



ARCTIC WINTER GAMES  
WHITEHORSE 2012

2012 Arctic Winter Games Host Society

REQUEST FOR PROPOSALS

## **Whitehorse 2012 Arctic Winter Games Video Project**

Issue date: September 23<sup>rd</sup>, 2011

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**SECTION 1: INSTRUCTIONS TO PROPONENTS**

**Proponents are cautioned to carefully read and follow the instructions set out in this Request for Proposal (RFP), as any variation from them may result in a proposal being rejected.**

1. Proposals must be submitted including the Proposal Form provided with this document and:

Mailed to:	OR	Hand Delivered to:
2012 Arctic Winter Games Host Society 2121 2 <sup>nd</sup> Avenue Whitehorse, Yukon Y1A 1C2		2012 Arctic Winter Games Host Society 308 Wood St. (Main Floor B) Whitehorse, Yukon Phone: (867) 393-2012

2. The proponent shall identify, on the envelope or package containing the proposal, their business name and address and the name of the proposal enclosed.
3. Proposals must be received at the location specified above, before the specified closing time. Proposals received after this time will not be considered regardless of the reason for their being late and will be returned to the proponent unopened.
4. If a proponent wishes to verify that a proposal has been received prior to proposal closing time, telephone the 2012 Arctic Winter Games Administrative Office at (867) 393-2012. The proponent must identify the business name before this information will be released. No other information concerning the proposals will be released under any circumstances prior to proposal opening.
5. Questions regarding the submission of proposals may be directed to the 2012 Arctic Winter Games Administrative Office at (867) 393-2012 prior to the closing time of

**4:00 p.m., Local Time  
Monday, October 31<sup>st</sup>, 2011**

6. Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted prior to the Proposal Closing time. The proposal will be returned to the proponent unopened.
7. If discrepancies or omissions are found in the specifications or other documents in this package, or if any clarification is required, contact the Project Manager (identified in Section 2, Supplementary Instructions).
8. Proposals submitted by individuals shall be signed by those individuals. Proposals submitted by partnerships shall be signed by at least one partner. Proposals submitted by corporations shall be signed by properly authorized signing officers.
9. Proposals may be emailed to [kelly.proudfoot@awg2012.org](mailto:kelly.proudfoot@awg2012.org) at the Arctic Winter Games Host Society prior to the closing date. Proposals that are mailed or sent by courier must be postmarked or received by the courier company no later than the closing date. Samples required by this RFP must be mailed or sent by courier on or before the closing date and received no later than 7 days after the closing date.

**NOTE: Proponents are reminded that most courier services to Whitehorse offer a minimum service time of two full business days or more. Delivery of proposals prior to the proposal closing time is the sole responsibility of the Proponent.**

10. Erasures and/or corrections shall be initialled by the person(s) authorized to sign the proposal.
11. The Host Society need not accept the lowest priced, the highest ranked or any proposal, and reserves the right to reject or accept any or all proposals.
12. The proposal shall be unconditional, irrevocable and open to acceptance by the Host Society at any time within thirty (30) days after the date on which tenders close.
13. This Request for Proposals does not commit the Host Society to award a contract.
14. Failure to comply with any instruction contained in this Request for Proposals may be deemed sufficient cause for the rejection of all or part of any Proposal. Any items omitted or any special conditions or qualifications added to the proposal may cause the proposal to be rejected, or affect the evaluation of the proposal.
15. Submission of a proposal shall be deemed to be confirmation that the proponent acknowledges and agrees to the General Conditions of the contract, set out in Section 5.
16. Proponents are solely responsible for their own expenses of preparing and delivering their proposals.
17. If, in the opinion of the Host Society, any Proposal contains a minor defect, or fails in some way to comply with any requirement of this Request for Proposals that, in the opinion of the Host Society can be remedied without providing an unfair advantage with respect to the other Proponents, the Host Society may request clarification from the Proponent, and the Host Society, upon receipt of the appropriate clarification, may waive the minor defect or any irregularity, and accept the Proposal. Any failure by the Proponent to provide a written response that, in the opinion of the Host Society, properly clarifies its Proposal within the specified time of receiving a request for clarification from the Host Society may result in rejection of the Proposal. Once proposals are opened, they become the property of the Host Society, and will not be returned.
18. Proponents are entitled to receive information about their own proposals, and how they were evaluated but will not be provided with information that was contained in any other proposal.
19. Once proposals are opened, they become the property of the Host Society, and will not be returned.
20. After final evaluation, the Host Society may negotiate with the highest ranked Proponent. Negotiations, if any, shall be within the scope of the Request for Proposals, and limited to those items which would not have an effect on the ranking of proposals.

**SECTION 2: SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS**

1. Direct all questions in reference to the work on this contract to the Project Manager at:

**Denny Kobayashi**

Vice President

Marketing and Sales Division

2012 Arctic Winter Games Host Society

Ph: 867-667-8795

Email: denny.kobayashi@gov.yk.ca

**Kelly Proudfoot**

Manager, Marketing, Sponsorship and Communications

2012 Arctic Winter Games Host Society

Ph: 867-332-7766

Email: kelly.proudfoot@awg2012.org

**Information obtained from any other source is not official and may be inaccurate.**

2. This will be a value-driven contract. Proposals will be evaluated on the basis of evaluation criteria included in this Request for Proposals (See Section 4 – Proposal Evaluation Criteria).
3. Please submit **three (3) copies** of the proposal in printed format.
4. Where submitting consortium or joint venture proposals, the leading entity, which will assume responsibility and liability for the acts, omissions and performance of all members of the consortium or joint venture, must be designated. The leading entity must also have the authority to sign on behalf of, and bind the consortium or joint venture with respect to all statements, undertakings and agreements made on behalf of the consortium or joint venture. The full legal name of each member of the consortium or joint venture must be stated. If submitting a proposal as a consortium or joint venture, submit a copy of the consortium or joint venture agreement, which identifies the principals involved, and their rights and responsibilities regarding performance and payment.

### SECTION 3: SPECIFICATIONS

#### OVERALL OBJECTIVES OF THE ARCTIC WINTER GAMES 2012 VIDEO PROJECT:

- We want to capture the magic of the circumpolar north and highlight some of the most compelling stories and memories that will unravel through the duration of the Games.
- Share the Games with the athlete's family and friends in remote areas of the circumpolar north through daily vignettes or highlights that connect the audience with a uniquely northern experience through the eyes of the youth through social media and other channels.
- We want the athletes to have an authentic Games experience that can be shared innovatively and readily available through the internet during the Games and after they return home.
- Showcase athlete emotion to the community and our sponsors to further highlight the importance of the Games to the youth of the circumpolar north- a once in a lifetime experience.
- Capture video that can be utilized in different formats and media including potential production of a DVD, YouTube Movie, posting and sharing on Social Media Channels

#### DESCRIPTION OF THE GAMES:

It all started over in 1967 by two Northerners who were cheering for their athletes at the Canada Winter Games in Quebec City. They envisioned a multi-sport event designed for Northern athletes to develop new skills, realize personal bests and compete "on their own turf and their own terms". This legacy, still prevalent into today's Games, sought to include and encourage competition of traditional Arctic and Dene games for those living in the Circumpolar North.

In 1970, the first Arctic Winter Games were held in Yellowknife, Northwest Territories with 500 athletes from Alaska and Canada's Northern Territories. Forty years later, there are 2000 athletes, coaches, mission staff, officials and cultural performers involved in the Games. In March 2012, thousands of athletes, coaches and spectators will descend on Whitehorse, Yukon and infuse their energy, passion and dreams into the community. This cultural kaleidoscope presents a unique opportunity for the Whitehorse community play their part in an event that won't return to the Yukon for over a decade.

As the North has grown so have the Games! Whitehorse will host the following contingents:

- Alaska
- Alberta North
- Northwest Territories
- Nunavut
- Nunavik Quebec
- Greenland
- Sápmi
- Yamal-Netets
- Yukon

#### VIDEO OPPORTUNITIES:

There will be multiple video projects for you to consider:

1. **DAILY VIDEOS:** video clips collected during the day and then assembled into a daily montage that customizes each Games day experience through the athletes, performers and mission

staff. These videos should be suitable for immediate posting to Social Media channels and archived/collected to produce the daily videos and Games summary piece.

2. **GAMES WEEK VIDEO MONTAGE:** summarize the Games week to be showcased at the closing ceremony. This video essentially captures the overall emotional journey of the athletes and other participants
3. **SOUVENIR VIDEO.** Create one souvenir video that captures the Games week, ideally with all nine contingents captured in some manner that will be given to athletes and other key stakeholders as a souvenir of the Games. This video can be delivered in the form of a YouTube movie but costs to produce 3,000 DVDs in addition to the YouTube movie should also be included in the proposal.

<b>Video Project 1:</b> Daily Videos	<b>Budget:</b> TBD
<b>Brand:</b> AWG 2012	<b>Target Audience:</b> Mass appeal with relevancy for AWG athletes - youth (13-24)

**DESCRIPTION OF THE EXPERIENCE:**

Each day the Games would like to share a video that symbolizes the journey of athletes who may have embarked on their first experience outside of the community they are from. The video will showcase multiple athletes/sports and cultural performers along with the spectators, volunteers, sponsors and staff that are supporting them.

**CONTENT WITHIN THE DAILY VIDEOS:**

1. Competitions and medal presentations of the day
2. Cultural program and performances
3. Fun and sporadic moments throughout the day including camaraderie , friendly competition, stories of strength, will and determination
4. Volunteers, sponsors, spectators
5. As many group and athlete shots as possible for families and friends back home who will be looking for their teams from remote communities internationally
6. Voiceover or interviews whenever appropriate
7. Video to be wrapped in the AWG theme song

We envision these videos to be about 2-3 minutes in length. They will be uploaded to our webpage daily either through You Tube or as recommended and may also be linked to our broadcast partners' websites. Shorter selections of the daily videos could also be distributed through Social Media channels.

<b>Video Project 2:</b> Games Week Video Montage	<b>Budget:</b> TBD
<b>Brand:</b> AWG 2012	<b>Target Audience:</b> AWG Participants including athletes, coaches, officials, mission staff, sponsors and volunteers

**DESCRIPTION OF THE EXPERIENCE:**

The objectives for the Games Week Video should highlight particularly memorable moments from the week, be highly celebratory in nature and profile the ‘best shots’ of athletic competition, cultural events and interactions between the participants, the community, friends and family that occurred during Games week. This video will be played as a backdrop/feature of closing ceremonies and should also be posted as a YouTube video.

**CONTENT WITHIN THE SUMMARY VIDEO:**

1. A selection of highlights from sport competition and cultural events capturing participants from the various contingents
2. Medal presentations
3. Cultural program and performances
4. Volunteers, sponsors and spectators
5. Fun and sporadic moments throughout the week including camaraderie , friendly competition, stories of strength, will and determination
6. As many group and athlete shots as possible for families and friends back home who will be looking for their teams from remote communities internationally
7. Interview or voiceovers where applicable
8. Video to be wrapped by the AWG theme song

We envision the video montage for Closing Ceremonies to be 3-4 minutes in length

<b>Video Project 3:</b> Souvenir Video	<b>Budget:</b> TBD
<b>Brand:</b> AWG 2012	<b>Target Audience:</b> AWG Participants including athletes, coaches, officials, mission staff, sponsors and volunteers

**DESCRIPTION OF THE EXPERIENCE:**

The objectives for the video is to provide a video memory of the Games that documents the passion and emotion associated with being a participant in the Games and the northern pride that was generated throughout the week through athletic competition, cultural events and interactions between the participants, the community, friends and family. This video will be posted as a YouTube video that can be shared with family and friends rather than providing a DVD souvenir video that has traditionally been provided at games. This media is participant friendly and will receive be viewed more often and distributed widely through viral social media.

**CONTENT WITHIN THE SOUVENIR VIDEO:**

9. A selection of highlights from sport competition and cultural events capturing participants from the various contingents
10. Medal presentations
11. Cultural program and performances
12. Volunteers, sponsors, spectators, community, friends and family
13. Fun and sporadic moments throughout the week including camaraderie , friendly competition, stories of strength, will and determination
14. As many group and athlete shots as possible for families and friends back home who will be looking for their teams from remote communities internationally
15. Interview or voiceovers where applicable
16. Video to be wrapped by the AWG theme song

We envision the souvenir video to be 12-15 minutes in length.

**THE ASSIGNMENT:**

Plan, design, shoot, edit, create media, post on Social Media and website the three video projects including the supply and operation of all video cameras, editing and media production by qualified, experienced professionals.

**TO BE INCLUDED IN YOUR RESPONSE:**

- A summary of your professional credentials and references that clearly demonstrate the capacity of your company to undertake these three projects and deliver a high quality product on time and on budget
- Provide two relevant examples of your past work in a format that can easily be viewed on a Windows PC
- A description of the team that will work on this project, their role, credentials, experience
- Concepts or story boards for each video project – what is your vision?
- A proposed work plan from planning to final delivery of the three projects
- A detailed budget for the project that includes all fees and expenses

**PLAY YOUR PART:**

The Video will need to incorporate the Arctic Winter Games overarching theme of 'Play Your Part'. We will go through this in a more detailed creative briefing with the selected contractor but wanted you to be thinking in this context for your story boards.

What does Play Your Part mean? This is a volunteer-driven and grassroots event that would exist if communities did not come together to play their part. Some ways in which you can participate are:

- Volunteering
- Athletes
- Performers
- Spectators
- Sponsors
- Coaches
- Officials

**SECTION 4: GENERAL CONDITIONS OF THE CONTRACT**

The following conditions shall be incorporated into the contract between the successful contractor and the Host Society:

1. **TIME OF ESSENCE.** Time is of the essence of this Contract.
2. **COMPLETION.** This contract will be for the completion of the requirements as described in the contract specifications, Section 3.
3. **CONFIDENTIALITY.** The Contractor will treat as confidential and will not, without the written permission of the Host Society, publish, release or disclose or permit to be published, released or disclosed either before or after termination of this contract, any information supplied to, obtained by or which comes to the knowledge of the Contractor under this contract. The Contractor will ensure its facilities, systems and files are secure and that access to data and confidentiality of data and information gained while performing the contract, are strictly controlled, to the satisfaction of the Host Society.
4. **PERFORMANCE.** The Contractor's obligations under this Contract are to be performed to the complete satisfaction of the Host Society.
5. **WARRANTY BY CONTRACTOR.** The Contractor warrants that the Contractor is competent to perform the work required under this contract, in that the Contractor has the necessary qualifications, including the knowledge, skill and ability, to perform the work.
6. **GOVERNING LAW.** This Contract will be deemed to have been made in and will be interpreted and enforced in accordance with the laws in force in the Yukon.
7. **LAWS, PERMITS AND BY-LAWS.** The Contractor will comply with all laws and regulations applicable to the place of the work, whether Federal, Territorial, or Municipal including the Fair Wage Schedule of the Employment Standards Act (Yukon), and will pay for all permits and certificates required in respect of the contract.
8. **BUSINESS LICENSE.** The Contractor may be required to provide proof of a business license appropriate for the location of the work on the contract.
9. **WORKERS COMPENSATION BOARD.** The Contractor must provide a "**Letter of Good Standing**" from the Yukon or other applicable Workers' Compensation Health and Safety Board prior to first payment and a "**Letter of Clearance**" from the Workers' Compensation Health and Safety Board prior to the last payment.
10. **INTERPRETATION.** Should any dispute arise concerning the meaning or intent of the Contract, the Host Society will make a decision which will be final unless the Contractor disputes such decision by a written notice within 10 days of such decision, whereupon the dispute will be resolved according to GC 11 - DISPUTES, below.

11. **DISPUTES.** If a dispute cannot be resolved immediately by the Host Society's decision or negotiation between the parties, the dispute may be:

- referred by either party for mediation before a Project Mediator 10 days after commencing negotiations; and
- referred to arbitration 10 days following the end of such mediation, notwithstanding that other necessary parties will not be bound by any arbitrated resolution of this dispute.

If neither party required mediation or arbitration within 10 days after a written notice that negotiations or mediation are at an end, either party may refer the dispute to the courts or both may agree to proceed to mediation or arbitration.

12. **EXECUTION OF THE WORK.** The Contractor will, for the stated contract price, provide all necessary labour, materials, tools and equipment and will carry out in a careful and professional manner and to the satisfaction of the authorized representative of the Host Society, the work set out under description of the work and more particularly described in the specifications.

13. **NO ASSIGNMENT.** Without the prior written consent of the Host Society, the Contractor will not assign or sublet this Contract or any of the Contractor's rights, benefits or monies accruing hereunder, and any purported assignment without such consent will be void.

14. **CHANGES.** Changes to the Contract will only be made on receipt of written instructions from the Host Society. Any resulting adjustment to the contract price will be agreed upon by the Host Society and the Contractor and will represent the reasonable and proper costs incurred by, or savings accruing to, the Contractor.

15. **DELAY.** No payment will be made for any extension of the **completion date** for the contract given to the Contractor due to delay encountered during the execution of the contract, unless such delay was caused by the Host Society.

16. **SUSPENSION OF WORK.** In the event that work on the contract is suspended, the Contractor will arrange for protection of the work as directed by the Host Society. The Contractor will be reimbursed for reasonable and proper expenses incurred in protecting the work.

17. **TERMINATION.** The Host Society may at any time, upon 6 days' notice in writing to the Contractor, suspend or terminate the Contract for reasonable cause. The Host Society may additionally terminate this Agreement without cause by giving the Contractor 6 day's written notice of its intention to terminate. The Host Society's obligation to make payment to the Contractor will cease when payment for work satisfactorily performed has been made. Unless otherwise directed, the Contractor shall, until the date of termination, continue work on the project as appropriate and in consultation with the Host Society.

18. **CO-OPERATION AND MAKING GOOD.** The Contractor will perform work under the contract with minimum disturbance to personnel and the public and ensure that the health and safety of persons occupying adjacent or contiguous parts of the building or project is protected. The Contractor will obtain the approval of the Host Society for the hours during which the work will be performed and will provide a work schedule for approval by the Host Society.

19. **PROPERTY OF THE HOST SOCIETY.** The Contractor will be liable to the Host Society for any loss or damage to any property of the Host Society arising out of the performance of the contract, unless and to the extent that such loss or damage is caused or contributed to by the Host Society.

20. **PAYMENT.** Subject to verification by the Host Society, payment of the Contractor's invoice for work satisfactorily completed will be made not later than 30 days after receipt thereof.

21. **INTEREST ON OVERDUE ACCOUNTS.** If the Host Society fails to make payment to the Contractor within 30 days from the date of the satisfactory receipt of an invoice, interest will be paid at the current prime rate of the Bank of Canada

on such unpaid accounts provided such accounts are greater than \$100. Such interest will be calculated and added to any unpaid amounts monthly.

22. **DEDUCTIONS.** The Contractor will pay all valid claims for wages and other expenses it incurs in respect of the contract, as and when such claims become due. If the Contractor fails to do so, the Host Society may do so and deduct from monies owing to the Contractor such sums including: any outstanding wages owing to persons employed to perform the contract; any assessments of the Yukon Workers' Compensation Health and Safety Board or the Employment Insurance Commission relating to the contract; and any other claims, charges or encumbrances arising in any manner whatsoever from the operations of the Contractor which the Host Society determines to be valid and enforceable. The Host Society may also set off against amounts owing to the Contractor any sums owing by the Contractor to the Host Society.
23. **WORKERS.** The Contractor will ensure that all workers on the project are competent and qualified to do the work. The Contractor will be responsible for all assessments, returns, remittances, and deductions in respect of the Contractor's workers under the Workers' Compensation Act, Employment Insurance Act, Income Tax Act and Canada Pension Plan Act.
24. **INDEMNIFICATION.** The Contractor will indemnify and save harmless the Host Society from and against all claims, demands, losses, damages, costs, expenses, actions and suits that may arise, directly or indirectly, from its performance of the contract or by reason of any matter or thing done, permitted or omitted to be done by the Contractor, subcontractors or their agents or employees with respect to the contract.
25. **INSURANCE.** The Contractor, during the period of time the Contract is in force and during any warranty period stated in this contract, will maintain the following insurance with minimum policy limits as specified below, in forms and with insurers acceptable to the Host Society.
  - Commercial General Liability Insurance with a minimum liability limit of \$1,000,000 per occurrence covering bodily injuries and property damage and including the Contractor's premises, property and operations; contingent liability with respect to the Contractor's subcontractors; and contractual liability covering the Contractor's liability under this Contract with the Host Society;
  - Automobile Insurance covering all vehicles used in the performance of the contract;

The policy will state that it cannot lapse, be cancelled, or be materially altered without at least 30 days' notice in writing to the Host Society. Any deductible will be borne by the Contractor.

The Host Society will be specified as an additional insured on all insurance policies contemplated in this contract.

Once the contract is signed, the contractor may be requested to provide a Host Society certificate of insurance, form YG(4548Q)F1 confirming the existence of the required insurance.

If the Contractor fails to provide, maintain and pay for insurance as required by this clause, other than Automobile Insurance, the Host Society shall have the right to obtain and pay for the required insurance, the cost of which shall be payable on demand by the Contractor. The Host Society shall have the right to offset such amounts from monies due to the Contractor if not paid within 15 days.

26. **ACCESS TO WORK.** The Contractor will permit the Host Society or its representatives to have access to the work at all times during the execution of the work and will co-operate fully with other contractors or workers sent to the place of the work by the Host Society.
27. **SECURITY REQUIREMENTS.** Where in the opinion of the Host Society, it is in the public interest to obtain security to ensure the due performance of this contract, the Host Society may require security, in such form and such amount as the Host Society specifies.

28. **OWNERSHIP.** The Host Society is the sole Owner of any material produced under this contract. Any material produced under this contract cannot be used or disclosed for any purpose other than the performance of this contract without the written approval of the Host Society. "Material" includes both tangible and intangible (including intellectual) property.
29. **ENTIRE AGREEMENT.** This Contract, Request for Proposals and the Proposal submitted, constitute the entire agreement between the Parties in respect of the subject matter of this Contract and supersedes all previous negotiations, communications and other agreements in respect of it, unless they are specifically incorporated by reference into this Contract. Where a conflict exists between any provision of this Contract and a provision of the Proposal, the provision of this Contract shall prevail.
30. **WAIVER.** The failure by the Host Society to exercise or enforce any of the terms or conditions of this Contract will not constitute or be deemed a waiver of the Host Society's rights to enforce each and every term of this Contract. The failure by the Host Society to insist upon strict performance of any of the terms or conditions of this Contract will not be deemed a waiver of any subsequent breach or default in the terms or provisions herein.

**SECTION 5: PROPOSAL SUBMISSION FORM**

**PROPOSAL FORM "A"**

**PROPOSAL NAME: *Supply of 2012 Arctic Winter Games Video Project***

**This document must be submitted with the Proponent's proposal submission, in the proposal package/envelope.**

1. I/We hereby submit a Proposal for the ***Supply of 2012 Arctic Winter Games Video Project*** in accordance with these documents.
2. I/We have carefully examined the specifications together with all other factors affecting the work and hereby propose to furnish the services in the manner called for in the specifications.
3. In the event of our proposal being accepted, I/we agree to enter into a contract with the Host Society on the Host Society Contract form, which will form part of this contract.
5. Proposal Closing Date: **4:00 p.m. Local Time on October 31<sup>st</sup>, 2011**
6. In consideration of being permitted to tender, I/we agree that this proposal is irrevocable and open to acceptance by the Host Society at any time within thirty (30) days after opening of the proposal(s), whether any other proposal has been accepted or not.
7. I/we represent and warrant that the proponent has full power and authority to enter into, perform and execute the Contract, and each person signing this Proposal Form on behalf of a proponent is properly authorised to do so. I/we agree to be bound by statements and representations made in this response.
8. I/we have read these documents, understand them and intend to be bound by them.

PROPONENT'S FULL LEGAL NAME: \_\_\_\_\_

DOING BUSINESS AS (if different from above):

\_\_\_\_\_

FULL BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Sign this form as follows:

**Sole Proprietorship:**

Sole Proprietor to sign where indicated. Insert the words "Sole Proprietor" under Title(s).

**Partnership:**

Partner(s) to sign where indicated. Insert the word "Partner" against each signature under Title(s).

**Limited Company:**

This Form must be signed by duly authorised signing officers of the company, designating beside each signature the official capacity in which the signing officer acts. The Corporate seal of the company, if any, must also be affixed to this Form by a person authorized to do so.

Executed by or on behalf of the Proponent this \_\_\_\_ day of \_\_\_\_\_, 2011.

SIGNATURE(S): \_\_\_\_\_ TITLE: \_\_\_\_\_  
(AND SEAL IF ANY)

PRINTED NAME: \_\_\_\_\_