

**REQUEST FOR PROPOSAL (RFP)  
ADDENDUM #1**

February 23, 2021

**RFP Number:** 10694

**RFP Services:** The Department of Juvenile Justice (Department or DJJ), Office of Residential Services, is issuing this Request for Proposal (RFP) seeking a thirty-two (32) bed Residential Program for girls appropriate for nonsecure residential placement, between the ages of thirteen (13) and eighteen (18) needing Intensive Mental Health Treatment Services. Basic care and custody of a residential program shall be in a Department owned building located at 2953 Wilson Road, Land O'Lakes, Florida 34639 in DJJ's Central region, or in a Respondent owned/leased building located in the State of Florida.

**UNSPSC Code:** 92101702

**Subject:** This Addendum contains questions received from potential Respondents and the Department's answers to the questions; updates the title of the Attachment H, Budget; adds the Exhibit 9, Inventory; updates the delinquency programming language; updates the Calendar of Events; and updates the Bid Library registration deadline language.

Deletions are indicated by "strikethrough". Additions, updates or replacements are indicated by underscore. All changes are highlighted yellow for quick reference.

**REFERENCE:** Page 1, Attachments and Exhibits  
**UPDATE:** Attachment H — Budget for Probation Services — September 2019  
 Attachment H, Budget October 2020  
**ADD:** Exhibit 9, Inventory

**REFERENCE:** Page 5, Attachment A, Section V., A., 1., Delinquency Programming  
**UPDATE:** a. The Respondent shall implement the following delinquency interventions:  
 1) LifeSkills Training or  
 The Respondent shall match youth to the delinquency intervention based on the result of the CAT/RAY and further assessment of the risk factors identified by the CAT.  
 2) Aggression Replacement Training (ART)

**REFERENCE:** Page 40, Attachment B, Section IV., A., Calendar of Events  
**UPDATE:**

DATE	TIME	ACTION	WHERE
Monday 2/22/2021 Tuesday 2/23/2021	C.O.B. By or before 5:00 PM EST	Anticipated date answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a>
Friday 3/5/2021	By or before 5:00	Deadline for requesting Bid Library account (requires free	Send to: <a href="mailto:Kim.daugherty@djj.state.fl.us">Kim.daugherty@djj.state.fl.us</a>  See Section VI., C., 1., b., below for submission information.

	PM EST	Microsoft email account)	
Monday 3/8/2021	C.O.B. By or before 5:00 PM EST	Deadline for Submission of Intent to Submit a Response (Attachment N)	Send to: <a href="mailto:kim.daugherty@djj.state.fl.us">kim.daugherty@djj.state.fl.us</a> See Section VI., C., 1., d., Solicitation Information, below for submission information.
Thursday 3/11/2021	2:00 PM EST	Proposals Due and Opened - Conference Call	Telephone 1-888-585-9008 and enter code 840-266-860# when directed.
Wednesday 3/24/2021	10:00 AM EDT	Evaluation Team Briefing Conference Call  (This meeting is open for public attendance via telephone)	Bureau of Procurement and Contract Administration  Knight Building, DJJ Headquarters 2737 Centerview Drive  Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 840-266-860#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within forty-eight (48) hours of the Briefing being concluded, excluding weekends and holidays.
Friday 4/9/2021	10:00 AM EDT	Evaluation Team Debriefing Conference Call  (This meeting is open for public attendance via telephone)	Bureau of Procurement and Contract Administration  Knight Building, DJJ Headquarters 2737 Centerview Drive  Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 840-266-860#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within 48 hours of the Debriefing being concluded, excluding weekends and holidays.
Monday 5/24/2021	C.O.B. By or before 5:00 PM EDT	Notice of Intended Award	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_m enu</a>

Friday, 7/9/2021	Anticipated Contract Start Date
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**REFERENCE: Page 43, Attachment B, Section VI., Solicitation Information**

- UPDATE:**
- C. Respondents shall submit proposals in the following format:
    - 1. Electronic Upload of the Proposal(s):
      - a. The Department prefers Respondents to upload complete electronic proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint;
      - b. Respondents shall request to register for a DJJ Bid Library account no later than **COB, Monday, March 8, 2021 no later than the deadline specified in the Calendar of Events for this RFP**, by contacting the Procurement Manager for this RFP: Kim Daugherty, via e-mail at: [kim.daugherty@djj.state.fl.us](mailto:kim.daugherty@djj.state.fl.us) or phone: 850-717-2619;

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP. Protests must be filed with the General Counsel's Office, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in section 120.57(3), Florida Statutes (F.S.), and chapter 28-110, Florida Administrative Code (F.A.C.). Notices delivered by hand delivery or delivery service shall be to the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for this solicitation. Failure to file a protest within the time prescribed in section 120.57 (3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond, shall constitute a waiver of proceedings under chapter 120, F.S. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, F.A.C.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to section 120.57(3), F.S., shall post with the department or the agency at the time of filing the formal written protest a bond payable to the department or agency in an amount equal to 1 percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor or, if no contract price was submitted, the department or agency shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar commodities or contractual services, the amount appropriated by the Legislature for the contract, or the fair market value of similar commodities or contractual services. The agency shall provide the estimated contract amount to the Respondent within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Respondent. The estimated contract amount is not subject to protest pursuant to section 120.57(3), F.S. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the department or agency may, in either case, accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

SIGNED BY: \_\_\_\_\_

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

COMPANY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**Questions are presented in the exact manner they were received.**

**Danielle Pikes - Res-Care, Inc. d/b/a BrightSpring Health Services – Received 01/15/2021**

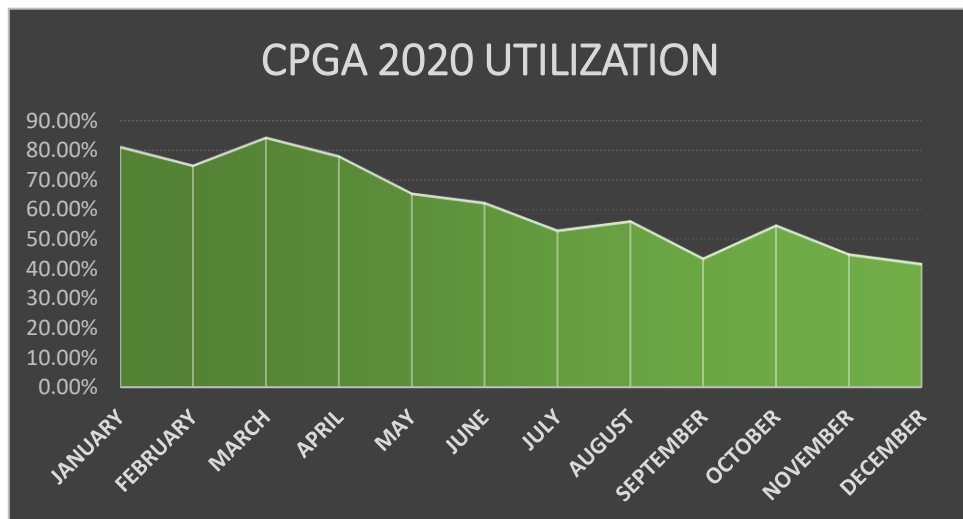
**Question #1** \$287 daily per diem is noted as the maximum per diem rate for all services; are medical, dental, optometry/glasses, psychiatry, counseling, prescriptions able to be billed by these services to Medicaid? Or is the provider required to use the \$287daily per diem to cover these expenses?

**Answer #1** All the above billable services will fall under the per diem rate in the resulting Contract. Medicaid is suspended during the time a youth is in a residential program and is reinstated once the youth leaves the residential program.

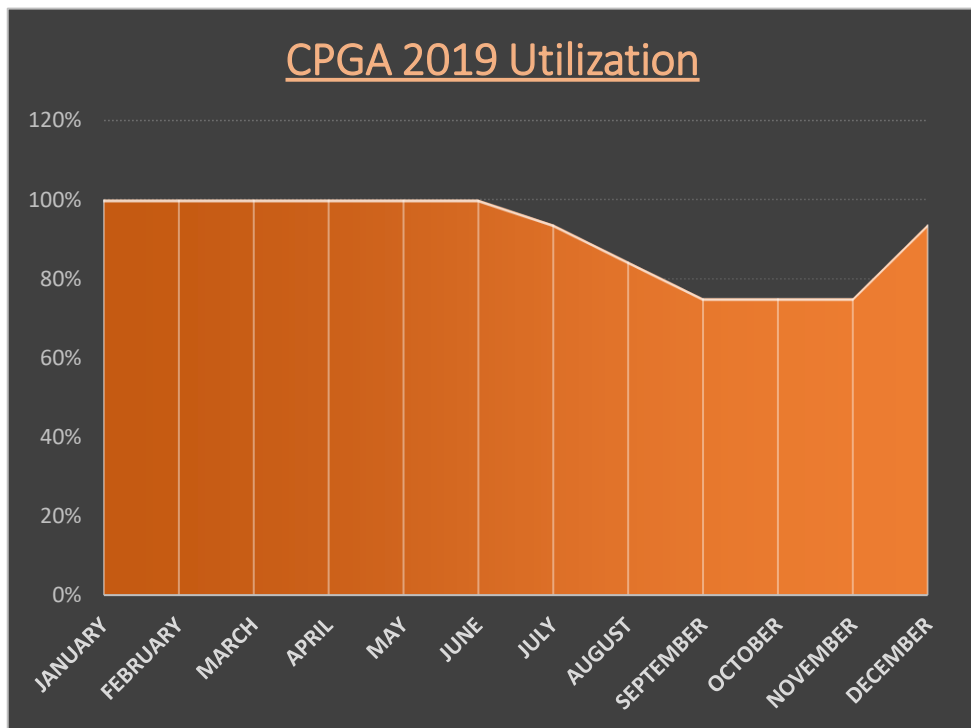
**Question #2** What was the census trend across 2020/12 months of the year

**Answer #2** Below is the yearly census data for 2019 and 2020. The 2020 percentages are low, possibly due to COVID-19, but do not represent the overall continuous census.

2020 MONTHLY CENSUS		
MONTH	CENSUS/# BEDS	UTILIZATION %
January	26/32	81.25%
February	24/32	75%
March	27/32	84.38%
April	25/32	78.13%
May	21/32	65.63%
June	20/32	62.50%
July	17/32	53.13%
August	18/32	56.25%
September	14/32	43.75%
October	16/31	54.84%
November	14/31	45.16%
December	12/31	41.94%



2019 MONTHLY CENSUS		
MONTH	CENSUS/# BEDS	UTILIZATION %
January	32/32	100%
February	32/32	100%
March	32/32	100%
April	32/32	100%
May	32/32	100%
June	32/32	100%
July	30/32	93.75%
August	27/32	84.38%
September	24/32	75%
October	24/32	75%
November	24/32	75%
December	30/32	93.75%



Question #3 Is the \$287.00 daily per diem X 32 beds paid each month whether at full capacity or not? Meaning if there are open beds on campus is the provider paid for all beds as though at full capacity (ex: 30 day month- total revenue for a full campus would be \$275K or are you paid by the youth served each month on campus

Answer #3	No. The Provider is paid \$287.00 per diem for each filled bed, and \$277.00 per diem for each unfilled bed, not to exceed thirty-two (32) total beds per month.
Question #4	If a youth requires 1:1 staff supervision, does the state provide a 1:1 staff member/behavioral aide or does the state provide additional funding to the Provider to add 1:1 staffing for the youth?
Answer #4	For any youth who require 1:1 supervision, the Provider will contact the Department and submit a proposal of the services and costs associated with the 1:1 supervision. Once a submitted proposal request has been approved by the Department, additional funding may be provided for those hours needed for the supervision of that youth.
Question #5	Is the current provider able to participate in the RFP or excluded from participating?
Answer #5	The current Provider has the opportunity to participate in the RFP.
Question #6	Do the current staff and <i>key personnel</i> remain with program? Do the teachers stay on through the transition?
Answer #6	No, but the awarded Provider can work with the Department and the current Provider on communicating with existing staff about the positions available in the awarded Provider's Contract. Any teachers currently employed through the local school board will require the awarded Provider to work with the local school board to have the educational services provided.
Question #7	Will the existing contracted <i>key personnel</i> transition to the incoming provider? Will the new provider be responsible to establish a contract with the local ped psychiatrist, ped psychologist, BCBA clinician group, pediatrician, dentist, optometrist etc.; if the provider is required to obtain these contracts- will the current contractors be shared with contact information before the contract starts?
Answer #7	No, the contracted key personnel and their agreements do not transfer to the incoming Provider. The current contractors' information may be shared with the incoming Provider before the resulting Contract starts, at a date to be established once a Provider has been awarded the Contract.
Question #8	Will the new provider be provided a list of open positions (DSP, leadership/key personnel etc.) well in advance of the contract start date to work on filling these critical positions?
Answer #8	Yes, the awarded Provider will be informed of all current staff and any vacant positions.
Question #9	Fleet vehicles for transportation- does the state supply the fleet vehicles or is the provider responsible to provide the fleet vehicles? What is the current number of fleet vehicles used on the campus? Are they vans, SUVs or sedans?
Answer #9	Please see the attached Inventory, posted in this Addendum. All items listed will accompany the resulting Contract.
Question #10	Please provide the full budget file in Excel format.
Answer #10	The full budget file in Excell format was posted with an incorrect title (Attachment H – Budget for Probation Services – September 2019) which is being updated to the correct title in this Addendum.

Question #11	Is DJJ the only governing/regulatory body for oversight or are other agencies involved for oversight or licensing? Does DCF oversee the program as well?
Answer #11	The Department of Juvenile Justice provides oversight. The Department of Children and Families is the official licensing entity for substance abuse services in Florida.
Question #12	Is there an available copy of the last DJJ audit available to review?
Answer #12	Copies of DJJ monitoring reports may be viewed at the following website: <a href="http://www.djj.state.fl.us/partners/QI/reports">http://www.djj.state.fl.us/partners/QI/reports</a>
Question #13	Is there a copy of the quarterly performance scorecards throughout 2020 that can be reviewed?
Answer #13	We are unsure as to what performance scorecard is being referenced.
Question #14	Do the DJJ auditors complete unannounced visits throughout the year for inspection – i.e. quarterly visits and as needed
Answer #14	Yes, there may be times when Department staff conduct unannounced visits at a program.
Question #15	Can you provide a copy of the regulations for the center?
Answer #15	Please see Attachment A-1 of this RFP which details the minimum requirements for operating a juvenile residential program in Florida.
Question #16	Are there established Policies & Procedures and SOP guidelines for the center? Can you provide a copy of these before the contract initiates to review
Answer #16	All policies and procedures are developed by the Provider and are program specific. The residential Rule 65E-7, F.A.C., may be a good resource for the operation of residential commitment programs.
Question #17	How many elopements occurred during 2020 for this center?
Answer #17	There were no elopements during the year 2020.
Question #18	Does the local school system currently have a contract in place with the current provider to provide an on campus DJJ school? In the RFP it states the provider is required to have this contract in place; is this a renewal process each year to obtain an annual contract with the county each year or is this the first time a contract has been initiated with the local school system? Will the State provide the points of contact with the local school system to the incoming provider to coordinate the contract?
Answer #18	No, the school district provides the educational services. We can't require our Provider to have a contract with the school district, because it is a school district decision to contract for the educational services, or to provide the services directly. Historically, the school district has opted to provide the services directly, so there is no contract. We can provide a school district contact name if the Respondent would like to inquire about the school district's intentions for the future.
Question #19	Does the school system/county provide the teachers/Principle for the DJJ school on campus and cover their wages/benefits or is the provider required to hire these positions and pay their salaries?



Answer #19	Pasco County School Board provides the educational services at this facility and oversees the wages and benefits for their faculty.
Question #20	Are the school supplies provided by the county/school system (all books, PCs, software platform for each course, desks, paper, pens, pencils and required academic tools etc. for lessons) or is the provider required to cover these expenses?
Answer #20	School supplies are purchased through school funding provided through the district. It is a school district decision if they want to contract out their educational services. If they chose to do that, a contract would be negotiated defining the terms.
Question #21	Will flooring be put down in the all of the bedrooms? Currently all floors are concrete sub flooring.
Answer #21	The concrete will remain; however, it will be polished.
Question #22	Will the painting be completed where it is started throughout before the new provider starts the new contract?
Answer #22	The painting currently being done at the facility will be completed prior to the start of the resulting Contract.
Question #23	Will the furniture, appliances and fixtures in all buildings and classroom supplies including PCs/computers stay with the property and be included in the contract without expense to the incoming provider?
Answer #23	Please see the answer to Question #9.
Question #24	Does the property currently have a maintenance director in place? If yes, is this person an employee of the contracted provider? Also can you send a current list of work orders in place for the property?
Answer #24	The current Contract has one Physical Plant Worker. Currently, there is one outstanding work order for additional fencing around the gate controller, at the access gate.
Question #25	Re: the condemned building on the property- 1.) why is it condemned vs maintained 2.) Does it need to be removed or can it be rehabilitated? 3.) Who will be responsible for this expense? The State or the incoming provider?
Answer #25	The building was recently evaluated, and it was determined that it needs to be demolished. The State will be responsible for the demolition of this building.
<b>Calvetti Pate – Sequel Youth and Family Services, Inc. – Received 01/19/2021</b>	
Question #26	Will the floors in the living areas be restored to DJJ standards prior to contract start date?
Answer #26	The floors in the living areas will be restored, and this is currently on the list of things to be accomplished by the current Provider.
Question #27	Will all glass in the cafeteria area be replaced with non breakable (plexiglass/ lexan) prior to contract start date?
Answer #27	No, the glass in the cafeteria will not be replaced.
Question #28	Will interior living units be painted to meet DJJ standards?

Answer #28	The current Provider is in the process of painting at this time. It will be completed when the resulting Contract starts.
Question #29	Does the program have a cooler/refrigerator?
Answer #29	Please see the answer to Question #9.
Question #30	Is there a place to store 30 days of food as required by COOP and Contract?
Answer #30	There is a kitchen which is utilized for the storing of food.
Question #31	Is there a plan to restore the condemned building so that it may be used?
Answer #31	Please see the answer to Question #25.
Question #32	Is there a plan to provide perimeter fencing around the lake located inside the program grounds?
Answer #32	No, there is not a plan in place to add fencing around the pond.
<b>John Mannion – TrueCore Behavioral Solutions, LLC – Received 01/19/2021</b>	
Question #33	Page 7, <i>Behavior Management System</i> – The Request for Proposal (RFP) references how the BMS will “study the youth’s problem behaviors, their causes and functions and describe how this understanding informs individualized behavior plans and contracts which address the identified causes and functions of the problem behaviors.” Will the program be required to submit any data or study related materials?
Answer #33	No, the program will not be required to submit any materials related to the study and/or findings.
Question #34	Page 9 stated that floor plans would enable staff to have office space on the living units. Would the Department be reimbursing for modifications made to ensure compliance with this directive?
Answer #34	Respondents may propose a budget for modifications. The approval for reimbursement of such expenditures will not be discussed before the resulting Contract is drafted with the awarded Provider. Proposed expenditures may or may not be approved at that time. Subsequent to initial approval for inclusion in the budget, all such expenditures require final approval and are subject to the availability of funds at that time.
Question #35	Page 22, <i>Pre-Service Training</i> – Pre-Service Training requirements indicate “Motivational Interviewing.” Is this the full 16-hour training or just an overview of MI? Will the Department be providing opportunities for future Train the Trainer certifications?
Answer #35	Motivational Interviewing will be the full 14-hour training. The Department provides this training on a bi-annual basis.
Question #36	Page 48, XX – As we are uploading our documents to the DJJ Bid Library, do our responses still have to be in black & white without logos?
Answer #36	Yes. Because documents throughout a proposal may be used to draft the resulting Contract and cannot contain color for scanning purposes, proposals must still be submitted in black and white only, limiting the use of Respondent logos to the Transmittal Letter and first page of the Technical Response, as per Attachment B, Section XX., of the RFP.
Question #37	Will the Department be offering any training opportunities for the Non-Violent Communication listed in the RFP?

Answer #37	This language in the solicitation refers to how the Respondent shall describe, using specific examples and citing its policies and procedures, how it will provide restorative programming that will use restorative justice practices, and include Nonviolent Communication (NVC) to contribute to the well-being of the youth. Please refer to Attachment A, Section V., A., 3., Restorative Justice Principals, Practices and Restorative Programs, and Attachment A-2, References and Definitions.
Question #38	Is the maximum per diem dollar amount of \$287.00 for filled bed days? What is the maximum unfilled bed day rate?
Answer #38	Please see the answer to Question #3.
Question #39	Can you please provide an editable version of Attachment D?
Answer #39	Yes. Please e-mail the Procurement Manager with this request. The Vendor Bid System will only allow documents to be uploaded in PDF and Excel formats.
Question #40	Can you please supply Attachment O in Word format?
Answer #40	Please see the answer to Question #39.
Question #41	The RFP states that "staff clothing must be distinctively different from youth clothing and must include the word "Staff" on the back of all shirts, tops, and blouses worn by direct care staff." If staff members wear additional company-approved clothing (e.g. – sweatshirt, windbreaker, jacket, etc.) over their staff shirt, do these items also need to include the word "Staff" on the back?
Answer #41	Yes. Having "Staff" on all provided work clothing will be helpful in distinguishing who is Staff and who is not.
<b>Katrina Cox – AMIkids, Inc. – Received 01/19/2021</b>	
Question #42	Will the Department consider an adjustment in the RFP schedule? The answers to our questions will be key to developing a responsive proposal, and as the current calendar stands, there is only about two weeks between the expected date of answers being posted and the deadline for proposals.
Answer #42	No. The Department is unable to extend the current Calendar of Events at this time. The Department has purposefully staggered its release of these types of competitive procurements to allow interested parties enough time to prepare a proposal for the solicitation.
Question #43	What is the intent of the Department with regard to the condemned building on site? Will it remain on site or be removed by the Department?
Answer #43	Please see the answer to Question #25.
Question #44	Does DJJ own the student computers and will they convey with the program?
Answer #44	Please see the answer to Question #9.
Question #45	Will the Department provide a list of furniture, equipment, etcetera, that is owned by the Department and will remain with the program if a new provider assumes the contract?
Answer #45	Please see the answer to Question #9.

Question #46	Are there any Department-owned vehicles that will be available for the use of the program?
Answer #46	Please see the answer to Question #9.
Question #47	Will the Department provide a list of the age and condition of the major appliances and systems (such as HVAC) on the property?
Answer #47	The Inventory included in this Addendum lists an acquisition date, which may give the approximate age of the major appliances and systems; however, we do not have a list with the condition of these items available at this time.
Question #48	Will the Department provide a site layout that includes the layout of each building?
Answer #48	No. Per 119.071 (3)(b)1, F.S., " <i>Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt from s. 119.07(1) and s. 24(a), Art. 1 of the State Constitution.</i> "
Question #49	The RFP indicates that LifeSkills Training is a required delinquency intervention. Can a respondent propose a different delinquency intervention, such as Aggression Replacement Training to <u>replace</u> this requirement, as it targets the same criminogenic needs as well as additional needs?
Answer #49	Yes. Either LifeSkills Training or Aggression Replacement Training (ART) will be acceptable as a required delinquency intervention. Please refer to page 1 of this Addendum to see the change to the RFP language.
Question #50	The RFP indicates that the respondent must describe any animal-assisted activities it will commit to providing on-site or off-site. What, if any, animal-assisted activities are currently established at the current program?
Answer #50	The current program has a dog who is brought in to visit with the girls. Due to the pond, it would make it difficult to have a continuous pet on site. There are goat therapy and equine organizations within thirty (30) minutes distance or less. This is a nonsecure program and the girls may go off site.
Question #51	Key personnel in the RFP include "designated mental health clinician authority" and "licensed mental health staff." Can one independently licensed practitioner serve as both line items under key personnel?
Answer #51	Yes, one position can fulfill the need for both positions; however, an additional position will be needed for backup coverage for vacancies and leave time.
Question #52	The target population includes youth with intensive mental health needs, can the Department provide historical information regarding primary and secondary diagnoses observed for youth served in this program for the past 1-3 years?
Answer #52	No. There is no historical data regarding primary and secondary diagnoses for youth served in this program for the past 1-3 years.

Question #53	The target population includes youth with moderate to severe expression including two or more serious symptoms such as suicide risk, self-harm, violence toward others, psychosis, and mood volatility. Can the Department share historical data regarding moderate to severe symptomology observed for youth served in this program for the past 1-3 years?
Answer #53	No. There is no historical data regarding moderate to severe symptomology observed for youth served in this program for the past 1-3 years.
Question #54	Can the Department provide information about whether the following positions are currently employees or contracted with the existing provider? a. Psychiatrist on site weekly b. DMHCA c. DHA d. Psychologist on site weekly e. BCBA or BCaBA
Answer #54	The DMHCA, Psychiatrist, CBA, and Psychologist are all subcontracted positions for the current Contract. The DHA is a full-time employee (FTE).
Question #55	The RFP indicates that family therapy twice monthly is the minimum requirement. Is this service authorized to be provided through telehealth platforms?
Answer #55	Telehealth platforms have not been approved for Department of Juvenile Justice residential programs at this time. Available options for family therapy are teleconferencing and other confidential platforms when the family is unable to attend in person.
Question #56	How many evacuations has the facility experienced in the past 5 years due to flood warning?
Answer #56	There have been a total of two evacuations in the past five years, not due to flood warnings, but out of an abundance of caution due to the water level in the on-site pond.

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