

Request for Quotations (RFQ)

RFQ Number: RFQ-IPA-2023-030

Issuance Date: Thursday, December 21, 2023

Deadline for Offers: Thursday, January 4, 2024, 11:00 PM PST

Description: Services Required from an Event Management and Investor Engagement Firm to Implement Pakistan Investment Roadshow in Riyadh, Saudi Arabia

For: USAID Pakistan Investment Promotion Activity (IPA)

Funded By: United States Agency for International Development (USAID), Contract No. 72039122C00001

Implemented By: Chemonics International Inc.

Point of Contact: IPA Procurement Department Procurement@pakistanipa.com

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

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

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

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

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

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

Please contact Farrukh Khan, fkhan@pakistanipa.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

Introduction: The Investment Promotion Activity (IPA) project is a five-year USAID program implemented by Chemonics International in Pakistan. The goal of the IPA is helping to strengthen Pakistan's business enabling environment, build the capacities of Pakistani institutions focused on investment promotion, improve the ecosystem of foreign direct investment (FDI), and increase United States-Pakistan bilateral trade and investment. The project is also helping to remove barriers to investment and trade by facilitating Pakistani-led improvements in government regulations and improving the overall investment climate. As part of project activities, IPA requires the services of an event management and investor engagement firm to implement IPA's Pakistan Investment Roadshow scheduled to be held in Riyadh, Saudi Arabia on March 3, 2024. The purpose of this RFQ is to solicit quotations for the requirements listed in Annex- A.

IPA encourages the receipt of offers by partnerships/joint ventures that can increase potential technical impact. However, the applicants must have a teaming agreement signed ahead of application submission and should be submitted along with the offer.

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

1. **Offer Deadline and Protocol:** Offers must be received no later than 11:00pm local Pakistan time on Thursday, January 4, 2024 by email to Procurement@pakistanipa.com

Please reference the RFQ number RFQ-IPA-2023-030 in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 11:00 pm local Pakistan time on Monday, January 1, 2023 by sending an email to procurement@pakistanipa.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

3. **Specifications:** Section 3 contains the technical specifications of the required services. All commodities offered in response to this RFQ must be new and unused.

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

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

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

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

5. **Delivery:** The delivery location for the items described in this RFQ is Riyadh, Saudi Arabia. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
6. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Pakistan.

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

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

7. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of Pakistan, or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity's end-user.
8. **Taxes and VAT:**
In accordance with the agreement under which this procurement is financed, Chemonics will be reimbursed by the Cooperating Country government for taxes imposed on suppliers and subcontractors. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country. If selected for award, the selected supplier will cooperate in providing Chemonics with the documentation necessary to obtain tax reimbursement.

All taxable commodities and services, whether exempted or paid in full, being rendered to Chemonics USAID Pakistan Investment Promotion Activity (IPA), if selected must be declared as such by supplier/Awardee to the appropriate revenue authorities of Pakistan.

9. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to \$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it

be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI number is available from Chemonics upon request.

10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Evaluation Criteria for Event Management and Investor Engagement Firm for Pakistan Investment Roadshow in Riyadh (March 3, 2024)		
Criteria	Description	Max Score
Technical Approach	Responsiveness to the technical specifications and requirements considering how technically oriented the response is to the request - approach and methodology of the proposed activities at section-3 (Annex-A) will also be taken into consideration.	5
Management, Key Personnel, and Staffing Plan	Personnel Qualifications – Does the submitted profiles of the proposed team members have necessary and relevant experience and capabilities to carry out the activities mentioned in section-3 (Annex-A). The depth of experience in terms of arranging similar investment promotion events and connections within the investor community will be taken into account. Offeror are expected to share profiles of core team/ key personnel and their roles in implementing the roadshow activities, who will be present physically on-site during the roadshow and who will be providing support otherwise.	5
Past Performance and Experience in similar events	Company Background and Experience –	35
	Does the company have relevant experience delivering the project activities mentioned in Section-3 (Annex-A).	5
	A minimum of 3 latest similar assignments carried out in last 3 years relevant to hosting investment roadshows/conferences specifically in GCC region or additionally in US and EU will be given preference. The firms having the main role of carrying out investment promotion activities to ensure attendance of investors at the event will be highly preferred.	15
	Please submit evidence and professional reference of three persons relevant to the events held along with number of international investors-investee participated and deals announced at event or as a result of events held by your firm.	15

Technical Capability	The ability to mobilize resources to ensure participation of international investors specifically (GCC based) investors will be taken into high consideration. Please submit not more than a 2-3-pager strategy document detailing the approach, methodology, tasks/activities, and timelines your firm would employ to ensure participation of foreign investors. Particular to Riyadh event, foreign investors should include Saudi/GCC based investor/investor firms as well. The representatives of the firms can be of Pakistani origin however they must be representing foreign investor entity/fund"). Please refer to Section-3 (Annex-A) item no 11 to align your response accordingly.	25
Cost		30
Total Points		100

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

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

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

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

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

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

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

- Official quotation, including specifications of offered services (see Section 3 for example format)

- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)

- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

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

Annex-A

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit	Unit Price USD	Total Price USD
1	<p>Participation of 50 – 70 foreign investors, preferably GCC based investors in the proposed event. The concise strategy document should include cost estimates with rationale/notes, broken down for evaluation purposes, to clearly demonstrate the necessary efforts for an effective outreach to and involvement of investors.</p> <p>Refer to the details provided in Clause 11 (Technical Capability)– Evaluation and Awards</p>	1		Per event		
2	<p>Book Venue (event hall) for Investment Roadshow (March 3, 2024). Book a 5-star venue with outstanding ambiance and repute for a minimum of 100 persons, final confirmed numbers (which can be above 100) to be communicated 2-3 days prior to the event. IPA would prefer to hold the event at the same venue booked for networking dinner (listed below). However, the event management firm can suggest 1 other venue if facilities are not available. The name and relevant features options along with photos should be shared along with quotations.</p> <p>The event hall will be required to have two separate setups. The first half of event should have round table seating arrangement for minimum 100 persons, with 10-person seating per table.</p> <p>The seating setup for the second half of the event will require a changed setup for carrying out one-</p>	1 day		Venue		

	<p>on-one matchmaking investor-investee meetings with 30 tables with 4 seats per table.</p> <p>The seating arrangement will have to be changed after the first half of the event has concluded.</p> <p>The tables should have name tags of the companies and names of their representatives. *The main event setup should include provisions of basic facilities such as mics, full SMD screen (24 feet by 12 feet), 4 digital standees, 6 x-standees normal, lights, sound system, high speed internet & Backup Wi-Fi for online participants.</p> <p>Venue must include access to a running bar (hot and cold nonalcoholic beverages) and an assortment of edibles throughout the event. Each event table must include water bottles, event stationery, flowers, linen, chairs, and connectivity information for high-speed internet.</p>					
3	Lunch (for minimum 100 people during the event day for March 03, 2024)	100		Per person		
4	<p>Networking Reception/Dinner (March 3, 2024) -Book a 5-star venue with outstanding ambiance and repute for a minimum of 100 persons, final confirmed numbers (which can be above 100) to be communicated 2-3 days prior to the event. The firm is expected to negotiate the contract with the hotel accordingly. (Reservation of facility, cocktail beverages, hors d'oeuvres, and buffet dinner).</p> <p>The name and relevant features (a combination of indoor and outdoor space) along with photos of at least 1 option should be shared along with quotations.</p> <p>Alcoholic beverages must not be included in the reservation/cost of venue. Space should accommodate 2 digital standees.</p> <p>Firm to arrange registration desk</p>	100	Same	Per person		
5	Arranging relevant approvals/NOCs for the event from authorities	1		Application Fee (if any)		

6	Branded Registration Desk with automated registration (and feedback collection stations (specifically in terms of their interest to have one-on-one with participating firms) relevant stationary equipment. at least 5 tablets to be present for auto registration and feedback)	1		Desk + Materials + tablets			
7	Branded name tags and lanyards (branded name tags will have three color themes for a) investor b) Pakistani firms c) organizers d) government officials	500		Name Tags + Lanyards			
8	Sound System Arrangements (With 2 collar mics, one handheld mic and mic setup at the podium) Enabled for hybrid connectivity for remote audience.						
9	Media Wall - One branded media wall. Design to be provided by IPA. + lights	1					
10	Professional photography and videography services to cover the entire event (the services should include providing one video with highlights of the event. This video needs to be provided the following morning of the event to be posted on social media)						
11	SIM card with enough credit to provide data and calls for a week	10					
13	Arrange for professional MC with experience in similar events	1		Per person			
	[describe any other general specification notes or comments]						
		Subtotal:					
		Delivery Costs (if any):					
		Other Costs (If any) (Describe: _____):					
		GRAND TOTAL [enter local currency]:					

The firm will be responsible to

- Carry out investor outreach and invitation process, ensuring their participation, carrying out follow up of confirmations, ensuring their participation as per their interest to attend specific event activities and ensure greetings, management and engagement of investors during the event and provide updates on a weekly basis and/or as and when requested by the IPA team.
- Secure approvals for events and speakers from relevant authorities in line with published requirements of Saudi Arabia, e.g., NOCs from Saudi authorities, etc.
- Monitor registrations and manage attendee information such as full name of the participant, company name, designation, contact number .
- Confirm menus for catered events, confirming all set-up and timing with venue.
- Provide comprehensive oversight, management, and troubleshooting of main event day March 3, 2024, as well as all auxiliary events including reception and networking dinner.

- Organize and stage giveaway items, including tote bags with pens, note pads, USB drives, and coffee mugs. Design/branding provided by IPA.
- Set-up and manage registration desk, including distribution of branded name tags and lanyards, at the hotel/event venue.
- Oversee venue set-up and decorations for primary and auxiliary events, including layout and flow of event spaces, quality control for branding and placing of name tags.
- consistency, installation of hall and venue branding (10 digital standees and 2 backdrops) and directional queues, Media Wall.
- Oversee and confirm installation of all audio-visual and technology set-ups, remote broadcasting, and attendance option via Zoom (IPA to provide Zoom account), conducting technical rehearsals for all primary and auxiliary events.

Indicative Program Schedule for Pakistan Investment Roadshow, Riyadh (March 3, 2024)

Day 1 (Monday March 3, 2024)

10:30	Registration
11:00	Opening Remarks
11:05	Welcome Address – by an official
11:15	Welcome Address – by an official
11:25	Remarks by official high-ranking individual
11:45	Pitch Sessions by Pipeline Firms (Round -1)
13:00	Lunch
14:00	Pitch Sessions by Pipeline Firms (Round – 2)
15:00	Keynote Speech
15:25	Pitch Sessions (Round – 3)
16:00	Closing Remarks
16:05	Matchmaking Session – one-on-one interactions of Pakistani firms with investors (Pakistani firms will be stationary, seated on a table with the name of the company and representative names placed on the table)
17:00	End

USAID IPA Networking Dinner	
19:00	Reception and Registration
19:30	Welcome Remarks
19:45	Video play / announcement

20:30	Dinner
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- **Section 4: Offer Cover Letter**

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

To: Chemonics International
USAID Pakistan Investment Promotion Activity (IPA)
Islamabad, Pakistan

Reference: RFQ No. RFQ-IPA-2023-030

To Whom It May Concern:

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

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

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

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

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

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

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

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

Prime Contract Insert Prime Contract Name
Insert Prime Contract Number/Task Order Number

Subcontractor Data
Insert Subcontractor Name
Insert Subcontractor Address
Insert Subcontractor City
Insert Subcontractor State in USA, or Province/Other
Insert Subcontractor Zip code or Postal Code
Insert Subcontractor Country

Subcontract/Grant Number: Insert Subcontract Number
Start Date: Insert Subcontract Start Date
Subcontract/Grant Value: Insert Subcontract Value

- a) In the previous tax year, was your company's gross income from all sources **under** \$300,000?
- Yes No

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

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:
- Yes No
- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986)?:
- Yes No

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

Yes No

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

1. Name: _____
Amount: _____

2. Name: _____
Amount: _____

3. Name: _____
Amount: _____

4. Name: _____
Amount: _____

5. Name: _____
Amount: _____

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

Signature and Title (required)

Date

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

(1) *Salary and bonus.*

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

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

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

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

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

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____