



## **COOK COUNTY JUSTICE ADVISORY COUNCIL**

REQUEST FOR QUALIFICATIONS (RFQ) NUMBER 1205-2009

### **SUBURBAN COOK COUNTY SERVICES TO PREVENT COMMUNITY VIOLENCE AND RECIDIVISM AMONG ADULTS**

Responses shall be submitted to the  
Cook County Online Solicitation / Bid Submission site at  
<https://www.cookcountyil.gov/service/online-solicitation-bid-submission>

Responses are due no later than  
10:00 A.M. Central Time on Wednesday, September 2, 2020  
Late responses will not be considered.

There will be an Electronic Pre-response Conference for RFQ 1205-2009 on  
Wednesday, August 19, 2020 at 10:00 A.M. Central Time.  
This Pre-response Conference is not mandatory.

Please submit an email to the RFQ Contact below by  
Monday, August 17, 2020 to register for the Pre-response Conference.

Questions regarding this RFQ should be directed to the RFQ Contact:  
Chris Hawkins-Long (Email: [Chris.Hawkins-Long@cookcountyil.gov](mailto:Chris.Hawkins-Long@cookcountyil.gov))  
by Wednesday, August 19, 2020 at 3:00 P.M. Central Time.

This RFQ document contains this cover page and thirteen (13) additional pages.

**Toni Preckwinkle**  
President  
Cook County Board

**Delrice Adams**  
Executive Director  
Cook County Justice Advisory Council

# **INTRODUCTION**

## **RFQ Description**

The purpose of the Cook County Justice Advisory Council (JAC) Suburban Cook County Services to Prevent Community Violence and Recidivism Request for Qualifications (1205-2009) is to develop a prequalified pool of providers of community violence and recidivism prevention services for suburban Cook County adults in each of three (3) geographic regions. **The prequalified list will be valid for twenty-four (24) months, with three (3) one-year renewal options.** Respondent organizations do not need to be physically located in suburban areas to qualify for this RFQ.

## **Pre-Response Conference**

The County will hold an electronic Pre-Response Conference at the date and time indicated on the cover page of this RFQ. Representatives of the County will be present to answer any questions regarding the services requested or response procedures. Prospective Respondents will respond to the contact person listed on the cover page of this RFQ by the registration date indicated to confirm participation and receive participation instructions.

## **Cook County and Justice Advisory Council Background**

Cook County is located in the upper northeastern section of the State of Illinois and contains more than 800 local governmental units within its boundaries. With a population of approximately 5.3 million people, the County is governed by a 17-member Board of Commissioners who are elected from single-member districts. The Commissioners and a County Board President are elected to four-year terms by the citizens of the County. As mandated by State law, County government has principal responsibility for the protection of persons and property, the provision for public health services and the maintenance of County highways. The Cook County Justice Advisory Council (JAC) implements Cook County Board President Toni Preckwinkle's public safety policy and criminal and juvenile justice systems reform efforts, ensuring systematic community supports to increase public safety.

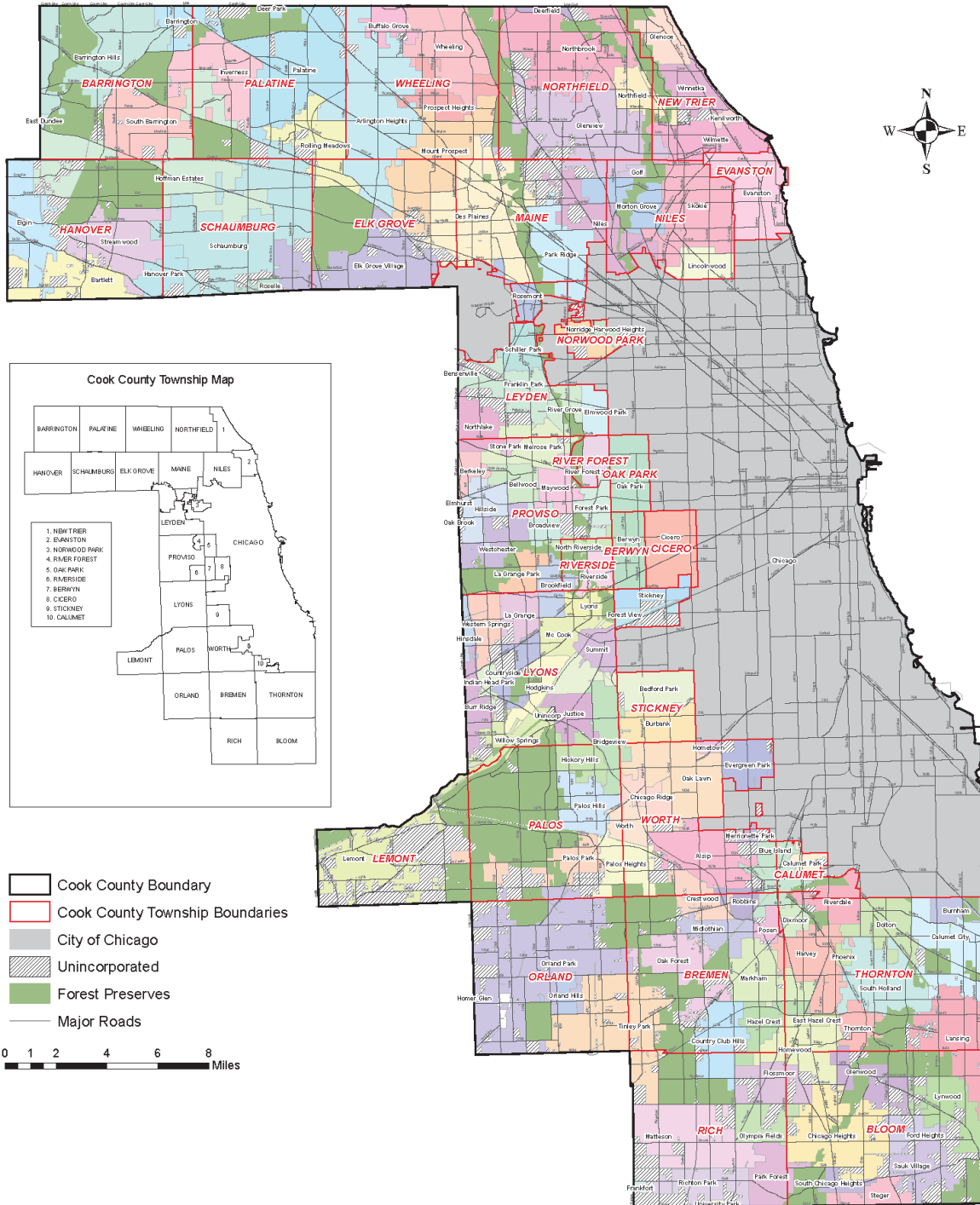
## **Suburban Cook County Services: Geographic Definitions**

**For the purposes of this RFQ, the Cook County Suburban regions are grouped as follows:**

- ✓ South Suburban: Bloom, Bremen, Calumet, Orland, Rich, and Thornton Townships.
- ✓ West Suburban: Berwyn, Cicero, Lemont, Leyden, Lyons, Oak Park, Palos, Proviso, River Forest, Riverside, Stickney, and Worth Townships.
- ✓ North Suburban: Barrington, Elk Grove, Hanover, Maine, New Trier, Nilens, Northfield, Norwood Park, Palatine, Schaumburg, and Wheeling Township as well as the City of Evanston.

A Cook County Township and Municipalities map follows below, and that map is available online at <https://www.cookcountyclerk.com/sites/default/files/pdfs/Ccountywide%20Map%20with%20Municipalities.pdf>

# Cook County Townships and Municipalities



**Karen A. Yarbrough**  
cookcountyclerk.com

Updated December 2018

## **SCOPE OF SERVICES**

The JAC invites organizations to demonstrate qualifications to provide services which can be shown to:

- reduce the incidence of and exposure to violence in suburban municipalities, among adults aged 18 and above as both perpetrator and victim, and/or
- provide supports to suburban adults which reduce the conditions that lead to recidivism and repeated justice system involvement.

This RFQ will develop a list of approved, qualified, and established providers delivering programs with an established track record and which have demonstrated a significant impact. The JAC expects to support programs assisting suburban adults age 18 and above with:

- job placement and job readiness training
- access to housing
- counseling and clinical services
- access to healthcare
- access to legal services, justice-system advocacy and/or expungement services
- parenting supports
- supports for developing financial literacy, economic stability, and the tools necessary to succeed as an entrepreneur
- supports and interventions to promote safety and ensure that adult residents are physically and psychologically safe and free from violence, including prevention of abuse and neglect of vulnerable adults
- reduction in justice system involvement.

The above list is not exhaustive, and community organizations may provide programs which integrate the above efforts while working with community partners to promote integrated service; others may provide more comprehensive wrap-around programming.

Where appropriate, the JAC expects respondents to demonstrate that programs offered are informed by the impact of sustained exposure to complex trauma. Additionally, projects should demonstrate special attention building sustained supportive connections. Demonstration of expertise in comprehensive case management is relevant under the terms of this RFQ.

The JAC expects programming offered by community partners to be demonstrably responsive to the expressed needs and lived experiences of residents at the most local level -- leveraging community assets to meet the differing challenges of municipalities and neighborhoods in suburban Cook County.

Successful respondents shall also be financially solvent and shall demonstrate a high level of staff and leadership competence in delivering the services described in this Request for Qualifications.

## **SUMMARY OF ITEMS REQUIRED FOR SUBMISSION**

Respondent shall submit the following documents as a single PDF file or a single ZIP file not to exceed 75mb, in the order below, with each item clearly labeled. Documents shall be prepared in Times New Roman font, 12 point, with single spacing and one-inch margins. Respondent shall submit responses to the Online Solicitation/Bid Submission site at: <https://www.cookcountyl.gov/service/online-solicitation-bid-submission> no later than the time and date indicated in the RFQ. Late submittals will not be considered.

1. Cover Letter, signed by the organization's chief executive officer. This cover letter shall include:
  - ✓ a statement of which suburban region(s) this response addresses: South, West, and/or North suburbs.
  - ✓ a brief description of the Respondent organization's history and structure, including a brief description of the organization's track record, number of employees, number of years in operation, and a summary of the relevant qualifications of the Respondent to services to reduce community violence and recidivism among adults.
  - ✓ a statement indicating any real or potential conflict of interest, or a statement indicating no conflicts of interest exist.
  - ✓ a statement and brief description of any pending litigation, or a statement indicating no pending litigation exists.
  - ✓ the organization's name, and full contact information for the CEO, the program manager responsible for project delivery, and the financial contact responsible for project reporting.
  - ✓ the organization's legal name, for-profit or not-for-profit status, and full contact information including email address for the following three people: the CEO, the program manager responsible for project delivery, and the financial contact responsible for project financial reporting.
2. South Suburban Qualifications, with organizational references (5 pages, omit if your organization does not wish to demonstrate qualifications for this region).
3. West Suburban Qualifications, with organizational references (5 pages, omit if your organization does not wish to demonstrate qualifications for this region).
4. North Suburban Qualifications, with organizational references (5 pages, omit if your organization does not wish to demonstrate qualifications for this region).
5. Description of Key Personnel.
6. Addenda Acknowledgment Form (Appendix I).
7. Statement of Organization's Revenue and Expenses Budget for Current Fiscal Year.
8. Most Recently Completed Fiscal Year Financial Statement (can be Audited Financials, Form 990, or Signed Statement of Revenue and Expenses).

## **DESCRIPTION OF ITEMS REQUIRED FOR SUBMISSION**

Respondent shall submit the following documents as a single PDF file or a single ZIP file not to exceed 75mb, in the order below, with each item clearly labeled. Documents shall be prepared in Times New Roman font, 12 point, with single spacing and one-inch margins. Respondent shall submit responses to the Online Solicitation/Bid Submission site at: <https://www.cookcountyil.gov/service/online-solicitation-bid-submission> no later than the time and date indicated in the RFQ. Late submittals will not be considered.

### **1. Cover Letter (1 page maximum, signed by the organization's chief executive officer)**

The Cover Letter shall include:

- ✓ a statement of which suburban region(s) this response addresses: South, West, and/or North suburbs.
- ✓ a brief description of the Respondent organization's history and structure, including a brief description of the organization's track record, number of employees, number of years in operation, and a summary of the relevant qualifications of the Respondent to deliver the services described in this Request for Qualifications.
- ✓ a statement indicating any real or potential conflict of interest, or a statement indicating no conflicts of interest exist.
- ✓ a statement and brief description of any pending litigation, or a statement indicating no pending litigation exists.
- ✓ the organization's name, and full contact information for the CEO, the program manager responsible for project delivery, and the financial contact responsible for project reporting.
- ✓ the organization's legal name, for-profit or not-for-profit status, and full contact information including email address for the following three people: the CEO, the program manager responsible for project delivery, and the financial contact responsible for project financial reporting.

### **2, 3, 4: Qualifications Documents: South, West, and/or North Suburban Regions with organizational references (5 pages for each region chosen)**

Respondents shall provide information under a separate heading for each of the suburban regions for which it wishes to demonstrate qualifications. A respondent may demonstrate qualifications for one, two, or three regions (South Suburban, West Suburban, and/or North Suburban). Respondents are limited to five pages to demonstrate qualifications for each suburban region selected. If your organization wishes to demonstrate qualifications for just one suburban region, then just one five-page document is required; if your organization wishes to demonstrate qualifications for two suburban regions, two separate five-page documents are required; for all three regions, three separate five-page documents are required.

For each geographical region for which you wish to demonstrate qualifications, a complete demonstration will address **programming**, and shall also include **references**, as follows:

A. *Programming:* Describe, one program at a time, programs currently offered by your organization in this geographical region. Descriptions of each program should include each of the following in turn:

- ✓ an explanation of the program model, including the needs being addressed, a description of program components, and the ways in which your program learns and receives feedback from participants and the communities in which it operates
- ✓ the length of time the program has been in operation
- ✓ the enrollment level for the program over the past three years
- ✓ measurable outcomes your organization uses to determine program effectiveness, including those for the most recent year
- ✓ strategies for coordination of complementary services with other community groups or agencies
- ✓ whether this program is informed by evidence-based practices
- ✓ the direct connection of the program to reducing community violence and/or recidivism
- ✓ how your program addresses the effects of complex trauma and exposure to violence
- ✓ summary demographic information regarding program participants
- ✓ staff competencies and specific program components which address needs for parity in access, economic challenges, and cultural values among the individuals served.
- ✓ how tracking, measurement and data systems capacity allow for program growth
- ✓ local community partnerships which assist with referral or program delivery
- ✓ the average cost per individual served in the program – a single dollar amount, without breakout or detail, including all direct and indirect expenses (please note that price is not a consideration in the evaluation of qualifications)

Respondents shall describe up to four (4) representative programs in the suburban region for which it demonstrates qualifications. If a program is delivered in more than one region, it may be included in the program descriptions for each region, but local community partnerships and aspects of program intake, community assets and challenges, and the demographic summaries of the program must be reported by region.

B. *References:* Provide at least two (2) relevant professional references for individuals not employed by the Cook County Justice Advisory Council, preferably involved with similar governmental engagements, that can attest to your qualifications and experience with proposed services in the geographical region for which your organization wishes to demonstrate qualifications.

Each reference shall include, at a minimum:

- ✓ The reference's name, title, and organizational affiliation
- ✓ The reference's organization's street address,
- ✓ The reference's work telephone number and email address
- ✓ A description of relevant work undertaken for which the reference can vouch.

## **5. Description of Key Personnel (as many pages as needed)**

- ✓ Include a statement describing of how the staff selected as key personnel supports the population being served with consideration to parity, economic challenges, and cultural values.
- ✓ Include a chronological resume of the key personnel that will be accountable for proposed work, including a chronological resume.

## **6. Addenda Acknowledgment Form**

Respondents shall complete the Addenda Acknowledgment Form, labeled as Appendix I. Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the Request for Qualifications by the Justice Advisory Council.

If issued, the Justice Advisory Council County will post any addenda on the County website at <https://legacy.cookcountygov.com/purchasing/bids/listAllBids.php>.

Please note that any clarification addenda issued prior to the Response due date shall be made available to all Respondents. Since all addenda become a part of the Response, the Addenda Acknowledgement Form must be signed by an authorized Respondent representative and returned with the Response. Failure to sign and return addenda acknowledgements shall be grounds for rejection of the Response.

## **7. Statement of Organization's Revenue and Expenses Budget for Current Fiscal Year**

Respondent shall offer a copy of the organization's revenue and expenses budget for the current fiscal year. Respondent may add a page of text detailing any special circumstances which apply to this year's revenue and expenses budget, for instance an explanation of a deficit, or special one-time expenses or revenue items.

## **8. Most Recent Completed Fiscal Year Financial Statement (Audited Financials, Form 990, Signed Statement of Revenue and Expenses)**

Respondent shall provide audited financial statements, including an auditor's letter of opinion, balance sheet, schedules, and related auditor's notes for the most recently audited fiscal year. If the organization does not have audited financial statements, respondent shall submit a copy of the most recently filed Form 990 federal return, or a statement indicating revenues and expenses for the most recently completed fiscal year signed by the chief executive officer or chief financial officer of the organization.



# EVALUATION PROCESSES AND AGREEMENT EXECUTION

## Acceptance of Responses

The Cook County Justice Advisory Council reserves the right to reject any or all qualifications or any part thereof, to waive as an informality any irregularities contained in any response, and to accept qualifications deemed most favorable to the County. The County is not obligated, either to contract for the full services offered by a Respondent, nor to enter into an agreement with any one Respondent. Payment amounts, terms and service levels are subject to negotiation prior to the execution of agreements.

## Evaluation Process

- ✓ County personnel will review all submitted materials to ascertain that they are responsive to all submission requirements.
- ✓ An Evaluation Committee comprised of County personnel will evaluate all responsive submissions in accordance with the evaluation criteria detailed below. Pricing is not a consideration in the evaluation of qualifications. The evaluation committee, at its option, may request that any or all respondents make a presentation, other customer testimonials, submit clarifications, schedule a site visit of their premises (as appropriate), provide additional references, respond to questions, or consider alternative approaches.
- ✓ Upon determination by the Evaluation Committee that Respondents have demonstrated qualifications, the Evaluation Committee shall offer a list of said Respondents to the Executive Director of the Cook County Justice Advisory Council for concurrence.
- ✓ At any time during the valid period of an approved list of providers pursuant to this RFQ, a Professional Services Agreement for services may be negotiated with an approved provider by the Justice Advisory Council. The County may award one or more contracts but reserves the right to award fewer or none, based on the availability of funds, the needs of the community, and the responsiveness and quality of the qualifications received.

## Criteria for Evaluation

For each of the three suburban regions for which a Respondent seeks to demonstrate qualifications, responses shall be reviewed and scored based on the following criteria:

- ✓ Respondent's readiness to implement the services indicated in this RFQ document for adults in the geographical region selected by the Respondent, as evidenced by the experience documented in the response with providing these services effectively. Scoring Weight: 40%.
- ✓ Demonstration of ability and experience with measuring outcomes and tracking participant enrollment and activity in the geographic region. Scoring weight: 20%

- ✓ Demonstration of Respondent's community connections, cultural competencies, and geographic knowledge of the milieu in which program participants live. Scoring Weight: 20%
- ✓ Completeness, consistency, clarity, and relevance in the Respondents references, including reference's name, title, organization, address, phone, and e-mail address. Scoring weight: 10%.
- ✓ Fiscal capacity of the Respondent to deliver services in the specific geographic region, as evidenced by the organizational budget and financial statements offered by the Respondent. Scoring Weight: 10%

**To be evaluated as "Qualified" for any specific geographical region, a response must achieve a minimum overall qualitative score of 60%. The Evaluation Committee for this RFQ may, at its sole discretion, designate a minimum qualitative score higher than 60%.**

## **ADDITIONAL INFORMATION**

### **Respondent Responsibilities**

Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. The Respondent will be held to have thoroughly examined and read the entire RFQ document. Incomplete responses may lead to a response being deemed non-responsive and shall subject the Respondent to disqualification. Non-responsive responses will not be considered. Respondent shall submit responses to the Cook County Online Solicitation / Bid Submission site at <https://www.cookcountyil.gov/service/online-solicitation-bid-submission> no later than the time and date indicated in the RFQ. Late submittals will not be considered.

The Respondent remains responsible for ensuring that its Response is received at the time, date, and office specified. The County assumes no responsibility for any Response not so received.

This RFQ provides potential Respondents with sufficient information to enable them to prepare and submit a demonstration of qualifications. This RFQ also contains the instructions governing the submittal of qualifications and the materials to be included therein, including the County requirements, which must be met to be eligible for consideration. All responses must be complete as to the information requested in this RFQ to be considered responsive and eligible for designation as a qualified vendor pursuant to this RFQ.

The Respondent certifies that no alterations or modifications have been made to the original content of this RFQ or other procurement documents. Any alternates or exceptions (whether to products, services, terms, conditions, or other subject matter) shall be apparent and clearly noted in the offered response. Respondent understands that failure to comply with this requirement may result in the response being disqualified and, if determined to be a deliberate attempt to misrepresent the response, may be considered as sufficient basis to suspend or debar the submitting party from future County Bid and RFQ procurement opportunities.

## **Respondent Presentations**

The County reserves the right to, but is not obligated to, request and require that each Respondent provide a formal presentation of its Response at a date and time to be determined. If required by the County, it is anticipated that such presentation will not exceed four (4) hours. No Respondent will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Respondent.

## **Right to Inspect**

The County reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Respondent and any proposed sub-Respondents and to reject any Response regardless of price if it shall be administratively determined that in the County's sole discretion the Respondent is deficient in any of the essentials necessary to assure acceptable standards of performance. The County reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFQ.

## **Orientation and Reporting**

All organizations who are awarded JAC contracts are required to attend an orientation prior to beginning services. This orientation is mandatory. Its purpose is to provide partners with specific instructions relative to the JAC's reporting and other administrative requirements. The JAC requires that each organization send those individuals who will be responsible for preparing the JAC required programmatic and fiscal reports.

Funded organizations shall be required to submit periodic programmatic and fiscal reports for the duration of the grant. The JAC will provide forms for this purpose which will be distributed to each grantee as part of the mandatory orientation session. In addition, all funded organizations will be required to have an email address for correspondence purposes.

Additionally, providers shall submit an annual performance report, required pursuant to County Ordinance, to the Justice Advisory Council that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. This report shall be received by the Justice Advisory Council within thirty days of the request for such a report. Failure of the Contractor or provider to provide this Ordinance-mandated annual performance report will be considered a breach of contract or agreement by the provider and may result in termination of the Contract or agreement.

## **Availability of Documents**

Interested Respondents should note that, unless otherwise stated in the bid or RFQ documents, there is no charge or fee to obtain a copy of or to respond to documents posted. Documents are available to Respondents after they have completed a simple registration process. The Justice Advisory Council publishes this RFQ and all addenda at <http://legacy.cookcountygov.com/purchasing/bids/listAllBids.php>. Respondents intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents. Documents are available to

Respondents after they have completed a simple registration process. Any Respondents receiving a copy of procurement documents from a bid referral service and/or other third party are solely responsible for ensuring that they have received all necessary procurement documentation, including addenda and schedules. The County is not responsible for ensuring that all or any documentation is received by any Respondent that is not appropriately registered with the County.

Prior to the execution of any contract offered pursuant to this RFQ, Respondents shall execute a Cook County Justice Advisory Council's Economic Disclosure Statement. A copy of this Economic Disclosure Statement is available at any time by writing to the contact person indicated on the cover page of this Request for Qualifications. This Statement includes an affidavit indicating certain certifications, compliance, and disclosures including but not limited to:

- ✓ Lobbyist contacts
- ✓ Real estate holdings of the Respondent
- ✓ Disclosure of ownership for any individuals or entities holding a legal or beneficial interest in the Respondent firm
- ✓ Compliance with all child support obligations for any individuals or entities holding a legal or beneficial interest in the Respondent firm
- ✓ Documentation of any familial relationships between Respondent and Cook County employees or persons holding elective office in the State of Illinois, Cook County, or any Cook County municipality
- ✓ Compliance with the Cook County Wage Theft Ordinance

In addition to the Economic Disclosure Statement, a sample copy of the Justice Advisory Council Professional Services Agreement, which shall be executed as a contract for the provision of services pursuant to this Request for Qualifications, is available at any time by writing to the contact person indicated on the cover page of this Request for Qualifications.

### **Clarifications and Addenda**

Should any Respondent have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the contact person listed for questions on the cover page of this RFQ prior to the deadline for questions to obtain clarification prior to submitting a Response. Such inquiries must reference the RFQ name and number.

Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the solicitation by the County. If issued, the County will post the addenda at: <https://legacy.cookcountygov.com/purchasing/bids/listAllBids.php>. In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

### **Errors and Omissions**

The Respondent is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any error or omission to the detriment of the services or the County. The Respondent is responsible for the contents of its Responses and for satisfying the requirements set forth in the RFQ.

Respondent will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Respondent in the process of putting the response together.

### **RFQ Interpretation**

Interpretation of the wording of this document shall be the responsibility of the County and that interpretation shall be final.

### **Confidentiality and Response Cost and Ownership**

From the date of issuance of the RFQ until the due date, the Respondent must not make available or discuss its Response, or any part thereof, with any employee or agent of the County. The Respondent is hereby warned that any part of its Response or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

### **MBE/WBE Participation Goals**

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-267 through 272), the County has established a goal that MBE/WBE firms receive a minimum of zero percent (0%) of the overall estimated expenditures for this procurement. If the Respondent utilizes for-profit subcontractors, to continue to promote and expand the participation of certified MBE/WBE firms, Respondent shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. If M/WBE firms are utilized for this program, the Respondent shall state the name(s) of the minority and women sub-Respondent(s) and the level of participation proposed for each firm to be awarded a subcontract.

### **Respondent Feedback**

To assist in future submissions, the Cook County JAC is pleased to offer feedback on any submission, including information on the Evaluation Committee's scoring and identification of strengths and potential opportunities for improvement. After the determination of qualified responses and the notification of Respondents as to the disposition of their submissions, please write to the contact person listed on the cover page of this RFQ to arrange a debriefing meeting.

## APPENDIX I

### Cook County Justice Advisory Council Addenda Acknowledgement Form

IMPORTANT NOTICE: Respondents shall acknowledge receipt of any addenda issued on the spaces provided below and submit this form with its proposal. Failure to acknowledge receipt of any addenda issued and submittal of this form may render the submission non-responsive.

RFQ No.: **1205-1207**

RFQ Title: **SUBURBAN COOK COUNTY SERVICES TO PREVENT COMMUNITY VIOLENCE AND  
RECIDIVISM AMONG ADULTS**

Respondent Acknowledges receipt of the following addenda issued with regards to the above RFQ:

\_\_\_\_\_ Addendum No. 1

\_\_\_\_\_ Addendum No. 2

\_\_\_\_\_ Addendum No. 3

\_\_\_\_\_ Addendum No. 4

\_\_\_\_\_ Addendum No. 5

Other: \_\_\_\_\_

\_\_\_\_\_ N/A (No Addenda Issued)

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Respondent Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_