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Proposal for Early Intervention Service Provider

from

Encore Therapy Services, Inc.

April 21, 2014

The following is a proposal for providing Early Intervention Services, as requested. The contract period is July 1, 2014-December 30 2014. These services are for supports designed to help families with children who have or are at risk for future developmental delays.

As a provider of such services in Luzerne/Wyoming counties for the past 16 years, Encore Therapy Services, Inc. has proven its competence in meeting the needs of these families while working within the framework and criteria set by the State and Federal programs.

Program outcomes for this proposal are to serve the needs of the child with developmental delays and their families thru education and intervention strategies developed in conjunction with the families and case management. These outcomes are routines based and occur in the natural environment (both home and community based) and are delivered by the caregivers and interventionist. They reflect the individuality of the family and child, and are updated and adapted as needed throughout program delivery.

We are a company in tune with the many community resources, and refer and work with these whenever and wherever possible. Through my personal experience of being the provider chair on the local LICC for two terms, I have had the opportunity to work directly with the many and extensive services available to our families and children throughout Luzerne /Wyoming counties. My staff and I have delivered educational in-services to a variety of audiences, speaking of the Early Intervention Services available, and the typical development of children from Birth thru Three years of age.

We are a local, female owned S-corp which has been serving children and their families thru home and school based therapies for 15 years.

Encore is owned and run by an occupational therapist, Janine Hizny-Dymond, who has worked with families since 1992.

The supports included in this proposal are for physical therapy, occupational therapy, speech therapy, and special instruction. The professionals of Encore practice a collaborative approach, under the auspices of IDEA and County and Federal guidelines. These include but are not limited to criteria for record keeping and storage, HICSIS practices, appropriate networking with outside agencies (CNY, Head Start, MAWA agencies, ECT).

All files are kept for four(4) years for state and seven(7) years for federal guidelines and are accessible to any individual/agency/auditing body representing such agencies. These include but are not limited to DPW, Luzerne/Wyoming Counties, Inspector General, and auditor of grants the county is co recipient of.

All HIPPA guidelines are practiced by staff and clearly explained to families, confidentiality statements are signed by all staff, and Encore Policies and Procedures are developed to support such.

Using the tools and adhering to the requirements of the "PELICAN Early Learning Network," our staff contributes to online and interactive data collection and tracking resources such as the ECO scale. This is set up to document progress and provide information necessary in the ongoing decision process of determining the effectiveness of intervention strategies in place and the refinement of Early Intervention Program supports and services. Quarterly Progress Monitoring is done and an update is given on each child reflecting effectiveness or need for change of present plan. This information and any reports or paperwork requested or needed is entered in an accurate and timely fashion.

Our staff's collaborative approach works with parents to answer their questions, provide individualized supports and services to enhance their capacity to meet their child's needs, and supports them and their communities in becoming aware of the aptitudes and abilities of all children.

All services are provided by state licensed professionals with current Child abuse clearances, Criminal Record Clearances, and FBI clearances. All certification and educational protocol for each profession is met or exceeded. Staff also possess special skill areas related to pediatrics and Home/Family Intervention, with as much as 22 years in their present fields. They meet or exceed the minimum hourly training requirement(MHMR) of 24 hours in areas specified under program guidelines yearly. They are trained and competent in record keeping of all needed data as is reflected in our yearly Compliance Monitoring Report, without citation, done by the county.

All employment and recruitment practices by Encore are in accordance with all state and federal rules governing such, including but not limited to HIPPA, Equal Employment Opportunity Act, Affirmative Action.

The following rates (MA maximum allowable) per unit of service (15 min) are requested:

- 1. Occupational Therapy \$31.76**
- 2. Speech/ Language Pathology \$31.76**
- 3. Special Instruction \$27.99**
- 4. Physical Therapy \$31.76**

These totals reflect the MA maximum allowance, although cost analysis reveals a higher rate is expended. We are willing to accept MA maximum allowable rate in full.


We seek the budget amount of \$50,000 to be feasible to support these services for the contract year beginning July 1, 2014 to December 30, 2014. This is based upon previous yearly expenditures and growth trends. These are County generated funds, with additional funds coming from Waiver programs and MA.

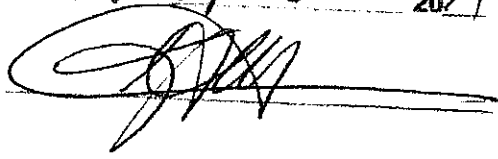
We use all funds in a manner set forth by program budget, used exclusively to acquire and support services provided to clients and insure policies set by all governing agencies are met or exceeded. We apply auditing standards set fourth by the DPW.

All employment and recruitment practices by Encore are in accordance with all state and federal rules governing such, including but not limited to HIPPA, Equal Employment Opportunity Act, Affirmative Action.

These services are based on need, and referred to our agency via County program. These services are understood to be fee for service, with no amount guaranteed.

We agree to indemnify and hold harmless the county, it's agents, officials against any and all claims arising out of the performance or nonperformance of this agreement.


Janine H. Dymond, OTR/L
Executive Director. 4/23/14
Date

Form and submitted before me this
23 day of April 2014


COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
KATHLEEN M. HEIN, NOTARY PUBLIC
BORO OF CLARKS SUMMIT, LACKAWANNA COUNTY
MY COMMISSION EXPIRES OCT. 21, 2017

Luz-Wyo Counties Mental Health & Develop. Services
 MONTHLY INCOME & EXPENDITURE REPORT

L-W MH/MR 17

AGENCY NAME & ADDRESS	FACILITY & NUMBER
Encore Therapy Services, Inc. 2209 Schooley Rd Reading Pa 18603	

(*) ATTACH WRITTEN EXPLANATION

FOR THE PERIOD OF: July 1, 2014 thru Dec 31, 2014

	CURRENT MONTH	6 mos YTD
100 - PERSONNEL		
110 - SALARIES & WAGES		
111 - SALARIES		
112 - WAGES		40946
TOTAL		
120 - EMPLOYEE BENEFITS		
121 - SOCIAL SECURITY		3133
122 - RETIREMENT CONTRIBUTIONS		2255
123 - INSURANCE & OTHER BENEFITS		5388
TOTAL		
130 - MISC. PERSONNEL EXPENSES		
131 - STAFF DEVELOPMENT		1,000
(*) 132 - PURCHASE PERSONNEL		
133 - OTHER PERSONNEL EXPENSES		
TOTAL		1000
300 - OPERATING EXPENSES		
310 - OCCUPANCY		
311 - RENT		
312 - UTILITIES		
313 - INSURANCE		
314 - HOUSEKEEPING		
TOTAL		
320 - COMMUNICATIONS		
321 - TELEPHONE		560
322 - POSTAGE		81
323 - ADVERTISING, PRINT, AUDIO VISUAL		
TOTAL		641
330 - ADMIN. OFFICE SUPPLIES		
331 - OFFICE SUPPLIES		450
340 - TREATMENT & SUPPORTIVE SUPPLIES		
341 - MEDICAL SUPPLIES		
342 - DRUGS		
343 - FOOD		
- CLOTHING		
TOTAL		
344 - REHABILITATION SUPPLIES-MINOR EQUIP.		
EDUCATIONAL SUPPLIES		1000
RECREATIONAL SUPPLIES		
TOTAL		
350 - TRANSPORTATION		
351 - STAFF TRAVEL		1250
352 - CLIENT TRANSPORTATION		0
TOTAL		1250

FOR THE PERIOD OF:

7/1/2014 thru 12/31/2014	CURRENT MONTH	YTD
360 - PURCHASED TREATMENT		
361 - PHYSICIANS & OTHER PRACTITIONERS		
363 - LABORATORY SERVICES		
TOTAL		
370 - MISC. OPERATING EXPENSES		
371 - LIBRARY, BOOKS, SUBSCRIPTIONS		
372 - DEBT SERVICE		
373 - OTHER (SPECIFY IF RETAINED EARNINGS)		
TOTAL		
400 - EQUIPMENT & OTHER FIXED ASSETS		
410 - PURCHASE OF ASSETS		
411 - BUILDINGS & LAND		
412 - OFFICE EQUIPMENT (ITEMIZE MH/MR 19)		
413 - MEDICAL EQUIP. (ITEMIZE MH/MR 19)		
414 - OTHER EQUIP. (ITEMIZE MH/MR 19)		
415 - MOTOR VEHICLES (ITEMIZE MH/MR 19)		
TOTAL		
420 - REPAIRS & IMPROVEMENTS		
421 - BUILDING REPAIRS		
422 - EQUIP. & FURNISHING REPAIR		
423 - MOTOR VEHICLE REPAIR & MAINT.		
TOTAL		
GROSS EXPENDITURES:		50,675
LESS AMOUNT NOT ELIGIBLE:		
TOTAL ELIGIBLE COST:		50,675
INCOME & REVENUES		
530 - MEDICAL ASSISTANCE		
540 - TITLE XX REIMBURSEMENT		
550 - FEDERAL STAFFING GRANTS (MHC'S)		
560 - OTHER FEDERAL FUNDS		
570 - PROGRAM SERVICE FEES		
580 - PRIVATE INSURANCE PAYMENTS		
591 - CHARITIES		
592 - INTEREST INCOME		
593 - OTHER INCOME (SPECIFY)		
TOTAL INCOME & REVENUES		
NET COST ELIGIBLE FOR MH/MR PARTICIPATION:		

SUMMARY OF ADMINISTRATIVE EXPENSES (INCLUDED ABOVE):

111A - SALARIES & WAGES	3,395
121A - SOCIAL SECURITY	260
122A - RETIREMENT CONTRIBUTIONS	
123A - INSURANCE & OTHER BENEFITS	165
311A - OFFICE RENT	
312A - OFFICE UTILITIES	
321A - OFFICE COMMUNICATIONS	240
331A - OFFICE SUPPLIES	450
412A - OFFICE EQUIPMENT	
373 - OTHER (MANAGEMENT FEE)	
TOTAL ADMINISTRATIVE	4527

Non Collusion Affidavit

State of Pennsylvania

County of Luzerne

Janine Dymond being first duly sworn, deposes and says that:

I She/He is the Owner
(Owner, partner, officer, representative or agent)
of the Bidder that had submitted the attached bid.

-) She/He is fully informed with respect to the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.
-) Such bid is genuine and is not part of any conspiracy, collusion or deception.
-) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element for the bid prices or the bid price of any bidder, or to secure through any collusion, conspiracy or any other unlawful agreement any advantage against the any person interested in the proposed contract; and
-) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
-) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.
-) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/proposal opening.
-) No attempt has been made or will be made to induce any firm or person to refrain from submitting a bid/proposal on this contract, or to submit a bid/proposal other than its bid/proposal, or to submit any intentionally high or noncompetitive bid/proposal or other form of complementary bid/proposal.
-) The bid/proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.
-) The above representations are material and important, and will be relied on by Luzerne County in awarding the contract(s) for which this bid/proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of bids/proposals for this contract.

(Signed) [Signature]
Janine H. Dymond
 (Name)
Executive Director
 (Title)

Subscribed and sworn to before me this 23 day of 04, 2014

[Signature]
 Name
Notary
 Title

My commission expires 10-21-2017

COMMONWEALTH OF PENNSYLVANIA
 NOTARIAL SEAL
 KATHLEEN M. HEIN, NOTARY PUBLIC
 BORO OF CLARKS SUMMIT, LACKAWANNA COUNTY
 MY COMMISSION EXPIRES OCT. 21, 2017

Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

Encore Therapy Services, Inc.

Submit for your consideration a proposal to supply


Mental Health, Intellectual Disability Service

The price for which (I/we) will supply each item specified on the following pages is shown immediately after the description of the particular article.

(I/we) agree, if awarded the contract for any items shown on the attached specifications, to enter into a written agreement and to furnish the said items at the price shown, and to furnish a performance bond (if applicable) within sixty (60) days.

Date: April 22 2014

Janine H. Dymond
Signature-typewritten



Signature-signed in ink

2209 Schooley Rd.
Street

Harding, PA 18643
City & State

570 262 5588
Company telephone number

Salesman's telephone number

570 388 2104
Company fax number

Bidder Signature Form

Bidder Encore Therapy Services, Inc.

Bid must be signed here 

Address 2209 Schooley Rd, Harding, Pa

Telephone number _____

Individual Partnership or Corporation

The bidder certifies that they come under the class checked below:

Please insert names:

A. Individual owner _____

B. Partnership partners _____

C. Corporation Encore Therapy Services, Inc.
Exact name of corporation

Pennsylvania
State incorporated

Note:

All county proposals under the jurisdiction of Luzerne County Manager and Luzerne County Correctional Facility are furnished in duplicate. One copy of the proposal is to be filled out and submitted with the bid and the remaining copy to be retained for the bidders records.

Bids should be as net prices and shall prevail in the awarding of contracts.

Failure of the bidders to sign the bid and have the signature of an authorized representative or agent on the proposal in the space provided, will be cause for rejection of the bid. Signatures must be written in ink. Typed, printed or stamped signatures will not be accepted.

It is understood by both the county and bidders that all trade names, catalogue numbers or bids "as per sample" offered on this bid shall meet the specifications, unless the bidder states that such trade names, catalogue numbers or samples are not equal to the specified item.

Return to Purchasing Department

1
file

12/10/14

Proposal for Early Intervention Service Provider
from
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April 21, 2014

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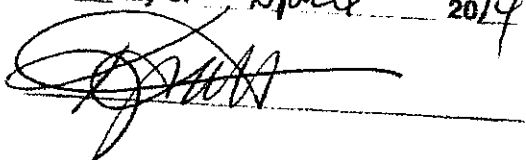
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Janine H. Dymond, OTR/L
Executive Director.

4/23/14
Date

born and submitted before me this
23 day of April 2014


COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
KATHLEEN M. HEIN, NOTARY PUBLIC
BORO OF CLARKS SUMMIT, LACKAWANNA COUNTY
MY COMMISSION EXPIRES OCT. 21, 2017

Luz-Wyo Counties Mental Health & Develop. Services
 MONTHLY INCOME & EXPENDITURE REPORT

L-W MH/MR 17

AGENCY NAME & ADDRESS	FACILITY & NUMBER
Encore Therapy Services, Inc	
2209 Schooley Rd	
Pardons, PA 18643	

(*) ATTACH WRITTEN EXPLANATION

FOR THE PERIOD OF: January 1, 2015 thru Dec 31, 2015

	CURRENT MONTH	YTD
100 - PERSONNEL		
110 - SALARIES & WAGES		
111 - SALARIES		
112 - WAGES		81,891
TOTAL		81,891
120 - EMPLOYEE BENEFITS		
121 - SOCIAL SECURITY		6265
122 - RETIREMENT CONTRIBUTIONS		
123 - INSURANCE & OTHER BENEFITS		4509
TOTAL		10,774
130 - MISC. PERSONNEL EXPENSES		
131 - STAFF DEVELOPMENT		
(*) 132 - PURCHASE PERSONNEL		2000
133 - OTHER PERSONNEL EXPENSES		
TOTAL		
300 - OPERATING EXPENSES		
310 - OCCUPANCY		
311 - RENT		
312 - UTILITIES		
313 - INSURANCE		
314 - HOUSEKEEPING		
TOTAL		
320 - COMMUNICATIONS		
321 - TELEPHONE		1120
322 - POSTAGE		162
323 - ADVERTISING, PRINT, AUDIO VISUAL		
TOTAL		1282
330 - ADMIN. OFFICE SUPPLIES		
331 - OFFICE SUPPLIES		900
340 - TREATMENT & SUPPORTIVE SUPPLIES		
341 - MEDICAL SUPPLIES		
342 - DRUGS		
343 - FOOD		
- CLOTHING		
TOTAL		
344 - REHABILITATION SUPPLIES-MINOR EQUIP.		
EDUCATIONAL SUPPLIES		2000
RECREATIONAL SUPPLIES		
TOTAL		
350 - TRANSPORTATION		
351 - STAFF TRAVEL		
352 - CLIENT TRANSPORTATION		2500
TOTAL		2500

FOR THE PERIOD OF:

January / 2015 thru 12/31/2015	CURRENT MONTH	YTD
360 - PURCHASED TREATMENT		
361 - PHYSICIANS & OTHER PRACTITIONERS		
363 - LABORATORY SERVICES		
TOTAL		
370 - MISC. OPERATING EXPENSES		
371 - LIBRARY, BOOKS, SUBSCRIPTIONS		
372 - DEBT SERVICE		
373 - OTHER (SPECIFY IF RETAINED EARNINGS)		
TOTAL		
400 - EQUIPMENT & OTHER FIXED ASSETS		
410 - PURCHASE OF ASSETS		
411 - BUILDINGS & LAND		
412 - OFFICE EQUIPMENT (ITEMIZE MH/MR 19)		
413 - MEDICAL EQUIP. (ITEMIZE MH/MR 19)		
414 - OTHER EQUIP. (ITEMIZE MH/MR 19)		
415 - MOTOR VEHICLES (ITEMIZE MH/MR 19)		
TOTAL		
420 - REPAIRS & IMPROVEMENTS		
421 - BUILDING REPAIRS		
422 - EQUIP. & FURNISHING REPAIR		
423 - MOTOR VEHICLE REPAIR & MAINT.		
TOTAL		
GROSS EXPENDITURES:		101,347
LESS AMOUNT NOT ELIGIBLE:		
TOTAL ELIGIBLE COST:		101,347
INCOME & REVENUES		
530 - MEDICAL ASSISTANCE		
540 - TITLE XX REIMBURSEMENT		
550 - FEDERAL STAFFING GRANTS (MHC'S)		
560 - OTHER FEDERAL FUNDS		
570 - PROGRAM SERVICE FEES		
580 - PRIVATE INSURANCE PAYMENTS		
591 - CHARITIES		
592 - INTEREST INCOME		
593 - OTHER INCOME (SPECIFY)		
TOTAL INCOME & REVENUES		
NET COST ELIGIBLE FOR MH/MR PARTICIPATION:		

SUMMARY OF ADMINISTRATIVE EXPENSES (INCLUDED ABOVE):

111A - SALARIES & WAGES	6795
121A - SOCIAL SECURITY	520
122A - RETIREMENT CONTRIBUTIONS	
123A - INSURANCE & OTHER BENEFITS	360
311A - OFFICE RENT	0
312A - OFFICE UTILITIES	0
321A - OFFICE COMMUNICATIONS	480
331A - OFFICE SUPPLIES	900
412A - OFFICE EQUIPMENT	0
373 - OTHER (MANAGEMENT FEE)	0
TOTAL ADMINISTRATIVE	9055

Proposal Blanks

To the County Manager:

I, the undersigned being a duly authorized representative of

Encore Therapy Services, Inc.

Submit for your consideration a proposal to supply

Mental Health, Intellectual Disability Service

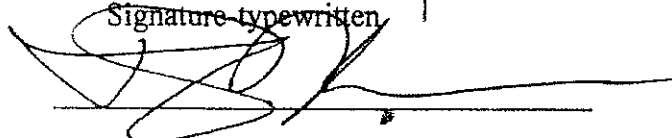
The price for which (I/we) will supply each item specified on the following pages is shown immediately after the description of the particular article.

(I/we) agree, if awarded the contract for any items shown on the attached specifications, to enter into a written agreement and to furnish the said items at the price shown, and to furnish a performance bond (if applicable) within sixty (60) days.

Date: April 22 2014

Janine H. Dymond

Signature-typewritten



Signature-signed in ink

2209 Schooley Rd.
Street

Harding, PA 18643
City & State

570 262 5588
Company telephone number

Salesman's telephone number

570 388 2104
Company fax number

Non Collusion Affidavit

State of Pennsylvania

County of Luzerne

Janine Dymond being first duly sworn, deposes and says that:

1) She/He is the Owner
(Owner, partner, officer, representative or agent)
of the Bidder that had submitted the attached bid.

2) She/He is fully informed with respect to the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

3) Such bid is genuine and is not part of any conspiracy, collusion or deception.

4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bid, or to fix any overhead, profit or cost element for the bid prices or the bid price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the any person interested in the proposed contract; and

5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

6) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.

7) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/proposal opening.

8) No attempt has been made or will be made to induce any firm or person to refrain from submitting a bid/proposal on this contract, or to submit a bid/proposal other than its bid/proposal, or to submit any intentionally high or noncompetitive bid/proposal or other form of complementary bid/proposal.

9) The bid/proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.

10) The above representations are material and important, and will be relied on by Luzerne County in awarding the contract(s) for which this bid/proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of bids/proposals for this contract.

(Signed) [Signature]
Janine H. Dymond
(Name)
Executive Director
(Title)

Subscribed and sworn to before me this 23 day of 04, 2014

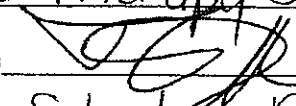
[Signature]
Name
Notary
Title

My commission expires 10-21-2017

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
KATHLEEN M. HEIN, NOTARY PUBLIC
BORO OF CLARKS SUMMIT, LACKAWANNA COUNTY
MY COMMISSION EXPIRES OCT. 21, 2017

Bidder Signature Form

Bidder Encore Therapy Services, Inc.

Bid must be signed here 

Address 2209 Schooley Rd, Harding, Pa

Telephone number _____

Individual Partnership or Corporation

The bidder certifies that they come under the class checked below:

Please insert names:

A. Individual owner _____

B. Partnership partners _____

C. Corporation Encore Therapy Services, Inc.
Exact name of corporation

Pennsylvania
State incorporated

Note:

All county proposals under the jurisdiction of Luzerne County Manager and Luzerne County Correctional Facility are furnished in duplicate. One copy of the proposal is to be filled out and submitted with the bid and the remaining copy to be retained for the bidders records.

Bids should be as net prices and shall prevail in the awarding of contracts.

Failure of the bidders to sign the bid and have the signature of an authorized representative or agent on the proposal in the space provided, will be cause for rejection of the bid. Signatures must be written in ink. Typed, printed or stamped signatures will not be accepted.

It is understood by both the county and bidders that all trade names, catalogue numbers or bids "as per sample" offered on this bid shall meet the specifications, unless the bidder states that such trade names, catalogue numbers or samples are not equal to the specified item.

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