



Cover Sheet for Invitation for:
Request for Qualifications #2023-02
Consultant for Independent Audit of Uncontrolled
Health & Safety Risks

If you are submitting a Response to a Request
for Qualifications, please utilize our [online](#)
[portal.](#)

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**


CITY OF RENO
Purchasing Division
P.O. Box 1900
Reno, NV 89505
(775) 326-6658
(775) 334-2409 fax
woodm@reno.gov



Date: 08/01/2022
RFQ No. 2023-02

INVITATION AND ADVERTISED REQUEST FOR QUALIFICATIONS

Sealed submissions will be received until 3:00 pm, 08/22/2022, via our [online portal](#). Said submissions shall be publicly opened and submitter's names announced at 3:05 pm 08/22/2022.



Marcie Wood, Purchasing Technician

The City of Reno is currently accepting sealed submissions for qualified **Consultant for Independent Audit of Uncontrolled Health & Safety Risks**. This Request is exempt from standard NRS §332 guidelines per Chapter 332.115(1)(b). The selection of qualified **Consultant for Independent Audit of Uncontrolled Health & Safety Risks** is within the discretion of the governing body.

Questions regarding the Request for Qualifications shall be submitted via the [online portal](#) under the Questions Tab.

Per the attached Terms, Conditions, and Requirements.

Firm Name _____
Address _____
City _____
State _____ Zip Code _____
Telephone _____
Fax _____
E-mail _____

In compliance with this Invitation for Request for Qualifications and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if selected, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 19 pages of this Invitation to Request for Qualifications.

Signature _____
Print Name _____
Print Title _____

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks
Table of Contents**

	<u>Page</u>
A. REQUEST FOR QUALIFICATIONS PROCESS AND RULES.....	3
1. REQUEST FOR QUALIFICATIONS Schedule.....	3
2. Questions/Clarifications:.....	4
3. Addendums:	4
4. Exceptions:.....	4
5. Request For Qualifications Receipt And Opening Time:	4
6. Preparation of Request for Qualifications:	4
7. Submission of Request for Qualifications:	5
8. Late Request for Qualifications:	5
9. Withdrawal of Request for Qualifications:	5
10. Tax Exemption:.....	5
11. Billing:	5
12. Request for Qualifications Evaluation:	6
13. Cancellation:	6
14. Assignment:	6
15. Submitter's Status	6
B. GENERAL TERMS AND CONDITIONS.....	8
1. Notice of Rights	8
2. Preparation of Request for Qualifications.....	8
3. Selection of Consultant.....	8
4. Funding-Out Clause	9
5. Insurance Requirements.....	9
6. General Requirements.....	10
7. Minimum Qualifications.....	10
C. EXCEPTIONS	12
D. DISCLOSURE OF PRINCIPALS	13
E. CERTIFICATION.....	14
F. SCOPE OF WORK	15
G. BASIS OF SELECTION.....	17
1. Evaluation of Qualifications	17
2. Evaluation Criteria.....	17
3. Submitter Presentations	18
H. SELECTION PROCESS	19

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

A. REQUEST FOR QUALIFICATIONS PROCESS AND RULES

1. REQUEST FOR QUALIFICATIONS Schedule

Schedule of Events	Date
RFQ Released	08/01/2022
Last Day to Submit Questions	08/08/2022 8:00 am
All Addendums to be Posted to reno.gov by	08/09/2022 5:30 pm
Sealed RFQ Due to City of Reno	08/22/2022 3:00 pm
Potential Interviews with Selected Candidates	Week of 08/29/2022
Proposed Implementation Date	09/06/2022

The City of Reno reserves the right to modify this schedule at The City's discretion. Notification of changes in the REQUEST FOR QUALIFICATIONS, due date, and deadline for questions will be posted on The City website at www.reno.gov or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

REQUEST FOR QUALIFICATIONS Released – The City will release the REQUEST FOR QUALIFICATIONS document via the best method available. The best method of distribution of the REQUEST FOR QUALIFICATIONS will be in descending order as follows: E-mail, Facsimile, placement on City website, USPS Mail, and our [online portal](#).

Deadline For Questions – The deadline for any questions concerning the REQUEST FOR QUALIFICATIONS is 08/08/2022, at 8:00 am local time. Any questions submitted after the deadline will not be responded to.

All Addendums to be Posted by – All addendums to the REQUEST FOR QUALIFICATIONS shall be posted to the City's website at www.reno.gov and our [online portal](#) no later than 5:30 p.m. local time on 08/09/2022. All proposals submitted for this REQUEST FOR QUALIFICATIONS must have all addendums attached and acknowledged. Any proposal that does not include the addendums is subject to rejection.

Sealed Proposal Due to City – The due date for the sealed REQUEST FOR QUALIFICATIONS response is 08/22/2022, at 3:00 p.m. local time. All proposals received after the date and time set for receipt will be REJECTED.

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

2. Questions/Clarifications:

Questions regarding the Invitation to Request for Qualifications shall be via the online portal under the Questions Tab. Questions should be submitted in accordance with the schedule of events in the Scope of Work. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the City. To determine whether any representations made require an addendum be issued, please contact Marcie Wood, Purchasing Technician, 775-326-6658.

3. Addendums:

All addendums to this Invitation to Request for Qualifications shall be issued by the City in writing. Material changes affecting the material or the submitter's fee shall have no standing with the City if not sanctioned by written addendum.

4. Exceptions:

A submitter who believes Request for Qualifications specifications are unnecessarily restrictive or limit competition may submit such on the Exceptions page of this Request for Qualifications documents. All Exceptions will be considered in the Request for Qualifications evaluation.

5. Request For Qualifications Receipt And Opening Time:

It is mandatory the Request for Qualifications are signed by a duly authorized representative of the firm, and received [online portal](#) no later than 3:00 pm, 08/22/2022.

6. Preparation of Request for Qualifications:

Submitter shall examine all specifications, specific instructions, and terms and conditions of the Invitation to Request for Qualifications. Failure to do so will be at Submitter's risk.

Any addenda issued shall forthwith become an integral part of the Request for Qualifications. Submitter shall be required to acknowledge receipt of the same by signing and returning the addenda with the original Request for Qualifications document.

Submitter shall furnish the required information typed or written in ink.

The person signing the Request for Qualifications must initial erasures or other changes in ink.

Request for Qualifications for Consultant for Independent Audit of Uncontrolled Health & Safety Risks

In the space provided, a duly authorized representative of the firm shall sign the Request for Qualifications document.

Submitter shall proofread their Request for Qualifications carefully for errors.

7. Submission of Request for Qualifications:

Submitter shall sign and return the ENTIRE REQUEST FOR QUALIFICATIONS.

The City of Reno is limiting social interactions. Therefore, at this time, this RFQ submissions must be received via our [online portal](#) no later than 3:00 pm, 08/22/2022.

The City will only accept submissions via our [online portal](#).

The City shall provide a copy of the Request for Qualifications results to those Proposers requesting such.

8. Late Request for Qualifications:

A Request for Qualifications received after the receiving time specified shall be rejected.

9. Withdrawal of Request for Qualifications:

A Request for Qualifications may be withdrawn by written, provided such a notice is received prior to the date and time set for the Request for Qualifications opening.

A request for withdrawal of Request for Qualifications received after the scheduled Request for Qualifications opening will not be considered.

10. Tax Exemption:

The City is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS §372.325, which exempts all local governments within the State of Nevada. The City is also exempt from Federal Excise Tax.

11. Billing:

All original billings should be addressed to:

City of Reno
Attention: Accounts Payable
P.O. Box 1900
Reno, NV 89505

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

12. Request for Qualifications Evaluation:

Request for Qualifications shall be evaluated with considerations being fee proposal, responses to questions posed within the RFQ document related to process, references and on the basis of conformance to specifications, terms and conditions of the RFQ as stated herein.

13. Cancellation:

The City reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to the City.

In the event that successful Submitter shall default or is terminated for default, they shall not be considered a responsible Submitter for **RFQ 2023-02**, and shall be recommended to the Reno City Council, for debarment from doing business with the City for at least one (1) year after the termination of the term of the defaulted agreement.

14. Assignment:

No Assignment of any agreement resulting from this award of this Request for Qualifications shall be allowed, including the right to receive payment, without the express written permission of the City.

15. Submitter's Status

Minority Status: Has this firm been certified as a minority, women owned or disadvantaged business enterprise by any governmental agency?

_____ Yes _____ No If yes, please specify government agency:

Date of certification: _____

The above is for information only. The City encourages minority business participation; however no preferences shall be given.

Notice to disabled persons: The City will make reasonable accommodations for disabled persons who wish to submit Request for Qualifications or attend a Request for Qualifications opening by contacting Marcie Wood prior to the Request for Qualifications opening date.

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

Debarment and/or Suspension: As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85, the Submitter certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

City of Reno Business License Number and Expiration
date _____

Reno Municipal Code, Section 4.04.020 requires that any business operating within the City of Reno is required to possess a valid City of Reno business license. Be advised that upon award of a contract/agreement to perform services for the City of Reno, a current business license must be in your possession before commencing business.

NONDISCRIMINATION. In connection with the performance of work under this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of age, race, creed, religion, color, veteran status, sex, sexual orientation (means having or being perceived as having an orientation for heterosexuality, homosexuality, or bi-sexuality), gender identity or gender expression (means a gender-related identity, appearance, expression, or behavior of a person regardless of the person's assigned sex at birth), physical condition, disability, national origin, or any other protected class status applicable under federal, state or local law, rule or regulation. Race includes traits associated with race, including, without limitation, hair texture and protective hairstyles.

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**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

B. GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- a. The City reserves the right to reject any or all Request for Qualifications or any part thereof and to waive any minor informalities or irregularities.
- b. The City reserves the right to require such surety as may be deemed necessary for the protection of the City, or to ensure the satisfactory performance in accordance with the specifications and Request for Qualifications documents.
- c. The City reserves the right to withhold award for a period of ninety (90) days from the date of Request for Qualifications opening.
- d. The City reserves the right to accept more than one consultant.

2. Preparation of Request for Qualifications

- a. Request for Qualifications must be submitted in accordance with any document attached hereto and made an integral part hereof.
- b. In the case of a difference between written words and figures, the amount stated in written words shall govern.
- c. All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted Request for Qualifications. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met.
- d. For assistance with this Request for Qualifications, contact Marcie Wood, Purchasing Technician at 775-326-6658.
- e. Proposers shall note that alterations in the Request for Qualifications language shall be cause for rejection.
- f. Proposers are instructed to complete the requested information fully, i.e., specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

3. Selection of Independent Audit of Uncontrolled Health & Safety Risks

- a. The City may select more than one consultant on the basis of qualifications, and in addition to the fee proposal, the City may consider

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

the following;

- i. The ability, capacity and skill of the Submitter to perform the contract or provide the service required;
 - ii. Whether the Submitter can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - iii. The character, integrity, reputation judgment, experience and efficiency of the Submitter;
 - iv. The quality of performance on previous contract;
 - v. The previous compliance of laws by the Submitter;
 - vi. The financial responsibility of the Submitter to perform the contract or provide the service;
 - vii. The limitations of any license the Submitter may be required to possess;
 - viii. The quality, availability, and adaptability of the product or service;
 - ix. The number and scope conditions attached to the Request for Qualifications;
 - x. Or any other basis as allowed by law.
- b. The City will notify all unsuccessful Proposers of the results, and will return with such notice any surety held for bonding.
 - c. Performance standards shall be construed that Submitter shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the services subject to the City's final approval.

4. Funding-Out Clause

- a. In the event the City fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Qualifications, necessitating cancellation of the Agreement, the successful Submitter(s) shall agree to hold the City free from any charge or penalty.

5. Insurance Requirements

- a. Successful Submitter(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than two million dollars (\$2,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful Submitter upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by the City.

- b. Successful Submitter(s) shall, upon request, deliver to City evidence of worker's compensation as required by the State of Nevada.

6. General Requirements.

- a. Proposers are required to read and understand all information contained within this entire Qualifications package. By responding to this REQUEST FOR QUALIFICATIONS, the Submitter agrees to read and understand these documents. All Submitter communications concerning this acquisition shall be submitted via the online portal under the Questions Tab.
- b. To avoid any uncertainty within the REQUEST FOR QUALIFICATIONS process, all communication with the City must be in writing (e-mail, fax or written correspondence).
- c. Unless authorized in writing by the Project Lead or Purchasing Technician, no other City official or City employee is empowered to speak for the City with respect to this acquisition. Any Submitter seeking to obtain information, clarification, or interpretations from any other City official or City employee other than Eric Sparks or Marcie Wood is advised that such action is done at the Submitter's own risk. The City will not be bound by any such information, clarification, or interpretation. Further, any attempt by a Submitter to obtain information regarding this acquisition from anyone other than the Project Lead or Purchasing Technician may be grounds for rejection of the Submitter's submission.
- d. Proposers shall respond to all inquiries by the City for insurance documents and/or corrections to those documents to meet the needs of the City, in a prompt manner. Proposers shall be allowed five (5) business days to provide documents and/or corrections following such request by the City or the City will retain the right to reject the submission and proceed to the next finalist.

7. Minimum Qualifications

- a. Proposers interested in this REQUEST FOR QUALIFICATIONS must meet the following minimum qualifications listed in the previous pages of

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**
the Request for Qualifications.

- b. The candidate firm must be a licensed consultant and in good standing, and be licensed or become licensed in the State of Nevada.

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C. EXCEPTIONS

[illegible]

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

D. DISCLOSURE OF PRINCIPALS

Please print or type:

_____ Company Name	_____ Telephone Number with area code
_____ Street Address	_____ Facsimile Number with area code
_____ City, State and Zip Code	_____ Federal Tax Identification Number

NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

_____ Name	_____ Official Capacity
---------------	----------------------------

_____ Street Address	_____ City, State and Zip Code
-------------------------	-----------------------------------

_____ Name	_____ Official Capacity
---------------	----------------------------

_____ Street Address	_____ City, State and Zip Code
-------------------------	-----------------------------------

_____ Name	_____ Official Capacity
---------------	----------------------------

_____ Street Address	_____ City, State and Zip Code
-------------------------	-----------------------------------

_____ Name	_____ Official Capacity
---------------	----------------------------

_____ Street Address	_____ City, State and Zip Code
-------------------------	-----------------------------------

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

E. Certification

I/we hereby certify that the Instructions and Term and Conditions have been read and agree to:
(Print)

(Address)

(Phone)

(Fax)

Representative _____
(Print)

(Signature)

Vendor acknowledges 19 pages of this bid. Date _____

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**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

F. Scope of Work

1. Goals and Objectives:

- a. The City of Reno is seeking a consultant to conduct an independent audit of uncontrolled internal health and safety risks and liabilities for city operations.
- b. The City's Objectives are to:
 - i. Quantify potential liabilities associated with uncontrolled/unmitigated workplace safety and health hazards.
 - ii. Determine potential regulatory non-compliance based on applicable health and safety standards.
 - iii. Ascertain potential employee training program deficiencies.
 - iv. Identify corrective actions to address deficiencies, and promote opportunities for improvement based on best management practices.
- c. All work will be done with regular involvement of the Director of Human Resources, Risk Management Division, Department heads, and other key personnel as necessary.
- d. All work shall be made in accordance with generally accepted health and safety regulations, to include 29 CFR 1910, 29 CFR 1926, NRS 618, and applicable National Electrical Code (NEC), National Fire Protection Association (NFPA), and American National Standards Institute (ANSI) standards.

2. Scope of Services:

- a. Conduct a comprehensive evaluation to identify hazards/risks of all City of Reno departments and accessible operations in accordance with generally accepted health and safety regulations, to include 29 CFR 1910, 29 CFR 1926, NRS 618, and applicable National Electrical Code (NEC), National Fire Protection Association (NFPA), and American National Standards Institute (ANSI) standards.
- b. Identify general non-conformance with industry standards and regulations.
- c. Review, analyze and recommend changes to existing infrastructure, including Health and Safety Management System and related programs; and training related to equipment, tool and vehicle operations, and other prescribed training under the above mentioned standards and regulations.
- d. Review, analyze and recommend changes to policies, procedures, and related documentation applicable to occupational safety and health.
- e. Quantify potential financial liabilities associated with the risk hazards.
- f. The audit firm is to issue a report of all findings, including: classification of risk hazards based on the City of Reno's risk matrix or another quantifiable method of assessment consistent with industry standards, general non-compliance with regulatory requirements, and

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

quantification of potential financial liabilities consistent with the 2022 Annual Adjustments to OSHA Civil Penalties.

- i. The City will require all findings be individually documented, referenced with applicable standards, classified with the appropriate risk rating, with potential penalties quantified.
- ii. A draft comprehensive and defensible audit report shall be made available for staff review prior to the issuance of a final report. The draft and final report must at a minimum include:
 - 1. A summary of the number of findings, categorized by risk rating.
 - 2. The range of potential regulatory penalties/liabilities.
 - 3. Recommendations for improvement.
 - 4. The complete audit report including individual findings.

3. Information Meetings:

- a. Consultant to schedule an initial meeting with the Director of Human Resources, Risk Manager, the Management Analyst for Safety, and the Management Analyst for Workers Compensation, to discuss the process and tasks to be performed in the audit.
- b. Consultant to meet with department heads, managers and supervisors to explain the audit and process to be used.
- c. Consultant to provide monthly status updates to the Director of Human Resources, Risk Manager, and the Management Analyst for Safety, at a minimum.
- d. The audit firm will be responsible for providing a technical briefing to City leadership upon completion, to include possible presentations to City Council.

4. City Resources:

- a. The City will provide copies of all existing policies, procedures, training records, and related materials, and any other available in-house information requested by the selected consultant that may be required to complete the study. The City will provide copies of all existing policies, procedures, training records, and related materials, and any other available in-house information requested by the selected consultant that may be required to complete the study. This excludes any materials deemed confidential by the City Attorney's Office.
- b. The City will make staff available to answer questions necessary to inform the study.

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**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

G. BASIS OF SELECTION

1. Evaluation of Qualifications

The evaluation committee will be comprised of representatives from the City.

- a. The evaluation of Qualifications and the determination as to the quality of services offered shall be the responsibility of the City and will be based on information furnished by the Proposers in their responding proposal, as well as other information reasonably available.
- b. Proposers are requested and advised to be as complete as possible in their responses. The City reserves the right to:
 - i. Contact any Submitter to clarify any response;
 - ii. Contact any of a Submitter's references;
 - iii. Solicit information from any available source concerning any aspect of the proposal; and
 - iv. Seek and review any other information deemed pertinent to the evaluation process.
- c. Upon contract award, results of the evaluations will be available to all Proposers.

2. Evaluation Criteria

- a. Proposals will be consistently evaluated and scored on the criteria identified below. The evaluation criteria may not be listed in order of priority. The objective of this RFQ is to ensure the selection of services is adequate in all respects. Proposals will be evaluated on a weighted average of all evaluation criteria.
- b. Submitter's Company/Organization
 - i. Proposers will be evaluated on organizational stability, dependability, geographical location, length of time in business, corporation and professional demeanor.
- c. Submitter's Staff Competency
 - i. Staff resumes submitted that demonstrate knowledge, skills and abilities that reflect the capability to fulfill requirements of this project will be utilized. Education and experience of each staff member appropriate to this project should be detailed.

Request for Qualifications for Consultant for Independent Audit of Uncontrolled Health & Safety Risks

- d. Submitter's Past Performance of Comparable Work
 - i. Past performance of comparable work completed for public entities or private business;
 - ii. Length of time and experience the Submitter and proposed staff have performed such work; and
 - iii. Quality of performance on previous projects.
 - iv. Submitter's prior experience with the design, development and/or implementation of communications interoperability projects is highly desirable.
- e. Submitter's Project Plan
 - i. Proposers will be evaluated on the completeness of the proposed project plan based upon a proven methodology. This must include, but not be limited to, Gantt charts that show all project activities, milestones, identification of task conflicts and/or interdependencies and overall time frame from start to finish for both contractor and City activities that result in acceptable project deliverables.
- f. References
 - i. The quality and similarity of the references in addition to the information provided from references will be considered in the evaluation.
- g. Submitter's Fees
 - i. The submitter's fee will be evaluated to determine its compliance with the instructions to Proposers set forth in this RFQ. If any variance in prices between the summary schedule and the other schedules is found, the detailed broker's fee submitted shall prevail. The City will request correction of that Submitter's summary schedule to address any discrepancies.

3. Submitter Presentations

- a. The City may require Proposers to make a presentation of their proposal to the evaluation team or other City staff, as applicable. The City, at its option, may limit participation in Submitter presentations up to the three (3) highest ranking Proposers.

**Request for Qualifications for Consultant for Independent Audit of
Uncontrolled Health & Safety Risks**

H. Selection Process

A Notification of Intent to Select shall be sent to all Proposers when the selection process is complete.

The City may in its sole discretion choose more than one qualified consultant to provide audit services on an as needed basis.

The City reserves the right to rotate the use of selected consultant to provide audit services.

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