

STATE OF TEXAS

§

COUNTY OF TRAVIS

§

§

Agreement  
Between  
The Texas Board of Nursing  
And  
David MacCabe  
for the Provision of Quality Assurance Review Services

The Texas Board of Nursing, hereinafter referred to as the “Board”, and David MacCabe, hereinafter referred to as the “Contractor”, hereby make and enter into this agreement for the mutual consideration set forth below (the “Agreement”).

**1. AUTHORITY FOR AGREEMENT**

This Agreement to provide quality assurance review services is entered into by the parties under Texas Government Code Section 2155.132.

**2. SIGNATORIES**

The offer of this Agreement is an official act of the Board, or its designee, the Executive Director, who has been empowered and authorized to act on behalf of the Board in respect to this Agreement. The undersigned signatories represent and warrant that they have full authority to enter in this Agreement on behalf of the respective parties.

**3. SCOPE OF WORK**

The Contractor will perform a quality assurance review of the Board’s internal audit activity to assess compliance with the Texas Internal Auditing Act, Texas Government Code Chapter 2102; the Institute of Internal Auditors Code of Ethics and International Standards for the Professional Practice of Internal Auditing; and U.S. Government Accountability Office Government Auditing Standards, in effect at the time the internal audits were conducted. The Contractor agrees to provide to the Board quality assurance review services (the “Services”), as agreed to in the Engagement Letter executed on January 29, 2018 (“Attachment A”). The Contractor will provide such Services to the extent specifically requested by the Board on an as needed basis.

**4. CONFIDENTIALITY AND RELEASE OF DOCUMENTS; PUBLIC INFORMATION ACT**

The Contractor agrees to keep all information to which it is privy under this Agreement confidential, privileged and protected from disclosure without the prior consent of the Board. Further, any software, research, reports studies, data, photographs, negatives or other documents, drawings or materials

prepared by the Contractor in the performance of its obligations under this Agreement shall be the exclusive property of the State of Texas and all such materials shall be delivered to the State by the Contractor upon completion, termination, or cancellation of this Agreement. The Contractor may, at his own expense, keep copies of all his writings for his personal files. The Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of Contractor's obligations under this Agreement without the prior written consent of the Board. The Contractor will indemnify and hold harmless the State of Texas, its officers and employees, and the Board, its officers and employees for any claims or damages that arise from the disclosure by Contractor or its contractors of information held by the State of Texas.

Notwithstanding any provisions of this Agreement to the contrary, the Contractor understands that the Board will comply with the Texas Public Information Act, Texas Government Code, Chapter 552 as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas. The Board agrees to notify the Contractor in writing within a reasonable time from receipt of a request for information related to the Contractor's work under this Agreement. The Contractor will cooperate with the Board in the production of documents responsive to the request. The Board will make a determination whether to submit a Public Information Act request to the Attorney General. The Contractor will notify the Board's General Counsel within twenty-four (24) hours of receipt of any third party requests for information. The Contractor is required to make any information created or exchanged with the state pursuant to this Agreement, and not otherwise excepted from disclosure under the Texas Public Information Act, available in an electronic format, if practicable, that is accessible by the public, at no additional charge to the state. If this is not practicable, the Contractor is required to make any information created or exchanged with the state pursuant to this Agreement, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a paper format that is accessible by the public at no additional charge to the state.

## **5. PAYMENT STRUCTURE AND PAYMENT CAP**

The Board agrees to pay the Contractor up to five thousand dollars (\$5,000) for the Services under this Agreement. The Contractor shall be paid an hourly rate of one hundred dollars (\$100.00). The Contractor shall submit an invoice to the Board upon completion of the Services (the "Invoice"). The Invoice must be submitted to:

ATTN: Mark Majek  
Texas Board of Nursing  
333 Guadalupe St., Suite 3-460  
Austin, TX 78701

Payment will be made within thirty (30) days of services rendered and after the Contractor has submitted to the Board a signed Invoice attesting to the days and hours worked, the subject matter of the work, and expenses incurred. Expenses are to be itemized and copies of all available receipts provided prior to payment. Payment will be made in accordance with the Texas Prompt Payment law, Texas Government Code, Subtitle F, Chapter 2251.

## **6. TERM OF AGREEMENT; TERMINATION**

The term of this Agreement shall become effective upon the signature of the Executive Director of the Board and continue until the Services are completed or until August 31, 2018, whichever occurs first. This Agreement may be canceled at any time by mutual consent. In addition, this Agreement may be terminated unilaterally by either party by providing the other party a thirty (30) days' written notice, at which point this Agreement will be canceled upon the expiration of the thirty (30) day period after receipt of the written notice of cancellation.

If the Contractor fails to provide the goods or services contracted for according to the provisions of this Agreement, or fails to comply with any terms or conditions of this Agreement, the Board may, upon written notice of default to the Contractor immediately terminate all or any part of this Agreement. Termination is not an exclusive remedy, but will be in addition to any other rights and remedies as provided in equity, by law or under this Agreement. The Board may exercise any other right, remedy, or privilege which may be available to it under applicable law of the state and any other applicable law or may proceed by appropriate court action to enforce the provisions of this Agreement. The exercise of any of the foregoing remedies will not constitute a termination of this Agreement unless the Board notifies the Contractor in writing prior to the exercise of such remedy. The Contractor shall be liable for all costs and expenses, including court costs, incurred by the Board with respect to the enforcement of any of the remedies listed herein.

In the event this Agreement is terminated for any reason, or upon its expiration, the Board shall retain ownership of all associated work products and documentation obtained from the Contractor under this Agreement.

## **7. INDEPENDENT CONTRACTOR**

The Contractor is not an employee of the Board, and as such is responsible for payment of any federal taxes to be paid to the federal government attributable to the payments made under this Agreement, and is, furthermore, not eligible for any fringe benefits due state employees. All obligations of the Board are subject to the availability of legislative appropriations. The Contractor acknowledges that the ability of the Board to make payments under this Agreement is contingent upon the continued availability of funds. The Contractor further acknowledges that funds may not be specifically appropriated for the contract and the Board's continual ability to make payments under this Agreement is contingent upon the funding levels appropriated to the Board. The Board will use all reasonable efforts to ensure that such funds are available. The Contractor agrees that if future levels of funding for the Board are not sufficient to continue operations without any operational reductions, the Board, in its discretion, may terminate this Agreement or a pending order under this Agreement, either in whole or in part. In the event of such termination, the Board will not be considered to be in default or breach under this Agreement, nor shall it be liable for any further payments ordinarily due under this Agreement, nor shall it be liable for any damages or any other amounts which are caused by or associated with such termination. The Board shall make best efforts to provide reasonable written advance notice to the Contractor of any such Agreement or order termination. In the event of such a termination, the Contractor shall, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of

termination, either on the particular order if an order is being terminated, or the Agreement, if the Agreement is being terminated. The Board shall be liable for payments limited only to the portion of work the Board authorized in writing and which the Contractor has completed, delivered to the Board, and which has been accepted by the Board. All such work shall have been completed, per the contract requirements, prior to the effective date of termination.

In accordance with Section 403.055(h) of the Texas Government Code, the Contractor agrees that any payments due to the Contractor under this Agreement will be first applied toward any debt and/or back taxes the Contractor owes the State of Texas. Payments will be so applied until such debts and taxes are paid in full. The Contractor agrees that any payments due under this Agreement will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas. This clause does not apply if federal law requires payment to be made to the Contractor for the Services, and may not apply if federal law conditions the receipt of the money for this service to the State on the basis of payment being made to the Contractor.

## **8. ELIGIBILITY**

Under Section 2155.004 of the Texas Government Code (relating to certain taxes), the Contractor represents and warrants that Contractor is not ineligible to receive this Agreement and acknowledges that this Agreement may be terminated and payment withheld if this representation and warranty is inaccurate. Contractor represents and warrants that it is not delinquent in the payment of any franchise taxes owed the State of Texas. Texas Government Code Section 2155.004 prohibits a person or entity from receiving a state contract if that person or entity received compensation for participating in preparing the solicitation or specifications for the contract.

## **9. ANTITRUST**

The Contractor warrants that, to the best of his knowledge, there are no state or federal laws which would prevent him from entering into this Agreement. The Contractor represents and warrants that neither Contractor nor any firm, corporation, partnership, or institution represented by the Contractor, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas under Tex. Bus. & Com. Code, Chapter 15, or the federal antitrust laws.

## **10. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the State of Texas and customers, and/or their officers, agents, employees, representatives, contractors, assignees, and/or designees from any and all liability, actions, claims, demands, or suits, and all related costs, attorney fees, and expenses arising out of, or resulting from any acts or omissions of the Contractor or his agents, employees, subcontractors, order fulfillers, or suppliers of subcontractors in the execution or performance of the contract. The defense shall be coordinated by the Contractor with the Office of the Attorney General when Texas state agencies are named defendants in any lawsuit and the Contractor may not agree to any settlement without first obtaining the concurrence from the Office of the Attorney General. The Contractor and the Board agree to furnish timely written notice to each other of any such claim.

The Contractor shall indemnify and hold harmless the State of Texas and customers, and/or their employees, agents, representatives, subcontractors, assignees, and/or designees from any and all third party claims involving infringement of united states patents, copyrights, trade and service marks, and any other intellectual or intangible property rights in connection with the performances or actions of the Contractor pursuant to this Agreement. The Contractor and the Board agree to furnish timely written notice to each other of any such claim. The Contractor shall be liable to pay all costs of defense, including attorneys' fees. The defense shall be coordinated by the Contractor with the Office of the Attorney General when Texas state agencies are named defendants in any lawsuit and the Contractor may not agree to any settlement without first obtaining the concurrence from the Office of the Attorney General.

The Contractor shall have no liability under this section if the alleged infringement is caused in whole or in part by: (i) use of the product or service for a purpose or in a manner for which the product or service was not designed, (ii) any modification made to the product without the Contractor's written approval, (iii) any modifications made to the product by the Contractor pursuant to the Board's specific instructions, (iv) any intellectual property right owned by or licensed to the Board, or (v) any use of the product or service by customer that is not in conformity with the terms of any applicable license contract.

If the Contractor becomes aware of an actual or potential claim, or the Board provides the Contractor with notice of an actual or potential claim, the Contractor may (or in the case of an injunction against the Board, shall), at the Contractor's sole option and expense; (i) procure for the Board the right to continue to use the affected portion of the product or service, or (ii) modify or replace the affected portion of the product or service with functionally equivalent or superior product or service so that the Board's use is non-infringing.

## **11. LIABILITY FOR TAXES**

The Contractor agrees and acknowledges that during the existence of this Agreement, the Contractor shall be entirely responsible for the liability and payment of the Contractor's and the Contractor's employees' taxes of whatever kind, arising out of the performances in this Agreement. The Contractor agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. The Board and/or the state shall not be liable to the Contractor, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or workers' compensation or any benefit available to a state employee or employee of another governmental entity customer.

The Contractor agrees to indemnify and hold harmless the Board, the State of Texas and/or their employees, agents, representatives, contractors, and/or assignees from any and all liability, actions, claims, demands, or suits, and all related costs, attorneys' fees, and expenses, relating to tax liability, unemployment insurance and/or workers' compensation in its performance under this Agreement. The Contractor shall be liable to pay all costs of defense, including attorneys' fees. The defense shall be coordinated by the Contractor with the Office of the Attorney General when Texas state agencies are named defendants in any lawsuit and the Contractor may not agree to any settlement without first

obtaining the concurrence from the Office of the Attorney General. The Contractor and the Board agree to furnish timely written notice to each other of any such claim.

## **12. DISPUTE RESOLUTION AND VENUE**

The dispute resolution process provided for in Texas Government Code, Chapter 2260 shall be used by the Board and the Contractor to resolve any dispute arising under this Agreement. The dispute resolution process provided for in Chapter 2260 shall be used, as further described herein, to attempt to resolve a claim for breach of contract asserted by the Contractor under this Agreement. If the Contractor's claim for breach of contract cannot be resolved by the parties in the ordinary course of business, it shall be submitted to the negotiation process provided in Chapter 2260. To initiate the process, the Contractor shall submit written notice, as required by Chapter 2260, to the Deputy Comptroller or his or her designee and to the Board's General Counsel. Compliance by the Contractor with Chapter 2260 is a condition precedent to the filing of a contested case proceeding under Chapter 2260.

The contested case process provided in Chapter 2260 is the Contractor's sole and exclusive process for seeking a remedy for an alleged breach of contract by the Board if the parties are unable to resolve their disputes as described above. Compliance with the contested case process provided in Chapter 2260 is a condition precedent to seeking consent to sue from the Legislature under Chapter 107, Civil Practices and Remedies Code. Neither the execution of this Agreement by the Board nor any other conduct of any representative of the Board relating to this Agreement shall be considered a waiver of sovereign immunity to suit. For all other specific breach of contract claims or disputes under this Agreement, the Board and the Contractor shall first attempt to resolve them through direct discussions in a spirit of mutual cooperation. If the parties' attempts to resolve their disagreements through negotiations fail, the dispute will be mediated by a mutually acceptable third party to be chosen by the Board and the Contractor within fifteen (15) days after written notice by one of them demanding mediation under this section. The Contractor shall pay all costs of the mediation unless the Board in its sole good faith discretion, approves its payment of all or part of such costs. By mutual contract, the Board and the Contractor may use a non-binding form of dispute resolution other than mediation. The purpose of this section is to reasonably ensure that the Board and the Contractor shall, in good faith, utilize mediation or another non-binding dispute resolution process before pursuing litigation. The Board's participation in, or the results of, any mediation or other non-binding dispute resolution process under this section or the provisions of this section shall not be construed as a waiver by the Board of (1) any rights, privileges, defenses, remedies or immunities available to the Board as an agency of the State of Texas or otherwise available to the Board; (2) the Board's termination rights; or (3) other termination provisions or expiration dates of this Agreement.

Notwithstanding any other provision of this Agreement to the contrary, unless otherwise requested or approved in writing by the Board, the Contractor shall continue performance and shall not be excused from performance during the period any breach of contract claim or dispute is pending under either of the above processes; however, the Contractor may suspend performance during the pendency of such claim or dispute if the Contractor has complied with all provisions of Section 2251.051, Texas Government Code, and such suspension of performance is expressly applicable and authorized under that law.

The venue of any suit brought for any breach of this Agreement is fixed in any court of competent jurisdiction in Travis County, Texas, and all payments shall be due and payable in Travis County, Texas.

### **13. ASSIGNMENT**

The Contractor may not assign any of its rights or delegate any of its obligations under this Agreement without the Board's prior written consent. Any assignment or delegation attempted by the Contractor in violation of this clause will be void and ineffective for all purposes.

### **14. DEFAULT**

If the Contractor defaults on this Agreement, the Board reserves the right to cancel this Agreement without notice. The defaulting Contractor will not be considered in future contracts for the same type of work, unless the specification or scope of work significantly changed. The period of suspension will be determined by the Board based on the seriousness of the default.

### **15. FORCE MAJEURE**

Neither the Contractor nor the Board shall be liable to the other for any delay in, or failure of performance caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.

### **16. WORK MADE FOR HIRE**

For the purposes of this Agreement, the term "Work" is defined as all reports, statistical analyses, work papers, work products, materials, approaches, designs, specifications, systems, documentation, methodologies, concepts, research, materials, intellectual property or other property developed, produced, or generated in connection with this Agreement. All work performed pursuant to this Agreement is made the exclusive property of the Board. All right, title and interest in and to said property shall vest in the Board upon creation and shall be deemed to be a work for hire and made in the course of the services rendered pursuant to this Agreement. To the extent that title to any such work may not, by operation of law, vest in the Board, or such work may not be considered a work made for hire, all rights, title and interest therein are hereby irrevocably assigned to the Board. The Board shall have the right to obtain and to hold in its name any and all patents, copyrights, registrations or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof. The

Contractor must give the Board and/or the State of Texas, as well as any person designated by the Board and/or the State of Texas, all assistance required to perfect the rights defined herein without any charge or expense beyond those amounts payable to Contractor for the services rendered under this Agreement.

The Contractor shall maintain and retain supporting fiscal and any other documents relevant to showing that any payments under this Agreement funds were expended in accordance with the laws and regulations of the State of Texas, including but not limited to, requirements of the Comptroller of the State of Texas and the State Auditor. The Contractor shall maintain all such documents and other records relating to this Agreement and the State's property for a period of seven (7) years after the date of submission of the final invoices or until a resolution of all billing questions, whichever is later. The Contractor shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the "Work" as defined in this section of the Agreement. The Contractor and the subcontractor, if any, shall provide the State Auditor with any information that the State Auditor deems relevant to any investigation or audit. The Contractor must retain all work and other supporting documents pertaining to this Agreement, for purposes of inspecting, monitoring, auditing, or evaluating by the Board and any authorized agency of the State of Texas, including an investigation or audit by the State Auditor.

The Contractor shall cooperate with any authorized agents of the State of Texas and shall provide them with prompt access to all of such State's work as requested. The Contractor's failure to comply with this section shall constitute a material breach of this Agreement and shall authorize the Board and the State of Texas to immediately assess appropriate damages for such failure.

## **17. RIGHT TO AUDIT**

Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of the Contractor or any other entity or person receiving funds from the state directly under this Agreement or indirectly through a subcontract under this Agreement. The acceptance of funds by the Contractor or any other entity or person directly under this Agreement or indirectly through a subcontract under this Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the Contractor or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. The Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Contractor and the requirement to cooperate is included in any subcontract it awards. The Contractor further agrees to cooperate fully with the State Auditor's Office in the conduct of the audit or investigation, including providing all records requested. The Contractor will ensure that this clause concerning the State Auditor's Office's authority to audit state funds and the requirement to cooperate fully with the State Auditor's Office is included in any subcontracts it awards, should subcontracting be authorized. Additionally, the State Auditor's Office shall at any time have access to and the rights to examine, audit, excerpt, and transcribe any pertinent books, documents, audit documentation, and records of the Contractor relating to this agreement.

## 18. BUY TEXAS

Pursuant to Texas Government Code Section 2155.441, the Contractor represents and warrants that it will buy Texas products and materials for use in providing the services authorized herein when such products and materials are available at a comparable price and in a comparable period of time when compared to non-Texas products and materials.

Effective September 1, 2006, state agencies and institutions of higher education shall procure products which comply with the State of Texas Accessibility requirements for Electronic and Information Resources specified in 1 TAC Chapter 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation. If applicable, the Contractor shall provide DIR with the URL to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with the State of Texas Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate that the product/service accessibility information is available from the General Services Administration "Buy Accessible Wizard" (<http://www.buyaccessible.gov>). If applicable, Contractors not listed with the "Buy Accessible Wizard" or supplying a URL to their VPAT must provide DIR with a report that addresses the same accessibility criteria in substantively the same format. Additional information regarding the "Buy Accessible Wizard" or obtaining a copy of the VPAT is located at <http://www.section508.gov/>.

## 19. MERGER AND AMENDMENT

This Agreement contains the entire agreement between the Contractor and the Board and supersedes any prior understandings or oral or written agreements between the Board and the Contractor on the matters contained herein. No modification, alteration, or waiver of any term, covenant, or condition of this Agreement and any attachments shall be valid unless in writing and executed by the Board and the Contractor. It is agreed and understood that this Agreement may be amended only upon written agreement between the Board and the Contractor, but in no case will this Agreement be amended so as to make it conflict with the laws of the State of Texas.

**THIS CONTRACT IS FULL AND COMPLETE ON ITS FACE, HAS BEEN READ BY ALL PARTIES, AND NO TERMS OR CONDITIONS EXIST OUTSIDE THOSE ACKNOWLEDGED AND ACCEPTED HEREIN BY THE PARTIES WHOSE SIGNATURES APPEAR BELOW. THE CONTRACTOR MAY NOT ASSIGN ANY OF ITS RIGHTS OR DELEGATE ANY OF ITS OBLIGATIONS UNDER THIS AGREEMENT. ANY ASSIGNMENT OR DELEGATION ATTEMPTED BY THE CONTRACTOR IN VIOLATION OF THIS CLAUSE WILL BE VOID AND INEFFECTIVE FOR ALL PURPOSES.**

*[Remainder of page left intentionally blank]*

For the faithful performance of the terms of this Agreement, the parties hereto execute this Agreement in their respective capabilities on the dates indicated.

THE BOARD

THE CONTRACTOR

By:   
Katherine A. Thomas, MN, RN, FAAN  
Executive Director for the  
Texas Board of Nursing  
333 Guadalupe Street  
Suite 3-460  
Austin, TX 78701  
P: (512) 305-6811  
F: (512) 305-8101

By:   
David MacCabe, CIA, CGAP, MPA  
Internal Audit Consultant  
2708 Kerrybrook Lane  
Austin, Texas 78757

Date: 2/16/18

Date: 2/12/2018

RECEIVED FEB 15 2018

“Attachment A”

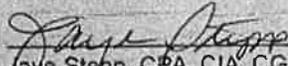


The Peer Reviewer agrees to:

- Review and approve the self-assessment prior to starting on-site work for the review
- Retain all working papers for one year after the report has been issued, in accordance with the SAIAF Records Retention Procedure
- Review all relevant documentation
- Administer a survey to a sample of representatives from agency management
- Review the working papers of at least one project completed during the review period that is representative of the work performed during the period
- Conduct interviews of the Internal Auditor, and a sample of representatives from agency management, and Board members
- Provide the Director with periodic progress updates
- Issue a final report on the observations and recommendations identified during the Peer Review to the Director, with the complete report also issued to the members of the Board and Executive Management
- Include the Peer Review Team's opinion in a letter or report on whether the internal audit function generally conforms/passes, partially conforms/passes with deficiencies, or does not conform/fails to comply with the Standards, as defined in the *IIA Review Manual*. The report will also include the Director's responses, including action plans for addressing any recommendations

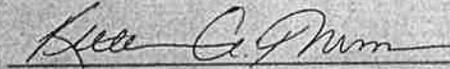
The peer review and fieldwork will be scheduled to be completed March 2018 and a draft report will be provided to the Director for review by March 31, 2018 with a final report available to be released by April 15, 2018. An exit conference will be scheduled with the Director and the BON Executive Director and/or Director of Operations.

The signatures below indicate that the terms of this agreement are acceptable.

  
\_\_\_\_\_  
Jaye Stepp, CPA, CIA, CGAP, CRMA  
Director of Internal Audit  
Texas Board of Nursing

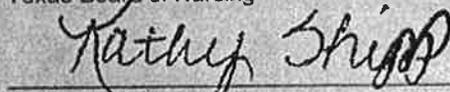
1/29/18

\_\_\_\_\_  
Date

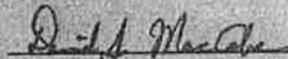
  
\_\_\_\_\_  
Katherine Thomas, MN, RN, FAAN  
Executive Director  
Texas Board of Nursing

1/29/18

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kathy Shipp, MSN, RN, FNP  
President  
Texas Board of Nursing

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mr. David MacCabe  
Internal Audit Consultant  
Independent Peer Reviewer

1/26/2018

\_\_\_\_\_  
Date