



March 19, 2024

State of West Virginia Staffing Services-Disaster Case Management

RFP Number: ARFQ 0606 HSE2400000011

RFQ Response



Desurai Wilson, President
GMC Consultants, LLC
DBA Laveer Logix

2060 North Loop West, Suite 110
Houston, TX 77018
P:832-623.7972
E: Dwilson@gmc-consultants.com

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of -- or in connection with -- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in all sheets of this document.

Date: March 15, 2024

Buyer Name: Herbert Mickey Skeens

Reference: ARQ 0606 HSE2400000007 Staffing Services-Disaster Case Management

On behalf of GMC Consultants, LLC DBA Laveer Logix, I am pleased to submit our response to ARQ 0606 HSE2400000011 for Staffing Services-Disaster Case Management. We welcome the opportunity to support the West Virginia Department of Emergency Management in its critical mission. At Laveer Logix, we possess the expertise and depth required to provide comprehensive assistance across all aspects of the scope outlined in the request. With a strong focus on disaster case management staffing, our team stands prepared to fulfill staffing needs across all areas specified in the solicitation.

We affirm our commitment to all terms, conditions, provisions, attachments, and amendments included in the solicitation without exception. Furthermore, we are dedicated to delivering exceptional service and are prepared to furnish all items at the prices indicated. Our company's core competencies align seamlessly with the requirements of this solicitation, including but not limited to:

- Case Management Advisory Services
- Resilience, Response & Recovery
- Community Outreach & Engagement
- Enhanced Relocation Services
- Program Development & Implementation

At Laveer Logix, we recognize the importance of a multidisciplinary approach in addressing the diverse needs of our clients, whether at the Federal, State, Local, or private sector level. Our team is committed to leveraging our collective experience and expertise to support the West Virginia Department of Emergency Management in this vital effort.

Should you require any further information or have any questions, please do not hesitate to contact me at 832-403-0068 or via email at Dwilson@gmc-consultants.com. We are eager to collaborate with your team and contribute to the success of this important initiative.

Thank you for considering our proposal.

Sincerely,
Desurai Wilson
President & CEO
GMC Consultants, LLC
DBA Laveer Logix

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3.1 Qualifications

3.1 Vendor shall demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of three (3) individuals in any one or more of the classifications within the past five (5) years; documentation should include enough information to indicate that the vendor provided employees meeting the requirements of a specifically named classification from Section 1, above; the documentation should name the entity to whom the individuals were supplied and provide contact information for that entity. The vendor must provide documentation with their bid package to include at a minimum the resumes of intended staff with related work, to indicate the company meets this mandatory requirement.

Upon contract award, Laveer stands ready to deliver experienced and trained disaster case managers, supervisors administrative assistants, and Construction Cost Analysts that meet the needs of your agency. With a proven track record in disaster recovery services since our inception in 2006, our firm possesses invaluable expertise in addressing the multifaceted challenges faced by government entities and program recipients. Our extensive experience encompasses handling disasters such as Hurricanes Ike, Dolly, Rita, and Harvey, along with providing critical case management services to individuals affected by the COVID-19 pandemic. We have served as FEMA recertification case managers and provided vital recovery support to homeowners impacted by Texas hurricanes, demonstrating our proficiency in navigating complex disaster scenarios.

We are well-versed in managing CDBG-DR funding and has successfully designed, implemented, and overseen disaster recovery programs, including providing advisory services in case management. Our strategic staffing approach ensures that we possess the necessary expertise to meet project demands, mitigating potential disruptions due to employee turnover. As a certified 8(a) and Woman-Owned Small Business, we take pride in our commitment to excellence and community engagement. Our firm has a deep understanding of local cultures and customs, bolstered by our practice of hiring direct service staff locally. This approach not only ensures cultural sensitivity but also fosters continuity in program implementation.

Moreover, our firm's ethos of "Minding Our Business" underscores our dedication to pursuing projects that align with our capabilities and values, ensuring optimal outcomes for both our company and our clients. We have honed our staffing strategies to navigate projects of varying scales, leveraging our experience in emergency and disaster-related initiatives.

In collaboration with the local Office of Workforce Development, we proactively engage to ensure a pipeline of qualified candidates, guaranteeing seamless continuity in staffing. Our commitment to excellence, coupled with our proven ability to adapt and thrive in challenging environments, positions us as the ideal partner for West Virginia in its disaster recovery efforts.

Our screening, hiring, and training process is meticulously designed to ensure that our team possesses the holistic skill set necessary for effective disaster case management, identification, and remediation of unmet needs, and comprehensive disaster recovery planning.

Screening: Our screening process begins with a thorough evaluation of candidates' qualifications, experience, and aptitude for disaster management and case management roles. We seek individuals who not only demonstrate proficiency in relevant areas such as crisis intervention, resource coordination, and community engagement but also exhibit a genuine commitment to serving those affected by disasters. Through rigorous screening, we identify candidates with the passion, empathy, and resilience required to excel in demanding disaster response environments.

Hiring: Once screened, selected candidates undergo a comprehensive hiring process that emphasizes alignment with our organizational values and objectives. We prioritize candidates who exhibit a collaborative mindset, cultural sensitivity, and a strong ethical foundation. Our commitment to diversity and inclusion ensures that our team reflects the communities we serve, fostering trust and rapport with program recipients. We also prioritize local hiring, recognizing the importance of local knowledge and connections in facilitating effective disaster response.

Training: Upon joining our team, employees undergo extensive training tailored to the nuances of disaster case management, needs assessment, and recovery planning. Our training curriculum covers a wide range of topics, including crisis intervention techniques, trauma-informed care, cultural competency, and disaster recovery best practices. We leverage real-world scenarios and case studies to simulate the complexities of disaster response, preparing our team members to navigate challenging situations with confidence and compassion.

Holistic Approach: Central to our training philosophy is the recognition that effective disaster case management extends beyond addressing immediate needs to encompass the holistic well-being of individuals and communities. We emphasize the importance of building trust, fostering empowerment, and promoting self-sufficiency among program recipients. Our team is equipped with the tools and strategies to conduct comprehensive assessments, identify underlying vulnerabilities, and develop tailored intervention plans that address both immediate and long-term needs.

Engagement and Recovery Planning: Our approach to disaster case management emphasizes proactive engagement with program recipients to understand their unique circumstances, preferences, and aspirations. We prioritize open communication, active listening, and collaborative decision-making to ensure that our interventions are responsive to the evolving needs of those we serve. Additionally, our team is trained to integrate disaster recovery planning into every stage of the case management process, empowering individuals to take meaningful steps towards resilience and recovery.

Our screening, hiring, and training process are designed to cultivate a skilled and compassionate team capable of delivering holistic disaster case management, identifying and addressing unmet needs through engagement, and facilitating comprehensive disaster recovery planning. By investing in our team's professional development and adherence to best practices, we ensure that our clients receive the highest quality of service and support to meet their needs.

3.1 Qualifications

1.1 Past Performance 1: Texas General Land Office-Disaster Recovery Agency

Client Organization:	HORNE, LLP
Project Name:	Hurricane Harvey Short-Term Housing Mission
Major Disaster	Hurricane Harvey
Staffing Services:	Disaster Case Managers, Supervisors
Regulations:	Community Block Development Grant-Disaster Recovery (CBDG-DR)
Point of Contact Name:	Lacy Lyons, Partner
Point of Contact Info:	Lacy.lyons@hornellp.com
Period of Performance:	2018-2019
Total Staff Provided:	(5) Recertification Case Managers (2) Internal Supervisors

Project Description: The Hurricane Harvey short-term housing mission focused on ensuring homeowners and renters in the State of Texas were temporarily housed as a result of the destruction caused by Hurricane Harvey. The State of Texas partnered with FEMA to provide case management services and temporary housing units to survivors. Laveer served as the primary case management contractor, providing disaster case management staff to the project to support the needs of Texans. Laveer provided ongoing case management support and staffing throughout the duration of the program.

1.2 Past Performance 2: Texas General Land Office-Disaster Recovery Agency

Client Organization:	IEM
Project Name:	Homeowner Assistance Program (HAP): Montgomery, Galveston, and Jasper Counties (Texas)
Major Disaster:	Hurricane Harvey
Staffing Services:	Disaster Case Managers
Regulations:	Community Block Development Grant-Disaster Recovery (CBDG-DR)
Point of Contact Name:	Kerry Cassidy, Contract Administrator
Point of Contact Info:	Kerry.Cassidy@iem.com
Period of Performance:	2018-2019
Total Staff Provided:	(10) Disaster Case Managers

Project Description: As a result of Hurricane Harvey, the Texas General Land Office implemented the Homeowner Assistance Program in the 48 counties impacted by the storm. We partnered with IEM to provide disaster case management and administrative support to homeowners impacted by the storm. Our case managers were tasked with working alongside the applicant from intake through construction to provide white-glove service as it relates to the rehabilitation or reconstruction of their Hurricane Harvey-damaged home. Laveer provided ongoing case management staffing throughout the duration of the program.

1.3 Past Performance 3: Texas General Land Office-Disaster Recovery Agency

Client Organization:	HORNE, LLP
Project Name:	Homeowner Assistance Program (HAP): Harris County & City of Houston (Texas)
Major Disaster:	Hurricane Harvey
Staffing Services:	Disaster Case Managers
Regulations:	Community Block Development Grant-Disaster Recovery (CBDG-DR), Affirmatively Furthering Fair Housing.
Point of Contact Name:	Lacy Lyons, Partner
Point of Contact Info:	Lacy.lyons@hornellp.com
Period of Performance:	2020-Current
Total Staff Provided:	(20) Disaster Case Managers, (1) Internal administrative assistant

Project Description: Laveer has served as a contractor on the Homeowner Assistance Program (HAP) in multiple jurisdictions in the state of Texas. Administered by the Texas General Land Office, this program is the single most extensive housing initiative under the state's recovery plan, funded with \$1.3 billion in CDBG-DR funding. The program's primary objective is to assist eligible homeowners in repairing or rebuilding their owner-occupied single-family homes damaged by Hurricane Harvey. This statewide effort spans across six regions, encompassing a total of 48 counties. We provided disaster case management support, as well as community outreach and engagement services. As a case management vendor, GMC offers experienced and trained personnel located in Homeowner Assistance Centers to assist homeowners in navigating the application process and addressing any additional unmet needs. Since 2020, Laveer has deployed disaster case managers to support homeowners in their recovery efforts following Hurricane Harvey.

3.2 References

Lacy Lyons Partner	Kim Brown Executive Director	Marcos Gonzales Director
HORNE LLP <ul style="list-style-type: none">• Homeowner Assistance Program• Hurricane Harvey Short-term Housing Mission	Rosenberg Housing Authority <ul style="list-style-type: none">• Disaster Housing Assistance Program	Bernalillo County Economic Development <ul style="list-style-type: none">• Relief of Emergency Needs for Tenants (RENT)
<hr/> Llyons@horne.com 713-874-5505	<hr/> kbrown@rosenbergha.org 281-342-1456 x15	<hr/> Maagonzales@bernco.gov 505-364-3575

Attachment

Vendor Form



State of West Virginia
Agency Request for Quote

Proc Folder: 1385313			Reason for Modification: Addendum 2
Doc Description: Disaster Case Management Staffing			
Proc Type: Agency Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-13	2024-03-20 10:30	ARFQ 0606 HSE2400000011	3

BID RECEIVING LOCATION

VENDOR

Vendor Customer Code: VS0000044989
Vendor Name : GMC Consultants, LLC DBA Laveer Logix
Address : 2060
Street : North Loop West Suite 110
City : Houston
State : Texas **Country :** United States **Zip :** 77018
Principal Contact : Desurai Wilson
Vendor Contact Phone: 832-623-7972 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Herbert Mickey Skeens
(304) 558-2350
herbert.m.skeens@wv.gov

Vendor Signature X *Nicole Wilson*

FEIN# 20-5640919

DATE 03/15/2024

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Department of Homeland Security Division of Administrative Services (DAS) is soliciting bids on behalf of West Virginia Emergency Management Division (EMD or Agency) to establish a contract to provide staffing services. This contract shall cover the following position classifications:

- 1.1. Disaster Case Supervisor - minimum quantity of 1
- 1.2. Disaster Caseworker - minimum quantity of 3
- 1.3. Administrative Assistant - minimum quantity of 1
- 1.4. Construction Cost Analyst - minimum quantity of 1

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.2 - Disaster Case Supervisor	2080.00000	hour		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.3 - Disaster Caseworker	6240.00000	hour		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.4 - Administrative Assistant	2080.00000	hour		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.5 - Construction Cost Analyst	2080.00000	hour		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:
See Attached Specifications

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Questions due by 2:00pm EST	2024-03-05

	Document Phase	Document Description	Page 4
HSE2400000011	Final	Disaster Case Management Staffing	

Attachment

Certification for Contracts, Grants, Loans and Cooperative Agreements

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

GMC Consultants, LLC DBA Laveer Logix
The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Nicole Wilson

Signature of Contractor's Authorized Official

Nicole Wilson, Chief Project Officer

Name and Title of Contractor's Authorized Official

03-19-2024

Date

In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

**State of West Virginia
Division of Emergency Management**

By: _____

Printed Name: _____

Title: _____

Date: _____

Vendor Name:

By: GMC Consultants, LLC DBA Laveer Logix

Printed Name: Nicole Wilson

Title: Chief Project Officer

Date: 03-15-2024

Attachment

Request for Quote

REQUEST FOR QUOTATION
ARFQ 0606 HSE2400000011
Staffing Services – Disaster Case Management

Contract Manager:	Whitney Burrell
Telephone Number:	832-623-7972
Fax Number:	832-623-7926
Email Address:	WBurrell@laveerlogix.com

Attachment

Exhibit A: Pricing

EXHIBIT A – Pricing Page
Staffing Services - Disaster Case Management
ARFQ 0606 HSE2400000011

Section	Description	Unit of Measure	Estimated Quantity	Estimated Quantity of Positions	Unit Cost / Hourly Rate	Extended Cost
4.1.2	Contract Services #1 - Disaster Case Supervisor	Hourly	2,080	1	\$53.13	\$110,510.40
4.1.3	Contract Services #2 - Disaster Caseworker	Hourly	2,080	2	\$43.64	\$181,542.40
4.1.4	Contract Services #3 - Administrative Assistant	Hourly	2,080	1	\$41.52	\$86,361.60
4.1.5	Contract Services #4 - Construction Cost Analyst	Hourly	2,080	1	\$65.60	\$136,448.00
					Overall Total Cost	\$514,862.40

Please note the following: This information is being captured for auditing purposes.
A no bid entered on the pricing page will result in vendor's bid being disqualified.
Vendor must complete and return this Pricing Page upon request.
Any product or service not on the Agency provided Pricing Page will not be allowable. The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Page could lead to disqualification of vendors bid.
Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

BIDDER /VENDOR INFORMATION:

Vendor Name:	GMC Consultants, LLC DBA Laveer Logix
Address:	2060 North Loop West Suite 110
City, St. Zip:	Houston, TX, 77018
Phone No.:	832-623-7972
Email Address:	Wburrell@laveerlogix.com

Whitney Burrell

Vendor Signature:

03/19/2024

Date:

Attachment

Purchasing Affidavit

STATE OF WEST VIRGINIA
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: GMC CONSULTANTS LLC, DBA LAKEER LOGIX

Authorized Signature: [Signature] Date: 3-19-24

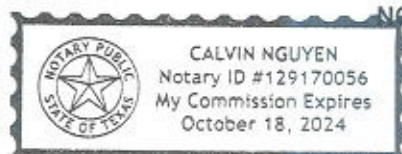
State of Texas

County of Harris, to-wit:

Taken, subscribed, and sworn to before me this 19th day of March, 2024

My Commission expires October 18, 2024

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]
Purchasing Affidavit (07/09/2021)

Attachment

Terms & Conditions

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Name, Title)

(Printed Name and Title)

(Address)

(Phone Number) / (Fax Number)

(E-mail address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

(Company)

Nicole Wilson

(Authorized Signature) (Representative Name, Title)

(Printed Name and Title of Authorized Representative)

(Date)

(Phone Number) (Fax Number)

Attachment

Addendum Acknowledgement Form

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification. Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Nicole Wilson

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Attachment

Documentation for Qualifications

Page 1 of 5
07/30/19

Order Date	Buyer	Terms	FOB	Sales Order	Ship Via	Deliver To		
11/14/18		ON RECEIPT						
Line	Item/Description	Rev	Due Date	Desired Date	U/M	Order Quantity	Net Unit Cost	Extended Cost
	<p align="center">DUPLICATE PO</p> <p>Performance Start Date: 11/26/18 Performance End Date: 11/25/19</p> <p>Change Order 02</p> <p>Update Staff</p> <p>Total Value Was: \$</p> <p>Line 1:</p> <p>Line 2 No change</p> <p>Line 3</p> <p>Line 4</p> <p>Line 5</p> <p>Line 6-7 No change</p> <p>Line 11: Kala Vincent Total: Hours: Rate: \$</p> <p>Line 12 Cherrv Marrero Total: Hours: Rate: \$</p> <p>No other changes are made to this PO. Changes made on 7/30/2019 by</p> <p>Change Order 01</p> <p>Add D. Storey and C. McVey</p> <p>Total value</p> <p>Lines 1-8 no Change</p> <p>Line 9: Dioncqua Story (Conroe) Total: Hours: Rate:</p> <p>Line 10: Charles McVey (Texas City) Total: Hours: Rate:</p> <p>In support of Prime Contract 18-304-032, Work Orders</p>							

IEM Headquarters
2801 Slater Rd, Suite 110
Morrisville, NC 27560

Purchase Order: 0000006713
Change Order: 2

Page 2 of 5
07/30/19

Order To: GMC Consultants LLC
800 Town and Country Blvd Suite 300
Houston, TX 77024

20004152

Ship To:

Trans Currency: USD

Order Date	Buyer	Terms	FOB	Sales Order	Ship Via	Deliver To				
11/14/18		ON RECEIPT								
Line	Item/Description	Rev	Due Date	Desired Date	U/M	Order Quantity	Net Unit Cost	Extended Cost		
	<div></div> <p>All terms and conditions are incorporated into this PO.</p> <p>The quantities in this Purchase Order are not-to-exceed authorizations and IEM does not guarantee quantities herein.</p> <p>Period of Performance 11/26/2018-11/25/2019</p> <p>Total Value: <div></div></p> <p>DETCOG Region</p> <p>Line 1: Emily Henegar <div></div></p> <p>Line 2: Reneisha Beatty <div></div></p> <p>HGAC East</p> <p>Line 3: Calvin Holbert <div></div></p> <p>Line 4: Moises Martinez <div></div></p> <p>Line 5: Lisa Hubbard <div></div></p> <p>Line 6: Travel DETCOG Total: <div></div> Travel to mobile intake centers and homeowner residences shall be reimbursed according to TX Travel Reimbursement Rate. <div></div> <div></div> 12/31/2018)</p> <p>Line 7: Travel HGAC East Total: <div></div> Travel to mobile intake centers and homeowner residences shall be reimbursed according to TX Travel Reimbursement Rate <div></div> <div></div> 12/31/2018)</p> <p>Line 8: Christine Wright <div></div></p> <p>DETCOG, Jasper, Jasper County 710 S Wheeler St, Jasper, TX 75951</p> <p>Emily Henegar, Case Manager Reneisha Beatty, Case Manager</p> <p>HGAC East, Texas City, Galveston County</p>									

IEM Headquarters
2801 Slater Rd, Suite 110
Morrisville, NC 27560

Purchase Order: 0000006713
Change Order: 2

Page 3 of 5
07/30/19

Order To: GMC Consultants LLC
800 Town and Country Blvd Suite 300
Houston, TX 77024

20004152

Ship To:

Trans Currency: USD

Order Date	Buyer	Terms	FOB	Sales Order	Ship Via	Deliver To		
11/14/18		ON RECEIPT						
Line	Item/Description	Rev	Due Date	Desired Date	U/M	Order Quantity	Net Unit Cost	Extended Cost
	<div></div> <div>Calvin Holbert, Case Manager Moises Martinez, Case Manager Lisa Hubbard, Case Manager</div> <div>HGAC East Conroe, Montgomery County</div> <div></div> <div>Christine Wright, Case Manager</div> <div>Statement of Work Case Management Specialist support for the Texas Hurricane Harvey Homeowner Assistance Program within: -The Deep East Texas Council of Governments Region (DETCOG) (Jasper, Newton, Polk, Sabine, San Augustine, San Jacinto and Tyler counties) -The Houston-Galveston Area Council of Governments-East Region (HGAC-E) (Walker, Montgomery, Liberty, Chambers, Galveston and Brazoria Counties).</div> <div>(1)Provide case management specialists to assist homeowners with all phases of program participation to include application, portfolio set up, eligibility determination, pre-construction, construction and close out for the TX GLO Homeowner Assistance Program.</div> <div>(2)Case management specialists must have work experience demonstrating excellent customer service skills as well as technical experience with Microsoft™ software-based tools (i.e. Word, Excel, PowerPoint). Critical qualities include the ability to work well with customers, supervisors and fellow workers as well as the ability to ensure highly accurate work as demonstrated by data entry, reports and records.</div> <div>(3)Following a training presentation, all case management specialists will be required to demonstrate a basic knowledge of the Community Development Block Grant-Disaster Recovery (CDBG-DR) program and complete certification on the Texas GLO 'TIGR' software to be employed in the program.</div> <div>(4)The work locations will be at Homeowner Assistance Centers (HAC) established in Texas City, Conroe, and Jasper, Texas. Case management specialists may be directed to support mobile outreach efforts within the counties supported by the HAC.</div> <div>(5)Work performance hours will be 8 hours per day (40 hours per week) during the 8 AM to 6 PM time window. Some weekend and evening scheduling may be required to support the outreach and intake efforts.</div>							
1	DIRECT LABOR Emily Henegar		11/25/19	11/25/19	HR			
	<div></div> <div></div> <div></div> <div></div> <div></div>							
2	DIRECT LABOR Reneisha Beatty		11/25/19	11/25/19	HR			
	<div></div> <div></div> <div></div> <div></div> <div></div>							

IEM Headquarters
2801 Slater Rd, Suite 110
Morrisville, NC 27560

Purchase Order: 0000006713
Change Order: 2

Page 4 of 5
07/30/19

Order To: GMC Consultants LLC
800 Town and Country Blvd Suite 300
Houston, TX 77024

20004152

Ship To:

Trans Currency: USD

Order Date	Buyer	Terms	FOB	Sales Order	Ship Via	Deliver To		
11/14/18		ON RECEIPT						
Line	Item/Description	Rev	Due Date	Desired Date	U/M	Order Quantity	Net Unit Cost	Extended Cost
3	DIRECT LABOR Calvin Holbert		11/25/19	11/25/19	HR			
4	DIRECT LABOR Moises Martinez		11/25/19	11/25/19	HR			
5	DIRECT LABOR Lisa Hubbard		11/25/19	11/25/19	HR			
6	TRAVEL Travel-DETCOG		11/25/19	11/25/19	LT			
7	TRAVEL Travel-HGAC EAST		11/25/19	11/25/19	LT			
8	DIRECT LABOR Christine Wright		11/25/19	11/25/19	HR			
9	DIRECT LABOR Dioncqua Storey		11/25/19	11/25/19	HR			
10	DIRECT LABOR Charles McVey		11/25/19	11/25/19	HR			
11	DIRECT LABOR Kala Vincent		11/25/19	11/25/19	HR			

SUBCONTRACT AGREEMENT

THIS SUBCONTRACT AGREEMENT (Agreement) made and entered into effective as of the 27th day of April, 2020 (the “Effective Date”), by and between GMC Consultants LLC (“SUBCONTRACTOR”) and HORNE LLP, a Delaware limited liability partnership (“HORNE”).

WHEREAS, Hurricanes Harvey struck the State of Texas, including the City of Houston on August 17, 2017 causing catastrophic damage, knocking out power, water and telecommunications within Texas and its municipalities, and caused widespread flooding in the City of Houston and surrounding areas, resulting in severe damage to homes and displacement of residents;

WHEREAS, the United States Department of Housing and Urban Development (“HUD”) Community Development Block Grant Disaster Relief (“CDBG-DR”) Program is distributing appropriated funds to the State of Texas through the Texas Plan for Disaster Recovery – Round 1, as approved by HUD and dated June 25, 2018, which outlines Hurricane Harvey CDBG-DR Programs;

WHEREAS, the Texas General Land Office (“GLO”) is the governmental agency designated as the Grantee of the CDBG-DR funds allocated to the State of Texas;

WHEREAS, the GLO issued a Request for Proposal for their Homeowner Assistance Program (“HAP”) to contractually engage an experienced, professional firm to manage and support GLO objectives of ensuring compliance with all CDBG-DR and applicable federal and local requirements, rules and regulations as well as supporting the State of Texas’ objectives of implementing and adequately coordinating and monitoring all CDBG-DR related activities;

WHEREAS, the GLO selected HORNE LLP (“HORNE”) to provide the aforementioned Homeowner Assistance Program Services, [REDACTED] March 6, 2020;

WHEREAS, HORNE desires to retain and engage SUBCONTRACTOR as an independent subcontractor and SUBCONTRACTOR desires to contract with HORNE to furnish services for

the agreed upon compensation as both are set forth below and fully incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, HORNE hereby engages and retains SUBCONTRACTOR as an independent subcontractor:

(A) Term: The term of this Agreement shall begin effective April 27, 2020, and shall continue until the end of the HORNE Master Contract with the GLO that is the subject of this Agreement, until the completion of the scope of work associated with applicable task orders relative to this Agreement or unless the Agreement is earlier terminated as provided herein, whichever occurs first. [REDACTED]

[REDACTED]

(B) Compensation: [REDACTED]

[REDACTED]

[REDACTED]

(C) Services: SUBCONTRACTOR agrees to provide services to HORNE as set forth in Exhibit B and associated Task Orders.

EXHIBIT B

TASK ORDER A

IN REFERENCE to the Independent Contractor Agreement made by and between HORNE, LLP (Hereinafter, "HORNE") and GMC Consultants, LLC (Hereinafter, "SUBCONTRACTOR") such Agreement hereby includes the following scope of work and payment schedule specifically related to contracted efforts in the State of Texas performing services for the General Land Office ("GLO"):

All timelines listed herein are in direct association with timelines established by HORNE's Master Contract with GLO. SUBCONTRACTOR is herein bound to perform the below listed Scope of Services in conjunction with the timelines established in said Master Contract.

SUBCONTRACTOR will perform the following Scope of Services and review payment therefore in view of this Agreement as follows:

PROGRAM OUTREACH

Provider shall perform, at a minimum, the following duties associated with Program outreach:

- A. *Perform outreach to affected populations using its approved affirmative marketing outreach plan;*
 - 1. *Provide outreach packets and forms to affected homeowners as approved by the GLO; and*
 - 2. *Utilize data from multiple databases as available, FEMA, SBA, insurance premiums, and waiting lists as necessary to conduct outreach;*
- B. *DELIVERABLE: Coordinate with HUD-certified housing counseling organizations and provide documentation of meetings, referral of applicants, and/or other services that may be provided;*
- C. *REPORT: Report monthly outreach accomplishments, applicant status, and applicant demographic information to the GLO;*
- D. *Gather sufficient applicant applications to satisfy necessary recovery efforts outlined in the city's needs assessments;*
- E. *Capture applicant fall-out reasons;*
- F. *Adjust outreach measures to address applicant shortages and to accomplish the needs assessments ratios;*

- G. Conduct additional outreach and marketing as necessary to satisfy the needs assessment;
- H. Provide housing options at outreach, to include housing models and home square foot sizes; and
- I. Perform any other duties required to complete Phase 3 of the Program.

Note: Subcontractor must begin outreach and marketing within twenty-four (24) hours of being directed to do so by HORNE. Failure by Subcontractor to meet this schedule may require reassignment of the project and cancellation of this Subcontract Agreement.

Payment Schedule & Amounts:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

If the Subcontractor performs functions outside of the scope of this agreement without prior written approval by HORNE, Subcontractor may not be reimbursed for the work performed.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The prices above constitute complete compensation for all services, materials, taxes, travel, equipment, expenditures, labor, overhead, and profit except as otherwise specifically provided in this task order.

ADDENDUM NO. 1

THIS SUBCONTRACT AGREEMENT Addendum is made and entered into in view of the Subcontract Agreement (Agreement) made effective on April 27, 2020, by and between GMC Consultants, LLC ("SUBCONTRACTOR") and HORNE LLP, a Delaware limited liability partnership ("HORNE") in view of a Master Contract executed between HORNE and the Texas General Land Office ("GLO") on May 6, 2020 to provide Homeowner Assistance Program Services to the City of Houston.

SUMMARY

SUBCONTRACTOR will continue to provide all of the services to HORNE LLP ("HORNE") for the City of Houston in the manner described in the aforementioned Subcontract Agreement and the associated Task Orders. The purpose of this Addendum No. 1 is to amend the Subcontract Agreement to add an additional scope of service for *Case Management*. All other terms and conditions of the Subcontract Agreement, Task Orders and any associated Addendums shall remain in full force and effect.

Stated for Contract:

In Amending the Subcontract Agreement, Exhibit B and Task Order A, the following Scope of Services and associated Compensation shall be added to the existing scope of services and compensation:

GMC Consultants, LLC shall provide full-scale Case Management Services to HORNE LLP, wherein adequate resources are made available to support the needs of HORNE LLP. The Case Management Services to be provide may include, but not be limited to: customer service, answering or making phone calls to applicants, intake and processing of applications, documentation reviews, documentation and information requests (with applicants and 3rd parties such as insurance providers, lenders, etc.), scheduling appointments, and facilitating pre construction meetings. HORNE LLP shall compensate GMC Consultants, LLC [REDACTED] per hour for the Case Management Services provided under the program. HORNE LLP will only reimburse for Case Management Services that were approved and assigned to GMC

Consultants, LLC by HORNE. All work shall be performed in a timely manner using reasonably acceptable skills expected for such a service in this setting. Compensation will not be provided for per diem or travel in association with this work, unless previously approved in writing by HORNE LLP. HORNE LLP reserves the right to withhold or offset payment for questioned costs associated with the work performed under this Agreement.

In addition, the Case Management Services will be recorded in detailed fashion on an hourly basis by GMC Consultants, LLC in HORNE LLP's Practice Engine. GMC Consultants, LLC will be paid for Case Management Services on a monthly basis for any unquestioned services rendered to the program after approval and/or agreement of the parties.

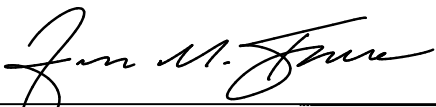
No other terms, conditions or clarifications of the above-mentioned contract between HORNE and SUBCONTRACTOR shall be negated or changed as a result of this addendum.



Subcontractor

12 / 07 / 20

Date



Jonathan Krebs, HORNE LLP

December 10, 2020

Date



MELISSA PEREZ

Case Management Supervisor



With over five years of relevant professional experience Melissa is an evolved specialist and an esteemed Case Manager for Laveer Logix. Having served in various professional capacities with multiple, diverse populations, Melissa has a natural ability to adapt and manage emergent cases with respect , grace and efficiency. She is very congenial and offers a sense of comfort for many of the clients of Laveer Logix, especially those of Hispanic descent as she serves as a Spanish interpreter and of that native culture.

CONTACT

EMAIL
mperez@laveerlogix.com

WEBSITE
www.laveerlogix.com

EDUCATION

BACHELOR OF ARTS
Ethnic Studies
University of Texas | 2010

EXPERTISE

- Communication
- Customer Service
- Data Management
- Outreach & Engagement
- Disaster Case Management

LANGUAGE SKILLS

■ ■ ■ ■ ■ Native | **SPANISH**
□ ■ ■ ■ ■ Fluent | **ENGLISH**

LAVEER LOGIX PROFESSIONAL EXPERIENCE

- 2020- Present
- Provides current program updates to staff via daily meetings.
 - Conducts assessments of program participants needs and develops a plan of action.
 - Conducts and provides Housing searches for the residents; also attends property viewings.
 - Connects program participants to community resources based on needs.
 - Supervises Case Managers providing support to renters seeking COVID-19 relief.
 - Reports trends, demographics, populations served, and outreach efforts and successes.
 - Develops trainings for team to ensure alignment with program policies.
 - Identifies trends amongst service population.
 - Develops outreach strategies to ensure ongoing pipeline to program.
 - Engages with local stakeholders to build partnerships to support program goals.
 - Participates in local community events in an effort to outreach to the program population.
 - Facilitates dialogue and interaction between programs and the community.
 - Gathers and analyzes data related to outreach efforts to measure effectiveness.
 - Demonstrates cultural sensitivity and ensures inclusive initiatives to engage diverse communities and populations

PROJECT SPECIFIC EXPERIENCE



STATE OF TEXAS : GENERAL LAND OFFICE: HURRICANE HARVEY
Homeowner Assistance Program | 2020 - Present

TEXAS DEPARTMENT OF TRANSPORTATION
Specialty Relocation Services | 2020 - 2023

MELISSA PEREZ

Case Management Supervisor

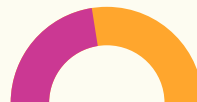
TECHNICAL SKILLS



MICROSOFT WORD



MICROSOFT EXCEL



PENELOPE



WRIKE

CLIENTS SERVED



LAVEER LOGIX

2060 North Loop West
Suite 110
Houston, TX 77018
832-623-7972
www.laveerlogix.com

PROFESSIONAL EXPERIENCE [CONTINUED]

URBAN STRATEGIES
Lead Case Worker | 2020

- Supervised case management team, monitoring for the safe and timely release of Unaccompanied Alien children entering the United States, according to Office of Refugee Resettlement policy and timelines.
- Ensured safe reunification of children, including any post-release services with medical providers, such as DNA clinics, Texas Children’s Hospital, and Legacy Community Health.
- Supervised staff and youth working a variety of shifts, weekends, holidays, and overtime; ability to respond to crises situations when necessary.

CATHOLIC CHARITIES IN HOUSTON
Case Manager | 2018-2019

- Ensured the timely completion of all Intake paperwork, Assessments and Individual Service Plans in accordance with Southwest Key Programs (SWK) policy.
- Maintained physical and web-based client files and documentation according to ORR standards.
- Provided crisis intervention for clients and their families as needed.
- Facilitated weekly groups using proposed program curriculum.
- Demonstrated multi-cultural skills and sensitivity working with populations of various ages, gender, religious and socio-economic status.



ANGELICA HERRERA

Disaster Case Manager



CONTACT

EMAIL
aherrera@laveerlogix.com

WEBSITE
www.laveerlogix.com

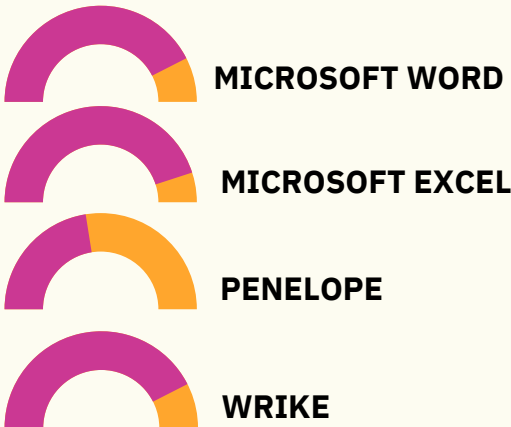
EDUCATION

BACHELOR OF ARTS
Community Health
New Mexico State University

LANGUAGE SKILLS

Native | **SPANISH**
Fluent | **ENGLISH**

TECHNICAL SKILLS



LAVEER LOGIX
2060 North Loop West
Suite 110
Houston, TX 77018
832-623-7972
www.laveerlogix.com

LAVEER LOGIX PROFESSIONAL EXPERIENCE

- 2020- Present
- Assess the needs of individuals and families affected by disasters, such as natural disasters, emergencies, or crises.
 - Provide emotional support and guidance to clients experiencing distress or trauma due to the disaster.
 - Engaged and recruited over 80 Community Stakeholders across programs.
 - Organizes outreach event participation with key stakeholders.
 - Recruits and engages with Property Managers and landlords for housing programs.
 - Cultivates new leads across programs and expands referrals for other needs for applicants.
 - Develop and implement individualized recovery plans for clients, focusing on short-term and long-term goals.
 - Coordinate access to essential resources and services, such as temporary housing, food assistance, medical care, and mental health support.
 - Maintain accurate and confidential case records, documenting client interactions, progress, and service provision.
 - Lead quality control processes for the review and submission of \$125,585,515 in Rental Assistance funding.
 - Lead quality control processes for the review and submission of \$65,189,959.20 in utility assistance.

PROJECT SPECIFIC EXPERIENCE

STATE OF TEXAS : GENERAL LAND OFFICE: HURRICANE HARVEY

Homeowner Assistance Program | 2022 - Present

TEXAS DEPARTMENT OF TRANSPORTATION

Specialty Relocation Services | 2022 - 2023

CALIBRE POST- ACUTE

Social Services Director | 2021- 2022

- Discussed and assisted with discharge planning for residents. Communicated with families, residents, and the interdisciplinary teams.
- Initiated and completed investigations for resident grievances; discuss resolutions with residents and families.
- Quarterly, Annual, PRN Assessments/Documentation pertaining to department for resident-centered care area
- QA/QAPI process plans
- Networked and established rapport with community resources for safe discharge planning
- Maintained basic knowledge of Medicare/Medicaid funding for skilled nursing facilities

Assistant Administrator | 2020- 2021

- Tracked COVID-19 testing/results for all staff and residents.
- Monitored and reported COVID-19 test results to Department of Health, and other required reporting agencies.
- Reviewed policies and procedures with staff.
- Conduct interviews and assisted with the hiring process for facility department heads and nursing staff.
- Coached and counseled staff performance, quality assurance, and performance improvement.
- Reviewed incident reports and complete investigations as necessary to implement interventions
- Adhered to state survey compliance,
- Provided monthly staff training and review comprehension.



TARSHA DHIMAN

Administrative Assistant



Tarsha Dhiman is a detail-oriented and highly organized individual with a strong background in supporting marketing initiatives and providing efficient administrative support. Adept at managing tasks, coordinating projects, and ensuring smooth office operations. In her experience as Leasing Manager of student housing giant American Campus Communities, Tarsha led the marketing team in planning and executing marketing campaigns, including social media marketing, email marketing, and content creation. Her start as an administrative Resident Assistant gave her the opportunity to coordinate and schedule meetings of the management staff, on-site conferences and events while handling all logistical arrangements and communication with participants. Overall, her role in the administrative processes improved the efficiency and productivity of the department.

CONTACT

EMAIL
tdhiman@laveerlogix.com

WEBSITE
www.laveerlogix.com

EDUCATION

BACHELOR OF SCIENCE
Architecture & Environmental
Design- Morgan State University

MASTER OF SCIENCE
Historic Preservation- University of
Pennsylvania

LAVEER LOGIX PROFESSIONAL EXPERIENCE

2023- Present

- Answers phones, responds to emails, and directs inquiries to appropriate parties.
- Manages calendars and schedules for executives, scheduling appointments, meetings, and travel arrangements.
- Maintains databases, updates records, and organizes files to ensure accurate and accessible information.
- Prepares documents, reports, and presentations, demonstrating strong attention to detail and communication skills.
- Assists with special projects, including research and event planning, to support organizational objectives.

GREYSTAR Office Assistant

- Facilitated room inspections before and after vendors serviced each unit .
- Processed damage charges for resident damages and uploaded corresponding photographs to resident files.
- Any other duties assigned by management staff

AMERICAN CAMPUS COMMUNITIES Leasing Manager

- Coordinated the leasing team in all aspects of the leasing process including, but not limited to: Application processing, pre - move in apartment inspections , resident retention activities, construction & facilitation of leasing training, and the entire lease renewal process .
- Served as Marketing Director and Social Media Professional on the advertising and marketing plan for the property [Improved property ’s presence on social media].
- Executed sound decision making while serving in emergency on call rotation for emergencies that took place on the property outside of office hours .
- Performed administrative tasks including but not limited to property walks and inspections of units, managing, organizing, and conducting key audits, monthly lease agreement audits, and compiling and creating file folders for new resident.
- Maintained and updated the Turn Board internal spreadsheet which detailed occupancy status, and status of work completed and to be completed in each unit.