



# **REQUEST FOR PROPOSAL**

**Reference ID: FOT- SF-Décor-Audio-Visual-  
Production**

**NORTHERN LIGHTS  
HEALTH FOUNDATION**

**- For -**

**2018 and 2019 Festival of Trees  
2019 and 2020 Spring Fling**

Release Date: April 16, 2018

Return Date: May 11, 2018

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## 1.0 Invitation

You are invited to submit a proposal for the décor, audio and visual production of both of the Northern Lights Health Foundation's signature events in the Wood Buffalo region – the 2018/2019 Northern Lights Health Foundation's (NLHF) Festival of Trees, presented by Syncrude and the 2019/2020 Northern Lights Health Foundation's Spring Fling, presented by Syncrude. The NLHF is seeking an experienced, professional organization to represent the NLHF in the highest regard.

### Submission Details

**Date RFP issued:** April 16, 2018

**Date RFP closing:** May 11, 2018

**Closing time:** 16:15:00 hours Mountain Standard Time (MST)

**Submission process:** Request for Proposal submissions shall be sealed and enclosed in envelopes or containers marked with the Request for Proposal ID. They can also be submitted via email, or fax to the below.

**Jessica Lipton**

Events Manager

Northern Lights Health Foundation

Email: [Jessica.Lipton@ahs.ca](mailto:Jessica.Lipton@ahs.ca)

Mailing Address: 7 Hospital Street Fort McMurray AB T9H 1P2

*\*Indicate Request for Proposal reference ID on all correspondence.*

### 1.1 Proposal Format and Requirements:

Please address the following topics in a proposal.

- Services provided by your company relative to the scope of work outlined in this document.
- Details of previous experience working with similar projects (size, type of organization, size of community, approximate budget responsibilities, strategy for keeping clients informed and involved in decision making, etc.)
- Relevant work samples to support your proposal.
- The Bidder shall include references from all clients they have provided similar services to in the past two years. NLHF will be contacting a minimum of two references of our choice.

To learn more about the NLHF, please visit our website, [nlhf.ca](http://nlhf.ca).

## 1.2 Contract Award

The contract award will be announced to all bidding companies following completion of contract negotiations and execution with the successful Vendor.

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## 2.0 Additional Instructions to Bidders

### 2.1 Inquiries

Refer all general inquiries to:

*Jessica Lipton, Events Manager, Northern Lights Health Foundation*

*Phone: (780) 791-6207/ (780) 370-5754*

*Email: [Jessica.Lipton@ahs.ca](mailto:Jessica.Lipton@ahs.ca)*

### 2.2 Definition of Terms

Whenever used in these documents or on the proposal form, the following words shall be deemed to have meaning as indicated below:

**Owner** – means Northern Lights Health Foundation or any of the organizations listed in the Tenders Specific Terms and Conditions. The Owner may also act on behalf of other said organizations as a group. Additional members are not to be added to this contract without written authorization from the Owner issuing the Tender.

**NLHF** – means Northern Lights Health Foundation

**Bidder** – means the company quoting services requested on the proposal and who, by submitting the proposal(s) offers to enter into a contract with NLHF to supply any or all services upon which proposals are given.

**Vendor** – means the Bidder to whom a contract has been awarded.

**RFP** – means Request for Proposal

### 2.3 Documentation

Bidders shall carefully read the Request for Proposal documentation and submit proposals subject to all conditions contained in the proposal documents. Bidders shall make all investigations necessary for estimating as to the conditions under which the work must be carried out and its nature and location. The submission of a proposal by a Bidder shall be construed by NLHF to mean that the Bidder agrees to abide by and carry out all the conditions set forth in the proposal documents.

Proposals must be submitted on the original completed proposal documents or in the electronic format that would be forwarded to you upon request. Supporting documentation will be permitted. An electronic copy of this RFP is available upon request.

### 2.4 Award

A proposal award decision may be made after NLHF has had an opportunity to examine and evaluate proposals in detail. The lowest RFP – Reference ID: FOT- SF-Décor/AV/Production may not necessarily be awarded the contract. NLHF reserves the right to reject any or all proposals. The NLHF decision served as the final decision.

## **2.5 Closing Time**

Proposals must be received by NLHF, at the predetermined time and date set forth, or they will not be accepted for this particular Request for Proposal. Proposals received after Closing Time will be returned to the sender unopened.

## **2.6 Certification**

Bidders shall date and sign in the section provided.

## **2.7 Financial**

NLHF reserves the right to investigate Bidders financial position.

## **2.8 Proposal Details**

Bidders are to quote price based on providing Décor, Audio, Visual and Production for the 2018/2019 Festival of Trees and 2019/ 2020 Spring Fling.

## **3.0 Background Information:**

Established in 1985, the Northern Lights Health Foundation serves to engage people, inspire philanthropy and secure funds to improve health and promote wellness in the Wood Buffalo region.

### **3.1 Our Values**

***Passion:** We are excited to connect the community to our mission; we are committed to investing in the best health care; we are dedicated to the wellness of our region.*

***Integrity:** We honour our word; we are transparent and accountable; we appreciate your gift and will handle it with the utmost care.*

***Innovation:** We strive for improvement; we are visionary in our thinking; we are leaders in collaboration; we believe anything is possible.*

***Respect:** We demonstrate respect for our region's stakeholders, their diversity, unique needs and contributions*

### **3.2 Mission Statement**

*Engaging people, inspiring philanthropy and securing funds for a healthy Wood Buffalo region.*

### **3.3 Vision**

*Strong, healthy communities. Together.*

### **4.0 Overview of Events**

The *Festival of Trees* is the region's kick-off to the holiday season! The three-day event has something for everyone and attracts both small and large business sponsors, individuals, and families – over 8,000 guests attend each year! The Festival of Trees is held at MacDonald Island Park in two field houses, the event features some of the most unique and remarkably decorated Christmas trees in the province. There are various events and activities, which take place over the weekend including; Ladies Holiday Luncheon, Ugly Christmas Sweater Party, Santa's Workshop, Festival of Trees Gala, Christmas Family Fun with Santa, Daddy Daughter Sugar Plum Fairy Ball, weekend-long silent auction, and live entertainment/tree viewing hours.

The weekend's activities provide our community with wonderful opportunities to get into the holiday spirit and support local health care.

The *Spring Fling* is the Health Foundation's oldest special event (31 years running). The themed gala event at Shell Place sees Health Foundation supporters enjoy a sit-down dinner, live music/entertainment, silent and live auctions, DJ, dance and more! Over 500 guests attend the event each March.

### **5.0 Professional Capabilities**

We are seeking an experienced events organization who takes the following into consideration;

- Displays the aptitude for representing the NLHF in a professional, respectful and collaborative manner.
- Demonstrates strong budget controls, and is consistently conscious of budget.
- Identifies and anticipates the needs of each target audience.
- Effectively facilitates, advises and collaborates with the NLHF Events Manager, Festival of Trees Planning Committee, and other identified groups.
- High attention to detail during planning, and execution.
- Adheres to Health and Safety standards including event venue's protocols.

- Has a team of professionals to support the project scope.

### **5.1 Value Added Services**

Bidders may propose any value-added services they wish to offer drawn from your company's innovative and creative ideas. Bidders are encouraged to indicate, in their proposal, any sponsorship that can be provided.

### **5.2 Confidentiality and Ownership of the Work**

All proposals received will be treated as confidential. Work produced under any contract pursuant to this request for proposal shall become the property of NLHF and shall not be used by others without the permission of NLHF.

### **5.3 Safety**

- Ensure that all work undertaken conforms to applicable municipal, provincial and federal health and safety legal requirements and all necessary permits are in place
- Ensure all employees assigned to work are skilled and competent personnel to carry out their duties and responsibilities
- Ensure all employees' training certificates are up to date and valid in Alberta
- Ensure all equipment brought by contractor is in safe working order and all safety features are in good condition
- Ensure all employees assigned are provided with necessary and suitable personal protective equipment (PPE) and other safety equipment as needed to safely perform their job
- Ensure relevant safety signs, physical barricades are used at MIPC to provide warnings and prevent unauthorized entries
- Ensure employees are aware of venue's Emergency Evacuation Procedures
- The vendor shall maintain a neat and orderly work environment
- Rigging and electrical plans must be submitted a minimum week in advance
- Electrical Requirements:
  - Vendor will identify electrical requirements including details of power requirements voltage.
  - Any electrical equipment used on site must show certification marks (ie. CSA, ULO etc.) Suitable for use in the Province of Alberta.

### **5.4 Worker's Compensation**

Vendors shall ensure their employees are fully covered under Worker's Compensation Board provisions and all liability insurance. The vendor shall obtain and submit to the owner the Certificate of an account with Workers' Compensation Board, prior to commencement of activities at the place of work.

### **5.5 Set up and Take Down**

Vendor is required to set up at the event location (Suncor Community Leisure Centre/ Shell Place) within the time and date identified by the NLHF. Vendor will have all supplies removed from the event location at the time and date identified by the NLHF.

### **5.6 Delays (Force-Majeure)**

If the vendor is delayed in the completion of services by labour disputes, legal strikes, lockouts, fire, or unavoidable casualties or, without limiting any of the foregoing, by any cause of any kind whatsoever beyond the Vendor's control, then at NLHF discretion the procurement contract time cannot be extended as service is required for this event. The contract will be null and void.

## 5.7 Changes

- The Vendor, in bidding, recognizes and accepts that NLHF may be forced by internal and external issues/groups to reduce or cancel any contract, or part of, before or after the award. These issues/groups can include but are not limited to: Government Regulation, Alberta Health Directives, or changes in the services offered or delivered by NLHF.

**5.8 The NLHF must be provided with Proof of Insurance, WCB Certificate, Rigging Permit and other relevant Licenses required for the scope of work before the contract will be awarded.**

## 6.0 Scope of Work

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### 6.1 Festival of Trees Event Activities

*The successful candidate or organization will be responsible for the Décor, Audio and Visual Production associated with the Festival of Trees. Festival events will be held from Friday – Sunday in the Nexen Field House and Nexen Activity Field House at the Suncor Community Leisure Centre. In addition to the requirements specific to FOT sub-events, background music will be required throughout the duration of the Festival. Support for musical groups and performers will be required Saturday and Sunday afternoon, ie: microphones, risers for choirs, change over set-up assistance, etc. Please note, the 35 decorated Christmas trees are displayed on risers for the duration of Festival. All events below, with the exception of Santa's Workshop, take place in the Nexen Field House. A designated vendor contact shall be on site at all times during set-up, event operational hours and tear-down.*

- **Santa's Workshop** – The Nexen Activity Field House houses Santa's Workshop. This area includes both a Family and Children's Gift Shop, Teddy Bear Hospital, arts and crafts stations and photos with Santa area.
- **Ladies Holiday Luncheon** – Ladies in the community get a sneak peak at the Christmas trees, along with an opportunity to enjoy a fashion show, wine tasting, buffet lunch, participate in raffles, mingle and network. There will be an estimated 350 guests at this event.
- **Ugly Christmas Sweater Party**- Guests enjoy live bands, silent/live auction, raffles and more. Approximately 1000 guests attend this event.
- **Gala** – The elegant Festival Gala is signature to the Christmas season in Fort McMurray. The Gala features a live auction portion of the evening, during which the displayed 35

displayed trees are auctioned, there's also exciting raffles, delicious hors d'oeuvres and cocktails for guests to enjoy. There will be an estimated 900 guests at this event.

- **Christmas Family Fun with Santa** – The main stage line-up features a sing-along with choir, story time with Santa, and sneak peak of Keyano Theatre's latest production. Guest count is typically 500-700.
- **Daddy Daughter Sugar Plum Fairy Ball** – Over 500 dads and daughters enjoy dancing, photo area, silent and live auctions, hors d'oeuvres, cupcake decorating and more at the Ball.
- **Local Entertainment and Tree Viewing** – There are several hours during Festival weekend, between sub-events, that the trees are available for viewing. In addition to the tree and silent auction viewing, guests can also purchase raffle tickets, café snacks, grab a seat and watch performances from local groups on-stage, such as; dance groups, choirs, solos, etc.

### **6.2 Santa's Workshop**

The following deliverables are required for successfully executing the Santa's Workshop.

- Provide background music
- Provide décor for entrance, kid Christmas décor throughout the room, coloured draping for field house perimeter, gift shops and Teddy Bear Hospital (hardware provided), 2 gift shops, 8-10 craft/activity station tablecloths comprised of 4 8 ft tables each, photos with Santa area/backdrop and hallway connecting to event field house.

### **6.3 Ladies Holiday Luncheon**

The below deliverables are required for successfully executing the Luncheon.

- Provide and manage audio visual production and all associated logistics
- Large screens and projectors for live video feed and slide-show presentations (to remain for the duration of Festival)
- Podium and wireless microphones for wandering emcees/auctioneer (to remain for the duration of Festival)
- Provide décor (theme colours to be provided): glamorous field house entrance, table centerpieces, table linens, chair covers and runners (for up to 36 tables of ten)
- Play music during fashion show (playlist to be provided)
- Provide DJ and backline for feature performer

### **6.4 Ugly Christmas Sweater Party**

The below deliverables are required for successfully executing the Sweater Party.

- Provide and manage audio visual production and all associated logistics
- Provide décor: two field house entrances (front of Nexen Activity Field House used



- during this event), 12 cruiser table linens, ottoman or equivalent seating for 50
- Provide DJ and backline for feature performers

### **6.5 Festival of Trees Gala**

The below deliverables are required for successfully executing the Gala.

- Provide and manage audio visual production and all associated logistics
- Provide décor: field house entrance, 12 cruiser table linens, ottoman or equivalent seating for 200+
- Provide DJ and backline for feature performers

### **6.6 Christmas Family Fun with Santa**

The below deliverables are required for successfully executing Family Fun with Santa.

- Provide and manage audio visual production and all associated logistics
- Provide décor: seating for 25 with ottoman or equivalent seating, additional seating to be provided by venue
- Provide DJ and sound requirements for feature performers

### **6.7 Daddy Daughter Sugar Plum Fairy Ball**

The following deliverables are required for successfully executing the Ball.

- Provide and manage audio visual production and all associated logistics
- Provide décor: table linens, chair covers and centerpieces for 15 tables of ten, 12 cruiser table linens, 8 ft table linens (approx. 12), balloon/creative room decor
- Provide DJ and sound requirements for feature performers

### **6.8 Local Entertainment and Tree Viewing**

The event field house (Nexen Field House) is open Saturday and Sunday afternoon for local community group performances; dance groups, choirs, solos, etc. The following deliverables are required for successfully executing the afternoons.

- Provide DJ and sound requirements for feature performers
- Support entertainment groups; microphones, risers for choirs, change over set-up assistance, etc.

### **6.9 Spring Fling Event Activities**

- All associated décor for the event (theme to be provided); entrance, welcome receptions (two foyers in hallways outside of Shell Place Ballroom), silent auction and raffle areas, table and chair dressings (for up to 600 guests), table centerpieces, bar and stage backdrop/area, perimeter draping, etc.
- Provide and manage audio visual production and all associated logistics
- Large screens and projectors for live video feed and slide-show presentations
- Podium and wireless microphones for wandering emcees/auctioneer
- Provide DJ and backline for feature performers
- Provide and manage audio visual production and all associated logistics
- Provide DJ and backline for feature performers

## **7.0 Support from NLHF**

- Jessica Lipton, Events Manager, will provide a detailed production schedule, as well as individual event programs outlining production requirements to the vendor.

## **7.1 Additional Activities**

*The NLHF and the Festival of Trees Volunteer Committee will be responsible for planning and executing the following activities;*

**Silent Auction** – Silent auction items will be purchased, received, assembled, displayed in vignettes and checked out by Volunteers and NLHF Events Manager.

**Live Auction** - Christmas Tree Registration and communication with sponsors. Tree wrap and delivery.

**Sponsorship** – The NLHF is solely responsible for securing sponsorship opportunities.

**Speaking Notes/News Releases**– The NLHF will be responsible for advertising, news releases, and facilitate Alberta Health Services approvals. The NLHF will provide all necessary scripts and speaking notes for AV production.

**8.0 Festival of Trees Dates** – November 16, 17, 18, 2018 and November 15, 16, 17, 2019

**Spring Fling Dates** – March 16, 2019 and March 21, 2020

## **9.0 Proposed Timelines**

### **Festival 2018**

Monthly meetings Aug.-Nov. with the Festival of Trees Planning Committee and NLHF Events Mgr. – dates to be determined

Two meetings in Nov. to review final event details – dates to be determined

### **Spring Fling 2019**

Monthly meetings Jan.-Mar. with NLHF Events Mgr. – dates to be determined

### **Festival 2019**

Monthly meetings Aug.-Nov. with the Festival of Trees Planning Committee and NLHF Events Mgr. – dates to be determined

Two meetings in Nov. to review final event details – dates to be determined

### **Spring Fling 2020**

Monthly meetings Jan.-Mar. with NLHF Events Mgr. – dates to be determined

*The Northern Lights Health Foundation*

*Standard  
Terms and Conditions*

Appendix "A" Standard Terms and Conditions

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**DEFINITIONS, TERMS AND CONDITIONS**

**GENERAL**

**APPENDIX "A"**

VENDOR NOTATION: THE DEFINITION, TERMS AND CONDITIONS GENERAL set out herein and on the reverse hereof and on any attached sheets represent an integral part of any REQUEST FOR QUOTATION, INVITATION TO TENDER, REQUEST FOR PROPOSAL OR CONTRACT document of NORTHERN LIGHTS HEALTH FOUNDATION [NLHF]

**1.0 DEFINITIONS**

The following definitions shall apply to all Tender and Contract Documents.

**1.1 OWNER**

The Owner is Northern Lights Health Foundation (NLHF), identified as such in the Tender and Contract Documents and is referred to throughout the Documents as if singular in number and masculine in gender. The term Owner means the Owner or his authorized agent or representative as designated to the Contractor in writing.

**1.2 CONTRACTOR**

The Contractor is the person, firm or corporation identified as such in the Tender and Contract Documents and is referred to throughout the Documents as if singular in number and masculine in gender. The term Contractor means the Contractor or his authorized representative as designated to the Owner in writing or key action.

**1.3 DOCUMENTS**

Documents are identified as:

- (1) Request for Quotation, Invitation to Tender or Request for Proposal documents. These may be referred to as Tender Documents.
- (2) Contract Documents shall be referred to as Contract Documents. These may take the form of the Owners Purchase Order or Contract.

**1.4 MATERIALS/SERVICES**

Materials mean items that are intended for supply and are tendered on/bid by the Contractor. Services means the provisions of labor/action, professional or other intended for supply and/or tendered on/bid by the Contractor.

**2.0 TERMS AND CONDITIONS**

## **2.1 ASSIGNMENT**

The Vendor shall not assign the contract without the written consent of Owner.

## **2.2 ACCEPTANCE, LETTER OF**

The Contractor will upon request complete an offer of Acceptance as set forth by the Owners, agreeing to acceptance of the contract and all terms and conditions therein.

## **2.3 ACCEPTANCE OF TENDER OR REQUEST FOR PROPOSAL**

The Owner(s) reserves the right to reject all offers in part or whole, and unless otherwise specified by the Bidder, to accept any item on the offers. If the Bidder fails to state the time within which a Tender or RFP must be accepted, it is understood and agreed that the Owner (s) shall have five (5) days to accept. Acceptance of the Vendors offer shall be deemed confirmed when notification from the Owner (s) has been sent to the Vendor(s).

## **2.4 ACCEPTANCE OF DOCUMENT**

Bidders shall carefully read the Request for Proposal documentation and submit proposals subject to all conditions contained in the proposal documents. The submission of a proposal by a Bidder shall be construed by Owner to mean that the Bidder agrees to abide by and carry out all the conditions set forth in the proposal documents.

## **2.5 AGREEMENT FOR SERVICES**

Where the Contract is for the performance of a service and the Contractor is engaged as an independent Contractor for the sole purpose of providing a service, neither the Contractor nor any of its personnel can be engaged as an employee or an agent of Owners. The Contractor further agrees to be solely responsible for any and all payments and/or deductions required to be made respecting Unemployment Insurance, Workmen's Reference ID: FOT- SF-Décor-Audio-Visual-Production Compensation, Income Tax, or such payment deductions falling within this particular category.

## **2.6 DISCREPANCIES**

Should the Bidder find, during examination of the proposal documents, any discrepancies, omissions ambiguities, or conflicts on or between the proposal documents or be in doubt as to their meaning, the bidder shall bring the questions to the attention of the Owner via email only, not less than three (3) business days before the proposal closing time. The question will be reviewed, and where information sought is not clearly indicated, Purchaser will issue addenda, which will become part of the proposal documents. Should the Bidder fail to bring the discrepancy, omission, ambiguity, or conflict to the attention of the Purchaser as to the resolution of such discrepancy, omission, ambiguity or conflict and it will be deemed that the Bidder has included the most costly alternative in its proposal.

## **2.7 ADDENDA**

Owner reserves the right to amend or revise the proposal documents by addenda up to the proposal closing time. Verbal instructions given in person or by telephone are null and void and shall not be accepted by the Bidder. Receipts of all addenda by Bidders shall be acknowledged.

It is the Bidder's responsibility to ascertain and verify, prior to the proposal closing time that it has received and all addenda issued in relation to a proposal package.

## **2.8 FINANCIAL**

Owner reserves the right to investigate Bidders financial position.

## **2.9 BACK ORDERS**

When the Owner(s) have met the Contractors minimum order requirements, the Contractor(s) shall be responsible for supplying back orders within the time specified by the Owner without service and/or delivery charges.

## **2.10 ERROR IN PROPOSAL**

No proposal shall be altered, amended, or withdrawn after the time specified for opening proposals. Negligence on the part of the Bidder in preparing the proposal documents confers no right for the withdrawal of the proposal after it has been opened.

## **2.11 CANCELLATION**

The Owner reserves the right to cancel the Contract without further notice when the Contractor fails to perform in accordance with the Contract. The Owner reserves the right to cancel material shipments that fail to perform in accordance with the Contract. The Owner reserves the right to cancel service work, including work in progress, without further notice which fails to perform within the Contract.

## **2.12 CONDUCT OF WORK**

The Contractor shall perform all work promptly and efficiently in accordance with standards of quality as acceptable to the Owners.

## **2.13 DISCLOSURE**

Tender documents received in confidence will be treated as such.

## **2.14 INDEMNITY AGAINST CLAIMS**

Except as otherwise provided in the Contract, the Contractor shall indemnify and name harmless

Northern Lights Health Foundation and all employees from and against all claims, damages, loss costs and expenses relating to any injury or death of a person, or loss of or damage to property, caused or alleged to be caused as a result of performing the Contract.

The Contractor performing any service work at the Suncor Community Leisure Centre must maintain and provide proof of liability insurance in the amount of not less than \$1,000,000.00 and a copy of the coverage document must be provided to NLHF for RFP ID: 2013-FOT- Production consultation with our legal and insurance agents, unless this has specifically been waived in writing.

## **2.15 PERIOD OF OFFER**

It is understood that this Tender will remain open for acceptance for a period of not less than 15 days from the closing date of the Tender Documents unless otherwise requested herein.

## **2.16 PRECEDENCE OF DOCUMENTS**

The Documents of Northern Lights Regional Health Foundation and terms and conditions contained therein and attached thereto take precedence over any and all other documents. This is acknowledged by the Bidder's response to the Owners Documents or by action to perform.

## **2.17 REJECTION**

Any Tender may be rejected in whole or in part. The lowest or any Tender will not necessarily be accepted.

## **2.18 SERVICE WORK**

It is understood that all service work undertaken at the request of the Owners will be in accordance with all local, county, municipal or provincial labor and trades' standards.

## **2.19 TIME OF ESSENCE**

Time shall be deemed to be of the essence of the Contract provided that the time for completing any of the work which has been or is likely to be delayed by reason of force majeure or other cause beyond the reasonable control of the Contractor shall be extended by a period equal in length of the delay so caused, provided that prompt notice in writing of the occurrence causing or likely to cause such delay is given to the Owners.

## **2.20 F.O.I.P.P. Act**

All documents and information, including books, maps, drawings, photographs, letters and information that is written, photographed, recorded or stored in any manner, submitted to the Owner in response to this Request for Pricing are records in the custody and control of Owner and, as such, may be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta) and other legislation, whether currently in force or enacted in the future. The Freedom of Information and Protection of Privacy Act is now in effect for the Owner, it has given any person a right of access to the records in the custody or control of Owner, subject to limited and specific exceptions.

Responders to this Request for Pricing should identify all information that they consider confidential and the bases for confidentiality, including those parts of their submission that relate to:

- Trades secrets,
- Commercial, financial, labour relations,
- Scientific or technical information,  
(And if appropriate)
- Personal information regarding persons who would provide services related to this Request for Pricing including their names, qualifications, experience, and employment history.