



OLYMPIA, WASHINGTON

**REQUEST FOR PROPOSALS
PROJECT 1624**

STATE LEGISLATIVE ADVOCACY SERVICES

REQUEST FOR PROPOSALS (RFP) RELEASE DATE:

July 1, 2016

QUESTION/CLARIFICATION DEADLINE:

Date: July 13, 2016 **no later than**

Time: 5:00 p.m. (PT)

PROPOSAL DUE DATE AND TIME:

Date: July 21, 2016 **no later than**

Time: 2:00 p.m. (PT)

CONTACT PERSON:

Katie Cunningham

Procurement Coordinator

(360) 705- 5837

kcunningham@intercitytransit.com

LEGAL ADVERTISEMENT

**REQUEST FOR PROPOSALS
STATE LEGISLATIVE ADVOCACY SERVICES**

**INTERCITY TRANSIT
PROJECT 1624**

Intercity Transit, the public transportation provider in Thurston County, Washington, is seeking Proposals for State Legislative Advocacy Services.

Solicitation documents for this project are available online through Washington's Electronic Business Solution (WEBS) system at <https://fortress.wa.gov/ga/webs/>. Proposers are responsible to register in WEBS and download the RFP 1624 solicitation documents in order to receive automatic e-mail notification of any future Addenda. Please contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the registration process.

Proposals are due no later than July 21, 2016 at 2:00 p.m. (PT).

Please contact Katie Cunningham, Procurement Coordinator, by phone at (360) 705-5837 or email at kcunningham@intercitytransit.com with any questions regarding this solicitation.

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PART I - INTRODUCTION

1.1 PURPOSE

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is conducting this Request for Proposals (RFP) in order to establish a Contract for State Legislative Advocacy Services. Transit is seeking responses from qualified and experienced individuals or firms to serve as a legislative liaison on behalf of Intercity Transit on a year-round basis.

1.2 BACKGROUND

Intercity Transit is the leader, major advocate, and primary source of public transportation in Thurston County. As such, Transit is charged to balance several important functions: providing primary transportation for people without an alternative, including those with a physical or mental disability; offering high-quality alternative transportation for people with options; providing a stimulant to economic growth; serving as a partner in building livable communities; and, being a ready resource able to respond to community emergencies. In order to better serve the community, Transit has determined a need for State Legislative Advocacy Services.

Transit intends to hire a legislative advocate whose primary responsibility will be to perform professional legislative consulting services in support of the development and implementation of Transit's Legislative agenda, during, prior, and interim to the annual Washington State Legislative Session. The successful candidate will be responsible for communicating Transit's intentions and needs relating to statutory and capital outlay necessities to the Washington State Legislature and Executive Branch.

1.3 STATEMENT OF WORK

The Awarded Consultant will provide State Legislative Advocacy Services in support of the development and implementation of Transit's legislative agenda with the Washington State Legislature and Executive Branch. The responsibilities of the Awarded Consultant will include, but are not limited to, the following:

- A. Research and analyze issues Transit may want to consider as part of its upcoming legislative agenda.
- B. Work with Transit to identify and anticipate legislative issues which impact public transportation and other Transit programs.
- C. Consult with Transit on emergent legislative issues and recommend viable strategies to advance Transit's interests.
- D. Advise and assist in advancing Transit's legislative agenda.
- E. Advocate for Transit's legislative agenda, including but not limited to, writing and providing testimony, consulting with committee staff, etc.
- F. Monitor and advise Transit on issues and other interests Transit might pursue.
- G. Closely monitor, analyze and alert Transit of legislation or other activities of interest to Transit.

- H. Identify and assist in stakeholder outreach discussions.
- I. Schedule and participate in discussions with legislators, to advocate Intercity Transit's positions, increase the awareness, and build support.
- J. Assist with the drafting of legislative language and perform related research.
- K. Assist in developing technical backup information for legislators, their staffs, or other relevant audiences for oral or written presentation.
- L. Intercede in the legislative process, when appropriate, on behalf of, and at the direction of, Transit.
- M. Work in association with representatives of other agencies, governments, and associations that have a common interest in public transportation policy and funding.
- N. Advise Transit and assist in representing its issues and interests to the Executive Branch, in particular the Governor and staff, as well as other agencies.
- O. Make recommendations on and participate in outreach to transportation and other key committee leadership, legislative leadership, and the Governor's office.
- P. During session, as well as in the interim, provide timely written and verbal reports to the Transit General Manager (the primary point of contact) on the status of proposed legislation and issues that Transit is monitoring.
- Q. Assist with the planning and execution of interim outreach to legislators, the Governor, key staff and other stakeholders during the interim including, but not limited to briefings, tours, site visits, and special events.
- R. Prepare written reports on activities performed on behalf of Transit to be included in monthly invoicing.
- S. Advise and assist the Transit General Manager with meetings, hearings, workshops, or other forums that may be of interest to or have an impact on public transportation and/or Transit.
- T. Perform other related duties requested by Intercity Transit.

1.4 PROPOSER QUALIFICATIONS

The successful Proposer should have the following:

1. At least three (3) years of experience working in the Washington State Legislature, either as an advocate, legislative staff, or equivalent;
2. Substantial knowledge of the Washington State legislative and political process;
3. Specific knowledge and experience with public transportation and multi-modal issues in Washington State;
4. Knowledge of state, county, and local government operations including statutes, ordinances, funding, organization, functions and issues;
5. Existing relationships with members and staff of the Washington State Legislature, the executive branch, and other stakeholders;
6. Strong written and verbal communication skills;

7. Experience testifying in front of legislative committees;
8. Ability to quickly understand complex issues, and build and maintain a high level of expertise and credibility on relevant issues;
9. Ability to create strategic direction, goals, objectives, and action plans for legislative advocacy and policy solutions;
10. Strong analytical skills necessary to develop work plans, position papers, and interpret statutes and proposed legislation; and
11. Capability to work independently with minimal supervision.

1.5 AWARD

Transit intends to award a fixed-fee Contract resulting from this Solicitation to the responsive responsible Proposer meeting all RFP requirements and determined the most advantageous to Transit.

This Solicitation does not obligate Transit to contract for the services specified herein. Transit reserves the right to add, remove, or otherwise modify requirements to meet the operational and strategic objectives of the agency.

1.6 CONTRACT TERM

The initial term of the Contract resulting from this RFP will be for one (1) year from date of award. Transit reserves the option to extend this Contract up to four (4) additional years, in one (1) year increments, for a total Contract period not to exceed five (5) years. Extension for each additional term may be offered at the sole discretion of Transit and will be subject to written mutual agreement.

PART II - GENERAL INFORMATION

2.1 CONTACT INFORMATION

Until a Contract is awarded, all questions and communication concerning this project and Solicitation must be addressed to the Procurement Coordinator listed below. Transit considers all oral communication unofficial and non-binding. Proposers should rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Katie Cunningham
Email Address: kcunningham@intercitytransit.com
Address: Intercity Transit
526 Pattison Street SE
Olympia, WA 98501

2.2 ANTICIPATED PROCUREMENT SCHEDULE

The dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule. Transit will post addenda with schedule changes on Washington’s Electronic Business Solution (WEBS). Proposers who download this RFP from WEBS will be automatically notified. Proposers are responsible to check for and obtain any Addenda related to this Solicitation at <https://fortress.wa.gov/ga/webs/>.

Procurement Activity	Date and Time (Pacific Time)
RFP Release	July 1, 2016
Questions and Requests for Clarifications Due	July 13, 2016 – 5:00 p.m.
Proposals Due	July 21, 2016 – 2:00 p.m.
Evaluations Begin	July 22, 2016
Anticipated Interviews (optional)	August 3, 2016
Anticipated Award Date	August 18, 2016
Anticipated Contract Start Date	August 22, 2016

2.3 DOCUMENT AVAILABILITY

Solicitation documents for this project are available on-line through WEBS at <https://fortress.wa.gov/ga/webs/>. Proposers are responsible to register in WEBS and download the solicitation documents.

Please contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the WEBS registration process.

2.4 EXAMINATION OF DOCUMENTS

Proposer must thoroughly examine the requirements of all Solicitation Documents, including but not limited to, the RFP, Solicitation Standards, Sample Contract, Submittal Document, any other material referenced or incorporated herein, and any Addenda. Submission of a Proposal constitutes acknowledgment upon which Transit may rely that the Proposer has thoroughly examined the Solicitation Documents.

The failure or neglect of a Proposer to receive or examine any of the Solicitation Documents, statutes, ordinances, regulations and permits will in no way relieve the Proposer from any obligations with respect to the Proposal or any resulting Contract.

Transit will not allow claims for additional compensation based upon a lack of knowledge or misunderstanding of any of the Solicitation Documents, statutes, ordinances, regulations, permit requirements, or other materials referenced or incorporated in this RFP.

2.5 PROPOSER QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Proposer questions and/or requests for clarification regarding this RFP will be allowed consistent with the respective dates specified in the Anticipated Procurement Schedule. All Proposer questions and/or requests for clarification must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject any request for changes.

Transit will issue official written responses to Proposer questions received by the respective deadlines. Proposers will not rely on any oral statements or conversations with Transit representatives for RFP questions and/or clarifications. Verbal responses to questions and/or clarifications will be considered unofficial and non-binding. Only written responses posted to WEBS in the form of an addendum will be considered official and binding. All such Addenda will become part of the Solicitation and any awarded Contract.

If no requests for clarification are received, Transit will determine that the Proposer intends to comply with the Solicitation Documents in their entirety.

2.6 SOLICITATION STANDARDS

The Solicitation Standards document has been included in [Appendix B](#).

This document contains important information for Proposers applicable to this Solicitation. The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Proposers do not need to submit the Solicitation Standards document with their Proposal. It is the Proposer's responsibility to read and fully understand the details of all items contained herein prior to Proposal submittal.

2.7 CONTRACT TERMS AND NEGOTIATION

The objective of negotiations will be to reach agreement on all provisions of the Contract. To assist in the negotiations, a Sample Contract has been included in [Appendix C](#). Transit expects the final Contract signed by the successful Proposer to be substantially the same as the Contract located in Appendix C. Proposer is cautioned to examine the Contract terms to understand Transit's expectations. Proposer's submission of a Response to this Solicitation constitutes general acceptance of these Contract requirements.

The foregoing should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiation of the final Contract. The awarded Contract will be between Transit and the selected firm.

2.8 INCORPORATION OF DOCUMENTS INTO CONTRACT

A Proposal submitted in response to this Solicitation is an offer to contract with Transit. This Solicitation document, all incorporated documents, any subsequent Addenda, and the successful Proposer's Response will be incorporated into the resulting Contract.

PART III – PROPOSAL SUBMITTALS

Respond to the following requirements in this section.

3.1 PROPOSAL SUBMITTAL REQUIREMENTS

Proposer must complete and provide the following information (1-5) using in the Submittal Document of [Appendix A](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Proposer from further participation in this RFP.

1. Proposer Acknowledgements

The Proposer Acknowledgements must be signed by the Proposer’s Authorized Representative. Proposer must complete the acknowledgement of Addenda receipt box(es) by filling the “addenda numbers” fields for each Solicitation Addenda issued, and complete the signature box information on the Proposer Acknowledgements page.

2. Proposer Information

Proposer must complete the Proposer Profile, Proposer Authorized Representative, Proprietary or Confidential Information, and Certified DBE and SBE Status sections. Proposer may attach additional sheets if necessary.

3. References

Proposer must submit a **minimum of three (3)** references for which the Proposer has provided services similar to those described herein.

Through this submission, Proposer grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Proposer, such as Proposer’s capability and performance under other contracts, Proposer’s financial stability, past or pending litigation, and other publicly available information.

4. Non-Cost Proposal

Proposer must complete and submit the Non-Cost Proposal Section. Proposer may attach additional sheets if necessary.

5. Cost Proposal

Proposer must complete and submit the Cost Proposal Section. Proposer may attach additional sheets if necessary.

Prices will be in U.S. dollars. Proposers will extend unit pricing as required. In the event of an error in the extension of prices, the unit price will prevail. All Proposal prices will remain firm for a minimum of ninety (90) days from the Proposal due date.

All pricing will include everything necessary for the execution and completion of the work and fulfillment of the Contract, including but not limited to, travel expenses, materials, equipment, tools, labor and services, contract management costs, insurance, and taxes except as may be provided otherwise in the solicitation documents.

All applicable taxes which the Awarded Consultant is required to pay will be included in the proposed price. No adjustments will be made in the amount paid by Transit under the Awarded Contract due to misunderstanding or lack of knowledge of the Proposer as to liability for, or the amount of, any taxes for which the Proposer is liable

or responsible by law or under the Awarded Contract or due to increases in tax rates imposed by any federal, state, or local government.

No payments in advance or in anticipation of goods or services to be provided under any resulting Contract will be made. Consultant will only be compensated for performance delivered and accepted by Transit.

3.2 SUBMITTAL INSTRUCTIONS

Proposer will submit their complete Proposal in the following manner:

- A. Proposal:** Proposer must complete and submit all sections of the Submittal Document, located in [Appendix A](#), as their Proposal. One (1) hard copy and one (1) electronic copy of the Proposer's complete Proposal must be received by Intercity Transit on or before the **Proposal Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.
1. *Hard Copy:* The hard copy Proposal should be typed and submitted on 8.5" x 11" white paper in a bound format that allows the pages to lie fully flat when open.
 2. *Electronic Copy:* The electronic copy Proposal should be submitted on a USB flash drive or CD-RW/CD-ROM, labeled with the RFP number and Proposer's name. The preferred electronic formats are Microsoft Word 2000 (or more recent version) and PDF.
- B. Delivery of Proposal:** The Proposal must be delivered as follows:
1. Enclose the hard copy and electronic copy Proposal together in a single envelope or container and label as follows:

Intercity Transit
Project 1624 – State Legislative Advocacy Services
Attn: Katie Cunningham
526 Pattison Street SE
Olympia, WA 98501

**Please note that the US Postal Service does not deliver to the above address. For US Postal Service, please use mailing address P.O. Box 659, Olympia, WA 98507.*
 2. Mail or hand deliver to Transit at the appropriate address provided in Item B.1 above on or before the Proposal due date and time. The telephone number for shipping purposes is (360) 705-8585.
- C. Time of Receipt:** Time of receipt will be determined by the date and time the Proposal is received by Transit's Administrative Office Receptionist. Proposer accepts all risks of late delivery regardless of fault or chosen method of delivery.

Proposals are to be submitted in the format described in this Solicitation. No oral, faxed, e-mailed, or telephone Proposals or modifications will be accepted or considered. All Proposals and any accompanying documentation become the property of Transit and will not be returned. **In the event of any discrepancies between the hard copy and electronic copy Proposal, the electronic copy will prevail.**

3.3 LATE PROPOSALS

Any Proposal received after the exact specified Proposal due date and time will not be accepted and will be returned unopened. The exact time is designated as the date and time received by Transit's Administrative Office Receptionist.

3.4 PROPOSER RESPONSIVENESS

Proposer must respond to each question/requirement contained in this RFP. Failure to demonstrate to Transit that your firm meets RFP requirements and/or comply with any applicable item may result in the Response being deemed non-responsive and disqualified from further consideration.

Transit, at its sole discretion, reserves the right to consider the actual level of Proposer's compliance with Solicitation requirements, accept or reject any and all Proposals received, waive any irregularities or minor informalities, to accept any items or combination of items, and to request additional information required to fully evaluate a Proposal.

PART IV - EVALUATION AND AWARD

4.1 OVERVIEW

The responsive responsible Proposer whose Proposal is determined to best meet all RFP requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Proposer. All Proposals are subject to Transit's final approval as to whether they meet all RFP requirements.

4.2 EVALUATION CRITERIA

The scores for each Proposal will be assigned a relative importance for each scored section, listed in order of importance as follows:

PHASE 1 EVALUATION

Phase 1 Requirements	Max Points
Non-Cost Proposal:	70 points
Cost Proposal:	30 points
Total Possible Phase 1 Points:	100 points

PHASE 2 EVALUATION (OPTIONAL)

Phase 2 Requirements	Max Points
Interview:	100 points
Total Possible Phase 2 Points	100 points

If it is deemed to be in the best interest of Transit to only complete the Phase 1 Evaluation, there are a maximum of 100 points available. If it is deemed to be in the best interest of Transit to complete both the Phase 1 and Phase 2 Evaluations, there are a maximum of 200 points available.

4.3 EVALUATION PROCESS

1. Initial Determination of Responsiveness (pass/fail)

Responses will be reviewed initially by the Procurement Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified in this RFP. Only responses that meet this requirement will move to the next evaluation step.

Transit reserves the right to determine, at its sole discretion, whether Proposer's Response meets the Responsiveness criteria as set forth within this document. If all responding Proposers are determined to be deemed Non-Responsive, Transit will cancel the Solicitation and reject all Proposals.

Only Responses that pass the Initial Determination of Responsiveness review will be further evaluated based on the requirements in this Solicitation.

2. Phase 1 Evaluation - Non-Cost and Cost Elements (scored)

a. Non-Cost Proposal Evaluation:

Evaluators will score each element of the Non-Cost Proposal. The Procurement Coordinator will tabulate the evaluation team's scoring. Transit will calculate a single score for each Non-Cost Proposal. There are a maximum of **70 points** available for the Non-Cost Proposal.

b. Cost Proposal Evaluation:

The Procurement Coordinator will calculate the Cost score using Proposer's Cost Proposal submittal. The total available points for the Cost Proposal section are **30 points**. Cost scores will be calculated by combining elements of the Cost Proposal to determine the overall cost to Transit. The Proposer's Cost Proposal will be scored in relation of the other Cost Proposals received, with the lowest Cost Proposal receiving the maximum available points.

c. Proposer Total Phase 1 Score:

Proposers' Total Phase 1 Scores will be calculated by summing Non-Cost and Cost Proposal points (maximum of **100 points**) to determine the Proposer's total Phase 1 Score.

3. Phase 2 Evaluation - Interview (scored) (Optional)

Transit reserves the right to schedule Interviews if determined to be in the best interest of Transit. In the event Interviews are required, Transit will contact the top-scoring Proposer(s) to schedule an Interview date, time, and location. A score of up to **100** additional points may be awarded for the Interview. The Proposer's score for the Interview will be added to the Proposer's total Phase 1 score described in Step 2 above. Commitments made by the Proposer during the Interview will be noted and will be considered binding.

4. References (pass/fail)

Transit reserves the right to check references after Proposal submittal, to assist in determining the overall responsibility of the Proposer. References may be checked during Proposal evaluation determine the responsibility of Proposers. Transit reserves the right to reject any Proposal submittal if the Proposer receives unfavorable references and may use results as a factor in award. Transit reserves the right to seek and substitute other references to determine the sufficiency of the Proposer's level of responsibility.

5. Evidence of Qualification (pass/fail)

After Proposal submittal, Transit reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall responsibility of any Proposer. Requests may include, but are not limited to, educational degrees, business licenses, financial statements, credit ratings, references, record of past performance, experience, criminal background check, and clarification of Proposer's offer. Failure to respond to said request(s) may result in the Proposer being deemed non-responsive and thus disqualified. Transit reserves the right to reject any Proposal where, upon investigation of the available evidence or information, Transit is not satisfied that the Proposer is qualified to fulfill Contract requirements.

4.4 OVERVIEW OF THE AWARD PROCESS

The successful Proposer, if any, will be the top scoring responsive, responsible, qualified Proposer who's Proposal, in the sole opinion of Transit, best meets the requirements set forth in this RFP and is in the best interest of Transit. Transit may enter into contract negotiations with the apparent successful Proposer.

All responsive Proposers responding to this solicitation will be notified when Transit has determined the apparent successful Proposer.

If Transit and the apparent successful Proposer are unable to negotiate an acceptable Contract within a reasonable amount of time, Transit will terminate negotiations and may proceed to negotiations with the next highest ranked Proposer.

Transit will make a recommendation of the apparent successful Proposer to the Intercity Transit Authority (Authority). If the Authority concurs, a Contract will be awarded to the successful Proposer. **This Solicitation does not obligate Transit to contract for the services specified herein.**

4.5 CONTRACT TERMS AND NEGOTIATIONS

The objective of negotiations is to reach agreement on all provisions of the proposed Contract. To assist in the negotiations, a sample Contract is included in [Appendix C](#).

4.6 EXECUTION OF CONTRACT

The successful Proposer will execute the final Contract in duplicate and return to Transit, together with the evidences of insurance, within ten (10) Business Days of its receipt. After execution by Transit, one (1) original signed Contract will be returned to the Awarded Consultant.

4.7 POST AWARD CONFERENCE

The Awarded Consultant may be required to attend a post award conference scheduled by the Procurement Coordinator to discuss contract performance requirements. The time and place of this conference will be scheduled following Contract award.

APPENDIX A - PROPOSAL SUBMITTALS

Submittal Document: Proposers must complete and submit the below Submittal Document as their Proposal.



RFP 1624 Submittal
Document

APPENDIX B - SOLICITATION STANDARDS

Solicitation Standards: This document contains the Standard Definitions, Instructions to Proposers and Terms and Conditions. This document does not need to be submitted, however Proposers are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.



RFP 1624 Solicitation
Standards

APPENDIX C - SAMPLE CONTRACT

Sample Contract Document: Transit expects the final Contract signed by the successful Proposer to be substantially the same as this Contract. This document does not need to be submitted, however Proposers are instructed to be familiar with it.



RFP 1624 Sample
Contract