

**Proposal for**

# **Winnebago County IL Clerk of the Circuit Court**

**Docket Vision Digital Signage Project**



**AdGators**  
Full Service Digital Signage Company



## Proposal for Winnebago County Clerk of the Circuit Clerk Digital Signage Project

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February 15, 2017

Winnebago County Clerk of the Circuit Court  
Jason Barthel  
400 W. State St #215  
Rockford, IL 61101

### Subject: Digital Signage Project

Dear Jason,

Thank you for allowing AdGators.com, LLC the opportunity to provide a proposal to the Winnebago county Clerk of the Circuit Court. As a qualified contractor in the Digital Signage (Docket Vision™) specifically related to courts, please find enclosed pricing information as well as a brief overview of our solutions and services for your consideration.

AdGators would be excited to earn your business and has developed the enclosed proposal to meet the Winnebago County Clerk of the Circuit Court goals and objectives and will provide the following benefits:

- **Integrated calendaring and configurable digital signage:** AdGators understands the aspects of automation and moving visitors throughout the courthouse in an efficient manner. Docket Vision provides electronic calendaring and visual communication tools that provide accurate and timely case information as well as courthouse notification or wayfinding/mapping. Integration is a key factor to the success of your digital signage strategy, which is why we are proud of our elasticity to take in a range of file formats.
- **Customer support:** The advantage of working with a growing, privately held, debt-free company is that you will receive personalized, individual service tailored to your needs. We are completely focused on our customers. If you are not satisfied, we're not satisfied, and our testimonials prove evidence of this.
- **Competitive pricing:** We keep it simple, you supply the connections, and we supply the signage through our cloud based services which keeps costs to a minimum versus our competitors. In addition, AdGators is considered a full-service single source digital signage company with high volume purchasing power for hardware and equipment.

**We're Simple, Yet Innovative:** With nearly 40 years of combined government experience, and more than 4.5 years of digital signage experience, AdGators is founded on the principles that government agencies, big or small should receive a solution that is cost-effective, easy to use, and meets the specific needs of our customers. Enduring success requires great vigilance. We promise we will work hard to do it better, smarter, and more efficient than others in our industry **"We believe every organization has an idea – tell us yours and we will try to bring it to life."**

As Chief Executive Officer, I am excited to issue this digital signage response and authorized to contractually represent AdGators. You may reach myself or Coleen Hammond at 866-610-5554 ext. 2, locally at 217-553-1670 or via email at [chammond@adgators.com](mailto:chammond@adgators.com) or [jbudd@AdGators.com](mailto:jbudd@AdGators.com). Please feel free to contact me or Coleen Hammond for questions regarding this response.

Sincerely,

Joshua W. Budd



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## Executive Summary

**AdGators** is a full service digital signage company, dedicated to providing superior customer service and flexible industry-leading technology, AdGators provides tools to help courthouses and justice centers of all sizes design innovative enterprise wide digital signage, automated check-in, and kiosk solutions to increase efficiencies and guide public to their appropriate destination.

**AdGators brings  
nearly 40 years of  
combined  
government  
experience.**

**Docket Vision™ by AdGators**, designed specifically for Courts, allows you to replace paper posted calendar calls and other traditional courthouse signage. Docket Vision will allow the Winnebago County Clerk of the Circuit Clerk to update content and automate playback schedules across a multitude of displays in and around your courthouse. In accordance to the Courts request, we will configure the entire solution and publish it over high definition commercial displays running our custom-built high-performance ScreenSeed Media Player™.

Benefits and features of our offering to the Court include:

- A provider that has the reputation, professional qualifications, and technical competency the Court requires for this project.
- Single source provider managing all aspects of ordering hardware (displays, media players) and equipment (mounting material).
- Professional experience specifically related to courts and training for staff.
- Easy-to-access content customization capabilities, whether using a desktop computer, tablet, or mobile device.
- Responsive Design allowing courthouse administration or other credentialed users to view our Docket Vision administration tool.
- Honest and sincere customer support, including a toll-free telephone number, e-mail, and direct contact phone numbers to assist the Court and your staff.
- Our systems are scalable and allow the flexibility of expanding from electronic dockets, wayfinding, and check-in, to electronic payments, bar code scanning, and directories. We want to be on the front-end of creating the visitor experience upon entering the courthouse



## Proposal for Winnebago County Clerk of the Circuit Clerk Digital Signage Project

### Statement of Work

#### Purpose

The Winnebago County Clerk of the Circuit Court seeks to partner with a Digital Signage vendor to provide Court Calendar information on digital display monitors located at its 2 courthouse location(s) to display public notifications, alerts, and calendaring content.

AdGators is a single source provider who has the ability to manage all aspects of ordering hardware (displays, media players) and equipment (mounting material) as well as shipment should the court desire.

**Business Requirements:** AdGators will work collaboratively with the Court in designing court approved page template(s) that allow for electronic presentation of Court Calendar – Docket data and other business administration related matters onto digital display monitors. Designs will include an area on the screen for user modifiable content.

Please NOTE; AdGators included Attachments to this response in an effort to provide the court visual examples.

#### Requirements (See Attachment 1 Sample Designs and Features):

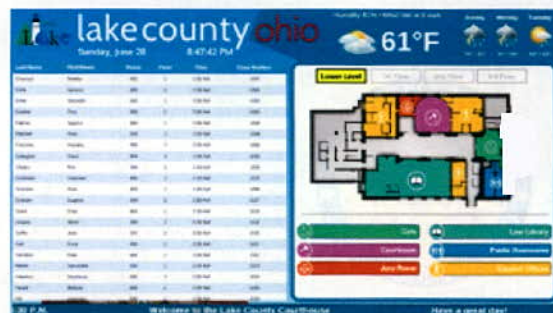
- **Content Management – (FAQ, Announcements, Video, Free Text)**
- **Service from the Internet - (Weather, RSS Feeds, News, etc...)**

AdGators understands the principles of working collaboratively with the Court to electronically present calendar data and content onto each digital display.

Our team will work directly with the assigned Court staff to design and configure each display according to the Courts request and specifications. It isn't a problem for us if the Court desires different content published to different displays, floors, or location. We do this for several of our court customers, and we will work with designated staff to ensure each display is configured accordingly.

#### Docket Vision Digital Signage Design options include, but are not limited to:

- Customizable Banner section ability to animate images or graphics (such as judge's picture and name), weather forecast, time, and logo.
- Integrated calendar portion of the display
- Easy to use modifiable content and notification area using Google presentation or Docket Vision administrative tool.
- Optional bottom footer and scrolling text area to quickly create a messages or daily notifications such as operating hours, visiting judges, holiday closures, or reminders.



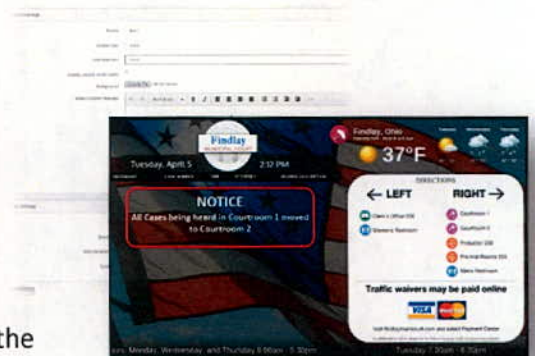




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### Features include:

- Administrative ability to assign staff permissions to certain aspects of the display content to modify, delete, or add case information.
- Web-based user interface for easy creation of notification area outside of critical calendar and case information system.
- Pre-configured alert templates, maps, and department notices. You can create your own, choose from our existing library of court specific images and notifications, or ask the AdGators team to design slides tailored to your needs.
- Animated graphics, scroll speeds, and text for more impact.
- Ability to play video with sound, rss feeds, follow Twitter, or FaceBook page, and more. If your Court has an established Twitter or FaceBook account or specific webpage that the court desires to follow or point to within the content area, we can configure the display accordingly.
- Mobile support with Google Drive and responsive design lets you update text on the go.



Explain your goals and objectives, and we promise to meet or exceed the Courts expectations of bringing your vision to life!

### Requirement:

- **Ability to Integrate and Automate case information**

AdGators understands that the court desired to have the capability of doing a webservice call (bi-directionally) between both the court system and the Docket Vision server. We have successfully tested loading a sample file and do not believe there will be a concern regarding the transmission of data.

We work with many of the largest case management software vendors and have not had an issue to date that we could not handle a file. Below are a list of our standard acceptable files.

### Data Filtering Features include:

- Ability to sort on two columns or data elements I.e. Last Name and then Time, or by location, floor, judge, alpha breakout (A-L, M-R, S-Z), by display and more.
- Ability to set time delimiters to automatically delete / drop off cases at a certain time. Example; 8:30 am docket calls can be set to fall off after 9:00am to help decrease the list of names being display and to increase viewing efficiency
- Transparency as Docket Collapses the background image will appear similar to artwork on the wall vs blank screen

Manage Dockets

Dockets					
Search by name					
Name	# Cases	Cases Updated	Docket Scrolls	Cases	Edit
DOCKET A-M	116	12:21 pm	DOCKET A-M		
DOCKET N-Z	33	12:21 pm	DOCKET N-Z		
LOCATION	145	12:21 pm	LOCATION 400		



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Acceptable file types:

- .CSV, XML, TAB, HTML, PIPE, TEXT, true Excel, Custom Specs \*PDF

The following integration methods are available for integrating – automating calendar or jury data:

- Web Service request to your case management and jury solution
- Scheduled FTP or manually FTP file to our dedicated servers (daily, hourly, by the minute).  
\*AdGators can provide the court a script to automate sending the file if desired.
- Manual import

**Requirement** (See Attachment 2 Sample Screenshots of Administrative Tools):

- **Central Administration**

AdGators Docket Vision dashboard is a web based administrative tool full of features requested by our existing court customers. This easy-to-use interface allows Court staff the ability to create content or messages, upload images, edit, delete or change case information as well as place notifications immediately to one or all displays located throughout the Courts locations.

AdGators central administration tool allows the court to create user accounts and assign roles and permissions to perform certain functions. Upon login, the initial page provides court staff a dashboard or overview of all displays and kiosks that are configured within the court.

### Administrative Features Include:

- Ability to create content or messages
- Upload images or video
- Add, Edit, or Delete case or juror information
- Create notifications or alerts
- Multi-zone capability
- And much more



### Management Tools Include:

- Data file reporting / upload information
- Error reporting
- CheckIn status from Kiosks or Touch Screens
- Quickly edit, add, delete a case or change a location – change a courtroom from one particular court room to another real-time without having to upload or send new file.
- And much more





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**Court Admin Hierarchy User edit example;** if a Judge moves from courtroom 100 to courtroom 200, your staff simply logs into Docket Vision admin – selects location – edits the location from room 100 to room 200, saves the changes, and all cases will be moved to room 200 real-time versus having to upload a new file or edit the Case Management or Jury system. Another example would be if a particular case needs to be added or modified, court staff can quickly add a case or search by name or case number, modify (edit, delete) the record and save changes which will immediately change the docket information or CheckIn information for that record.

AdGators would be excited to provide a demonstration of our Central Administration Tool or provide demo user credentials to allow the court to navigate and test the features of Dev.DocketVision.com.

**Technical Requirements:** AdGators has the ability to provide the court small form factor wireless and wired media players as well as touch screen kiosk devices.

We understand that there may be a desire for wi-fi connected devices and are excited to state that we have many years of experience in working with wireless devices and access points within courthouses. We are only as good as the wireless network connection and access points but are highly confident in our Wireless Media player designed by Seneca for AdGators.

**Requirement (See Attachment 3 Hardware Specifications):**

- **Small Form Factor, Wired, Wi-Fi, Wired TV Tuner Enabled units**

As a digital signage company, one of the most important factors of our business is in regards to the media player hardware. AdGators is proud to have partnered with Seneca, one of the largest manufacturers of digital signage media player devices offering Wireless, Wired, and Wired with TV Tuner capability.

Listed below are the available devices for use by the court and quoted within this response.

### **NUC WIRED MEDIA PLAYER**

Amazing Performance in a Ultra Small Form Factor.

#### **AT A GLANCE**

- 5th generation Intel® Core™ i3-5010U Processor 1.7GHz Ultra compact form factor
- Intel® HD Graphics 5500
- 4GB DDR3 1600MHz
- Gigabit Ethernet
- Landscape and Portrait
- Measures only 4.59 x 4.41 x 1.55 inches







## HD<sup>N</sup> WIRELESS MEDIA PLAYER

Industrial Ultra Compact Form Factor media player with internal power.

### AT A GLANCE

- 5th generation Intel® Core™ i3-5010U Processor 1.7GH
- Intel® WiFi Wireless 802.11AGN
- Internal power supply for easy mounting and cabling
- Intel® HD Graphics 5500
- Certified at 55°C ambient operation temperature
- 4GB DDR3 1600MHz
- Landscape and Portrait
- Measures only 6.5 x 4.25 x 1.625 inches



## HD<sup>1.3</sup> MEDIA PLAYER

Slimmest socketed media player available that allows for Cable TV Feed.

### AT A GLANCE

- 4th generation Intel® Core™ Processor
- Intel® WiFi Wireless 802.11AGN
- Intel® HD Graphics 5500
- Stand only 1.3" tall
- HDMI, DVI/VGA
- AVerMedia Antenna Input
- TV Tuner
- Measures only 1.3" tall



Ordering and shipment of all necessary equipment.

As a full service digital signage provider, AdGators will provide and manage all aspects of ordering and shipping necessary hardware and equipment. Media Player orders must be placed and ordered by AdGators but the Court can order equipment (displays, mounting material) at their discretion.

Please NOTE: should the court wish to utilize existing displays or repurpose displays for informational displays or courtroom displays etc. so as long as the displays have an HDMI connection we can repurpose those displays if you would like by simply connecting the media player to it.



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AdGators will provide a minimum 3 year warranty for displays and media players..

AdGators understands the importance of warranty and that electronic devices unexpectedly fail early in life (infant mortality/premature device failure) due to defects. The hardware and equipment quoted within this response each provide a manufacturer warranty period. The LG Commercial Displays and Custom built Media players quoted within this response each provide a 3 year manufacturer warranty period.

AdGators agrees to provide all ongoing support, including temporary replacement equipment and assisting with the implementation and deployment of loaner equipment.

Should an equipment failure occur unexpectedly and cannot be fixed through trouble shooting efforts prior to the expiration of the 3 year warranty, AdGators will ship via FedEx a new media player or request a repair agent to fix the display. Josh Budd will serve as the primary contact handling all aspects for warranty replacement and shipment to said location. Please NOTE: AdGators will pre-configure Media player with identical specs of failed equipment for quick installation and connection minimizing downtime or disruptions. \*Warranty does not cover electrical or power surge that damages components of media player.



- Primary Warranty Contact:  
Josh Budd  
Toll Free: 866-610-5554 ext. 1  
Direct: 217-553-1670  
Email: [jbudd@adgators.com](mailto:jbudd@adgators.com)

### **Optional Requirement** (See Attachment 3, 4 – Mounting Hardware and Kiosk Specification Sheets):

- **Wall Mounted Units**

With the understanding that the Court is responsible for the installation, AdGators has attached mounting equipment specifications that we believe may sync up to your needs. In addition, we would be happy to provide additional Visio diagrams, measurements, or other manufacturer documents at the request of the Court.

In regards to mounting equipment, we primarily order Peerless mounts and stands, however Chief also has specific enclosures that may meet a need that Peerless cannot provide. AdGators will work with the court regarding Free-Standing vs. Wall mounted units to fit your needs as orientation (Landscape vs. Portrait) are important factors in determining the type of enclosure.







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In regards to display equipment, our solutions support the use of industry standard HD displays of various sizes. AdGators traditionally purchases Samsung Commercial Displays. In addition to Samsung, we support NEC, LG, as well as most commercial displays that have a minimum of one HDMI input.



We also have the ability to utilize or re-purpose the courts existing displays so as long as they have an HDMI input.

Listed below are options available to the court should the court desire or have the need to purchase additional mounting material for wall mounted displays. Feel free to visit Peerless website for other options @ [www.peerless-av.com](http://www.peerless-av.com)

### Flat Wall Mount Options <http://www.peerless-av.com/en-us/professional/products/ST640>

#### \*ST640p



### Requirement

#### On premise vs. hosted solution (costs, maintenance, subscription costs)

AdGators Docket Vision, CheckIn and Kiosk solutions are cloud based. We chose to migrate away from being an on premise solution to a hosted SaaS - cloud based solution for many reasons. Our primary goal was to provide our customers a cost effective solution whether big or small and reduce costs versus maintaining servers or renewing licenses across multiple customers. NOTE: AdGators maintains necessary Cyber Insurance and hosts our data in PCI Compliant data center located within Midwest – United States, not through 3<sup>rd</sup> parties such as Azure or Amazon Services.

We believe there are many advantages to a hosted cloud based solution. Our motto is; you supply the connection, we supply the signage. There is no software needed to install or maintain. There are no license fees and your staff still has the ability to control all aspects of the calendar data. This being said, we understand that there are certain customers that desire a rack mounted server placed within their network, however more and more corporations are migrating to cloud services and digital signage trends show that cloud based signage solutions will continue to increase vs managing internal premise based solutions.

Although there are advantages and disadvantages, we believe the advantages prove to outweigh the disadvantages.







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### Advantages of a SaaS based digital signage platform include:

- Reduced costs - short and long term
- Reliability - reduced risk of all displays being down because of a single server. With a cloud based solution, each unit is agile and independent.
- Simplified device management
- Controlled and Automatic updates
- Remain on latest release at no additional expense
- If a digital signage server goes down, your down, if a cloud connected media player goes down, only one display is down.

We understand that the internet connection is a critical asset, *should the internet connection go offline, our media players are built to allow the data to reside in cache and will still operate and present the most recent data or information pushed to the display avoiding downtime.*

Our business model is built on a single 1x set-up fee and an annual maintenance and support agreement. We have inserted our costs within the Financial Pricing section of this response.

**Professional Services Requirement:** AdGators will work collaboratively with the Court in designing court approved page template(s) that allow for electronic presentation of Court Calendar data onto digital display monitors. Template will need to include an area on the screen for user modifiable content.

### Requirement

- **Set-up, configuration, and operations with knowledge transfer**

AdGators will provide set-up and implementation support for technology used for Digital Signage project. AdGators understands the goal of developing and supporting the digital signage application. Since our inception, we have focused on providing maximum value to our customers by expanding the technological capabilities of the digital signage infrastructures.

In fact, we invite innovation and ideas to make our product better. If one department within the Court has a need, more than likely another department will require something similar. Our ability to recognize that each client has different requirements and different needs and allowing those clients to continue down that path and use our services without custom development expense is what sets us apart from our competitors. We adapt, and we do not ask our clients to adapt.

AdGators understands that the Court staff is busy, and it is important to make the implementation as easy as possible. Coleen Hammond, our Sales and Business Development Representative, Joe Kirchner, our Chief Technology Officer, and Josh Budd, our Chief Executive Officer, will provide the support required to make this initiative a success for the Court. Our team will interact with all stakeholders involved and provide the necessary expertise regarding our solutions and the industry.







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Coleen will serve as the Project Manager and will be your project coordinator throughout the entire process. She will handle everything from managing your scope of work and meeting milestones to the overall quality of your installation in quick fashion.

Joe will provide technical support and be the main point of contact for designing and deploying content as well as managing the integration aspects of this project. Joe has worked on several successful installations and will serve as the central point of contact for the Court to ensure a successful implementation.

AdGators offers two options for successful implementations: remote or onsite. For both of these, our team will work with the Court to coordinate the delivery of hardware and equipment prior to the installation date and initial set-up of your digital signage network.

- **Remote Support – over 90% of our installations have been successfully completed remotely.** AdGators has successfully implemented the majority of our clients remotely, preparing and configuring the Media Players prior to shipment and conversing with the Court ahead of time so that when they received and plugged into the network, an internet connection will enable AdGators to remotely connect into the displays and finalize the installation.
- **Onsite Implementation –** AdGators will provide onsite configuration, implementation, and training if required by the court. The initial set-up fee cost shown in the pricing section includes our cost for travel, meals, labor, and hotel expense

### Requirement (administration):

- **Training**

Provide training to staff on how to access/modify configurable content
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AdGators team of experienced professionals will support the Court and its employees at any time. We offer training sessions for your entire staff and are available for ongoing support and additional training once your system is up and running.

We have found it is always best to route communications through a central point of contact whenever it is feasible to do so. This allows one person in your organization to understand fully what is going on within the business partnership between the Court and AdGators.

Coleen Hammond, our Sales and Business Development Representative will act as the project manager and consultant who will interact with the departments and provide the necessary expertise to support the Court on an ongoing basis.

Although Coleen is your ongoing central contact after installation, you will have a team of support:

- **Coleen Hammond**  
Sales and Business Development, Project Management  
Toll Free: 866-610-5554 ext. 2  
Direct: 217-899-8285  
Email: [chammond@adgators.com](mailto:chammond@adgators.com)



## Proposal for Winnebago County Clerk of the Circuit Clerk Digital Signage Project

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- **Joe Kirchner**  
Integration, Training, and Technical Support  
Toll Free: 866-610-5554 ext. 3  
Direct: 217-473-0446  
Email: [jkirchner@adgators.com](mailto:jkirchner@adgators.com) or [info@adgators.com](mailto:info@adgators.com)
  
- **Josh Budd**  
Equipment, Orders, Invoicing, and Training  
Toll Free: 866-610-5554  
Direct: 217-553-1670  
Email: [jbudd@adgators.com](mailto:jbudd@adgators.com)

Business Hours: Monday through Friday 8:00am – 7:00pm CST  
After Hours Support including weekends: 866-610-5554 or 217-553-1670  
Email or Text: any of the above methods are also monitored 7 days per week





## FINANCIAL REQUIREMENTS - PRICING

**Payment:** Shall the court partner and engage in business with Adgators, the court agrees to remit a court order purchase order for the purchase of the equipment. Upon receipt of the purchase order, AdGators will place the equipment order. The court agrees to pay 50% of the payment within thirty (30) days from the Court's receipt of the equipment and hardware. The remaining 50% will be due upon successful implementation. AdGators will provide separate - itemized invoicing according to the courts request. Payment not received within 60 days of invoice and receipt will incur a 1.5% past due late charge.

AdGators offers flexible billing options and can bill hardware separate from services or as the Court desires.

**Price:** Product and Price are quoted based upon email communications and do not include any applicable taxes, and attach/submit your documents or pricing as required for each of the line items. Excludes related expenses for onsite implementation or support unless desired by Court.

Pricing quotation is good for 90 days from the date stated within this response.

The Court may prefer to purchase one or (all Line Items) described within the pricing quotation. The Court is not bound to the specific equipment stated below, however will work with AdGators if requirements change and submit a Court ordered purchase order with the equipment specifications desired and agreed upon.

AdGators can supply a final – clean pricing quotation should the desired equipment and hardware specifications change or if we made an error, misunderstanding the request and desired equipment per location.

As a full service digital signage company, AdGators is pleased to be a single source vendor that can offer the Court all items described in the Hardware and Equipment Section stated below, including Annual Maintenance and Support of Docket Vision.

AdGators will provide an annual/renewable Maintenance and Support agreement for all hardware and software.

AdGators agrees to provide an annual maintenance and support agreement for all hardware and software, in accordance with the Winnebago County Clerk of the Circuit Clerk Office Maintenance and Support Agreement selected.



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Proposal for Winnebago County Clerk of the Circuit Clerk  
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## Hardware and Equipment Pricing

### Display Equipment Pricing – LG Commercial Displays

<u>Qty</u>	<u>Unit Price</u>	<u>Description</u>	<u>Extended</u>
15	\$949.00	49" 400NIT LG 4kLED Commercial Display	\$14,235.00
0	\$85.00	Peerless Flat Panel 15degree Tilt Wall Mount	\$0.00
15	\$595.00	SNCA Wired Media Player	\$8,925.00
15	\$14.95	HDMI to Display Port Cables	\$224.25

Subtotal Equipment: \$23,384.25

Estimated Shipping: \$250.00

Sales Tax: \$Exempt

Subtotal Equipment, Hardware, Shipping	\$23,634.25
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Estimated Total Cost including Set-up Fee + 5yr Full Service Support Agreement	\$27,659.65
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## Digital Signage Pricing

### Software, Service And Support Pricing

#### Set-Up Fee Pricing – design, configuration, implementation, training

Qty	Unit Price	Description	Extended
1 TIME	\$750.00	Phase 1 Set up Fee for Docket Vision (15 units)	\$ 750.00

\*configuration for 15 of 60 media players & onsite implementation included in this fee

#### Case Search via Internet

Qty	Unit Price	Description	Extended
Optional	\$14.95/mo	Online Docket Search (paid annually)	\$ 179.40

### Annual Software Services and Support Pricing

Service and Support covers 15 of the first 60 devices and includes all features. Service and Support fee's billed on annual basis with maximum \$4,560.00 per year for 5 year agreement. (\* Reduction for multiple year agreement)

Qty	Unit Price	Description	Extended
1 YEAR	\$6,725.00	Full Service and Support Agreement	0.00
3 YEAR	\$5,945.00	Full Service and Support Agreement (paid annually)	\$0.00
5 YEAR Pro Rate	\$3,096.00	Full Service and Support Agreement (paid annually)	\$3,096.00
Optional	\$100.00	Zoom "Radar" Interactive Weather Map (paid annually)	\$0.00

Subtotal: \$3,925.40

Subtotal Software, Service and Support \$4,025.40



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**ACCEPTANCE**

This quotation is subject to the Winnebago County Clerk of the Circuit Clerk acceptance of hardware, services, and support described above. To accept quotation as described and selected by the court, please provide a Purchase Order, signature of acceptance, and return by scan to [chammond@adgators.com](mailto:chammond@adgators.com)

Winnebago County Clerk of the Circuit Clerk

Signature: Thomas A. Klein

Printed Name: Thomas A Klein

Title: Circuit Clerk

Date: 3-6-17

Adgators.com LLC

By: \_\_\_\_\_

Name: Joshua W. Budd

Title: Chief Executive Officer

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

EFFECTIVE DATE: