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| **ANNEX 1**  **STANDARD SUBMISSION FORM**  **LISA/2015/OP/01**  **Training, coaching and learning provision channel**  **Sections 1-6 Identification, exclusion, economic, financial and technical, professional selection, technical and financial evaluation** |

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PREAMBLE

Tenderers shall include in their tender documents all the information and documents requested in the forms attached, in accordance with Tender Specifications and the instructions below:

All forms must be dated, signed by a person authorised to sign on behalf of the tenderer.

Each consortium partner must sign a Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest (Section 2). Each subcontractor must also sign the Declaration of Honour.

Each proposed subcontractor must complete and sign the Letter of Intent included in Section 1.3.

If the tenderer relies on the economic, financial, technical and professional capacity of the proposed subcontractor(s) to meet the selection criteria, then the subcontractors shall also complete the forms included under Sections 3 (if applicable). The forms included under Sections 4 and 5 shall be completed by the tenderer or by the partners in case of consortium or group of companies on behalf of the whole consortium.

Tenderers’ financial offer shall be prepared in accordance with Form 6 and shall be submitted in separate envelope clearly stating “Financial offer” and Lot.

# 

# Section 1.1 Tender Form

Single legal person or company

In case a single legal person or company submits a tender alone, all the questionnaires must be completed as required.

□ The offer is submitted by a **sole tenderer**. If applicable, please specify below:

* Company: ……….……………….…

NB: This company shall fill in all sections of the questionnaires

**Joint offers  
Check one of the boxes below as appropriate:**

□ The offer is a joint offer submitted by a **group of tenderers**. If applicable, please specify below:

* Company acting as **main point of contact** for the group of tenderers:

……….…………………

NB: This company shall fill in all sections of the questionnaires:

* **Other companies** taking part in the joint tender:

…….….…………………

……….……………….…

* Does a consortium or a similar entity already exist?

□ YES. Please make sure that the offer contains further information to this effect.   
Reference: …………………………..

□ NO. Please note that, in case of award, the eu-LISA may require the formal constitution of a consortium.

**Subcontracting**

**Check one of the boxes below as appropriate:**

□ The offer foresees **no subcontracting** of activities.

□ The offer foresees **subcontracting** of activities. If applicable:

* List of subcontractors:

……….…………………

………………………….

………………………….

………………………….

NB: These companies shall fill in the Identification, exclusion and selection parts of the questionnaires for assessment (Sections 1, 2, and 3). In case the tenderer wants to rely on capacities of subcontractor(s), it is necessary to provide the information and evidence requested in the Technical Selection part (Section 4) as for proof to the contracting authority that the tenderer will have at its disposal the resources necessary for performance of the contract.

* Please make sure that the offer contains a document clearly stating the identity, roles, activities and responsibilities of the subcontractor(s), the estimated value as well as the reasons why subcontracting is foreseen.

Reference: ………………………………….

|  |
| --- |
| **Subcontractors shall submit a letter of intent to collaborate as subcontractors in the call for tenders** |

Please take the following into consideration:

**Subcontracting** is the situation where a contract has been or is to be established between eu-LISA and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other legal entities for performing part of the work, service or supply. However, eu-LISA has no direct legal commitment with the subcontractor(s).

**Freelancing**, drawing on the activities or staff of any other entirely different legal entity than the contractor, independently of its exact legal form (and independently of the applicable national law), **does qualify as subcontracting.**

# Questions relating to the identification of the tenderer

*Name of tenderer*

|  |
| --- |
|  |

*In case of subcontracting; please specify company name of a subcontractor*

|  |
| --- |
|  |

Acting as: member of group (specify role……………………)

subcontractor

*Legal form of company*

|  |
| --- |
|  |

*Date of registration*

|  |
| --- |
|  |

*Country of registration*

|  |
| --- |
|  |

*Registration number*

|  |
| --- |
|  |

*VAT number*

|  |
| --- |
|  |

*Registered address of company*

|  |
| --- |
|  |

*Usual administrative address of company*

|  |
| --- |
|  |

*Person(s) authorised to sign contracts (together or alone) on behalf of the company*

Surname, forename, title (e.g. Dr, Mr, Ms), function (e.g. Manager...)

|  |
| --- |
|  |

*Contact person for this call for tenders:*

**(Not necessary for subcontractors)**

Surname, forename, title (e.g. Dr, Mr, Ms), function (e.g. Manager...) Telephone number, fax number, address, e-mail

|  |
| --- |
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**Financial identity Form**

The tenderer's attention is drawn to the fact that this document is a model and that a specific form for each Member State is available at the following Internet address:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>

**Legal entity form**

Complete the legal entity form, which should be accompanied by a number of supporting documents, available on the Web site:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>

NB: Only original documents or certified copies less than 6 months old will be accepted

Section 1.2 – STATEMENT ON SUBCONTRACTING

Please indicate (by ticking the appropriate box) whether the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ YES, the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ NO, the tenderer does not intend to subcontract all or part of the performance of the Contract, if awarded.

If YES, please specify which parts of the Contract, and the name and address of any subcontractor(s).

|  |  |  |
| --- | --- | --- |
| **Description** | **Percentage of the contract** | **Subcontractor** |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |

Signed (authorised signature) on behalf of the Tenderer

Full name:……………………………………..

Date:……………………………………………

Signature:……………………………………...

Section 1.3 – LETTER OF INTENT FOR SUBCONTRACTORS

The undersigned**:**

[complete]

Name of the company/organisation**:**

[complete]

Address:

[complete]

Tender reference:

LISA/2015/OP/01

Declares hereby that, in case the contract is awarded to [name of the tenderer], the company/organisation that he/she represents, intends to collaborate in the execution of the tasks subject to this call for tender, in accordance with the technical specifications and the tender to which the present form is annexed, and is available to carry out its part of the tasks during the period foreseen for the execution of the contract.

Declares hereby accepting the General Conditions of the Draft Contract attached to the invitation to tender for the above call for tenders, and in particular, those provisions referring to subcontracting and check and audits.

Place and date:

Name and signature:

SECTION 2 – EXCLUSION CRITERIA

2.1Did you enclose with your offer a declaration on oath that you meet the requirements of the exclusion phase? (Please see template below)

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

2.2 Do you undertake to provide evidence related to the items mentioned in the declaration at the request of eu-LISA? Please note that you should be prepared to reply to such a request for evidence within a short deadline.

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration of honour on  
exclusion criteria and absence of conflict of interest**

*(Complete or delete the parts in grey italics in parenthese)*

[Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

* in [his][her] own name *(for a natural person)*

or

* representing the following legal person: *(only if the economic operator is a legal person)*

full official name:

official legal form:

full official address:

VAT registration number:

* declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

1. is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
3. has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
4. is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
5. has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
6. is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

* declares that the natural persons with power of representation, decision-making or control[[1]](#footnote-1) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
* declares that [the above-mentioned legal person][he][she]:

g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;

h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;

j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

* acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties[[2]](#footnote-2) if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name Date Signature

SECTION 3 – SELECTION CRITERIA -ECONOMIC AND FINANCIAL CAPACITY

### 3. 1 Have you enclosed balance sheets and results for the past two financial years?

|  |
| --- |
| YES/NO Reference: …. |

If not, have you enclosed equivalent documentation?

|  |
| --- |
| YES/NO (Mandatory if previous reply is NO)  Reference: …. |

### 3.2 Have you enclosed a statement of overall turnover and turnover concerning the services to be covered by the contract (distinguishing between world-wide and European turnover and expressing all values in Euro) during the last two financial years? Please note the minimum required annual turnover is 100.000 EURO.

|  |
| --- |
| YES/NO (mandatory)  Reference: …. |

### 3.3 Do you intend to rely on the capacities of other entities (e.g. your parent company)?

|  |
| --- |
| YES/NO Reference: …. |

3.4 If yes, have you enclosed a declaration from this company stating that it will fully support your tender?

|  |
| --- |
| YES/NO (Mandatory if previous reply is YES)  Reference: …. |

SECTION 4 – TECHNICAL SELECTION (TECHNICAL AND PROFESSIONAL CAPACITY)

# Technical and Professional capacity

## Suitability of the tenderer’s organisational structure to allow the delivery of the required services

***In case of a joint offer, provide the information on behalf of the whole consortium, including subcontractors.***

### Organisation

#### Have you enclosed a brief description of the company's business activities relating to the services covered by this tender?

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

#### Have you described your organisational structure, in particular in relation to the services requested in this tender?

#### If relevant, include the relationships between the tenderer and other companies of the same group, including those that could participate (e.g. as sub-contractor) in the delivery of the requested services.

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

#### Have you enclosed a description of the organisation of your department(s) responsible for the delivery of the requested services with the number of staff involved?

|  |
| --- |
| YES/NO  Reference: |

## 

## Quality Control

***In case of a joint offer, provide the relevant information for each company***

### Have you given a description of your procedures for ascertaining the quality of the services you delivered to clients and the conformity of the deliveries with their orders?

|  |
| --- |
| YES/NO: (mandatory) Reference: |

### Have you enclosed title and contents list of your quality assurance manual.

|  |
| --- |
| YES/NO Reference: |

### Quality standards certifications

#### Do you have quality procedures for your delivery organisation conforming to the EN29000 (ISO 9000) series of quality standards or equivalent?

|  |
| --- |
| YES/NO: Reference: |

##### IF YES,

#### (a) Specify the year and the country for which the relevant accreditation has been obtained.

|  |
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|  |

#### (b) State the name of the certification body.

|  |
| --- |
| Reference: |

#### (c) Have you enclosed a copy of the certificate?

|  |
| --- |
| YES/NO: Reference: |

#### (d) Have there been any follow-up audits? If yes specify.

|  |
| --- |
| YES/NO:  Reference: |

#### What other norms (not only UNI-ISO) do you follow?

|  |
| --- |
| **(*Mandatory if the response to 4.2.3.1 is NO)*** |

### Have you given a description of your project management methodology applicable to the required services

|  |
| --- |
| YES/NO: Reference: |

## References in relation to similar projects/contracts

### Client References

The tenderers need to demonstrate to have completed a number of projects in the area of the tender that are in line with the minimum requirements according to the table “Project Reference Form” in Attachment 1 to this document.

You must include full description (using the Project Reference Form attached in Attachment 1) of at least 4 different projects (and maximum 6) for at least 3 different customers for projects/contracts executed in the field of the present call for tenders and of similar scale (min 60% of the yearly estimated amount) during the last 3 years.

#### Have you filled and attached the “Project Reference Form” in the Attachment 1 to this document with the **principal** services provided in 2011, 2012 and 2013 with the consumption of resources, dates, and recipients, whether public or private, of the services?

|  |
| --- |
| YES/NO:  Reference: ………. |

### Please note that a contract should only be mentioned as one reference of a company

***In case of a joint offer, provide the information for each company***

SECTION 5 – TECHNICAL EVALUATION QUESTIONNAIRE

# Evaluation of the offer – Technical evaluation

The points mentioned below are MAXIMUM points which a tenderer may receive for the replies to the respective questions. Regarding the maximum pages the tenderers shall use regular font styles, which ensure readability of the answers. The answers in the electronic copy of the offer should be in a searchable format and should follow the numbering below.

## Quality of the tenderer’s proposal for the contract management (200 points)

5.1.1 Describe the overall organization that you will put in place for the management of the framework contract (including roles, interfaces and responsibilities).

(*Maximum 10 pages) 40 points*

|  |
| --- |
|  |

5.1.2 How do you propose to follow the general execution of the framework contract? Which are the main service performance values that you will monitor? Describe the measures that you will take to ensure that they correspond to your expectations and the actions you propose to take if it is not the case.

*(Maximum 10 pages) 40 points*

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5.1.3 Describe your proposal for the service reporting. Give an example.

*(Maximum 10 pages) 60 points*

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5.1.4 Describe your cancellation policy.

*(Maximum 5 pages) 60 points*

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## Quality of the proposal for preparing the responses to the requests and for the implementation (350 points)

5.2.1 Describe the process that you will implement to prepare your offers from the reception of the requests until the submission of your proposals to the contracting authority.

*(Maximum 10 pages) 70 points*

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5.2.2 Describe your methodology on how you ensure that the proposed trainings meet all the requirements of a request ?

*(Maximum 5 pages) 60 points*

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5.2.3 Detail the proposed structure of your offers.

*(Maximum 5 pages) 40 points*

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* + 1. What is the validity applicable to all your quotes (working days)? This implies keeping the price constant and having service(s) available.

*(Maximum 5 pages)* 40 points

5.2.5 Describe in detail how you will handle urgent orders.

(Maximum 5 pages)  *40 points*

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5.2.6 In case the eu-LISA identifies training that can be found in the market at a lower price than that proposed by the Contractor, do you commit to review the price for that product and in order to be in line with the best price found in the market?

|  |
| --- |
| YES/NO **(mandatory)** |

Please explain

(Maximum 5 pages)  *60 points*

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5.2.7 Explain how you will handle cancellations of requests. Demonstrate with an example.

(Maximum 10 pages)  *40 points*

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## Quality of the proposal for the predefined scenarios (450 points)

* + 1. Scenario 1

eu-LISA asks the contractor to give an offer to for French language courses in Strasbourg in the Agency’s premises. The course will be attended by 10 staff member that have level A1 and should reach level B2 at the end of the course. Total estimated duration is 240 hours (60hrs for each module/level). Material shall be included in the offer.

Please describe how you are going to find an appropriate/certified language school/ language trainer to deliver qualitative in-house training in French language. What would be the timeframe of the course in order to reach level B2 for the eu-LISA enrolled staff members? What kind of arrangements would you offer in regards to language certification? Please indicate also the selected provider.

Have you provided the replies to Scenario 1?

*(Maximum 5 pages) 50 points*

|  |
| --- |
| YES/NO  Reference: |

5.3.2 Scenario 2

The contractor is asked to book a place for one staff member of eu-LISA which would like to attend a conference in “Biometrics” in London, UK by a specific provider, in a known time and venue for two (2) days and which is pointed by the Agency. Material shall be included in the offer. Please describe how you will satisfy this request. Please indicate also the selected provider.

Have you provided the reply to Scenario 2?

*(Maximum 5 pages) 50 points*

|  |
| --- |
| YES/NO  Reference: |

5.3.3 Scenario 3

The contractor is asked to book a place for one (1) staff member of eu-LISA which would like to attend training in “Instructional design” in London, UK. Duration of the training is four (4) days. Material shall be included in the offer. Please describe how you will satisfy this request, how you will choose the provider and how you will ensure value for money. Please indicate also the selected provider.

Have you provided the reply to Scenario 3?

*(Maximum 5 pages) 50 points*

|  |
| --- |
| YES/NO  Reference: |

5.3.4 Scenario 4

In the frame of further development of eu-LISA staff members, the Agency requests from the contractor to find possibilities to attend the “Security Essentials Bootcamp Style” in Paris, France for five (5) days. The training shall be attended for one staff member. The outcome of the attendance should be also that the staff member receives relevant certification. Material shall be included in the offer. Please describe how you will satisfy this request, how you will choose the provider and how you will ensure value for money. Please indicate also the selected provider.

Have you provided the reply to Scenario 4?

*(Maximum 5 pages) 50 points*

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| --- |
| YES/NO  Reference: |

5.3.5 Scenario 5

The Agency is requesting from the contractor possibilities to attend an e-learning course in PRINCE2 foundation, including certification, for twenty (20) staff members. Please describe how you will satisfy this request, how you will choose the provider and how you will ensure value for money. Please indicate also the selected provider.

Have you provided the reply to Scenario 5?

*(Maximum 5 pages) 50 points*

|  |
| --- |
| YES/NO  Reference: |

5.3.6 Scenario 6

The Agency is requesting from the contractor Leadership coaching for managers. The number of managers requiring the coaching session are 6. and the coaching shall take place both in Tallinn and Strasbourg for five (5) days each. Material shall be included in the offer. Please describe how you will satisfy this request, how you will choose the provider and how you will ensure value for money. Please indicate also the selected provider.

Have you provided the reply to Scenario 6?

*(Maximum 5 pages) 50 points*

|  |
| --- |
| YES/NO  Reference: |

5.3.7 Scenario 7

The Agency is requesting a tailored course for five (5) Assistants for their professional development. Objectives of the course are:

Understanding the role and expectations of an assistant, increase their areas of responsibility, understand how to work with senior management, plan and monitor small projects effectively and contribute to effective meetings plus writing meeting outcomes. Course should last 3 days and to be organised in Tallinn. Material shall be included in the offer. Please describe how you will satisfy this request, how you will choose the provider and how you will ensure value for money. Please indicate also the selected provider.

Have you provided the reply to Scenario 7?

*(Maximum 5 pages) 50 points*

|  |
| --- |
| YES/NO  Reference: |

5.3.8 Scenario 8

The Agency is requesting a tailored course for Procurement and Legal staff on IT contract law and intellectual property rights for the professional development of five (5) staff members in Tallinn. The course should last 2 days. Material shall be included in the offer. Please describe how you will satisfy this request, how you will choose the provider and how you will ensure value for money. Please indicate also the selected provider.

Have you provided the reply to Scenario 8?

*(Maximum 5 pages) 50 points*

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| --- |
| YES/NO  Reference: |

5.3.9 Scenario 9

The Agency is requesting to develop an induction programme for the newly recruited staff. In this context and due to the multiple sites, it is requested to develop an online induction training in health and safety at work. Material shall be included in the offer. Please describe how you will satisfy this request, how you will choose the provider and how you will ensure value for money. Please indicate also the selected provider.

Have you provided the reply to Scenario 9?

*(Maximum 5 pages) 50 points*

|  |
| --- |
| YES/NO  Reference: |

SECTION 6 – FINANCIAL EVALUATION QUESTIONNAIRE

**6.1** Have you filled the “FINANCIAL Evaluation Questionnaire” in Attachment to this document? Have you attached a signed copy and an electronic version of the Financial Evaluation Questionnaire?

|  |
| --- |
| YES/NO: |

**6.2** Have you specified an uplift (applicable to services provided by third parties) in the attached Financial Evaluation Questionnaire? Please note that this uplift will be applicable during the implementation of the contract for all services provided by third parties.

|  |
| --- |
| YES/NO: |

1. This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares. [↑](#footnote-ref-1)
2. As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation (Commission Delegated Regulation (EU) No 1268/2012) [↑](#footnote-ref-2)