

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL # 2967**

**EMPLOYEE CLASSIFICATION  
CONSULTANT SERVICES**



**RESPONSE DEADLINE  
November 3, 2023 at 2:00 PM**

# CLOVIS UNIFIED SCHOOL DISTRICT

## NOTICE TO BIDDERS

### REQUEST FOR PROPOSALS (“RFP”) # 2967 EMPLOYEE CLASSIFICATION CONSULTANT SERVICES

The Board of Trustees of the Clovis Unified School District of Fresno County, California invites and will receive sealed proposals for RFP# 2967 for the award of **EMPLOYEE CLASSIFICATION CONSULTANT SERVICES** on before 2:00 PM, on Friday, November 3, 2023, at the Purchasing Department of Clovis Unified School District, located at 1450 Herndon Avenue, Clovis, California 93611-0599 after which time and place the bids will be opened and read in public.

Award of a contract or contracts will be made to the firm(s) offering the most advantageous proposal in the applicable area(s) of specialization. The District is not obligated to make an award and is not obligated to accept the lowest priced proposal, but will make any award in the best interest of the District after all factors have been evaluated.

The Board of Trustees reserves the right to accept or reject any or all proposals, alternate proposals, or unit price, in whole or in part, or waive any formalities, technical defect, clerical error, or irregularity in any proposal received, and to be the sole judge of the responsibility of any proposer and of the suitability of the services offered. All Proposals shall be valid for ninety (90) days after the Proposal opening date.

RFP Documents are available on the District website at [www.cusd.com/BidSchedule.aspx](http://www.cusd.com/BidSchedule.aspx). Further information may be obtained from Tatum Toste, Director of Purchasing, phone: (559) 327-9479, Email: [tatumtoste@cusd.com](mailto:tatumtoste@cusd.com)

The District reserves the right to reject any or all proposals, in whole or in part, or to waive any irregularities or informalities in any proposals or in the proposal process.

Published:            Dates: (1) 9/27/23 (2) 10/4/23

CLOVIS UNIFIED SCHOOL DISTRICT

Michael Johnston  
Associate Superintendent of Administrative Services

**Clovis Unified School District**  
**RFP# 2967- Employee Classification Consultant Services**

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**I. PURPOSE OF REQUEST**

The purpose of this Request for Proposal ("RFP") is to solicit proposals for Employee Classification Consultant Services from qualified Proposers currently established and experienced in the business of providing services similar in nature to the scope described herein.

Qualified firm(s) will have an established track record in conducting and delivering comprehensive employee classification studies that will assist the District in attracting and retaining qualified employees, ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills and abilities area classified together, provide salaries commensurate with assigned duties, and enhancements to job descriptions based on job analysis.

The District's needs are outlined as follows;

**II. BACKGROUND**

The Clovis Unified School District, located in Fresno County, is the fifteenth largest K-12 public school system in California and serves the cities of Clovis and Fresno, some unincorporated areas of Fresno County, and the rural community of Friant. The District covers approximately 198-square miles and has a student population approaching 44,000.

**III. TIME SCHEDULE**

The below schedule is tentative. The District reserves the right to change the schedule at any time with or without advance notice.

<b>EVENT</b>	<b>DATE</b>
Issue RFP	September 27, 2023
Question Deadline <small>(submit questions via email to <a href="mailto:tatumtoste@cusd.com">tatumtoste@cusd.com</a>, with RFP 2967 in the subject line)</small>	October 20, 2023
Deadline for Submittal of Proposals <small>(Original proposal to be submitted in sealed envelope along with electronic copy on USB drive)</small>	November 3, 2023
Selection of Firms for Interview	November, 2023
Consultant Interviews/Contract Negotiations	November, 2023
Notify Recommended Firm	December, 2023
Governing Board Approval	December, 2023

**IV. INSTRUCTIONS TO PROPOSERS**

- A. AVAILABILITY OF DOCUMENTS: Proposals must include the forms which are a part of the Proposal Package contained in the RFP. Prospective Proposers may obtain electronic documents at no cost. Documents may be obtained from the District online at [www.cusd.com/BidSchedule.aspx](http://www.cusd.com/BidSchedule.aspx)

- B. EXAMINATION OF DOCUMENTS: The District has made copies of the proposal documents available, as indicated above. Proposers shall be solely responsible for examining the documents, including any Addenda issued during the proposal period, and for informing itself with respect to local labor availability, means of transportation, necessity for security, laws and codes, local permit requirements, wage scales, local tax structure, licensing requirements, availability of required insurance, and other factors that could affect the work if applicable. Proposers are responsible for consulting the standards referenced in the documents. Failure of Proposer to so examine and inform itself shall be at its sole risk, and no relief for error or omission will be given except as required under State law.
- C. INTERPRETATION OF DOCUMENTS: Discrepancies in, and/or omissions from the documents or questions as to their meaning shall be immediately brought to the attention of the District by submission of a written request for an interpretation or correction to the District. Such submission, if any, must be sent to the Clovis Unified School District by e-mailing [tatumtoste@cusd.com](mailto:tatumtoste@cusd.com) before the question deadline. Any interpretation of the Contract Documents will be made only by written addenda. The District will not be responsible for any explanations or interpretations provided in any other manner. No person is authorized to make any oral interpretation of any provision in the documents to any Proposer, and no Proposer should rely on any such oral interpretation.
- D. ADDENDA: The District reserves the right to revise the documents prior to the proposal opening date. Revisions, if any, shall be made by written Addenda. All addenda issued by the District shall be included in the proposal and made part of the Contract Documents. The District may determine, in its sole discretion, whether an Addendum warrants postponement of the proposal submission date. Addenda will be posted on the District's webpage: [www.cusd.com/BidSchedule.aspx](http://www.cusd.com/BidSchedule.aspx). Copies of Addenda may also be obtained by e-mail without charge to all parties by contacting Tatum Toste, Director of Purchasing at [tatumtoste@cusd.com](mailto:tatumtoste@cusd.com). Please Note: Proposers are responsible for ensuring that they have received any and all Addenda.
- E. ALTERNATE PROPOSALS: Only one final proposal is to be submitted by each Proposer. Multiple proposals will result in rejection of all proposals submitted by the Proposer.
- F. SIGNING OF PROPOSALS: All Proposals submitted shall be executed by the Proposer or its authorized representative. Proposers may be asked to provide evidence in the form of an authenticated resolution of its Board of Directors or a Power of Attorney evidencing the capacity of the person signing the Proposal to bind the Proposer to each Proposal and to any Contract arising therefrom.
- G. SUBMISSION OF SEALED PROPOSALS: Once the Proposal and supporting documents have been completed and signed as set forth herein, they shall be placed, along with other required materials in an envelope, sealed, addressed

and delivered to the District at the place and to the attention of the person indicated in the Notice to Bidders. No oral or telephonic proposals will be considered. No forms transmitted via the internet, e-mail, facsimile, or any other electronic means will be considered. Proposals are to be completed and submitted as called for in the instructions. Incomplete proposals may be rejected or scored lower at the discretion of the District.

- H. DELIVERY AND OPENING OF PROPOSALS: Proposals will be received by the District at the address shown in the Notice to Bidders up to the date and time shown therein. The District will leave unopened any Proposal received after the specified date and time, and any such unopened Proposal will be returned to the Proposer. It is the Proposer's sole responsibility to ensure that its Proposal is received as specified. Proposals may be submitted earlier than the dates(s) and time(s) indicated. The District recommends hand delivery.

District reserves the right to reject any or all Proposals and to waive any informality or irregularity in any Proposal. In the event of a discrepancy between the written amount of the Proposal Price and the numerical amount of the Proposal Price, the written amount shall govern.

- J. WITHDRAWAL OF PROPOSAL: Prior to proposal deadline, a Proposal may be withdrawn by the Proposer only by means of a written request signed by the Proposer or its properly authorized representative.
- K. DISQUALIFICATION OF PROPOSERS; INTEREST IN MORE THAN ONE PROPOSAL: No person, firm, or corporation shall be allowed to make, or file, or be interested in more than one proposal for the same work unless alternate proposals are specifically called for. A person, firm, or corporation that has submitted a sub-proposal to a proposer, is not thereby disqualified from submitting a sub-proposal or quoting prices to other proposers or making a prime proposal.
- L. SALES AND OTHER APPLICABLE TAXES, PERMITS, LICENSES AND FEES: Consultant(s) will be required to pay any applicable California sales tax and other applicable taxes, and to pay for any applicable permits, licenses and fees required by the agencies with authority over the work.
- M. PAYMENTS/INVOICES: Invoices must be itemized, addressed to Clovis Unified School District, 1450 E. Herndon, Clovis, CA, 93611-0599, submitted monthly and e-mailed to: [generalaccounting@cusd.com](mailto:generalaccounting@cusd.com).
- N. LIQUIDATED DAMAGES: In the event that the awarded Proposer fails to deliver the contracted services by the time specified in the contract, the District shall impose a late penalty charge. This penalty shall be taken as a credit against the invoice to the District. The penalty charge shall be imposed at a rate of 3.5% per day against the total dollar value of the late delivered services.

- O. GRATUITIES: Proposers shall not provide, offer, imply, or otherwise extend any gratuities, including cash gifts, services, allowances, or enticements in any manner or form, to officers, employees, students, agents, or representatives of the District.
- P. IRS REQUIREMENTS: The District shall view the legal position of the Proposer as an "Independent Contractor" and that all persons employed to furnish services are employees of the Proposer and not of the District.
- Q. DISPOSITION OF PROPOSALS: All materials submitted in response to the RFP with the exemption of financial records will become the property of the Clovis Unified School District. The original copy shall be retained for official files and will become public record in accordance with the California Freedom of Information Act.
- R. INSURANCE: During the term of the Contract, Proposer shall maintain general liability insurance of no less than two million dollars (\$2,000,000) single limit per occurrence, issued by an admitted insurer or insurers and defined by the California Insurance Code. The Clovis Unified School District, its officers, employees, and agents are to be named as additional insured under the policy. Proof of coverage and additional insured endorsement shall be provided to the Cajon Valley Union School District on or before the effective date of the Contract.

Further, during the term of the Contract, Proposer shall fully comply with the terms of the law of California concerning Workers' Compensation. Said compliance shall include, but not be limited to, maintaining in full force and affect one or more policies of insurance to insure against any liability Proposer may have for Workers' Compensation.

**END OF INSTRUCTIONS TO PROPOSERS**

**V. SCOPE OF WORK**

Services shall include, but are not limited to the following;

- A. Consultant shall provide the staff required to complete the project. Designated District staff will be available to assist the consultant in arranging access to pertinent records, information and arranging for employees and supervisors to complete job questionnaire forms. District staff will also be available to assist the consultant in setting up the field audit and conference meetings.
- B. Perform a thorough comprehensive, valid, and reliable position analysis and evaluation of each current job classification. District will make the final determination regarding the order of priority.

- C. Conduct orientation meetings with designated staff to acquaint them with the study objectives, procedures, classification and compensation principles and trends, expected study outcomes and timeline of when critical components of the study are to be completed.
- D. Provide questionnaires to all employees; interview up to 40% of the incumbents within each classification; interview all incumbents of single-position classifications; meet with selected employees requesting an interview. Conduct in-person and/or remote job shadow and interviews. Schedule of school site and department visits to be coordinated with District designated staff. Upon arrival at District site, Consultant is required to check in at the main office and obtain a visitor badge. No contact with pupils is allowed.
- E. Review and recommend enhancements to all current job descriptions for all job classes as outlined in the table below, to reflect the current duties and responsibilities of the classification including; job title, general statement of job, essential and non-essential duties, minimum training/experience/ education, physical demands and designation of safety/non-safety sensitive and minimum physical requirements. <https://www.cusd.com/Salaries.aspx>

Bargaining Unit	# of Employees
01 - CERTIFICATED TEACHER	2,120
02 - ADMINISTRATIVE CONTRACTED	25
03 - CERTIFICATED ADMIN MANAGEMENT	439
04 - CLASSIFIED MANAGEMENT	216
05 - CONFIDENTIAL	34
06 - BUSINESS SUPPORT	641
07 - INSTRUCTIONAL SUPPORT	1,546
08 - OPERATIONS	656
09 - RECREATION	5
10 - CERTIFICATED ADULT TEACHER	17
11 - CHILD DEVELOPMENT	476
30 - PSYCH & MENTAL HEALTH SUPP	91
<b>Grand Total</b>	<b>6,266</b>

- F. Develop job descriptions, as appropriate, for newly recommended job classes. Job descriptions to remain in current district standard format. <https://www.cusd.com/jobs.aspx>
- G. Develop and prepare a classification plan outlining internal job relationships within, and between, different job families. Assign each position to its proper classification and job classification family.

- H. Propose and recommend a salary range placement for each classification based on internal relationships and external comparison with benchmark districts. Within our current salary structure.
- I. Provide training to designated staff on the methodology employed by the consultant, so the classification plan may be maintained after the completion of the study. The District at its option, may request occasional and ongoing consultation services.
- J. Prepare a preliminary report on classification recommendations and submit report to designated District staff for review.
- K. Provide an appeal process for employees and managers between the preliminary report and the final recommendations. Meet with appellants, as well as designated staff, as requested.
- L. Prepare a final written report, to include salary recommendations, allocation of employees by classification, and recommendation of any new classifications and the allocation of employees to new classes. Present the report as requested by the District to various audiences and / or committees including its Board of Trustees.

**END OF SCOPE OF WORK**

**VI. PROPOSAL PREPARATION AND SUBMISSION**

- A. Proposers must submit a complete response to this RFP. Proposals must be submitted in the format and order outlined below.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are acceptable but not required. Emphasis should be on completeness and clarity of content.
- C. Sealed packages shall be delivered to the address specified in the Notice to Bidders, before 2:00pm on Friday, November 3, 2023, to include fifteen (15) copies and one (1) electronic copy of the Proposal on external USB drive. No faxed, e-mailed or telephone proposals will be accepted.
- D. Proposals are to be submitted in the following format, on 8-1/2" x 11" paper with a table of contents, numbered for each of the following sections:



SECTION 1:

A brief description of Proposer's firm. This description should include the history of the firm, size of the firm / number of employees, location and number of years in existence including the names of individuals who will be working on the project and their areas of responsibility.

SECTION 2:

Provide a detailed summary of studies in which the firm has acted as a consultant, indicating the nature and size of the study and role of the firm. Provide client references, less than three years old, for use during the proposal review process. Provide at least three (3) references for which Respondent has provided services of a similar nature. Respondent shall state its role with each project. Provide the name, title, and phone number of an individual at each reference site with whom District may contact for information.

SECTION 3:

Provide a list of the names of the individuals, and any alternates, who will participate in this study including identification of the person(s) who will be directly responsible for the day-to-day work on the study and a brief resume of those persons' pertinent work experience.

SECTION 4:

Outline the work plan, procedures and methods that will be utilized in conducting all phases of the study and addressing all items listed in the objectives of this project.

Provide a proposed outline of tasks, products, and project schedule, including the number of hours required to complete each task or product. Please identify milestones and when leadership briefings and meetings with representatives of employee groups are proposed.

SECTION 5:

Outline in detail the methodology to be used in analyzing and evaluating jobs. If a point factor is to be used, include a breakdown in dimensions, factors, and the weights to be used in the consultant's job evaluation system.

SECTION 6:

Provide a proposed time schedule identifying when each major milestone will be started and completed.

SECTION 7:

Provide all required completed Proposal Forms. The proposed fee shall be complete of all tasks related to the study as described in "V. Scope of Work." The District desires that the proposed fee be all inclusive, meaning that document preparation, mailing costs, fax costs, internet research fees, telephone calls, meeting attendance, and travel be included in the proposed fee.

However, the District will consider a proposal that does not include

travel costs as long as the proposal includes a “cost not to exceed” for travel related expenses. No miscellaneous costs will be paid above the proposal price.

SECTION 8:

Tentatively, the District will schedule Presentations from Proposers that meet minimum qualifications during November, 2023. Twenty minutes will be provided for each Proposer’s presentation and 10 minutes of Q&A for a total time window of thirty minutes. Time schedule will be provided a minimum of 24 hours in advance. Please reserve time on your calendar to be available to provide a presentation to the District committee.

**END OF PROPOSAL PREPERATION AND SUBMISSION**

**VII. SELECTION CRITERIA**

Responses will be evaluated by a panel of District staff. Information provided in the proposals, and information provided during presentations will be utilized in the selection process as applicable. The successful firm will be chosen based upon their ability to best meet the needs of the District, as per the evaluation criteria below, and not solely based upon price. The resulting contract length will be determined based upon selected Consultant’s proposed schedule. The District reserves the right to reject all proposals, or to waive any or all irregularities and award the contract to the firm which, in the sole opinion of the District, provides best overall value and best fulfills the terms and conditions of this request. Award shall be made to Respondent whose proposal is scored the highest by District’s evaluation team. The evaluation, scoring and award decision of District shall be final.

Proposals should be as thorough and detailed as possible so that the District staff may properly evaluate the firm's capabilities to provide the required services. Proposal should provide best and final fixed pricing for services provided with no hidden fees. Proposal pricing is to include all fees for any and all materials and services required in relation to the desired services. No additional fees will be paid above and beyond proposal pricing.

- **Cost (30 points maximum)** – District will evaluate all costs for the proposed services.
- **Work Plan and timeline (25 points maximum)** – District will consider Respondent’s proposed workplan. In addition, the ability to meet District deadlines for Phase 1 and Phase 2 as well as the proposed implementation schedule for the remainder of the study will be evaluated.
- **Experience and Expertise (25 points maximum)** - District will consider Respondent’s experience in providing Employee Classification studies and Consultant Services similar in scope and size for large K-12 educational institutions. Additionally, District will consider the quality of references provided by Respondent as well as any prior history with the District.

- **Completeness of RFP (10 points maximum)** - District will consider and evaluate Respondent's Proposal for completeness, including complete responses to all required items, inclusion of standard forms as required and compliance with Proposal Preparation & Submission Format requirements.
- **Presentation (10 points maximum)** – District will rate the Respondent's presentation, including the actual presentation as well as additional information provided in response to District questions

Award of contract(s) will be made to the firm(s) offering the most advantageous proposal in the applicable area(s) of specialization. The District is not obligated to make an award and is not obligated to accept the lowest priced proposal, but will make any award in the best interest of the District after all factors have been evaluated.

**END OF SELECTION CRITERIA**

**PROPOSAL FORM**  
**RFP No. 2967**  
**Employee Classification Consultant Services**  
**\*\*\*Required Form\*\*\***

Business Name: \_\_\_\_\_

Authorized Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Telephone: (\_\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

TO: CLOVIS UNIFIED SCHOOL DISTRICT, acting by and through its Governing Board, herein called the "District:"

1. Pursuant to and in compliance with your Notice to Bidders, Instructions, and the other documents relating thereto, the undersigned proposer, having familiarized himself with the terms of the proposal documents, specifications, instructions and the local conditions affecting the performance of the contract, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and to furnish all labor, material, equipment, supplies, and taxes called for by them for the entire order, for the following:

**RFP No. 2967**  
**Employee Classification Consultant Services**

all prices quoted herein as itemized, see attached Itemized Pricing Form

2. It is understood that the District reserves the right to reject this proposal and that this proposal shall remain open and not be withdrawn for ninety (90) days.
3. It is understood and agreed that if written notice of award of this proposal is delivered to the undersigned after the opening of the proposal, and within the time this proposal is required to remain open (90 days), any time thereafter before this proposal is withdrawn, the undersigned will execute and deliver to the District a contract in accordance, all within ten (10) calendar days after receipt of notification of award.

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4. Notice of acceptance or requests for additional information should be addressed to the undersigned at the address stated below:

\_\_\_\_\_

5. The names of all persons interested in the foregoing proposal as principals are as follows:

\_\_\_\_\_

(IMPORTANT NOTICE: If proposer or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state true name of firm, also names of all individual copartners composing firm; if proposer or other interested person is an individual, state first and last names in full.)

The undersigned, doing business under the full and complete legal firm name as set forth below, having examined the Notice Inviting Proposals, Instructions to Proposers, Scope of Work, Proposal Form, Vendor Questionnaire and all other documents forming a part of the Proposal package for the above-referenced proposal, hereby proposes to perform the Agreement, including all of its component parts, and to furnish all materials called by them for the entire order for the prices set forth in the proposal package. The entire proposal package is submitted, together with this Proposal Form.

Name of Company: \_\_\_\_\_

Legal Status: \_\_\_\_\_  
(i.e. sole proprietorship, partnership, corporation)

Authorized Representative: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ITEMIZED PRICING FORM**  
**RFP No. 2967**  
**Employee Classification Consultant Services**  
**\*\*\*Required Form\*\*\***

**GENERAL CRITERIA FOR PRICING OF SERVICES**

Best and Final pricing is to be offered in Proposal. Pricing is to be fixed for the entire term of the contract. All services and pricing are to be included within the proposal. Proposal costs shall include a best and final fixed cost for each classification. Cost shall include all related expenses including potential travel. No miscellaneous costs will be paid above the proposal price.

Please complete the table below for the services provided by your firm.

<b>SERVICE</b> In accordance with Section V. "Scope of Work"	<b>FEE</b>
V. B- Analysis	\$
V. C- Orientation Meetings	\$
V. D- Employee Questionnaires and Interviews	\$
V. E- Recommendations	\$
V. F- New Job Descriptions	\$
V. G- Classification Plan	\$
V. H- Placement on Salary Schedule	\$
V. I- Training	\$
V. J and K- Preliminary Report and Appeal Process	\$
V. L- Final Report and Presentations (7)	\$
Travel Fees not to Exceed	\$
<b>TOTAL PROPOSAL- NOT TO EXCEED</b>	<b>\$</b>

Please complete the table below for the additional services provided by your firm, that may be requested by the District outside of the Scope of Work.

<b>ADDITIONAL SERVICES</b>	<b>FEE</b>
Additional Presentations	\$
Hourly Rate for Additional Consulting Services Outside of Scope **Must be inclusive of all reimbursable expenses**	\$
Other- Please Describe	\$
Other- Please Describe	\$
Other- Please Describe	\$

**NON-COLLUSION DECLARATION**

**\*\*\*Required Form\*\*\***

**RFP No. 2967**

**Employee Classification Consultant Services**

**TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL**

State of California)

County Of Fresno)

The undersigned declares: I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing proposal. The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from proposing. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability, company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_(date), at \_\_\_\_\_(city), \_\_\_\_\_(State).

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Proposer: \_\_\_\_\_ Date \_\_\_\_\_