



John M. Pellegrino  
Director

*County of San Diego*  
**Department of Purchasing and Contracting**  
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July 30, 2014

**REQUEST FOR PROPOSAL (RFP) NUMBER 6212  
COUNTY OF SAN DIEGO, HEALTH AND HUMAN SERVICES AGENCY,  
PUBLIC HEALTH SERVICES, EMERGENCY MEDICAL SERVICES  
PARAMEDIC AMBULANCE SERVICES FOR ZONE 2 RURAL AND OTAY MESA  
SERVICE AREA**

The County of San Diego, Emergency Medical Services (EMS) branch of Public Health Services is responsible for the administration and provision of emergency medical services countywide. On October 1, 1994, the County Board of Supervisors approved the provision of Advanced Life Support (ALS), or Paramedic-level, Ambulance Services in the Zone 2 Rural Service Area. On June 1, 2001, the Board approved the provision of ALS Ambulance Services in the Otay Mesa Service Area. On October 2, 2001, Zone 2 Rural and Otay Mesa were combined into a single Service Area for purpose of administering ambulance services to the region.

Contractor shall provide all management, personnel, facilities, equipment, materials, fuel, and supplies necessary to operate emergency ambulance services at the 9-1-1 ALS level for twenty-four (24) hours per day, seven (7) days per week within the Zone 2 Rural and Otay Mesa Service Area, and provide mutual aid to adjacent areas as needed. Additionally, Contractor shall provide billing and collection services, interface with fire department first responders, and provide community education services. Contractor shall participate in service area quality assurance activities and regional quality improvement processes.

The target population for this service includes all persons requiring ALS services in the unincorporated areas of Alpine, Boulevard, Campo, Crest, Harbison Canyon, Otay Mesa, and rural areas of southeastern San Diego County. The target population also includes persons housed, working at, or visiting the George F. Bailey Detention Facility, Correctional Corporation of America, California Department of Corrections and Rehabilitation, California Forensics Medical Group, and R. J. Donovan Correctional Facility.

This project supports the County's adopted *Live Well San Diego* initiative by ensuring the availability of ALS services to all residents and visitors of the unincorporated areas of southeastern San Diego County and the detention facilities in Otay Mesa. More information on the *Live Well San Diego* initiative can be located at:

[http://www.sdcounty.ca.gov/hhsa/programs/sd/health\\_strategy\\_agenda/index.html](http://www.sdcounty.ca.gov/hhsa/programs/sd/health_strategy_agenda/index.html).

**CONTRACT PERIOD AND ANTICIPATED FUNDING**

The contract will include an initial term of January 1, 2015 through June 30, 2018 and four one-year renewal options through June 30, 2022.

### Anticipated Funding:

The County anticipates that the services described in this RFP will be funded primarily from two sources, as follows:

1. The County shall fully reimburse the Contractor for the cost of the ambulance posted at the detention facilities in Otay Mesa during the initial term of the contract, and
2. The Contractor shall collect revenue for transports in the Zone 2 Rural portion of the Service Area by directly billing the users of the ambulance services. The County may set a fixed price subsidy to offset the Contractor's operating costs that are not fully recouped through direct billing. The exact amount of the subsidy will be determined based on the pricing justification provided by the Contractor in Exhibit C-1 of its proposal.

### **RFP CONTENT**

This RFP package includes the following items:

- Cover letter to the RFP
- Cover Page (PC 600 Form): Requests necessary Offeror information and includes the Offeror's signed authorization for the proposal
- Representations and Certifications Form: Requests additional Offeror information related to 501 (c) (3) status, affirmative action, and pricing
- Contract Conflict Certification Form
- RFP Terms and Conditions
- Combined Statement of Work and Submittal Requirements
- Draft Contract Template, which includes:
  - Exhibit A "Statement of Work"
  - Exhibit B "Insurance and Bonding Requirements"
  - Exhibit C "Payment Schedule"
  - Exhibit C-1 "Pricing Justification" (Posted separately on BuyNet as an Excel spreadsheet)

### **PROPOSAL DUE DATE**

Submit one (1) original proposal in hard copy and on compact disc (CD), and ten (10) hard copies to the County of San Diego Department of Purchasing and Contracting at 5560 Overland Avenue, Suite 270, San Diego, CA, 92123-1204 in a sealed envelope or package prior to **3:00 PM local time on September 3, 2014**. Clearly mark the exterior of the envelope or package with "**RFP NUMBER 6212**" and the name and the address of the Offeror. If delivering your proposal on the due date, plan to arrive early as parking may be limited.

**Late submissions cannot be considered unless they are the only ones received or there was mishandling on the part of County staff.**

**Please note:** The successful offeror will be required to submit one (1) original proposal for the final contract in the following format to enable accurate scanning for storage: the final proposal shall not include sections and/or documents that contain shading or are shaded, i.e., charts, tables, etc., pages with colors, colored fonts, or printed on colored paper, and documents that contain color or black-and-white photos.

### **PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference will be held **Monday August 12, 2014, at 1:00 PM**, at 5560 Overland Avenue, Conference Room 172 (First Floor), San Diego, CA, 92123-1204. Although questions will be allowed at the Pre-Proposal Conference, only written responses posted as an addendum on the County's website BuyNet at <http://buynet.sdcounty.ca.gov/> are official for this RFP. **Please note:** Although the conference is not mandatory, attendance is **highly** recommended.

### **ANTICIPATED TIMELINE**

Below is the County's anticipated timeline for award of this contract:

<b>Event Description</b>	<b>Target Date(s)</b>
RFP Issued	<b>July 30, 2014</b>
<b>Pre-Proposal Conference</b>	<b>August 12, 2014</b>
Final Deadline for questions due	<b>August 15, 2014</b>
County issues answers to all questions	<b>August 19, 2014</b>
<b>Proposals due date</b>	<b>September 3, 2014</b>
Source Selection Committee evaluates RFP's	<b>September 2014</b>
Source Selection Authority Approval	<b>October 2014</b>
Notice of Intent to Award Published	<b>October 2014</b>
Contract Finalized	<b>November 2014</b>
<b>Services begin</b>	<b>January 1, 2015</b>

Should administrative difficulties arise that will result in delaying the contract award beyond the date stated above or extend the period of proposal acceptance, the County shall notify Offerors of revised target date(s).

### **QUESTIONS**

Questions and requests for clarification related to definition or interpretation of this RFP must be requested in writing and submitted by email prior to **3:00 PM on August 15, 2014**. **Those received after this date may not be answered at the discretion of the County.**

Questions should be submitted in writing by e-mail to: [Chris.Lee@sdcountry.ca.gov](mailto:Chris.Lee@sdcountry.ca.gov) with "**RFP 6212 Questions**" in the subject line.

If you have any questions or comments regarding this solicitation, please contact Chris Lee, Procurement Contracting Officer, by email at: [Chris.Lee@sdcountry.ca.gov](mailto:Chris.Lee@sdcountry.ca.gov)

JOHN M PELLEGRINO, Director  
Department of Purchasing and Contracting

JMP: ccl



**REQUEST FOR PROPOSALS (RFP) NUMBER 6212**  
**COUNTY OF SAN DIEGO, DEPARTMENT OF PURCHASING AND CONTRACTING**  
**REPRESENTATIONS AND CERTIFICATIONS**

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The following representations and certifications are to be completed, signed and returned with the offer.

**1. NOT-FOR-PROFIT ORGANIZATIONS**

Attach proof of status and omit Paragraph 3.

**2. INTERLOCKING DIRECTORATE**

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. By submission of this offer, Offeror certifies it will not enter into a subcontract relationship with a related for-profit entity if Offeror is a non-profit entity. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list the entity(ies) on an attached separate sheet listing them all and the contract must be approved by the Board of Supervisors.

**3. BUSINESS REPRESENTATION**

**3.1. REPRESENTATION AS DISABLED VETERANS BUSINESS ENTERPRISE**

"Disabled Veterans Business Enterprise" means a business which is at least fifty-one (51%) owned and operated by one or more veterans with a service related disability as certified by Equal Opportunity Management Office (EOMO), California Department of General Services, Office of Small Business and members of Joint Agencies Contracting Opportunities (JACO), (California Military and Veterans code, Article 6, Section 999).

This Offeror represents as a part of this offer that the ownership, operation and control of the business are in accordance with the specific definition in 3.1. I am currently certified by:

Certified Government

Agency \_\_\_\_\_

Certification #: \_\_\_\_\_

**4. CERTIFICATE REGARDING DEBARMENT, SUSPENSION AND RELATED MATTERS**

Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

- 4.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; and
- 4.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- 4.3. Are presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph 4.2 of this certification; and

- 4.4. Have within a three (3) year period preceding this agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
- 4.5. Are presently the target or subject of any investigation, accusation or charges by any Federal, State or local law enforcement, licensing or certification body and if they are, the appropriate information is included in the proposal, as requested in the Submittal Requirements.
- 4.6. Contractor will report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 through 4.5, and that occur prior to award (in the case of bids) and contract execution (in the case of negotiated procurements).
- 4.7. Offeror and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on this project (e.g. preparing components of the statement of work or plans and specifications for this project). If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform work on this project, Offeror shall identify those previous agreements(s) and submit that list along with the proposal.

**5. CERTIFICATE OF CURRENT COST OR PRICING**

This is to certify that, to the best of my knowledge and belief, cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, is/are accurate, complete, and current as of the date signed below.

**6. CERTIFICATE OF INDEPENDENT PRICING**

By submission of this offer, each Offeror certifies, and in the case of a joint offers, each party thereto certifies as to its own organization, that in relation to this procurement;

- 6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other Offeror; with any competitor; or with any County employee(s) or consultant(s) involved in this or related procurements; and
  - 6.2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and
  - 6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.
7. The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

**CERTIFICATION**

The information furnished in Paragraph 1 through 7 is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

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

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

COMPANY/ORGANIZATION: \_\_\_\_\_

**SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER**

**SUBMIT THIS COMPLETED FORM AS PAGE TWO OF THE PROPOSAL**

**County of San Diego  
Department of Purchasing and Contracting  
Contract Conflict Certification**

**THE FOLLOWING CONTRACT CONFLICT CERTIFICATION IS TO BE COMPLETED, SIGNED AND RETURNED AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER. FAILURE TO COMPLY MAY RESULT IN YOUR SUBMITTAL OR YOUR OFFER BEING REJECTED.**

**Please attach your disclosure(s) to this certification for the following three items. If you have no disclosures please write "NONE" above the below signature block.**

1. The name, contract number, and short description of all Contracts You have or have had with the County of San Diego which involves the same or similar subject matter as is involved in this procurement.
  
2. The name, contract number, and short description of all Contracts that any of Your employees have or have had with the County of San Diego and which involve the same or similar subject matter as is involved in this procurement.
  
3. The name, contract number, and short description of all Contracts that Your spouse has or has had with the County of San Diego and which involve the same or similar subject matter as is involved in this procurement.

For purposes of this certification the following terms shall be defined as:

"Contracts" means any memoranda of understanding, memoranda of agreement, letter agreements, contracts, sub-contracts, consultant agreements or agreements in any form, whether written or oral.

"You" or "Your" means i) for individuals, the individual and any partnership, corporation, or limited liability partnership of which the individual is a member or shareholder, and ii) for other legal entities, the entity itself and any partnership, corporation, or limited liability partnership of which the legal entity is a member or shareholder.

I certify under penalty of perjury under the laws of the State of California that the information attached hereto and disclosed in accordance with this certification is true and correct.

**Company/Organization:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER**

**REQUEST FOR PROPOSAL (RFP) NUMBER 6199**  
**COUNTY OF SAN DIEGO, HEALTH AND HUMAN SERVICES AGENCY,**  
**PUBLIC HEALTH SERVICES, EMERGENCY MEDICAL SERVICES**  
**BILLING AND COLLECTION SERVICES FOR AMBULANCE SERVICE**  
**TO COUNTY SERVICE AREAS 17 AND 69**  
**INDEMNIFICATION AGREEMENT**

THE FOLLOWING INDEMNIFICATION AGREEMENT IS TO BE COMPLETED, SIGNED AND RETURNED WITH THE OFFER.

This indemnification agreement ("Agreement") is made and entered into by and between the County of San Diego ("County") and \_\_\_\_\_ ("Offeror") with reference to the following facts:  
 WHEREAS the County may receive a request for disclosure of Offeror's submission under the California Public Records Act, Government Code Section 6250, et seq.; and

WHEREAS, Offeror has included in its submission an exhibit entitled "*EXHIBIT – CONFIDENTIAL/PROPRIETARY*" containing records that Offeror has determined to constitute trade secrets or other proprietary information exempt from disclosure under the California Public Records Act; and

WHEREAS the County requires defense and indemnity from Offeror for the County's ongoing non-disclosure of Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*;

NOW, THEREFORE, for good and valuable consideration and the mutual promises contained herein, the parties agree to the following:

1. The above recitals are incorporated herein by this reference.
2. Except as otherwise provided herein, the County will not release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* based on Offeror's representation that the records contained therein are proprietary and exempt from disclosure under the California Public Records Act and/or are trade secrets as that term is defined in Government Code Section 6250, et seq.. Notwithstanding the foregoing, however, the County may release Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY* in the event of any of the following:
  - a. Offeror fails to comply with the terms and conditions of this Agreement; or
  - b. Offeror provides the County with written notice that some or all of the records may be released; or
  - c. A court of competent jurisdiction orders the County to release the records and the County has exhausted or waived its appeal rights.
3. To the fullest extent allowed by law, the County shall not be liable for, and Offeror shall defend and indemnify County and its Board of Supervisors, officers, directors, employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees (whether incurred by County attorneys or attorneys employed by County) and court costs (hereinafter collectively referred to as "Claims"), related to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.
4. Offeror waives any and all claims in law or equity and hereby releases the County Parties from any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs, which arise out of or are in any way connected to Offeror's *EXHIBIT-CONFIDENTIAL/PROPRIETARY*.

**OFFEROR**

Name:	Signature:
Title:	Date:
Company/Organization:	

**SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS**

**REQUEST FOR PROPOSAL (RFP) NUMBER 6212**  
**COUNTY OF SAN DIEGO, HEALTH AND HUMAN SERVICES AGENCY,**  
**PUBLIC HEALTH SERVICES, EMERGENCY MEDICAL SERVICES FOR**  
**PARAMEDIC AMBULANCE SERVICES FOR ZONE 2 RURAL AND OTAY MESA SERVICE AREA**  
**TERMS AND CONDITIONS**

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**1 RFP PROCESS**

- 1.1 RFPs shall normally be made available on the County of San Diego's BuyNet site. Firms may request a hard copy from Purchasing and Contracting Clerical Section.
- 1.2 The County shall host a pre-proposal conference. The date, time, and location for the first pre-proposal conference can be found in the Cover Letter to this RFP and on the County BuyNet site.
- 1.3 Diligence Material, if provided, is subject to the following disclaimer: Neither the County nor any of its agents, advisors, or representatives has made or makes any representation or warranty, express or implied, as to the accuracy or completeness of the Diligence Material. Without limiting the generality of the foregoing, the Diligence Material may include certain assumptions, statements, estimates, and projections provided by or with respect to the County. Such assumptions, statements, estimates, and projections reflect various assumptions made by the County, which assumptions may or may not prove to be correct. No representations are made by the County as to the accuracy of such assumptions, statements, estimates, or projections.
- 1.4 Offerors Inquiries and County Responses: All communication from your organization related to this RFP or your Proposal must be directed in writing exclusively to the County's Contracting Officer. You should not attempt to contact any other County personnel about this RFP unless authorized by the Contracting Officer.
- 1.5 Written addenda to the RFP may be issued to provide clarifications, corrections, or to answer questions.
- 1.6 Proposals must be submitted by the time and date specified in the PC Form 600 and/or the Cover Letter. Late submissions cannot be reviewed unless it is the only one received or there was mishandling on the part of County staff.
- 1.7 Proposals will be evaluated by a Source Selection Committee (SSC) appointed by a Source Selection Authority(s) (SSA).
- 1.8 The County's Contracting Officer may seek clarifications for the SSC. The Contracting Officer shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.9 This RFP is a competitive procurement. Therefore, Offerors are strongly encouraged to submit their best proposal initially. The County reserves the right to award to the Offeror submitting the proposal that represents the best value to the County based on the evaluation criteria in the RFP.
- 1.10 The County's Contracting Officer will notify all Offerors and post a Notice of Intent to Award for five (5) workdays after receipt and approval of the Source Selection Authority(s) recommendation to award.
- 1.11 The Department of Purchasing and Contracting will notify all Offerors in writing of the status of each Proposal prior to posting the Notice of Intent to Award.

**2 SUBMISSION OF PROPOSAL**

- 2.1 RFPs, associated documents, and addenda may be obtained from the Department of Purchasing and Contracting at 5560 Overland Avenue, Suite 270 San Diego, CA, 92123-1204 or by downloading from the department's website BuyNet at <http://buynet.sdcountry.ca.gov/>. It is the Offeror's responsibility to periodically check the website for addenda that may be issued to implement changes or clarification to the RFP, prior to the due date.
- 2.2 It is understood and agreed upon by the Offeror in submitting a Proposal that the County has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number of proposals received; competitive technical information; competitive price information; and the County's evaluation concerns about competing Proposals. Information releasable after award is subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following.
- 2.3 Offerors shall submit an original prior to the date and time specified. In addition the Offeror may be requested to submit additional copies. These copies should be submitted along with the original. Originals should be



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**COUNTY OF SAN DIEGO, HEALTH AND HUMAN SERVICES AGENCY,**  
**PUBLIC HEALTH SERVICES, EMERGENCY MEDICAL SERVICES FOR**  
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**TERMS AND CONDITIONS**

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clearly marked.

- 2.4 Unless otherwise specified, proposals shall be on 8-1/2" x 11" white bond paper with no less than 3/4" margins and in a font no smaller than Times New Roman eleven (11) point font. Pages shall be consecutively numbered within the bottom or top margin of each page, including attachments, such that if the document became separated, it could easily be put back together. Ensure that each copy is securely fastened and original and all copies are submitted in a sealed envelope or box with the RFP number and the name and address of the Offeror on the outside of the package/container. Note: There does not need to be a separate envelope or package for each of the copies.
- 2.5 Unless otherwise specified, the Proposal shall conform to the following format:
- 2.5.1 A completed and signed PC 600 Form shall be submitted as the cover of your proposal.
- 2.5.2 A completed and signed Representations and Certifications form shall be submitted as the second page of your Proposal.
- 2.5.3 A completed and signed Contract Conflict Certification form shall be submitted as the third page of your Proposal.
- 2.5.4 A table of contents listing by page number all contents of the Proposal shall be submitted after the Contract Conflict Certification form.
- 2.5.5 The proposal shall be in the required format with all forms, responses, and attachments sequentially numbered to correspond to the applicable question or requirement.
- 2.5.6 Each Proposal shall be typed and be concise but comprehensive. Proposal shall not include promotional material. Proposal shall be in accordance with the requirements discussed herein.
- 2.5.7 All information provided shall be verifiable by telephone. The County may, but is not obligated to, use only those telephone numbers, email addresses, and names of contacts provided in the Proposal.
- 2.5.8 Original Proposal, both hard copy and electronic, shall be in black ink on white paper with no shading. Copies are not limited to black and white, like the original, but may make use of color and shading such as color paper, shaded graphs and tables, and color fonts.
- 2.5.9 If confidential/proprietary is contained within the submission:
- 2.5.9.1 It must be submitted in a separate envelope marked as **EXHIBIT-CONFIDENTIAL/PROPRIETARY**.
- 2.5.9.2 Responses to solicitation requirements that include the confidential/proprietary information, shall refer to the response contained within the **EXHIBIT-CONFIDENTIAL/PROPRIETARY** (for example: If submittal requirement #1 requires staff Social Security Numbers, the response to requirement #1 shall reflect "see response #1 contained within Exhibit-Confidential/Proprietary"); and
- 2.5.9.3 It must include a signed Indemnification Certification.

### **3 EVALUATION AND SELECTION**

- 3.1 Proposals will be evaluated based upon the information provided in response to the RFP "Evaluation and Submittal Requirements". This information may be provided by written material, electronic means, or oral presentations.
- 3.2 The County reserves the right to request clarification and/or request additional information from Offerors if necessary. Such clarifications and/or additional information shall be submitted by the Offerors as an Addendum to the Proposal upon request of the Contracting Officer. However, since no additional input may be requested, Offerors are advised to submit complete information in the Proposal.
- 3.3 The "Evaluation and Submittal Requirements" may authorize the use of Presentations and/or interviews as a