**HARVARD FIRE PROTECTION DISTRICT**

**AMBULANCE BILLING SERVICES**

 **REQUEST FOR PROPOSALS**

 **Due December 15, 2017**

1. **INTRODUCTION**

The purpose of this request for proposal is to enter into a contract with a licensed, qualified firm for the services of transport and non-transport ambulance billing and related accounts receivable activities for the Harvard Fire Protection District. This initiative is to enhance customer service by providing customers with modern technological billing processes and procedures, filing with Medicare, Medicaid, and other private insurance carriers, processing payment of claims, account processing up until account Submission to a collection agency, and providing customer Service. The qualified proposer is to provide a turnkey program that is seamless to the customer, utilizes modern billing and payment application technology, and customer service practices while demonstrating compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 requirements for privacy, security, and electronic data transmission standards and demonstrating the ability to appropriately safeguard protected health information (PHI) that is created, received, maintained, or transmitted on behalf of Harvard Fire Protection District in compliance with the applicable provisions of Public Law 104-191 of August 21. 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F-Administrative Simplification, Sections 261, et seq., as amended ("HIPAA"), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D - Privacy, Sections 13400, et seq., the Health Information Technology and Clinical Health Act, as amended (the “HITECH Act”). The contractor shall comply with the Fair and Accurate Credit Transactions Act of 2003 (FACTA) and adopt appropriate policies and procedures. The vendor shall also review and comply with the District’s Identity Theft Prevention Program and report any “Red Flags” to the Board of Trustees office for oversight.

Ambulance billing and accounts receivable services provided under this request shall start beginning February 1, 2018. This contract term will be for one to five years starting February 1, 2018. The District shall have the right to terminate the contract upon written notice to the selected vendor at least thirty (30) calendar days in advance of termination. Cancellation of contract by the District may be for, default by the vendor, lack of further need for the service or lack of funding.

The Harvard Fire Protection District maintains one fire station which serves approximately 16,000 residents within its 108.5 square mile area. Each year District emergency personnel transport 824 patients. The District charges $600.00 for ALS and $500.00 BLS per trip for residents and non-residents for each transport, the District does not charge for a waiver of transport. Payment for these services is paid primarily by Medicare, Medicaid, private insurance and self payment. At present the District does not have billing agreements with any nearby fire nor EMS agencies. In the future, should the District enter into billing agreements with a nearby jurisdiction, it is understood that transports from the service areas of communities with whom the District has billing agreements are billed at those communities rates.

1. **STATΕΜENT OF MINIMUM SERVICE REQUIREMENTS TO BE PERFORMED**

The Harvard Fire Protection District desires a qualified firm to provide ambulance billing and related accounts receivable functions for approximately 801 annual patient services rendered, this figure is an average of the last four years. During the past calendar year (January 1, 2016 through December 31, 2016), the District provided 872 transports with a percentage breakdown detail of:

Ambulance Transports Payor

Resident-ALS 45% Medicare-39% Non Resident-ALS 10% Medicaid- 27% Resident-BLS 31% Private Insurance-22% Non Resident-BLS 8% Bill Patient-13%

Other- 6%

The District reserves the right to modify District ambulance fees during the term of the agreement with the vendor, the vendor will be responsible to meet any necessary processes due to a fee change. If fees are modified the District reserves the right to negotiate percentage costs with the awarded vendor.

The District desires the most thorough and acceptable service available. It will be the obligation of the proposer to provide a turnkey program that works as a complete functional entity in the accomplishment of the requirements identified in this document. This includes any personnel, set up fees, labor, travel, equipment, hardware, software, software upgrades and service programs or systems deemed necessary. To aid the District in fully understanding each proposal submitted, and to ensure that full awareness is given to each aspect of the proposal, any deviation from the requirements specified in this document must be clearly noted and referenced to the subject area of the RFP. The following scope of services outlines the minimum requirements of the proposal service.

The minimum scope of services to be provided shall include, but shall not be limited to:

* Potential vendor must have approved access and will retrieve data electronically from the electronic patient care reporting software utilized by the District, currently Zoll ePCR, a minimum of 7 days after date of service.
* Potential vendor must gather missing billing data elements, since information for ambulance billing is often gathered under urgent conditions the vendor shall obtain any missing data necessary for billing through mail, email or telephone inquires either from the receiving hospitals or from the patient.
* Vendor will review, prepare and mail invoices to patients within four business days of downloading the data. This mailing shall include all necessary forms for payment processing, along with a return envelope.
* As insurance forms are completed and returned by the patient, vendor shall submit claims to any and all payees, including Medicare intermediaries, Medicaid, insurance carriers and any other source of payment for ambulance payment. Processes shall be made with the establishment of an electronic method to transmit and retrieve all documentation electronically including electronic billing capabilities through payment receipt and inquiries.
* Provide necessary tracking of claims submitted to ensure timely payment.
* Reports shall clearly differentiate between resident, non-resident patients and Auto Aid.
* Provide monthly statements to patient so they are aware of any outstanding balances.
* Resubmit or resolve denied or disallowed claims.
* For all patients listed on the Patient Care Reports (transports and non-transports) the billing agency will be responsible for sending the Patient Privacy Notice to all patients including those that are not transported.
* Refund requests submitted to the District for payment must include the patients complete payment information along with a detailed explanation and copies of all documentation pertinent to the refund request.
* Provide web access to District staff to monitor billing activities and accounts receivables for all accounts under this contract.
* Maintain generally accepted accounting procedures for the reconciling of all financial transactions.
* Provide a minimum three month notification to the District of any proposed system changes.
* Guarantee daily document retrieval through a lock box arrangement with the Distict banking institution to facilitate daily postings of revenues.
* Provide pre-collection activities on accounts to significantly reduce accounts being referred to an outside collection agency.
* Transmit complete history of inactive accounts over 180 days to the District and the District’s collection agency.
* Ensure proper security and confidentiality of patient information and records.
* Provide a program manager for the duration of the contract.
* Utilize current diagnostic coding to ensure compliance with Federal, State and Local regulations.
* Ensure all required documentation and agreements with payers are properly filed and maintained on behalf of the District.
* Accept responsibility for consumer billing inquires and consumer billing complaints during normal business days. The vendor is required to respond to all ambulance users’ inquiries and complaints regarding the billing and collection of ambulance fees.
* Accept responsibility for responding to billing inquiries from insurance providers, both public and private.
* All reports shall be established electronically on your web site for the District to access all and any reports needed.
* Public Record Keeping-All records related to the District whether electronic, paper, or otherwise recorded must be kept according to the State of Illinois record retention schedule (attached).

a) Insurance Records three (3) years

b) Invoices seven (7) years

c) Reports/monthly two (2) years

d) Reports/annual seven (7) years

The awarded vendor must agree to retain, in its files and produce to the Harvard Fire Protection District within the time periods requested, all books, documents, accounting records, and other evidence related to the District at any time during this agreement. The Harvard Fire Protection District shall retain the rights to all records and reports that are utilized and generated in connection with the execution of a contract. No records and/or reports shall be released without the prior written approval of the Harvard Fire Protection District. The successful vendor will be required to maintain all records and have sufficient safeguards in place to protect pertinent records from loss or theft.

* Complete and thorough financial daily reports including:
* A detailed report showing each activity that has taken place during the day including receipts, charges, adjustments and total accounts receivable. This report should also note an exception should any charge or approved amounts be changed from their standard amount:
* A report providing a record of all transactions that affected the general ledger. This report should be available in detailed or summary form.
* Complete and thorough financial monthly reports including:
	+ A report showing basic financial information on each account, such as account balance, patient due balance, date of last statement and date of last payment.
	+ A financial summary showing “period to date" and “year to date” totals for charges, receipts, adjustments, net accounts receivable, total accounts receivable and collection percentage.
	+ Aging reports.
	+ A report showing trip status for each profit center by transport charge.
1. **ELEMENTS OF PROPOSAL: Provide one original and two copies of your proposal.**

A transmittal letter prepared on the vendor's business stationary shall accompany the proposal. The purpose of the letter is to introduce the proposal and therefore should be brief. The letter must be signed by an individual who is authorized to bind this firm to all statements, services and prices contained in the proposal.

Proposals must contain the following sections:

* Organization Overview - This section should provide complete information of firm, including type of license(s) held and history and description of the firm's qualifications to perform the requested scope of services. Your Firms ability to comply with credit card security requirements: Vendor shall provide documentation that all credit card payments will be processed using Payment Card Industry Payment Application Data Security Standard (PCI PA-DSS) validated software. Vendor shall maintain the PCI PA-DSS validation during the term of the contract, view requirements at: www.pcisecurity standards.org. The District will not be subjected to credit card fees.
* Experience and References-Proposers are to provide a minimum of (5) five active client references and 2 former references with similar programs to this RFP from comparable fire/rescue district organizations or similar emergency medical service programs. Additional, each vendor shall be required to show proof that they have been continuously engaged in the field of fire/rescue district ambulance billing services for a duration of not less than five years. Describe in detail what the proposer did, what the proposer's customer completed in order to activate the program, and how long the proposer has provided services to the organization. The proposer shall identify the company or government by name, city, state, population (if a government agency), name and telephone number of contact person. The proposer is to also provide a listing of all of their ambulance billing and payment clients by company name, address and telephone number. This listing should identify all current clients as well as all clients that discontinued services with the proposer since June 2017. The District reserves the right to contact and establish an interview with references or clients in person or by telephone. The District reserves the right to request additional information from the proposer.
* Proposal Qualifications- the ability of the proposer, as a corporate entity, and identified key personnel, as individuals, to accomplish this task shall be described in the proposal. All staff utilized by the vendor that are responsible for the processing of claims shall be direct employees of the vendor and shall be subject to pre-employment screening and written confidentiality agreements. This description shall be in detail as to the adequacy of finances, facilities, personnel, office and customer service locations and experience to execute the work proposed within this document. The proposer shall furnish such written information that is necessary to determine its responsibility and competency to successfully accomplish this project. The processing of all claims shall be performed at the vendor's stated place of business and in a secure protected environment. The successful vendor shall not assign nor sublet this contract in whole or in part without the written consent of the Harvard Fire Protection District.
* Implementation and Timeline-Each proposer shall include a detailed plan and timeline for the implementation of their solution. This shall include, but not be limited to, a schedule of all activities showing the implementation by week and month of any and all steps required with a commitment to meet this timeline. The District requires a start by February 1, 2018.
* Describe company’s efforts to establish and maintain a system of internal controls. Also include most recent SSAE report. The firm must state your experiences and timeliness working with a fire/rescue district client audit firms request for information/documentation. The District will be requesting your SSAE report on an annual basis to be included in our annual audit.
* Methodology-Each proposer is to detail the method of sending and receiving data to and from the District and local hospitals. Proposers shall define the technical terms and programs they will be implementing for this RFP program. Proposers are to provide examples of correspondence with customers including billing statements, Medicare authorization requests, past due notices, and if applicable explanation of benefits statements. Detail the billing, explanation of benefits, and collection process with examples of customer service standards and adherence to Medicare and Public Aid filing, and provide examples of reports available to the District including detail listing of customers billed, penalties applied, payments received, and aging of accounts. Proposers shall also provide methods and a timeline of reporting delinquent account to the District's collection agency.
* Financial Statement - The firm must provide recent financial statements if requested.
* Costs/Fees-Provide a proposed fee as a percentage of revenues collected relative to Medicare, Medicaid, private insurance, and self payment. The proposed fee shall include all related costs, overhead expenses, start up, programming, operational, ongoing and future charges, maintenance charges, and other fees pertinent aspects of this RFP, all costs must be listed, no hidden costs will be considered at later date. The proposer shall provide an hourly consulting fee for additional services that will be fixed during the term of the contract, should the District desire to obtain additional Services. Vendor must list all costs, no hidden fees will be accepted at a later date. The Harvard Fire Protection District assumes no responsibility and liability for costs incurred by parties responding to this RFP or responding to any further request for interview, additional data, etc... prior to the issuance of the contract.
* Value Added Services - Detail any additional services that would be available through your firm as part of the proposed agreement.

**Submission Deadline**

Proposals must be submitted in a sealed envelope no later than 12:00 PM on December 15, 2017.

Attn: Harvard Fire Protection District

Jeri Loiselle

502 S. Eastman Street

Harvard, Illinois 60033

Proposals received after this deadline or transmitted by facsimile will not be accepted.

1. **SELECTION CRITERIA**

Outlined below are the key selection criteria that will be used to evaluate the responses and select a finalist.

o Ability to provide the required services.

o Qualifications of the firm.

o Experience with governmental entities

o Proposal responsiveness

o Fees/Costs

1. **GENERAL REQUIREMENTS**
2. Insurance Requirements
3. The vendor shall not commence work until the vendor has obtained all insurance required in these documents. The vendor shall purchase and maintain, throughout the duration of the contract, insurance as is appropriate for the work being performed and furnished and shall provide protection from claims which may arise out of or result from the vendors performance and furnishing of the work and vendors other obligations under the contract documents, whether it is to be performed or furnished by the vendor, by anyone directly or indirectly employed by them or by anyone for whose acts apply to any of them may be liable.
4. Insurance required by this Section shall be written with a company having at least an "A Property-Casualty Rating, and financial size of at least Class 7 as listed in the most recent published A. M. Best’s Insurance Guide.
5. The District shall be named as additional insured. The coverage afforded shall be primary and non-contributory for the additional insured with respect to claims arising out of operations performed by or on behalf on the vendor. If the additional insured has other insurance which is applicable to the loss, such as other insurance shall be on an excess or contingent basis. The amount of the vendor's insurance company's liability under this insurance policy shall not be reduced by the existence of such other insurance.
6. As a minimum, the vendor shall secure and maintain the types of insurance as hereinafter specified, and shall submit evidence to the District on an annual basis that the insurance coverages are in force. The form and limits of such insurance, together with the underwriter thereof in each case, shall be acceptable to the District, but regardless of such acceptance it shall be the responsibility of the vendor to main adequate insurance coverage until final payment and at all times thereafter when the vendor may be correcting, removing, or replacing defective work in accordance with the General Conditions and Instruction to Bidders. Failure of the vendor to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation.
7. The vendor shall forward original copies of the Certificates of Insurance with the coverage's and limits specified to the Board of Trustees Office, Harvard Fire Protection District, 502 S. Eastman Street, Harvard, IL 60033.
8. Insurance Certificates and Policies delivered to the District shall recite that 30 days prior written notice will be given to the District by certified mail before any policy is materially changed, canceled, or not renewed.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY:

The insurance shall protect the vendor against all claims under applicable State or Federal Worker's Compensation Laws. The vendor shall also be protected against claims for injury, disease or death of employees which for any reason may not fall within the provisions of the Worker's Compensation Law. The policy shall include “broad form all states' endorsement coverage extended to cover all states except the monopolistic fund states.

The liability limits shall not be less than:

1. Worker's Compensation.................................... Statutory

2. Employer's Liability......................................... $1,000,000 per occurrence

 BUSINESS AUTO LIABILITY:

The insurance shall be written in automobile liability form and shall protect the vendor against all claims for injuries to persons and damages to property arising from the ownership, maintenance or use of any motor vehicles and shall cover operation on or off the site of all motor vehicles, whether they are owned, non-owned or hired.

The liability limits shall not be less than:

1. Bodily Injury and Property Damage Combined.......... S1,000,000 per occurrence

COMMERCIAL GENERAL LIABILITY, INCLUDING PREMISES AND OPERATIONS, CONTRACTUAL PERSONAL INJURY, PRODUCT LIABILITY, COMPLETED OPERATIONS AND BROAD FORM PROPERTY COVERAGES:

(a) This insurance shall be written in Commercial General Liability form and shall protect the Vendor against all claims arising from injuries to persons or damages to property caused by any act or omission of the Contractor or his agents, employees or Subcontractors. The Vendors General Aggregate shall apply on a per Project basis. The Broad Form General Liability Endorsement shall be included.

(b) In addition, this policy shall contain a Contractual Liability Endorsement covering any Contractual Liability assumed in the Contract and all changes and modifications thereto, whether in writing or oral.

(c) The scope of the coverage shall also include the Personal Injury Hazards including 'a, b, and “c”. “a” includes false arrest, malicious prosecution, and unwillful detention or imprisonment. “b' includes libel, slander, and defamation of character. “c” includes wrongful eviction, invasion of privacy, and wrongful entry. Employee exclusion shall be removed.

(d) The Policy shall also include Broad Form Property Damage Protection.

(e) The vendor shall include all the vendor's employees as additional insured under the policy.

(f) Commercial General Liability Coverage shall contain no exclusions for explosion, collapse or underground work (X, C, U).

1. Bodily Injury and Property Damage.......................... S 1,000,000 per occurance

Combined....................... S2,000,000 aggregate

2. Personal Injury Liability. .. . . . . . . . . . . . . . . . . . . . . . . . BFGL aggregate

(h) The vendor may furnish coverage for bodily injury and property damage for Business Auto Liability and Commercial General Liability through the use of a combined limit as indicated above or through separate single limits acceptable to the District.

UMBRELLA EXCESS LIABILITY:

Special coverage shall be as follows..................... S1,000,000 over primary insurance

Any contract resulting from this proposal shall require the successful contractor to maintain during the entire term of the contract, insurance for Professional Lability and commercial general liability coverage. The limits of insurance can be no less than S1,000,000.00 per occurrence and 1,000,000.00 aggregate.

The contractor will be required to submit a certificate of insurance naming the District as a certificate holder, prior to the contract inception. The certificate will provide for a mandatory thirty (30) days prior written notice to the District of any change or cancellation of the required insurance coverage.

LAWS GOVERNING

This contract shall be governed by and construed according to the laws of the State of Illinois.

INQUIRIES

Any questions regarding this RFP are to be submitted to the Harvard Fire Protection District, Attn: Jeri Loiselle, 502 S. Eastman Street, Harvard, Illinois, 60033, by phone at 815/943-6927 or email jloiselle@hfpd.org.

Should it be necessary to revise any portion of this RFP after it has been released, and addendum will be provided to each vendor whom the RFP was originally provided to.

The Harvard Fire Protection District reserves the right to reject any and all proposals, to negotiate with one or more parties, or to award the contract in the District's best interests, including proposed vendors schedule. All proposals will be analyzed for completeness and effectiveness with particular emphasis in providing ambulance billing services. The District may seek additional information regarding proposals during the review process.

**Harvard Fire Protection District AFFIDAVIT OF COMPLIANCE**

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

As a condition of entering into a contract with the Harvard Fire Protection District, and under oath and penalty of perjury and possible termination of contract right and debarment, the undersigned,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn on oath, deposes and states that he or she is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(sole owner, partner, joint ventured, President, Secretary, etc.) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and has the authority to

(Name of Company)

make all certifications required by this affidavit.

Section I

**Non Collusion**

The undersigned certifies that this bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price element of this bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

Section II

**Bid Rigging and Rotating**

The undersigned hereby certifies that it is not barred from bidding or contracting as a result of a conviction for violations of state laws prohibiting bid rigging or bid rotating or any similar offense of any state of the United States.

Section III

**Illinois Drug Free Workplace Act**

The undersigned further states that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of Company)

provides a drug free workplace pursuant to Illinois Statues, 30 ILCS 580/1, et seq and provides compliance with necessary requirements.

Section IV

**Tax Payment**

The undersigned further states that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of Company)

is not delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statues, 65 ILCS 5/1 1-42.1. The undersigned understands that making a false Statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition voids the contract and allows the District to recover all amounts paid to the individual or entity under the contract in civil action.

It is expressly understood the foregoing statements and representations and promises are made as a condition to the right of the bidder to receive payment under any award made under the terms and provisions of this bid.

The undersigned certifies that all the information contained in the Affidavit is true and correct.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Title)

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_ day of 20\_\_\_, AD.

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

(Notary Public)

-Seal-

**HARVARD FIRE PROTECTION DISTRICT**

**INDEMINITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Harvard Fire Protection District, its Board of Trustees, officers, agents and employees from any and all liability, losses or damages the District may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of any action on the part of the Contractor or any Subcontractor. The Contractor shall, at its own expense; appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Harvard Fire Protection District, its Board of Trustees, officers, agents and employees, in any such action, the contractor shall, at its own expense, satisfy and discharge the same. This indemnification does not apply to liability caused by the Distict's own negligence.

The Contractor expressly understands and agrees that any insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Harvard Fire Protection District, its Board of Trustees, officers, agents and employees as herein provided.

CONTRACTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Company)

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HARVARD FIRE PROTECTION DISTRICT

REFERENCES

Please submit at least five (5) current and 2 completed contract references for similar contracts completed within the past five years.

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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