	
Successful verification of test coupons with SLAC independent metrology	10%	
Completion of all vendor tests	10%	
Delivery of two (2) finished mirror substrates to SLAC	15%	
Successful verification of mirror substrates with SLAC independent metrology	20%	

2. Mirror mechanical support system		\$
Preliminary Design Review and submission of drawings	10%	
Material	10%	
Fabrication of component fabrication	15%	
Delivery of major materials and components	40%	
Completion of all vendor tests	10%	
Delivery /Installation/Acceptance with Documentation at SLAC	15%	

3. Vacuum enclosure		\$
Preliminary Design Review and submission of drawings	10%	
Material	10%	
Fabrication of component fabrication	15%	
Delivery of major materials and components	40%	
Completion of all vendor tests	10%	
Delivery /Installation/Acceptance with Documentation at SLAC	15%	

4. Support stand		\$
Preliminary Design Review and submission of drawings	10%	
Material	10%	
Fabrication of component fabrication	15%	
Delivery of major materials and components	40%	
Completion of all vendor tests	10%	
Delivery /Installation/Acceptance with Documentation at SLAC	15%	

5. 45 Degree Option		\$
Preliminary Design Review and submission of drawings	10%	
Material	10%	
Fabrication of component fabrication	15%	
Delivery of major materials and components	40%	
Completion of all vendor tests	10%	
Delivery /Installation/Acceptance with Documentation at SLAC	15%	

Coherent X-Ray Imaging (CXI) 1 micron Kirkpatrick-Baez (KB) System

TOTAL PRICE (US\$) ______

TOTAL PRICE IN WORD:_____

<u>Payment Terms</u>: A prompt payment discount of _____% will be allowed for payment of invoices paid within ____days, net _____ days (e.g., 1 %-10 Days, Net 30).

(Net 30 days will be used if a discount or other payment terms are not specified.)

The undersigned agrees that the proposal shall be valid for a minimum of 90 calendar days after the requested proposal due date.

The offeror acknowledges receipt of the following addenda to the drawings, specifications or other documents included in the Request for Proposals: (List Addendum Number and Date for each):

	1	
Name of Proposer	Proposal Date:	

Name of Proposer	Proposal Date:	
Address		
City, State and Zip Code	Authorized Signature:	
Phone: Fax: Email:	Signer's Printed Name & Title:	