



Rhode Island

Airport Corporation

February 14, 2025

ADDENDUM NO. 001
Request for Qualifications (RFQ) No. 35856
On-Call Temporary Staffing Services
at
Rhode Island Airport Corporation

Prospective proposers and all concerned are hereby notified of the following changes in the document(s) related to **RFQ 35856**. These changes shall be incorporated in and shall become an integral part of the contract documents.

Questions & Answers:

1. Can you please provide us with an estimated or NTE budget allocated for this contract? **This information is not being provided as part of this solicitation.**
2. Could you please share the previous spending on this contract, if any? **This information is not being provided as part of this solicitation.**
3. Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes? **Firms can submit sample resumes.**
4. Are hourly rate ranges acceptable? **As this is a Request for Qualifications, firms do not submit pricing as part of their submittal. Pricing would be negotiated post contract award as needed.**
5. Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets. **This information is not being provided as part of this solicitation.**
6. Please share the incumbent vendors current pricing. **This information is not being provided as part of this solicitation.**
7. How many incumbents are going to be hired from each position. **This is for temporary staffing services so there are no incumbents.**
8. Could you please let us know the length of the contract. **The Professional Services Agreement would be for a five (5) year term with work done on an as needed basis.**



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9. There is any local preferences? **No, however, if requested, firms must provide onsite staffing.**
10. Regarding pricing, are you asking us to provide a M/U %? **See response #4.**
11. Will you be awarding multiple vendors for this contract? **Yes, RIAC reserves the right to award to more than one firm.**
12. Is this a new contract or renewal of an existing contract? **This is a new contract.**
13. If there is an existing contract, could you please share the names of the current vendors and their pricing? **This information is not being provided as part of this solicitation.**
14. What is the estimated budget for this contract? **See response #1.**
15. Is it mandatory to subcontract? **No.**
16. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions? **No, firms may bid on any of the positions however, the list provided is non exhaustive and work will be as needed.**
17. Is there a minimum number of hours required for the service? **No.**
18. Do we need to provide hourly rates along with the applicable markup, or should we submit a straight bill rate? **See response #4.**
19. Are we allowed to submit hourly ranges instead of fixed rates, or is a single, specific rate required? **See response #4.**
20. Are there any specific instructions on labeling or organizing the pricing section for ease of evaluation? **No, however, see Response #4.**
21. Would this entail accounting and finance roles? **Yes.**
22. Can we include a separate attachment listing the available titles or roles specifically within Information Technology, such as Desktop Support Analyst, Senior Network Engineer, and Senior Systems Administrator? **Yes.**
23. Are we permitted to include subcontractors in our proposal for the remaining departments and roles beyond Information Technology? **Yes.**



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24. Is it mandatory for all subcontractors to possess DBE (Disadvantaged Business Enterprise) or ACDBE (Airport Concession Disadvantaged Business Enterprise) certification as a prerequisite for participation in this RFQ? **No.**

25. We have recently applied for DBE and ACDBE certification. Is holding this certification mandatory at the time of proposal submission, or will our application status be considered sufficient? **No.**

26. The RFQ mentions a non-exhaustive list of possible positions across various departments such as Finance, Accounting, Administration, Infrastructure, and Operations. Could you please confirm whether agencies are required to provide candidates for all listed positions, or can they specify their areas of expertise in the proposal? **See response #16.**

27. As this is an on-call contract, can you clarify whether engaging in this contract guarantees any minimum amount of work with RIAC? **As this is an on-call contract, RIAC does not guarantee any minimum work.**

28. Are there any specific binding or packaging requirements for the five (5) printed copies of the proposal? **No.**
Given the prohibition of electronic submissions, is there a particular method or courier service recommended for physical submissions to ensure timely delivery? **No.**

29. Regarding the "Cone of Silence," are there designated points of contact for procedural questions during the RFQ process, and how should these communications be documented? **Yes, please contact procurement@pvdairport.com.**

30. Could you provide additional details on the insurance requirements specified in the Professional Services Agreement (PSA), particularly regarding coverage amounts and any specific clauses for liability and indemnification? **Please see the insurance section in the attached Professional Services Agreement.**

31. Are we required to submit the Campaign Finance Affidavit at the time of proposal submission, or is it only needed upon contract award? **See instructions in the RFQ.**

32. Can you provide clarity on how the ISBE (Inclusive Small Business Enterprises) participation points are calculated? **See the ISBE section in the RFQ.**
Is it necessary to submit the ISBE participation rate in a sealed envelope as part of the proposal? **Yes.**

33. What specific criteria will RIAC use to evaluate the performance of temporary personnel supplied under this contract? **Evaluation will be completed by the department head**



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overseeing the position. Relevant criteria for evaluation include but are not limited to quality of work, quantity of work and timeliness of work.

34. Can you clarify if RIAC requires any specific types of background checks beyond the standard criminal history check, particularly for roles that may require airport security badges? **Certain roles may require additional background checks such as drug/alcohol testing for CDL drivers. License verification may also be required.**

35. If RIAC determines that a contract employee is not performing to its standards, what is the expected timeframe for the agency to provide a suitable replacement? **RIAC would expect to review resumes for a replacement within 48 hours of notification from RIAC that a replacement is needed.**

36. How will RIAC assess the qualifications of subcontractors in conjunction with the prime agency's qualifications? Are there additional requirements for documenting subcontractor capabilities? **Subcontractors will be evaluated with the same criteria.**

37. The RFQ specifies that no proposal may be withdrawn for 120 days after submission. Are there any conditions under which an agency can request to withdraw its proposal during this period? **Please reference RIAC's procurement regulations which can be found on the procurement webpage.**

38. The RFQ states that each resume should not exceed one double-sided page. Could you confirm whether this applies to both key personnel of the prime contractor and any subcontractors included in the proposal? **Yes, it applies to both.**
If we are including subcontractors, are we required to submit resumes for each title or position listed in our response, or only for the subcontractor's key personnel? **This applies for key personnel.**

39. We were unable to locate Fee Schedule (Attachment B) in the RFQ documents. Could you please provide this attachment or clarify its expected format and details? **See response #4.**

40. RIAC requires respondents to keep the proposal to a maximum of ten (10) double-sided 8 ½ x 11 pages, with no less than size 12 font. Is Arial, Calibri, Roboto, or any other professional reading font acceptable, or do you have specific font requirements for the proposal submission? **There is no specific font requirement.**

41. Could you please clarify if RIAC has any specific preferences regarding the work environment for the positions covered by this RFQ (e.g., remote, hybrid, or onsite)? Are there any restrictions or requirements on the work setup for temporary staff under this contract? **This would be determined based on the role and needs.**



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42. Are there any specific forms or additional documents that need to be attached to the proposal response? If so, could you provide a list of all required forms and attachments? **See the RFQ document for submittal requirements.**

43. Is it a mandatory requirement for respondents to be a registered business entity within the state of Rhode Island to participate in this RFQ process, or can this registration be provided at the time of contract award signing?" **Registration can be provided at the time of contract signing.**

44. What would be the number of awards you intend to give (approximate number)? **Work is as needed.**

46. What are the estimated funds that are estimated to be allocated for this contract? **See response #1.**

47. What is the tentative start date of this engagement? **Likely March 2025.**

48. What is the work location of the proposed candidates? **See response #41.**

49. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again? **See response #5.**

50. Are there any pain points or issues with the current vendor(s)? **This is a new contract.**

51. Could you please share the previous spending on this contract, if any? **See response #1.**

52. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting? **See response #15.**

53. How many positions were used in the previous contract (approximate)? **This is a new contract.**

54. How many positions will be required per year or throughout the contract term? **See response #44.**

55. Can we provide hourly rate ranges in the price proposal? **See response #4.**



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56. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance? **See response #41.**

57. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes? **Sample resumes are acceptable.**

58. Could you please provide the list of holidays? **New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Victory Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.**

59. Are there any mandated Paid Time Off, Vacation, etc.? **No.**

60. I am writing this email to request for the electronic/softcopy of the contract copy for the contract you have in place for - "On-Call Temporary Staffing Services". **This information is not being provided as part of this solicitation.**

61. Should the proposer include their own Fee Schedule or will the RIAC provide a Fee Schedule template? **See response #4.**

62. What is the RIAC's historical annual expenditure on temporary staffing for each category (Finance/Accounting/Admin, Infrastructure, Operations)? **See response #1.**

63. Can the RIAC provide an estimate of the expenditure for this contract? **See response #1.**

64. Is this a newly initiated project, or is it a continuation of an existing one? **This is a new contract.**

65. If it is ongoing, kindly provide the names of the current service providers/incumbent vendors? **This is a new contract.**

66. Could you provide details on the previous expenditure associated with this contract? **See response #1.**

67. Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors? **This information is not being provided as part of this solicitation.**

68. Are there any specific challenges or issues currently being faced with the existing vendors? **This is a new contract.**



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69. Can you clarify the expected number of awards for this solicitation? **RIAC may award to more than one vendor as needed.**
70. Is there any preference or priority given to local vendors for this contract? **See response #9.**
71. Could you please provide Attachment B? We were unable to locate it in the provided documents. **See response #4.**
72. When is the anticipated decision date for naming the agencies that will be awarded the bid? **See response #47.**
73. What is the expected start date for the contract? **See response #47.**
74. Could you provide an estimate of the expected usage or volume of staffing services required? **See response #44.**
75. How many agencies does RIAC plan to work with for this contract? **See response #11.**
76. What is the expected invoicing schedule? When would we receive payment? **Monthly with payment within thirty (30) days of RIAC's acceptance of invoice.**
77. What is the pay rate for these positions? **See response #4.**
78. Where can we find the Fee Schedule, Attachment B? **See response #4.**
79. Is pricing a part of the evaluation? We don't see it listed in the evaluation criteria section. **See response #4.**
80. Will you accept a rate card? **See response #4.**
81. Where can we find Exhibit D-1? **Exhibit D-1 would be negotiated post contract award.**
82. Is subcontracting a requirement? **See response #15.**
83. Will negotiation and execution of the Professional Services Agreement take place after award, or prior to submittal of a proposal? **This would take place after award.**
84. If negotiation of the Professional Services Agreement is to take place prior to submittal of a proposal, in what format would RIAC accept such proposed changes or exceptions (redline, exceptions list, etc.)? **As stated in the RFQ: Any questions about, or exceptions to, RIAC's PSA must be submitted in writing in advance of submittal of proposal as outlined herein and does not constitute RIAC's acceptance of the**



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modified terms. Agencies are advised that exceptions to the following provisions will be summarily disregarded: Indemnification, Waiver of Damages, Termination of Agreement for Cause or RIAC's Convenience, Audits and FAA Required Clauses. A proposal submission by an Agency responding to this solicitation will be deemed as acknowledgement of the foregoing.

85. What is the scope of background checks required by RIAC? **See response #34.**
86. Specific to Finance, Accounting, and Administration roles: where will assigned staff be working (remote, on-site, hybrid, etc.)? **See response #41.** If on-site or hybrid in nature, would any such roles require unescorted access to any (i) ai operations areas (AOA); (ii) secured areas; or (iii) security identification display areas (SIDA); each as defined in 49 CFR 1542? **This would be determined by the department manager, but it is not likely that these roles would need access to these areas.**
87. In lieu of the Professional Services Agreement are alternative agreements acceptable for use, such as participation agreements through the Houston-Galveston Area Council program? **No, it is expected that awarded vendors would execute the PSA.**
88. Could RIAC please confirm that vendors only need to follow the evaluation criteria and address it in the proposal response? **Yes.**
89. Could RIAC please confirm and provide Appendix A or guidance on where to find it? **Appendix A is attached below.**
90. What is the estimated budget for the contract? **See response #1.**
91. Is this a new contract or an existing contract? **See response #12.**
92. Could vendors apply to one specific category or is it a requirement to apply to all categories? **See response #16.**
93. How many firms is the RIAC looking to award? **See repose #44.**
94. Are electronic signatures allowed? **Yes.**
95. Is the certificate of Insurance required with the response? if so, In which section of the proposal response should be add it? **No.**



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96. Could the RIAC please confirm the required forms that must be submitted with the proposal? **See the RFQ document for submittal requirements.**
97. Could RIAC please grant an extension on the due date? **The due date remains the same.**
98. Could RIAC please provide job descriptions for the positions requested? **This is not being provided as part of this solicitation.**
99. Could RIAC please confirm the link to find a directory for ISBE companies? **See link here: <https://dedi.ri.gov/division-units/minority-business-enterprise-compliance-office/mbe-wbe-dbe-acdbe-and-vbe-programs-0>**
100. Could you please clarify the certification that subcontractors need to have in order to comply with the ISBE goal for this solicitation? **The business must be certified by Rhode Island's Office of Diversity, Equity and Opportunity (ODEO). See link in response #100.**
101. Can a firm subcontract with various primes? **Yes.**
102. Can a firm bid both as a prime contractor and as a subcontractor? **Yes.**
103. Does RIAC accept remote resources to work on this engagement? **See response #41.**
104. Does RIAC accept offshore resources to work on this engagement? **Yes, so long as proper work authorizations and business registration can be accomplished.**
105. Does RIAC prefer on-site resources to execute this engagement? **See response #41.**
106. Does RIAC please confirm the anticipated number of requirements per year? **See response #44.**
107. Could RIAC please confirm if vendors can include actual or sample resumes? **See response #3.**
108. Could RIAC please clarify if is it required to provide resumes of the Key personnel? If yes, is there a page limit for the resumes? **Please see RFQ Page 3.**
109. In case firms are submitting confidential information in the response, is it required to provide a redacted version? **Please see RFQ Page 4.**
110. Could the RIAC kindly clarify the exact number of attached files needed for the response? **See the RFQ document for submittal requirements.**



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111. If vendors are unable to meet the established goal, can they present a Good Faith Effort? If so, how should vendors present it? **See instructions on Page 7 of the RFQ for requirements for ISBE points.**
112. Could the RIAC please clarify if firms can utilize subcontractors to meet the requirements of this opportunity? **See response #23.**
113. Could the RIAC please clarify if subcontractor references are allowed to be used for the services provided? **Yes.**
114. Could the RIAC please confirm what is the suggested font size and type for the proposal? **See response #40.**
115. Is the estimated budget meant for all the vendors collectively? If so, what is the allocated budget for each vendor? **See response #1.**
116. If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds? **Prior to exceeding the budget, RIAC's written approval would be needed to extend additional funds.**
117. Are the vendors allowed to subcontract at the Task Order Level? **Yes.**
118. Are commercial references allowed? **Yes.**
119. Are references for ongoing contracts preferred? **No.**
120. How many departments will benefit from the MSA? Could you please share the list of those departments? **This information is not being provided as part of this solicitation. Please reference the non-exhaustive list of positions included in the RFQ.**
121. Could the RIAC please confirm if the proposal should be submitted in a specific format (e.g., binders, folders, or loose sheets). **See response #28**
122. Are there any specific requirements for sealing and labeling the submission package (e.g., company name, RFP number, etc.). **Yes, see RFQ page 3.**
123. Is an electronic copy of the submission required along with the physical copies? **No.**
124. Are there any specific packaging instructions, such as separate envelopes for different sections of the proposal? **See RFQ, Page 3.**



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125. Should vendors submit any USB copies? **No.**
126. Should all forms and documents be signed in wet ink, or are electronic signatures acceptable? **Electronic signatures are acceptable.**
127. Could RIAC please confirm and provide Fee Schedule (Attachment B) or guidance on where to find it? **See response #4.**
128. Could RIAC please provide the percentage of the contract that must be allocated to an ISBE company? **See instructions on Page 7 of the RFQ for requirements for ISBE points.**
129. Could RIAC confirm whether a firm without a license to operate in the State of Rhode Island will be disqualified? **See response #43.**
130. Under “Professional Qualification,” it states, “Identify the technical details that make the agency uniquely qualified for this work.” Could RIAC please confirm what information is requested with this statement? **Firms should provide details on why they are qualified to perform this work.**
131. Are commercial References accepted? **Yes.**
132. Are ongoing contract references accepted? **Yes.**
133. Could RIAC please confirm if ISBE agency participation is mandatory? **No, these are bonus points.**
134. Could RIAC please confirm whether the firm can select positions from the specified categories? Additionally, do all selected positions need to be from the same category? **See response #16.**
135. Could RIAC please confirm if the firm needs to provide pricing or cost proposal for the requested positions? If Yes, please share the format. **See response #4.**
136. If a firm is using ISBE firm as a subcontractor, Could RIAC please confirm what information is requested under “ISBE Participation”? Will this information be within the 10 double-sided page limit? **No, this is not part of the 10-page limit.**
137. Could RIAC please confirm if the overall page limit for the response within the 10 double-sided pages refers to 20 single-sided pages? **Yes.**
138. What has been the contract spend over the past three years? **See response #1.**



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139. Is this a new initiative? If not, could RIAC please provide the incumbent information? **See response #64.**
140. Are firms required to pay Holidays, PTO, Sick Leaves, health benefits, etc., to the consultants placed? **See response #59.**
141. Is RIAC looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services? **Either is acceptable.**
142. How many hours are the consultants expected to work? Will there be any overtime involved? Will RIAC pay us for the overtime? **Number of hours would be determined based on RIAC's needs. Firms can negotiate overtime pay; however, any overtime would need RIAC's prior approval.**
143. Is the RIAC looking for staffing services? **This is for temporary staffing.**
144. Scope Item D: The two-business-day replacement requirement, while standard for laborer roles, is less common for professional positions. Could the RIAC consider some flexibility regarding this requirement for professional roles? **Yes, RIAC would negotiate this with the vendor as needed.**
145. Could the RIAC please describe the current process for interviewing temporary employees before their assignments begin? **Typically, it involves interviews (virtual or in person) with department heads and/or HR.**
146. Will any temporary employees be transitioning from their current employer to the awarded vendor? **No.**
147. What has been the average annual expenditure for temporary staffing services? **See response #1.**
148. Exhibit D and Attachment D-1 describe the fee structure. Exhibit D indicates fees will be based on approved Task Orders. Attachment D-1 is for itemizing those fees. Please confirm if this understanding is correct, or if the RIAC requires vendors to include fee information with their proposals. **See response #4.**
149. Is this a re-compete RFP? If yes,- **This is a new Contract.**
- Could you please give me the name of Current Suppliers (who are currently providing services to Agency)?
 - Could you please share current Suppliers pricing and Proposals?



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- c. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?
- d. How many resources are currently engaged in the current contract?
- e. Can you please share the no. of positions served in previous years under this contract?
- f. Can you please share the amount of business each vendor did under this contract in previous years?

150. What will be the estimated annual budget for this project? **See response #1.**
151. Is there any local preference for this contract? If yes, what is the percentage goal of this? **See response #9.**
152. How many vendors are the agency planning to select? **See response #44.**
153. Could you please share the Solicitation Point of Contact? **Please contact procurement@pvdairport.com .**
154. Could you please disclose the address of the project? **2000 Post Road, Warwick, Rhode Island 02886.**
155. Can you share which roles are onsite, hybrid, or remote work? **See response #41.**
156. Is this single award or multiple award contract? **See response #11.**
157. Is subcontracting mandatory for this BID? If yes, please share the percentage of the subcontracting for this RFP? **See response #15.**
158. Are there any pain points or issues with the current vendor(s)? **See response #50.**
159. Do we need to include the pricing for background checks in our pricing? Please confirm. **See response #4.**
160. Can we provide fully loaded hourly bill rate? **See response #4.**
161. Can we provide an hourly bill rate range? **See response #4.**
162. Do you have any specific requirements for this RFP? **Please see the RFQ document.**
163. Can we submit references from commercial clients? **Yes.**
164. Are references from ongoing contracts accepted? **Yes.**



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165. Is it mandatory to bid on all job Category? **See response #16.**
166. Is it mandatory to include only public client references to suffice the stated requirements?
No.
167. Is there any page limit for proposal? **Yes, see page 3 of the RFQ.**
168. Are there any specific challenges or issues currently being faced with the existing vendors?
See response #50.
169. Is it required to include candidate resumes with the RFP submission? **See response #3.**
170. Are electronic signatures allowed? **Yes.**
171. Can you please know how many Resumes are required for this Proposal? **See response #44.**
172. Could you please share the previous spending on this contract, if any? **See response #1.**
173. How many positions were used in the previous contract (approximate)? **See response #53.**
174. Is it mandatory to provide business license with the proposal? **No, however, firms must be registered to do business in Rhode Island at the time of contracting.**
175. Could you please share the list of licenses required to bid for this RFP? **Firms should address this with their legal and business advisors.**
176. Will State of Rhode Island BRC suffice the license requirement? Please confirm. **We do not know what BRC means in this context.**
177. Is this a rebid, and if so, who is the incumbent? Are there any historical usage figures or spend data available? **See response #149.**
178. Are live resumes required, or can we submit sample candidate profiles? **See response #3.**



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179. Can subcontractors be utilized, or must all personnel be provided directly by the prime vendor? **See response #23.**
180. Will Rhode Island-based firms receive any preference during evaluation? **See response #9.**
181. The RFQ mentions a 24-hour confirmation requirement—what is the expected deadline for placement after confirmation? **This would be negotiated between RIAC and the vendor based on need.**



APPENDIX A

RHODE ISLAND AIRPORT CORPORATION
2000 POST ROAD
WARWICK, RHODE ISLAND 02886

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Vendor's Name:

Vendor's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Division of Equity, Diversion & Inclusion, MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

| | | | |
|--|---|-------------------------|------------------------------|
| Name of Subcontractor/Supplier: | | | |
| Type of RI Certification: | <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise | | |
| Address: | | | |
| Point of Contact: | | | |
| Telephone: | | | |
| Email: | | | |
| Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier: | | | |
| Total Contract Value (\$): | | Subcontract Value (\$): | ISBE Participation Rate (%): |
| Anticipated Date of Performance: | | | |

I certify under penalty of perjury that the forgoing statements are true and correct.

| | | |
|--|--------------|-------------|
| Prime Contractor/Vendor Signature | Title | Date |
| | | |
| Subcontractor/Supplier Signature | Title | Date |
| | | |