



Request For Proposals
For
Jobs for America's Graduates (JAG) Services

Services to be Delivered
July 1, 2025 – June 30, 2027
1 year extension based upon performance

Estimated RFP Timeline of Events:

RFP Issue Date	March 12, 2025
Mandatory Letter of Intent Deadline	March 21, 2025 by 4:00 PM
Questions Due	March 21, 2025
Responses to Questions Posted	March 27, 2025
Proposals Due	April 23, 2025 by 4:00 PM
Board Recommendation	May 13, 2025
Estimated Contract Start Date	July 1, 2025

Southern Indiana Works is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333.

Background and General Information

Southern Indiana Works (SIW) is a non-profit community-based organization that is a customer-focused, high performing leader in the implementation of talent development solutions for both individuals and employers. SIW's mission is to lead a robust talent development system and cultivate a skilled workforce that advances our community, economy, and quality of life. SIW's Board of Directors (Board) serves as the Local Workforce Development Board (LWDB) and is certified by the Governor of Indiana under the Workforce Innovation and Opportunity Act (WIOA). State and LWDBs serve as connectors between the U.S. Department of Labor (USDOL) and local American Job Centers (AJC) that deliver services to job seekers and employers. For more information about Southern Indiana Works see www.soinworks.com.

The Board is comprised of representatives of business and industry, organized labor, community-based organizations, and economic development and educational agencies. More than 50 percent of each LWDB's membership must be comprised of the business community. In addition, LWDBs are required to have representation from local community colleges and other training providers, as well as elected officials and workforce program leaders. This ensures that current skill needs of local businesses are communicated to relevant training programs. Board meetings are subject to Open Door Laws and are open to the public to attend.

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the delivery of Jobs for America's Graduates (JAG) services in the six-county region comprised of Clark, Crawford, Floyd, Harrison, Scott and Washington Counties in Indiana. The award will be made for a two-year contract with an option at the Board's discretion to extend an additional year. In addition, SIW represents a larger geographic footprint representative of 13 Kentucky/Indiana counties, in collaboration with KentuckianaWorks (Louisville, KY LWDB) to form one of the nation's first Bi-State Planning Regions under the USDOL.

SIW has four strategic priorities for the region's talent development system that align with WIOA:

TALENT DEVELOPMENT – To increase in-demand skills, credentialing, and/or degree attainment of our customers that meet the current and future needs of industries. Provide a path for living wage employment and career opportunities.

ECONOMIC DEVELOPMENT – To partner with local Economic Development Organizations and targeted Business and Industry Sector Partnerships to add value to area business attraction, expansion, and retention efforts. Contribute to solutions that generate community development through economic prosperity.

NEXT-GEN TALENT – To assist students and young adults with career exploration, experiences such as work-based learning, and engagement to complement attainment of a High School diploma or equivalent, post-secondary education or training, and skill development to prepare the next generation of talent.

CUSTOMER CENTRIC SYSTEM – To operate a customer-focused, market responsive, high-performing talent development system. SIW's WorkOne Career Center is our region's American Job Center and hub of that system delivering employment, training, career, and business services daily.

The scope of work outlined in this RFP supports SIW's mission and strategic priorities as follows:

- Focus on innovative services for economically disadvantaged youth (age 16-24) with barriers and provide education, training, and work-based learning opportunities to assist them in achieving career success.
- Coordinate and integrate with a consortium of partner organizations responsible for maintaining a comprehensive workforce development system to support and enhance talent development activities.

SIW anticipates awarding one service provider contract. SIW reserves the right to award contracts that provide the greatest opportunity for serving JAG students and that align with our other strategic talent development objectives in the region. The Board reserves the right to award either performance-based or cost reimbursement contracts to any of the selected bidders. SIW reserves the right to renegotiate the terms and conditions of any contract under this RFP.

SIW receives state funding to support its JAG programs. The following budget estimate¹ of \$1,800,000 is based on 20 programs.

SIW anticipates contracting with entities that are familiar with and have experience with service delivery of JAG programs and the organization selected should demonstrate the following characteristics:

- Customer centric approach with the flexibility and ability to adapt to changing needs and SIW strategy;
- Creativity in the implementation of JAG programming and problem solving;
- Commitment to working in a team environment with multiple partner organizations;
- High quality leadership with sufficient support for JAG Specialists;
- Ability to attract and retain staff with a commitment to professional development;
- Outcome oriented, with knowledge of and determination to meet and exceed performance measures; with the ability to manage student data with accuracy and integrity; and
- Demonstration of fiscal responsibility and reliability.

SIW is charged to provide oversight, policy, monitoring, and assurance compliance for the local talent development system. The service provider is responsible for the delivery of JAG

¹ This projected budget is based on the estimated allocation. Final budgets will be negotiated. SIW reserves the right to adjust budgets based on funds available.

programming and maintaining operations in accordance with program requirements and policies.

Transition of Current (Carry-In) JAG Students and Programs

SIW is committed to a seamless continuation of services to existing students and schools without an undue interruption of services. Current JAG programs receiving services from an existing provider will continue to receive services from that provider if the provider is awarded a new contract through this RFP. Current JAG programs receiving services from an existing provider that does not receive a new contract under this RFP will be smoothly transitioned to another provider. SIW will require new contractors to accept “carry-in” JAG programs and to continue supporting JAG students.

Southern Indiana Works Youth Services

A separate contract will be issued for WIOA Youth Services. A minimum of 75 percent of all WIOA youth program expenditures must be directed to out-of-school youth services. The service provider may direct up to 25 percent of all WIOA youth program expenditures to in-school youth. Separate from WIOA, SIW utilizes Jobs for America’s (JAG) as its primary model to serve in-school youth. SIW receives state funding to support its JAG programs. SIW also supports in-school youth through additional state and philanthropic grants for career coaching, career exploration, modern youth apprenticeships, and SummerWorks. The successful bidder to this RFP will operate the region’s JAG programs and coordinate with SIW and the WIOA youth service provider for other in-school youth programming.

Southern Indiana Works JAG

Southern Indiana Works is committed to supporting the JAG program. JAG is a school-to-work transition program focused at helping at-risk youth graduate from high school and either find employment, pursue postsecondary education or training, or enlist in the military following graduation. Each program has a trained JAG Specialist who provides individual and group instruction to 40-45 students using the JAG curriculum. The average number of contact hours per student is 120 hours per year. The JAG curriculum focuses on supporting students in regular studies and offers instruction on 37 core employability competencies that prepare students for the workplace. Students in multi-year programs may attain as many as 85 competencies in four years.

Contingent on availability of funds, Southern Indiana Works plans to fund and support existing JAG programs at 16 sites, for a total of 20 programs (some sites host multiple programs) in the coming year. Below is a listing of Southern Indiana Works existing JAG programs. The expectation is that these programs will remain in place and functioning under this RFP, and that new, if additional state funding becomes available, JAG programs may be added over this same period. In addition to the following sites, SIW supports a JAG College Success Program at Ivy Tech Community College – Sellersburg through a separate contract. This RFP does not cover that

program, but the winning bidder is expected to coordinate with the JAG staff at Ivy Tech Community College – Sellersburg.

School	County
Austin High School (2 programs)	Scott
Clarksville High School	Clark
Corydon Central High School	Harrison
Crawford County High School	Crawford
Eastern High School	Washington
Floyd Central High School (2 programs)	Floyd
Lanesville Junior-Senior High School	Harrison
New Albany High School (2 programs)	Floyd
North Harrison High School	Harrison
North Harrison Middle School	Harrison
Salem High School	Washington
Scottsburg High School	Scott
Scottsburg Middle School	Scott
Silver Creek High School (2 programs)	Clark
South Central Junior-Senior High School	Harrison
West Washington Junior- Senior High School	Washington

Note: Sites are subject to change and providers should be prepared to adjust staffing and administrative cost with the addition or completion of a site program.

JAG Program Design Elements

JAG's mission is to "empower our nation's young people with the skills and support to succeed in education, employment, and life". JAG is a national program that has been in existence for over 40 years. JAG Specialists teach elective classes for credit in high schools, middle schools, and out-of-school programs. JAG provides job skills, hands-on experience, and a year of follow-up to support the transition from graduation to employment, military service, and/or post-secondary education. JAG Specialists recruit and interview students interested in the program and depend on an Advisory Committee to provide feedback on candidates and assist in the selection of participants with barriers to academic and career success.

JAG Specialists deliver an array of individual and group counseling and mentoring, leadership development, employability skills development, career association activities, linkages to school and community-based services, job development, job placement services, and 12 months of follow-up services. The program results in either a quality job leading to a career after graduation, enrollment in a postsecondary education and training program, or enlistment in the military.

The Multi-Year Program services also include a capstone 12-month follow-up period during which Specialists are actively involved in intensive one-on-one employer marketing and job development activities to identify entry-level job opportunities for students after graduation. JAG Specialists help graduates in the exploration of postsecondary educational opportunities and show them how to navigate the financial aid process to pursue these opportunities. Non-graduates receive additional assistance in graduating from high school or completing requirements for a High School Equivalency (HSE) before the close of the 12-month follow-up period. Specialists are expected to keep in contact with students that are not able to stay enrolled in the Multi-Year Program to determine if they graduated from high school. In addition, it is of value to determine their plans to seek employment and/or pursue a postsecondary education.

JAG Specialists must have their own computer with internet access. JAG Specialists utilize the JAG data management system, JAGForce, to record student data, track barriers, and enter activities of these student participants. Data entry must be kept current to meet JAG National expectations which means Specialists are required to enter data on a daily or weekly basis. JAGForce is monitored monthly by DWD staff and JAG National staff and is expected to be current, complete, and accurate.

JAG Specialists should be contracted for twelve (12) months to have time during the summer when schools are not in session to attend trainings, prepare for the school year, and conduct follow-up activities with all students. It is required that graduates receive at a minimum, one contact per month (including June, July, and August) for 12 consecutive months after leaving high school. Undergraduate students should also receive monthly contacts during summer months to encourage remediation, work experience, and return to school, etc.

JAG Indiana programs will:

- Maintain program capacity of, at minimum, 40 students per program. Classes should be separated by grades, whenever possible, because the competencies taught to seniors are different than those taught to underclass students.
- Target students with disabilities, 21st Century Scholars, foster youth, juvenile justice connected youth, and free and reduced lunch students for enrollment.
- Provide job exploration counseling, work-based learning experiences, counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs, workplace readiness training to develop social skills and independent living, and instruction in self-advocacy.
- Utilize the state's case management (Indiana Career Connect) system to ensure that all JAG students funded by WIOA have appropriate service identifies as required to track enrollments and funding.
- Develop and execute opportunities for JAG students to participate in regional in-person or virtual Leadership and Career Development Conferences (CDC) and allow students to

advance to State CDC, State Career Association, National Student Leadership events, and/or National Career Association events, as appropriate.

- Complete timely responses to SIW or Indiana Department of Workforce Development (DWD) inquiries and report requests as well as provide open lines of communication with SIW and DWD staff.
- Remain compliant with JAG Model Standards and utilize the JAG database (JAGForce) for all participants.
- Require JAG staff (Directors, Managers, Coordinators, and Specialists) to attend training provided in-person or virtually by the DWD.
- Comply with DWD requirements and deadlines for data entry and Manager, Coordinator, and grant reports as well as any SIW reports or data requests.
- Share student and program success stories and photographs for regional publications.

JAG Performance Measures

The JAG program has its own outcome goals and JAG Specialists are held accountable for the following performance outcomes.

JAG Performance Measures for Multi-Year Programs.

- 90% Graduation Rate
- 60% Job Placement Including Military
- 60% of those Employed are Full Time (30+ hours)
- 75% in Full Time Outcomes – Employment, Post-Secondary, or Military
- 35% Further Education Rate
- 95% Connectivity Rate

JAG Performance Measures for Middle School Programs.

- 90% of students are promoted to the next grade (6th to 7th, 7th to 8th, 8th to 9th)
- 70% of participants who had 10 or more absences the previous school year will increase attendance in the current academic year
- 90% of participants who enter the program with low academic performance/GPA will demonstrate improvement through: increased GPA; increase in credit attainment; increase in test scores
- 60% of participants who have been identified with the A.8 barrier will avoid additional discipline referrals during the school year (documented in- or out-of-school suspensions, expulsions)
- 70% reduction in at least one indicator/barrier by the end of the program year

Funds will also be used to support management and JAG Specialists by ensuring that:

- All JAG sites report at least 20% of class time spent on guest speakers and/or field trips with local businesses each month.

- All JAG sites report at least two military-connected guest speakers, field trips or other engagement activities annually by end of May.
- All JAG sites report at least 5% of class time spent on community service each month.
- 75% of JAG students receive at least one model service throughout the year related to financial literacy or financial capability education.
- 100% of seniors will have a pin and complete the online FAFSA by the state's filing deadline.
- 75% of seniors will have completed two post-secondary applications annually by the end of May.
- 75% of seniors will have taken the ACT or SAT or other post-secondary assessment or certification assessment annually by the end of May.
- 100% of JAG high school sites will participate in a college fair annually by the end of April.
- 100% of JAG high school sites will have visited a college campus, either in-person or virtually annually by the end of May.
- All JAG students will register and have a resume in Indiana Career Connect.
- All JAG students will register and complete the three career exploration assessments in Indiana Career Explorer or the state's career exploration tool.
- All JAG students will be made aware of opportunities to continue JAG program participation through partnerships with Ivy Tech Community College and Vincennes University College Success Programs.

For information on the National Model and required elements of a JAG program please go to this site: <http://www.iag.org>. New and/or existing goals, objectives and/or performance expectations may be implemented or adjusted on an ongoing basis.

Business Services and JAG

The selected bidder(s) must coordinate and integrate work-based learning experiences and job development activities the SIW business service team programming and activities. SIW currently manages business service activities directly, with staff employed directly by SIW or the Indiana Department of Workforce Development. Activities of the business service team include but are not limited to recruitment, job fairs, layoff assistance, business incentives, labor market information, and human resource consulting.

Proposal Narrative

All proposals must be received by April 23, 2025, no later than 4:00pm EST. Southern Indiana Works has the right to refuse any proposals submitted after the deadline.

A mandatory letter of intent to bid is due March 21, 2025, by 4:00pm EST.

The proposal should be organized in the order in which the requirements are presented in this RFP, with a table of contents which cross-references the RFP requirements. Proposal narrative responses should address the specific questions and be written in a clear and concise manner. The Executive Summary and Proposal Narrative must be submitted in the following format:

- 8 ½" x 11" plain white paper
- One-inch margins on each side
- Minimum 12-point font
- Double spaced
- Sections and subsections labeled
- Number the pages of the proposal narrative consecutively in "Page x of x" format. Attachments need not be numbered.

Proposals should be assembled in the following order:

- Cover Sheet
- Table of Contents
- Executive Summary (No more than 1 page)
- Proposal Narrative (No more than 15 pages)
- Attachments
 - Attachment 1 – Budget & Narrative
 - Attachment 2 – Proposed Staffing Chart
 - Attachment 3 – Non-Collusion Affidavit
 - Attachment 4 – Assurances & Certifications Form
 - Attachment 5 – Proof of Non-Profit Status OR if For-profit provide Certificate of Good Standing
 - Attachment 6 – Audited Financial Statements
 - Attachment 7 –References (Minimum 3)

Southern Indiana Works is requesting bidders to submit an electronic PDF copy of the proposal and attachments to Shilese Stover at Shilese@soinworks.com. Proposals that are not delivered by the due date and time will not be reviewed.

Questions regarding this RFP may be submitted via email to Shilese@soinworks.com on or before March 21, 2025.

Southern Indiana Works may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during negotiations.

Appeals/Complaints: Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the Board. The decision of the Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to: Craig White, Southern Indiana Works 2125 State St. Ste. #16 New Albany, IN 47150

Proposal Narrative Sections

Organizational Background and Qualifications (10 Points)

All bidders are instructed to provide the following information about the organization or, if a consortium of more than one organization, about each organization:

1. Bidders who are applying as a partnership must attach a fully executed MOU.
2. Provide a brief history of the organization including mission, vision, and other strategic priorities.
3. Describe your organization's qualifications related to the delivery of the required service components.
4. Provide an organizational chart for all those applicable to your proposal. Can be included as an attachment.
5. Identify all key members of your leadership team and provide a brief overview of how your organizational leadership will interact and partner with SIW for JAG programming.
6. Include staff experience and JAG knowledge. If your organization has not provided JAG services, please provide the same information for youth workforce development programs that are comparable to the JAG services you are proposing.
7. Specify grant recipient and fiscal agent role, and the organization's experience in managing Federal, State, and other public funds, and experience in fund accounting; and

Past Performance History (10 Points)

All bidders are instructed to provide the following information about the organization or consortium's past performance outcomes, by providing specific examples and/or performance data for the past three years in the following areas:

1. Evidence of the organization's ability to meet JAG program performance goals and objectives. If you do not have experience with JAG, then please provide evidence of your ability to meet WIOA youth or other youth program performance goals.
2. Evidence of the organization's track record in recruiting students/youth eligible to receive services.
3. Evidence of the organization's success in using data entry systems to capture intake and enrollment information, service delivery data, and documents in provision of workforce development services; and
4. Evidence of the organization's success in using performance data to drive service design and delivery for continuous program improvements.

Staffing and Transition Plan (10 Points)

1. Describe how your organization will ensure that dedicated local staff are available and ready to provide JAG services to schools and students on July 1, 2025.
2. Provide a staffing plan/model including reporting structure that includes all proposed staff. Describe the specific job expectations for each proposed staff member.

3. Describe how your local staff director/manager will coordinate and interact with SIW leadership.
4. Describe your staff professional development plan to engage staff in gaining knowledge, skills, and abilities to better serve customers.

JAG Program Design (50 points)

1. Describe your outreach and recruitment plan to ensure that each program has 40-45 students. How will you ensure that you are reaching individuals who are eligible for the program? Explain how you will perform outreach to diverse special population groups including students with disabilities, 21st Century Scholars, foster youth, juvenile justice connected youth, free and reduced lunch students, and other groups as you see applicable.
2. Explain how your program will provide all elements described in the JAG Program Design Elements (starting on page 5). What if any technology, tools, etc. will you utilize?
3. Describe your approach for identifying, scheduling, and coordinating guest speakers, field trips, and community service activities.
4. Describe your approach to supporting students' post-secondary activities including, but not limited to, completing FAFSA, visiting a college, and attending a college fair.
5. Describe your process for connecting students to work experiences. Share your experience in acting as an employer of record.
6. Describe your job development and job placement efforts for students. How do you plan to help students (current and follow-up) identify and connect with employment opportunities? How will JAG coordinate with the SIW Business Service Team?
7. Describe the strategies you will utilize to successfully conduct monthly follow-up with students to ensure their success in employment, education, or enlistment.
8. Affirm your commitment to utilizing state-sanctioned collection systems such as JAGForce. Provide a description of your data entry, data quality, and reporting processes to ensure you meet program requirements.
9. Identify any partners you plan to engage to support your efforts implementing JAG.
10. Please share any innovative or unique trainings or resources you plan to use in your approach to implementing JAG.
11. Describe how your JAG program will connect with the SIW WorkOne Career Center and the regional One-Stop Operator?

Financial Management (10 points)

1. Provide an overview of your administrative and fiscal management capabilities as they relate to your ability to carry out the services described.
2. Describe your experience with cost reimbursement contracts.
3. Describe your organization's previous experience administering federal, state, and private grants.

4. Describe how financial information be made available for monitoring and auditing purposes.
5. Has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last three years? If so, please describe how the issues have been resolved. Please provide a copy of your most recent audited financial statement.
6. If costs you incurred under this proposed contract were subsequently disallowed as a result of an audit or monitoring, does your organization have the capability to repay these funds from unrestricted resources? If so, please describe your capabilities.
7. Please provide a copy of your employee benefit policy as an attachment with your submission.

Budget Narrative (10 Points)

1. Explain your proposed budget (Attachment A) including staff salaries and benefits. Please include a breakdown of employee benefits (vacation, personal time, insurance, retirement, etc.) and any other fringe cost.
2. Outline any professional development costs with details and goals of activity.
3. Provide an explanation of any technology or supplies proposed in the budget. SIW will provide all provider staff with computers, printers, standard offices supplies, and IT support.

Proposal Evaluation

Each proposal will be reviewed for completeness toward meeting the submittal guidelines. Proposals that are incomplete will not be evaluated further. Proposals will be scored according to the following matrix:

Proposal Evaluation Scoring Matrix	
Proposal Requirement	Total Points
Organization Background and Qualifications	10
Past Performance History	10
Staffing and Transition Plan	10
JAG Program Design	50
Financial Management	10
Budget	10
Total	100

Regulations and Requirements

RIGHT TO CANCEL: Southern Indiana Works reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. Southern Indiana Works also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to

guidance being issued by US Department of Labor and/or Indiana Department of Workforce Development and/or any subsequent subawards will be changed to ensure compliance.

AUDIT REQUIREMENTS: The services delivered under this RFP are considered subrecipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements. Bidders must accept liability for all aspects of any WIOA program conducted under contract with the board. Bidders will be liable for any disallowed costs and legal expenditures of funds or program operations conducted under contract.

TYPE OF CONTRACT: Proposed costs will be analyzed, and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs. Bidders may not subcontract services described in this proposal without prior written consent.

COMPLIANCE WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT: The selected bidder(s) are required to operate the Workforce Innovation and Opportunity Act (WIOA H.R. 803, Public Law 113-128) in accordance with all applicable current or future federal, state and local laws, rules, and regulations. As a condition to the award of financial assistance from the Department of Labor, under WIOA the selected bidder will assure that it will comply fully with the nondiscrimination and equal opportunity provisions of as follows: Specifically, recipients must comply with all nondiscrimination requirements in the administration and operation of programs, activities, and employment as provided by WIOA Section 188 and its implementing regulations under the 29 CFR Part 38 (Final Rule). The requirements apply to all programs and activities that are operated by One-Stop partners, as defined in WIOA section 121(b), as part of the One-Stop delivery system (the Southern Indiana Works system)

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Southern Indiana Works whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this _____ day of _____, 2025.

Notary Public

County of: _____

Commission Expiration Date: _____

Assurances And Certifications

The authorized representative agrees to comply with all applicable State and Federal laws, regulations, and policies governing the Workforce Innovation Opportunity Act, Workforce Investment Boards, and any other applicable laws, regulations, and policies and directives (state and/or local). In addition, the authorized representative assures, certifies, and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug-free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

Signature of Authorized Representative

Print or Type Name

Date