

REQUEST FOR PROPOSAL:

City of Pearl Information Technology Department Proposal for Police Body & In-Car Camera System with Video Storage Solution

For the:

**CITY OF PEARL POLICE DEPARTMENT
2561 Old Brandon Road
Pearl, MS 39208**

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Section I: INVITATION

The City of Pearl Information Technology Department, hereinafter referred to as ITD, is soliciting proposals from qualified companies to provide the City of Pearl Police Department with (65) officer worn body cameras and (50) In-Car Camera systems. In addition, companies must provide a video storage solution, which partners with the provided camera systems, to store, manage, retrieve and share captured digital video. Qualified companies will also provide a Service Agreement which includes service on equipment, hardware and software for (5) years.

Potential Vendors must demonstrate experiences in designing and maintaining body worn camera and backend server solutions. The intent of this request for proposals is to acquire body worn video camera for public safety use that offers ease of use, functionality, recording and storage capabilities. Potential Vendors shall only submit one proposal per firm.

Proposals that do not conform to the mandatory items as provided in the proposal instructions will not be considered.

Based upon results of the review and evaluation, ITD, through the Mayor and Board of Alderman, may decide to proceed with an offer to one or more companies to furnish and potentially deploy units on a permanent basis throughout the Pearl Police Department.

Section II: Purpose and Objectives

The intent of this request for proposal is to replace an older, existing body and in-car video camera system at the Pearl Police Department with a new body and in-car camera system that offer ease of use, functionality, recording and storage capabilities. All proposals submitted must address the key components discussed in the Technical Information and Requirements section.

ITD will select a limited Number of vendors to conduct a (2) week (or longer) on-street field test evaluation of the body and in-car cameras including the storage solution by personnel from ITD and the Pearl Police Department. ***All vendors not selected for this test will be eliminated from consideration.***

Section III: GENERAL CONDITIONS

TERMS

The agreement which results from this RFP will be a contract for a period of (5) years. This agreement may be extended, on the same terms and conditions for an additional (5) year term, if the City exercises the option to do so.

DESIGNATED CONTACTS

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision or questions must be submitted in writing via email to Mr. Frank Hutton, Information Technology and Communications Director for the City of Pearl no later

than 5 pm on May 10th, 2021. Mr. Frank Hutton is the only individual who may be contacted regarding the RFP and all inquiries should be sent to fhutton@cityofpearl.com.

SCHEDULE OF EVENTS

ACTIVITY	DATE/TIME
1. Release Request for Proposal	Published weekly starting April 21st, 2021 for 2 consecutive weeks
2. Deadline to submit written questions (via e-mail)	5 pm May 10 th , 2021
3. Response to written questions (via e-mail)	5 pm May 14 th , 2021
4. Deadline for submitting proposal and date of Bid Opening	10 am May 21st, 2021
5. Proposal selection for Product Evaluation & Committee Review	May 21 th through June 18 th , 2021
6. Interviews for selected firms if necessary	June 21 st – June 25 th , 2021
7. Final selection of and notification to selected vendor	July 9 th , 2021
8. Final approval by City of Pearl Board of Alderman	July 20 th , 2021
9. Tentative contract award date	July 21 st , 2021

REFERENCES

ITD reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

COMMUNICATION WITH STAFF

ITD has designated Frank Hutton, and only Frank Hutton, to be the department contact person for questions related to this request for proposal.

fhutton@cityofpearl.com
601-863-3211 M-F 8:30 a.m. to 5:00 p.m. local time

No other agency personnel within the **City of Pearl or the Pearl Police Department** are to be contacted. Doing so may disqualify the vendor from further participation in the bid process.

PROPRIETARY INFORMATION

All information and data contained in the proposal becomes the property of the City of Pearl and becomes public information upon opening of the proposal.

Proposals shall be opened to avoid disclosure of contents to competing Vendors and kept secret during the process of negotiation. However, all proposals that have been submitted shall be open for public inspection after the final contract has been awarded. Trade secrets and confidential information, as specified by the vendor, contained in the proposals shall not be open for public inspection. However, information which the vendor designates as trade secret or confidential must be clearly marked as such. Information which is not clearly vendor designated as trade secret or confidential shall be deemed to be not trade secret and not confidential and subject to disclosure.

Upon request of the prospective vendor's, each member of the Evaluation Committee with direct knowledge and access to the vendor's full and complete proposal will provide to the same a copy of a signed non-disclosure agreement. The original signed non-disclosure agreement shall become part of the Vendor's original proposal and treated as such.

APPLICABLE LAW

The laws of the State of Mississippi shall govern, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located in the State of Mississippi, regardless of the place of business, residence or incorporation of the Vendor.

Section IV: PROPOSAL AND SUBMISSION PROCESS

PROPOSAL FORMAT

All proposals shall be on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.

The Potential Vendor shall submit one clearly labeled original and three copies of their proposal. The name of the Potential Vendor firm shall be indicated on the spine and/or cover of each binder.

Proposals shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in ITD requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or such that they cannot be waived and are not subject to negotiation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not required or desired

All proposals must be submitted in a sealed envelope or box plainly marked with the name and address of the Potential Vendor, RFP title and date of submission to the City Clerk's office located at 2420 Old Brandon Rd, Pearl Mississippi 39208 Attn: Frank Hutton, IT & Communications Director. No responsibility will attach to the City of Pearl or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

FAXED PROPOSALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.

PROPOSAL REQUIREMENTS

Potential Vendors shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria contained herein has been satisfied as specified. To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and attachments and be arranged in consecutive order.

Executive Summary: This section shall serve to provide ITD with the key elements and unique features of the proposal by briefly describing how the Potential Vendor is going to provide the best solution. The Executive Summary should include a schedule of major milestones to accomplish the implementation.

Experience & References: Provide a list of at least three (3) references where you have provided similar goods and services to include name, address, contact name, phone number, number of cameras in use, number of years each has been using your system, and corresponding interfacing systems that will be used by the Department.

Staff Qualifications and Availability: Provide information concerning the experience and background of those persons who would actually perform work on the project. Indicate the present workload of the project staff to demonstrate their ability to devote sufficient time to meet the proposed schedule.

Implementation Methodology and Work Plan: Include a preliminary project plan that includes Potential Vendor's concept of the project including the methodology to be used, proposed timeline, and the major deliverables to be produced. In addition, the Potential Vendor must provide and specify the roles and responsibilities for the City, Potential Vendor, and any companies providing the video storage solution. Include any assumptions and constraints.

Camera Selection and Assessment Tool: All potential vendors must complete and submit this form for review by ITD and the Evaluation Committee.

Agreements: License Agreement, Software Maintenance Agreement and Hosted Agreement must be provided for review and evaluation by ITD.

Financial Statement: The Potential Vendor must substantiate their financial stability along with the financial stability of any subcontractors. The most recent audited financial statements must be submitted with your bid. Provide a brief written description concerning your past, current, and future financial stability relative to your ability to meet the long-term requirements of this contract. The information should be supported with appropriate documentation, such as a current Dunn & Bradstreet report. The City and/or its designees will exclusively determine financial stability of respondents to this RFP process.

Cost Detail Worksheet and Narrative: The Cost Detail Worksheet should thoroughly and clearly describe every category of expense in spreadsheet format. Proposed cost must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). The narrative should be mathematically sound and correspond with the information and figures provided in the Cost Detail Worksheet. The narrative should explain how the vendor estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.

The Proposed Cost Detail Worksheet and Narrative must include the following:

- Unit price for each style camera. (i.e. In-Car and Body camera)
- Unit price for camera accessories (mounts, collars, displays, etc.)
- Unit price for evidence transfer managers (docking stations)
- Annual price for hardware maintenance and support (If applicable)
- Annual price for software maintenance and support (If applicable)
- Price for hosting storage for immediate access
- Price for hosting archival storage
- Hourly rates for training services
- Installation cost associated with any and all cameras

Specifically, the initial order is determined to be 65 body cameras and 50 in-car cameras, with the potential for an undetermined amount and type of cameras added during the initial contract period. The additional cameras will be based strictly on the current needs of the Pearl Police Department at the time of purchase. This equipment pricing will be used for the purchase of additional equipment throughout the term of the contract. All yearly maintenance and support fees shall be provided at a “fixed” per year price and included as part of the initial contract term. Operation of all software and agreed upon hardware products shall be warranted for a period of a minimum of (60) months from the date of system installation and acceptance at no additional cost.

Section V: EVALUATION OF PROPOSAL

Proposals will be reviewed by an Evaluation Panel made up of representatives from ITD and the Pearl Police Department. The Evaluation Panel will select qualified Service Providers from the received proposals who will be formally interviewed and may be requested to provide a formal demonstration and/or trial period to the panel. The contract will be awarded to the Potential Vendor whose proposal the Evaluation Panel determines, in its sole discretion, is the most advantageous to the Pearl Police Department and in the City of Pearl’s best interest. Evaluations will be based on the required criteria as listed in this request for proposal, as well as a qualitative evaluation based on the following:

- Ease of solution’s use
- Ability to meet the requirements of the RFP Scope of Services
- Maintenance, training, and support offering
- Cost of Services
- Acceptance of City’s RFP Terms and Conditions

Section VI: WITHDRAWAL OF PROPOSAL

Potential Vendors may request withdrawal of a posted, sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the City Clerk’s office in writing. Re-submitted Proposals must be date and time-stamped in accordance with the RFP document in order to be accepted.

No proposal may be withdrawn for a period of 90 calendar days after the date of the proposal opening. All proposals received are considered firm offers during this period. The Potential Vendor’s offer will expire 90 calendar days after the date of the proposal opening.

Section VII: REJECTION OF PROPOSAL

The City of Pearl governing authority reserves the right to reject any and all proposals.

Section VIII: TECHNOLOGY INFORMATION AND REQUIREMENTS

All potential vendors must provide detailed and specific information on the following characteristics and requirements of their In-car and Body worn camera systems. All criteria listed below has been determined to be a requirement and will be used in the determination of the selected vendor.

CAMERA AND SOFTWARE CONSIDERATIONS

In-Car & Body Camera Characteristics:

- Maximum total combined weight of device to be worn by officers, in ounces
- Body Camera's maximum recording capability on a single battery charge, in hours
- In-car & Body Camera's maximum storage capacity on the devices, in hours
- Body Camera's Maximum sustained stand-by battery life without recharging, in hours
- Recording indicator visible to the operator (In-car & Body Camera)
- Ability for the officer/operator to turn the recording indicator off and on
- In-car & Body Camera's field of vision, in degrees
- Low light functionality similar to the human eye
- Ability to enable/disable night vision function,
- Ability to transfer Body camera between multiple locations on the body
- Ability of Body Camera to trigger alert notifications for officer safety (e.g. unholstered weapon, running, prone, etc.)
- Ability to view live video stream from either/both In-Car and Body camera remotely
- Auto-tagging function for date/time, including hours, minutes, and seconds
- In-Car components equipment type and mounting specifications as well as communication capabilities. (e.g. Wi-Fi, GPS, Cellular, etc.)
- Additional product literature as required to address capabilities not listed here

Display and Access:

- Ability to view the video in the field
- Presence of enhanced user authentication
- Existence of a log showing users that have viewed and copied the video
- Ability to set and control the length of video retention by the System Administrator
- Identified management of account administration
- Ability to support multiple concurrent user log-ins
- Existence of customized search criteria
- Built in audio and video redaction capability
- Customizable logs/reports

Technical Capabilities:

- Capability with existing Department software
- Ability to work seamlessly between different OS platforms to include, Android, Apple, Linux, Windows, etc. using an app or browser

System Warranty:

- Minimum/Maximum warranty for all patches, hardware, and software with option to extend warranty
- Articulated Return Material Authorization process
- Maximum time allowed for replacement of inoperable equipment by the vendor

Qualifications and Experience:

- The Potential Vendor shall provide a history of the business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the firm has been operating as the legal entity, and the length of time the firm has been providing the requested service.
- The Potential Vendor shall list the proposed key members of staff to be assigned to the City's contract including their roles and estimated participation in delivering the services.
- The Potential Vendor shall disclose and explain any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments or other action that could have an adverse impact on their ability to provide the required needs.
- The Potential Vendor shall disclose and explain whether they have been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years.
- If selected, Vendor, and any of their employees who work with the video system, must agree to submit and pass a criminal background check.

Storage:

- Ability to export video in an industry standard file format
- Acknowledgment that all data is the sole property of the City of Pearl and must be made available on demand at no additional cost
- Storage solution compliance with law enforcement Criminal Justice Information Services (CJIS) data protection and transport (i.e. SSL) standards. No external party-initiated connections will be allowed. The storage facility must be located within the United States (lower 48) including data storage for disaster recovery (DR) solutions.
- Clear indication of storage costs, equipment replacement costs, and cloud transactions costs. Disclosure of any and all additional costs.
- Ability to export audit trail along with video, including redactions. Identified scope of audit trail.
- Identified data integrity.
- Capability to produce digitally authenticated duplicates.

Technical Component:

- Ability to index data, e.g. officer name, serial number, date/time of recording, report number, and type of crime.
- Ability to automatically integrate with CAD systems and list or identify supported CAD vendors.
- Identified technical support and assistance that will include, but not be limited to the following; devices worn by police personnel, docking/charging stations, networking equipment, WAN/LAN connectivity, system software, system upgrades, and video retrieval software and procedures.

- Identified areas of expertise and resources available both nationally and locally to provide the requested services.
- Described process for video uploading
- Supported integration system to support integration for the backup of data (including video and database with audit logs) for data integrity in the event of corruption or malware.
- Supported local backend infrastructure in addition to CJIS compliant cloud storage with the ability to migrate in either direction at the discretion of the police department.

Ownership of Hosted Data (If Applicable)

The City of Pearl shall own and retain all rights to any and all data and video that is stored at the Vendor's host site, (if applicable) with no transfer, conveyance, assignment, or sharing of data ownership to/with the hosting provider or any other person(s) or entity.

Maintenance or User Fees

User account fees, if any, will include costs for all subscription licensed software provided by the Vendor, such as third-party modules, middleware, and integration. User Account fees will be based on production system use, and will be built into the total cost of the project for the duration of the contract. Training, Development and Test accounts will not be considered additional users for access purposes.

Section IX: EVALUATION OF SELECTED CAMERAS

Testing Period: The testing period will be performed, and during this time, the City will evaluate each camera system to assess in a static and fluid environment based on the following:

- Ease of Use
- Camera Functionality
- Camera Sturdiness
- Officer Interoperability
- Video Download Capability
- Storage System
- Data Distribution Capability
- Account Administration/Storage Rights

Vendors who pass the Technical Component evaluation criteria may be required to attend an assigned testing date to provide training to police officers who will be involved in a field test of that proposer's camera system.

Each Potential Vendor will indicate any pre set-up requirements needed from ITD staff or equipment required for training. On the assigned training day, each proposer will provide two (2) working test units and training at no cost to the Pearl Police Department. All units undergoing testing will be returned to the proposer at the proposer's expense following the testing and grading of the units.

Testing Data:

- Upon completion of the test period, any and all data collected by the proposer during the testing phase will be submitted to the Evaluation Panel in its entirety at no cost and submitted in a readily viewable format.
- Data must be indexed and searchable by date and time of recording.
- Data must be submitted to the panel no later than 24 hours after completion of the testing.

Appendix 1: Camera Selection & Assessment Tool

No.	Question	Vendor Response
1.0 PHYSICAL ASPECTS		
General Requirements		
1.1	What is the Model Number and Name of the Body Camera (BC) which you are proposing?	
1.2	Describe and Explain the BC mounting options (e.g., Head, Chest, Glasses, Helmet, Various).	
1.3	Identify optional mounting locations and devices w/costs required to use the optional mounting location.	
1.4	What is the weight of the BC device?	
1.5	What are the dimensions of the BC device?	
1.6	How is the BC battery recharged?	
1.7	Is the BC device instant-on with battery replacement?	
1.8	Describe the field serviceability of the replaceable battery on the Body Camera.	
1.9	How long does it take for the battery to recharge on the body camera?	
1.10	Is there a battery charge indicator light on the BC? If so, please describe.	
1.11	Is there a back-up battery for the BC in the event that the primary battery fails? If so, please describe.	
1.12	What is the Model Number and Name of the In-Car camera system which you are proposing?	
1.13	Describe and Explain the mounting options for the NVR/DVR.	
1.14	Describe the connectivity options for the in-car system. e.g Wi-Fi, Cellular, GPS, etc	
1.15	Describe the available options for connecting to the in-car system. e.g. Computer, android device, apple device, etc.	
1.16	Will the BC and In-car interface with 3rd party systems, devices, apps, etc.. If so, which?	
1.17	Will both the BC and In-car stream real-time live video together, separately, or both?	
1.18	Is there a visual indicator of active Recording on the BC and In-car? If so, please describe.	
1.19	Describe the in-field playback capabilities and the user interface (audio and visual).	

1.20	What is your certified International Protection Rating for Dust and Water protection?	
1.21	What is your certified drop test rating per Mil Standard 810?	
1.22	Describe any restrictions on downloading or uploading data outside of the formal	
1.23	Does the proposed device allow for expanded optional memory? If so, describe the process to upgrade the memory.	

2.0 EQUIPMENT PERFORMANCE

Video Resolution and Frame Rate for both In-Car and Body Camera

2.1	Recording frame rate at 60 frames preferred second (fps) is required. Please describe any deviation from this.	
2.2	What is your maximum resolution for recording at 60 fps?	
2.3	Please define your maximum camera resolution.	
2.4	Does your video recording comply with H.264 video compression standards? If not, please describe the proposed equipment standard.	

Field of View

2.5	Please list the field of view specification and describe how it balances depth versus breadth.	
2.6	Do the units have the ability to capture still photo? If yes, at what Megapixel?	
2.7	Do the units apply date and time stamp? Identify the format.	
2.8	Describe GPS marking capabilities and attributes.	
2.9	Operational time and Storage capacity of (12) hours continuous at highest video resolution and frame rate available per device is required. Describe any deviation from this. *please note resolution and frame rate in response	
2.10	What is the Lux rating (to what lux operational scale?)	
2.11	Please describe night mode; distance, clarity and field of view.	
2.12	Do the camera units capture 30 Seconds or more of pre-event record? what is included in pre-event capture.	
2.13	What capabilities exist to prevent deletion or modification of any captured video locally (on either device)?	

2.14	Is there functionality to allow for event marking at any time during recording? Please describe.	
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3.0 APPLICATION PERFORMANCE		
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3.1	Describe the functionality of the proposed application.	
3.2	How is the application deployed and supported? Is it an on premise or cloud application or a hybrid?	
3.3	How often is the application upgraded? Please describe the upgrade process.	
3.4	Describe how the video content is moved from the in-car and Body camera to the application repository.	
3.5	Will the proposed application support the management of uploaded video from other recording sources? (Will the application allow import, playback and editing of other video formats?)	
3.6	System must have 24x7 help / support services available. Please describe any deviations from this.	
3.7	Describe security access and permissions. Is it granular enough to segregate / limit access to video content data? Please describe how your application accomplishes this.	
3.8	Where is the data stored (video, audio and metadata)?	
3.9	How is the data backed up?	
3.10	System must support an enterprise-wide single sign-on user authentication process that allows individual users to log-on to different systems with one global user ID and password. Please describe how you accomplish this.	
3.11	What capabilities exist to set retention periods for data storage and can this be managed by system administrators.	
3.12	System should be certified to National Standards. What certifications does your system have?	
3.13	System must be compatible with current web browsers (Chrome, Firefox, Safari, Internet Explorer) to access system functions and ensuring security of the system and data. Please describe your approach to browser compatibility.	

3.14	Video clearinghouse methodology -- how does the application/process prevent flooding the network with uploading requests?	
3.15	Are there restrictions on the number of simultaneous uploads?	
3.16	Please describe any performance metrics	
3.17	What are the bandwidth requirements for one unit downloading the maximum video capacity?	
3.18	Describe any attributes of your system that allow for download management.	
3.19	Does your software allow video marking with searchable metadata?	
3.20	Please describe redaction capabilities within the software, if any.	
3.21	What capabilities exist to audit system access and modifications? Please describe the chain of custody abilities to determine who has accessed, viewed, edited or copied data.	

4.0 TRAINING AND IMPLEMENTATION

4.1	Vendor must train all staff on-site. Please describe your approach to training.	
4.2	System must have system administrators trained by vendor on-site for how to do configurations, user permissions, etc. Please describe your approach to admin training.	
4.3	System must have Vendor provided training on Quality Control through audit trail. Please describe your approach.	
4.4	System Vendor must provide training on how the system produces customized, ad-hoc, aggregate reports.	

5.0 CONTRACT TERMS AND CONDITIONS

5.1	Please provide a sample contract.	
5.2	Please describe our data rights and how we would retrieve our data and information in the event of our relationship being terminated.	
5.3	Please provide a cost summary and itemization. Include the cost of any modifications.	

5.4	<p>If a cloud solution, please describe CALEA and CJIS compliance for both the application and hosting. Please describe any other compliance considerations. NOTE: CALEA (OPD Accrediting Body) requires that if we use a service provider for electronic storage of data (i.e. vendor or cloud storage) the written agreement establishes: a) data ownership; b) data sharing, access, and security; c) loss of data, irregularities and recovery; d) data retention and redundancy; e) required reports, if any; and f) special logistical and financial arrangements.</p>	
5.5	<p>Please describe the length of contract you are proposing and how replacements and upgrades will be handled.</p>	
5.6	<p>Describe the equipment refresh contracts available; i.e. Lease, hardware maintenance, warranty, etc</p>	
5.7	<p>Please describe how the contract will be structured to allow for expansion of additional units or to other law enforcement entities.</p>	
5.8	<p>Will the company send legal representation to present in a legal case in the event there is a lawsuit pertaining to use and application of your camera system?</p>	