

BUTTE COUNTY OFFICE OF EDUCATION

Request for Proposals 2021/22-RFP-B2W001

ADMINISTRATION OF TRANSITIONAL EMPLOYMENT PROGRAM BACK 2 WORK PROGRAM



Issue Date: June 1, 2021

Issued By: Butte County Office of Education
1859 Bird St
Oroville, CA 95965

Schedule of Events

EVENT	DATE
RFP Published	June 1, 2021
Deadline for Questions from Proposers	June 8, 2021
Addenda and Responses to Proposers Published on BCOE website	June 10, 2021
Deadline to Submit Proposals	June 18, 2021 5:00 pm
Virtual Interview	June 29 & 30, 2021
Award of Contract	July 14, 2021 5:00pm

BUTTE COUNTY OFFICE OF EDUCATION

**RFP # 2021/22-RFP-B2W001
REQUEST FOR PROPOSALS FOR ADMINISTRATION OF TRANSITIONAL
EMPLOYMENT PROGRAM (San Bernardino County)**

NOTICE OF REQUEST FOR PROPOSALS

The Butte County Office of Education ("BCOE") is requesting proposals for the administration of a transitional employment program for disadvantaged, underserved and underrepresented populations such as veterans, those who are justice involved, experiencing homelessness, long-term unemployed, etc. in the Back 2 Work Program ("B2W") in San Bernardino County.

Proposals will be accepted from vendors to perform the requested services in San Bernardino County. Each proposal must conform and be responsive to the requirements of this Request for Proposals ("RFP"), a copy of which is now at the following:

- BCOE website at: <https://www.bcoe.org/Divisions/Statewide--Local-Support-Services/Maintenance-Operations--Facilities/FACILITIES-PROJECTS--INFORMATION/index.html>
- Printed copies available at: Back 2 Work, 2015 J Street, Suite 205, Sacramento, CA 95811, Attention: Promise Williams, Administrative Assistant

Responses to this RFP must be emailed to b2w@bcoe.org with the subject "2021 Back 2 Work San Bernardino County RFP_Proposer's Name".

ALL SUBMITTALS ARE DUE NO LATER THAN 5:00 pm June 18, 2021. Late submittals will not be accepted or considered. Fax, post mailed, couriered or hand-delivered responses will not be accepted.

Submit all questions regarding this RFP in writing via email to: b2w@bcoe.org

Questions must be received by June 8, 2021, at 5:00 p.m. All answers, along with any addenda, will be posted on the BCOE website by 2:00 p.m. on June 10, 2021.

The BCOE reserves the right to reject any and all submittals. The BCOE makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. In no event will the BCOE be responsible for the cost of preparing a response to this RFP. The BCOE also reserves the right to waive any informalities or irregularities in received submittals.

Thank you for your interest

REQUEST FOR PROPOSALS FOR ADMINISTRATION OF TRANSITIONAL EMPLOYMENT PROGRAM

A. INTRODUCTION

The Butte County Office of Education ("BCOE") is a California public office of education located in Northern California and provides education services for children, young adults, as well as adults. BCOE has programs throughout Butte County, as well as several that stretch throughout the State of California. With more than 1,800 permanent full and part-time employees, the BCOE provides cost-effective, centralized services, including migrant education, tutoring services, alternative and correctional education, outdoor science, career technical education, special education, child care services and student programs. BCOE's Back 2 Work Program ("B2W") provides temporary paid transitional employment to adults who have barriers to employment causing them to be unemployed or underemployed. These programs primarily serve populations who are justice involved, unsheltered, veterans and long-term unemployed. The focus is to assist participating clients to close gaps of employment, overcome employment barriers, and prepare participants to transition back into the workforce. The B2W Program is an innovative partnership between the BCOE and the California Department of Transportation ("Caltrans"). This Statewide program currently has operations in numerous counties throughout the State. B2W is currently located in thirteen counties throughout California including Butte, Sacramento, Solano, Marin, Santa Clara, San Joaquin, Fresno, Tulare, Kern, Los Angeles, Orange, San Bernardino and San Diego.

B. SCOPE OF WORK

The BCOE seeks to identify a single qualified organization ("Proposer") to administer the B2W Program in San Bernardino County to serve disadvantaged, underserved and underrepresented populations such as veterans, those who are justice involved, experiencing homelessness, long-term unemployed, etc. Partnerships among agencies are encouraged in order to ensure quality services are provided to all participants in the designated location. *Proposals may consist of multiple agencies; however, each proposal must have a lead agency that will assume all responsibility and will be the agency (single qualified vendor) who enters into a contract with the BCOE.*

The Proposer awarded a contract will be responsible for carrying out duties and responsibilities on behalf of the BCOE in strict conformance with the terms and conditions required by Caltrans outlined in the agreement between BCOE and Caltrans. Currently ONE (1) work crew will operate in San Bernardino County as determined by Caltrans. The proposer should explain in its proposal the timeframe that it will take to have the ONE (1) work crew fully operational in San Bernardino County.

Work crews will work alongside Caltrans State Right of Way focusing on litter abatement along the highway and highway beautification projects. Work to be performed by the work crews will include but not be limited to, litter and debris removal, weed and vegetation control, graffiti abatement, trimming or removing vegetation, restoring and replanting vegetation, minor storm damage repair activities and other general maintenance as directed by Caltrans and detailed in the sample contract distributed with this RFP. The focus of the program is to provide temporary paid employment for participants on a work crew while assisting the participants with obtaining gainful employment and entering back into the workforce.

Each work crew shall consist of six to eight (6-8) crewmembers ("Participants") each day. The selected Proposer will be responsible for recruiting crew members to ensure fully staffed work crews at all times and contracted funds are maximized.

Each Participant in the Program shall be paid at least city/county minimum wage.

Each work crew shall have ONE (1) supervisor provided by the selected Proposer. The supervisor shall be the driver of the van that transports Participants to work locations and manages all aspects of the work crew performance.

The work crews are expected to work an eight (8) hour day, five (5) days per week, Monday through Sunday, excluding state holidays (Note: work hours may vary by location). Typical work hours are Monday through Friday, between the hours of 6:30 a.m. – 3:00 p.m. with a thirty (30) minute lunch, but this may vary depending on Caltrans needs.

It is highly recommended, but not required, that each Participant works an average of three (3) to four (4) days a week to allow them time during the week for other obligations and to ensure a successful transition into gainful employment within the community.

Additionally, the Proposer is expected to form relationships within the San Bernardino County community to enhance the ability of providing additional supportive services needed for Participants and employment opportunities upon completion of the Program.

Proposers' ability to show additional services they are able to provide to Participants through leveraging additional funding, resources, services already provided by Proposer or partnerships Proposer has or will form will be taken into consideration when scoring proposals.

The final scope of work will be incorporated into the BCOE's form of agreement ("Agreement") once the BCOE has selected a proposer and completed its due diligence with regard to the selected exception to bidding purchasing option. The BCOE's draft form of Agreement is distributed with this RFP as **Attachment "A."**

C. GENERAL INFORMATION

Allocation of Funding. The funds available for this effort are separated by each work crew on a daily rate. Funds differ each calendar and/or fiscal year and may vary based on local minimum wage rates. Funds will only be paid for days worked based on number of crews worked. Invoices will be submitted in arrears on a monthly basis only for work that has been performed. Below is the **maximum** daily rate for each work crew:

- *8/1/2021 – 12/31/2021: \$1950 per crew per day*
- *1/1/2022 – 06/30/2022: \$2025 per crew per day*

Each fiscal year is expected to have up to the following maximum amount of work days:

- *8/1/2021 – 12/31/2021: Up to 105 work days*
- *1/1/2022 – 6/30/2022: Up to 125 work days*

Funds for this program come from Caltrans through a public entity agreement with BCOE. Funds for this program are contingent upon a fully executed agreement between Caltrans and BCOE. Funds will not be available and an agreement will not be entered into with the successful Proposer until these funds are made available from the State of California.

Contract Period. These contracted services will be for ELEVEN (11) months beginning the 2021/22 Fiscal Year upon an executed contract. Upon mutual agreement, the contract may be extended for up to TWELVE (12) additional months.

D. PROPOSAL SUBMITTAL REQUIREMENTS

Requirements for contents of submittals are:

1. The Proposer shall submit its response in one (1) electronic copy in write-protected PDF format. The BCOE may reproduce additional copies as required.
2. The BCOE will not accept any proposals or proposal modifications submitted by fax, hand-delivery, post mail or couriered delivery.
3. Responses to this RFP must be emailed to b2w@bcoe.org with the subject "2021 Back 2 Work San Bernardino County RFP_Proposer's Name" and submitted by **5:00 pm June 18, 2021**. A singled PDF document containing all required components of the proposal must be emailed. No separate emails with pieces of the proposal will be accepted. Proposals emailed to any address other than the email address listed above will not be accepted. Late submittals will not be accepted or considered.
 - a. Within two (2) business days after receiving a proposal via email, BCOE will send an email acknowledging receipt of the Proposer's proposal. If the Proposer does not receive an email acknowledgement, Proposer should email b2w@bcoe.org to confirm receipt of their submitted proposal.
4. Proposals submitted in response to this RFP shall become the property of the BCOE and be considered public documents under applicable state law. No Proposer may withdraw their proposal for a period of ninety (90) days after the date set for final proposal submission, except as otherwise provided in the California Public Contract Code §5101.
5. Any proposer failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
6. Proposers must comply with the following format requirements.
 - a. Proposal narratives and attachments must be in 8-1/2 x 11-inch format, with 1-inch margins on all sides.
 - b. All text, including charts and tables, must be double spaced.
 - c. Standard 12-point font must be used.
 - d. Proposal narratives must not exceed six (6) pages, and must be numbered consecutively. Additional pages will NOT be read.
 - e. Budget narrative must not exceed four (4) pages, and must be numbered consecutively. Additional pages will NOT be read.
 - f. All pages in the proposal narrative must have the following headers:
 - i. Name of the Proposer/RFP Number (placed in the top left)
 - ii. Page 1 of (placed in the top right)
7. Proposers must execute and submit the Non-Collusion Declaration attached to this RFP.

E. CONTENT REQUIREMENTS

Proposers must submit a proposal to provide service for ONE (1) work crew in San Bernardino County. The following table describes the required format and content for the

Proposal. Proposals must contain **all** sections described below, in the order shown. As indicated, electronic templates are provided on the BCOE website at: <https://www.bcoe.org/Divisions/Statewide--Local-Support-Services/Maintenance-Operations--Facilities/FACILITIES-PROJECTS--INFORMATION/index.html>. Only the requested elements will be reviewed; please do not submit additional attachments as they will not be considered. Failure to adhere to this outline may eliminate the proposal from further consideration.

1. COVER SHEET (use electronic template from BCOE website)

- a. Complete the Contact Page attached to this RFP as "**Attachment B**". Attachment "B" must be signed by an authorized officer of the Proposer to obligate your organization to perform the commitments contained in the proposal. If Proposer is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.

2. LETTER OF AGREEMENT

Proposer **must** provide a letter with the following information:

- a. Include one (1) of the following statements that your organization is able to comply with the contract requirements:

*"[INSERT PROPOSER'S NAME] received a copy of the BCOE's form of Agreement ("Agreement") attached as **Attachment "A"** to the RFP. [INSERT PROPOSER'S NAME] has reviewed the terms, including the indemnification and liability insurance provisions contained in the Agreement. If given the opportunity to contract with the BCOE, [INSERT PROPOSER'S NAME] has no objections to the use of the Agreement."*

OR

*"[INSERT PROPOSER'S NAME] received a copy of the BCOE's form of Agreement ("Agreement") attached as **Attachment "A"** to the RFP. [INSERT PROPOSER'S NAME] has reviewed the terms, including the indemnification and liability insurance provisions contained in the Agreement. If given the opportunity to contract with the BCOE, [INSERT PROPOSER'S NAME] has objections to the use of the Agreement, listed as follows: [IDENTIFY ALL OBJECTIONS]."*

- b. Proposer shall certify that no official or employee of the BCOE, nor any business entity in which an official of the BCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the BCOE.
- c. Proposer shall certify that no official or employee of the proposer has ever been convicted of an ethics violation.
- d. Proposer shall sign and add the following language: *"By virtue of submission of this proposal, [INSERT PROPOSER'S NAME] declares that all information provided is true and correct."*

3. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number. *(if applicable)*
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each organization.
- A brief description and history of the organization, including number of years the organization has been in business and date organization was established under its given name.
- Number of employees (licensed professionals, technical support).
- Location of office where the bulk of services solicited will be performed.

4. PROPOSAL NARRATIVE/ STATEMENT OF QUALIFICATIONS (not to exceed 6 pages)

Organization (maximum of 4 pages)

- a. Provide a detailed description of the organization and why the organization is qualified to provide the services described in this RFP and the sample agreement.
- b. Provide a detailed description of the organization's experience working with the targeted population and the organization's success working with the targeted population. Include the length of time that the organization has been providing these services.
- c. Provide organization's capacity to provide these services in San Bernardino County.
- d. Provide a detailed description of a time frame the organization will be able to provide services in San Bernardino County. (Dates provided will be expected to be met if contract is entered into.)
- e. Provide target bench marks for each fiscal year providing these services. Must include but not be limited to amount of people expected to be served and amount of people expected to transition into employment for each fiscal year.
- f. List public agencies that the organization has provided similar services to over the past five (5) years. Include brief detail about services provided by Proposer to each agency. Provide them in chronological order and limit it to the most recent five (5) public agencies.

Personnel (maximum of 2 pages)

- a. Describe the experience and qualifications of all key personnel who will be working under the awarded contract. Provide credentials and experience working with the targeted population and providing similar services as requested in this RFP and the sample agreement.
- b. Clearly identify the individual(s) who are authorized to speak for the Proposer during the evaluation process.

5. ORGANIZATIONAL CHART

- a. Provide an organizational chart of all personnel proposed to work under the awarded contract.
- b. Key staff members must be included.

6. RESUMES / JOB DESCRIPTIONS

- a. Provide resumes and/or job descriptions for all key personnel.
- b. A resume is required for the Project Manager position.

7. BUDGET NARRATIVE (maximum of 4 pages; include sub-grantee if applicable)

- a. Provide a detailed budget narrative which fulfills the requests in this RFP and the attached sample agreement for each fiscal year.
- b. Detail how the proposed organization will leverage additional funds, partnerships and resources to improve services available to program Participants.
- c. Provide a detailed line item budget for each fiscal year. (Not counted toward page total.)
- d. Since number of crews and amount of work days may fluctuate, a proposed amount per crew per day must be submitted in the budget narrative and line item budget.

8. REFERENCES

- a. Provide a list of three (3) references that have been clients of the organization within the last two (2) years and for whom services provided were similar in nature to those outlined in this RFP.

9. LETTERS OF SUPPORT

- a. Provide a minimum of three (3) signed Letters of Support from agencies and/or organizations that will support your efforts as detailed in your proposal.

10. LETTERS OF AGREEMENT/ MOUs FOR SUB-GRANTEES (if applicable)

- a. If there are any consultant services, sub-grantees, or additional services proposed to be provided under the contract by any organization or individual who is not the Proposer listed in the proposal, a signed Letter of Agreement or Memorandum of Understanding (MOU) must be submitted between the proposer and all other organizations or individuals.
- b. The Sub-grantee Letter of Agreement/MOU should include:

- i. Sub-grantee shall certify that no official or employee of the BCOE, nor any business entity in which an official of the BCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the BCOE.
- ii. Sub-grantee shall certify that no official or employee of the sub-grantee has ever been convicted of an ethics violation.
- iii. Responsibilities of each party detailing administrative and operational duties including staffing, service delivery, data management, evaluation, etc.
 - i. Any exchanged funds.
 - ii. Lead Proposer must state that they are aware of their responsibility both fiscally and programmatically for all contract requirements if funds are awarded.
 - iii. Signature of director-level person or someone who has the organizational authority to enter their respective organizations into a contract.
 - iv. Both Sub-grantee and Proposer shall sign and add the following language: *"By virtue of submission of this proposal, [INSERT PROPOSER'S NAME] declares that all information provided is true and correct."*

11. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the organization's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A proposal failing to provide the requested information on lawsuits or litigation, and responses that assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

12. NON-COLLUSION DECLARATION (use electronic template from BCOE website)

F. SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The BCOE realizes that the proposals for the administration of the program may differ considerably in concept, design, structure, methods, and materials. The BCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

- 1. Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The BCOE may disqualify any proposer for any reason without explanation.
- 2. The BCOE may choose to ask clarification questions in writing and include the additional information gathered in this process.

3. The BCOE may choose to interview the most qualified respondents as determined by the BCOE.
4. Evaluation and rating of the responses will be based on:
 - a. Experience providing similar services
 - b. Experience providing services to the targeted population
 - c. Experience administrating government contracts
 - d. Capacity to deliver requested services in San Bernardino County
 - e. Capacity to move service sites if requested by Caltrans
 - f. Timeframe to begin providing services in requested location
 - g. Financial capacity to receive payments in arrears
 - h. Ability to leverage additional funding, resources and/or partnerships to provide additional support to participants
 - i. Partnerships established in service location
 - j. Strength of the approach described in the proposal
 - k. References
 - l. Proposed fee
5. The quality of the response(s) will be evaluated using the following criteria:
 - a. Completeness
 - b. Thoroughness
 - c. Accuracy
 - d. Compliance with proposal instructions
 - e. Organization and conciseness of descriptive text material
6. The BCOE may perform investigations of responding parties that extend beyond contacting the references identified in the submittals. The BCOE may request a proposer submit additional information pertinent to the review process. The BCOE also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

The BCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers. The BCOE reserves the right to award all, part, or none of the scope described in this RFP. The BCOE reserves the right to contract with any entity responding to this RFP for all or any portion of the scope described herein, to reject any proposal as non-responsive, and/or not to contract with any proposer for the services described herein. The BCOE makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The BCOE reserves the right to contract with any organization not participating in this process. The BCOE shall in no event be responsible for the cost of preparing any proposal in response to this RFP, including any supporting materials.

Financial Records

Prior to the award of the contract, the selected Proposer may be required to submit their most recent audited financial statement to ensure that the Proposer has the financial ability to administer the contract. If, in the BCOE's sole judgement, the selected Proposer does not have the financial capacity to administer the contract, the contract award will be canceled and the BCOE may select a different proposer to this RFP.

All financial statements submitted at the request of the BCOE for these purposes will be considered information acquired in confidence and the BCOE will maintain its confidentiality to the extent permitted by law.

G. LIMITATIONS AND DISTRICT RIGHT TO REJECT

The selection of a Proposer, if at all, is at the sole discretion of the BCOE. The BCOE shall in no event be responsible for the cost of preparing a response to this RFP. The awarding of the contract(s), if at all, is at the sole discretion of the BCOE.

The proposals, and any other supporting materials submitted to the BCOE in response to this RFP, will not be returned and will become the property of the BCOE unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the BCOE to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals shall be held confidential by the BCOE and shall not be subject to disclosure under the California Public Records Act until after either: (1) the BCOE and the successful Proposer have completed negotiations and entered into an agreement, or (2) the BCOE has rejected all proposals. Furthermore, the BCOE will have no liability to the Proposer or any other party as a result of any public disclosure of any proposal.

H. FULL OPPORTUNITY

The BCOE hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to submit proposals in response to this RFP. No proposer will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

I. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact any member of the BCOE’s Governing Board, Superintendent, selection/evaluation committee members (if applicable) to discuss this RFP, the evaluation/selection process, or the award of the contract. Any such contact shall be grounds for the disqualification of the proposer.

J. MODIFICATIONS

The Proposer may modify a proposal after its submission by written notice via email to b2w@bcoe.org on said proposal of withdrawal and resubmission before the date and time specified for receipt of proposals. Modification will not be considered if offered in any other manner.

K. EXAMINATION OF RFP DOCUMENTS

Proposers shall thoroughly examine and be familiar with this entire RFP packet. The failure or omission of any proposer to receive or examine any contract documents, form, instrument, addendum, or other document shall in no way relieve any proposer from obligations with respect to its proposal or to the contract.

Each proposer, by submitting a proposal, represents that proposer has read and understands the RFP requirements, the Agreement, and any and all related reports and information. After executing the Agreement, no consideration will be given to any claim of misunderstanding of the documents.

L. BCOE REQUIREMENTS

The successful Proposer to whom a contract is awarded shall execute and submit the following documents by 5:00 p.m. of the tenth (10th) day following the date of the award of contract. Failure to properly timely submit these documents may entitle the BCOE to reject the proposal as being non-responsive.

Required Documentation:

1. **Agreement** (Form is attached as **Attachment "A"** to this RFP.)
2. **Insurance Certificates and Endorsements** (Minimum requirements are set forth in the form of Agreement.)
3. **Workers' Compensation Certification** (Form is attached to the Agreement.)
4. **Drug-Free Workplace Certification** (Form is attached to the Agreement.)
5. **Tobacco-Free Environment Certification** (Form is attached to the Agreement.) In order to create a clean healthy environment for students and employees, the BCOE has prohibited the use of tobacco or cannabis products on BCOE sites. All BCOE consultants, contractors and vendors shall inform their employees and agents that are performing services for the BCOE, of the BCOE's objectives of a smoke free environment (Education Code 48901).

M. QUESTIONS

1. Submit all questions regarding this RFP in writing via email to: b2w@bcoe.org
2. Questions must be received by June 8, 2021 at 5:00 p.m. All answers, along with any addenda, will be posted on the BCOE website by 2:00 p.m. on June 10, 2021.

N. RFP SCHEDULE SUMMARY

The BCOE reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE
RFP Published	June 1, 2021
Deadline for Questions from Proposers	June 8, 2021 by 5:00 p.m
Addenda and Responses to Proposers Published on BCOE website	June 10, 2021 by 2:00 p.m.
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Virtual Interview	June 29 & 30, 2021
Letter of Intent to Award	July 7, 2021
Award of Contract	July 14, 2021 by 5:00 p.m.

WE THANK YOU FOR YOUR INTEREST.