



St Elizabeths East

Request for Proposals for Demonstration Projects on District of Columbia Property

Issued: June 4th, 2014

Responses Due Date: July 3rd, 2014



DIGITAL INCLUSION CENTER
FLEXIBLE, CREATIVE SPACES
DEMONSTRATION SPACES
ONE-ON-ONE MEETING SPACES
UPGRADED FACILITIES
KITCHEN AREA
GREEN AREAS & SEATING



**AN ECOSYSTEM
FOR INNOVATION**
DEMONSTRATION CENTER
AT GATEWAY DC

Issued by:

The Government of the District of Columbia
Office of the Deputy Mayor for Planning and Economic Development
John A. Wilson Building
1350 Pennsylvania Ave NW Suite 317
Washington, D.C. 20004
www.dcbiz.dc.gov

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Section # 1: OVERVIEW AND DISTRICT'S GOAL FOR THIS SOLICITATION

The District of Columbia (the “**District**”) is seeking proposals (“**Offers**”) from third parties (“**Offerors**”) interested in entering into a license agreement for the operation of temporary demonstration projects (“**Demonstration Projects**”) on the St. Elizabeths East Campus. The purpose of said demonstration project is to incite public interest in St. Elizabeths East, activate the St. Elizabeths East Campus and showcase a vision for the future development of the Innovation Hub that is planned as an applied technology center where research, education, training, entrepreneurship, demonstration projects and private sector commercial activities will take place.

Proposed Demonstration Projects may be up to 20,000 square feet of outdoor space for temporary use (1 month- 2 years) or up to 500 square feet of space at the R.I.S.E. Demonstration Center (described below) for programming and limited use displays (30-60 days). Each project must be temporary in nature and produce clear positive benefits that promote the future St. Elizabeths East redevelopment effort. Such benefits may include innovative improvements to the physical landscape of the public realm, access to healthy living opportunities, and/or access to innovative technologies. The Demonstration Projects may include, but are not limited to, arts and cultural temporiums, creative art installations, technology displays, pop-up retail, rain barrel installation (or low-impact development), urban agriculture, performance areas, athletics or recreational play space, temporary parklets, food incubators, and/or STEM education programs and displays. Respondents will be responsible for licensing fees, maintenance, security, operations and other expenses associated with the Demonstration Project.

REDEVELOPMENT OF ST. ELIZABETHS EAST

At 183-acres, St. Elizabeths East is the largest remaining undeveloped parcel in the country’s top real estate market and has flexible new zoning in place for the creation of a 5 million square foot technology-focused community that will combine business, research, higher education and residential uses in a collaborative environment. For the redevelopment of the Phase I portion of the St. Elizabeths East Campus, a solicitation was released on March 31, 2014 and can be found on www.stelizabethseast.com.

DEMONSTRATION PROJECTS - SITE LOCATIONS

St. Elizabeths East is located at 2700 Martin Luther King Jr. Avenue, SE in the Congress Heights neighborhood of Washington, D.C. It is adjacent to the Congress Heights Metrorail station and is easily accessible from I-295, I-395, and Suitland Parkway, linking it easily to the entire metro region. A map of potential locations for the Demonstration Projects is attached as **Exhibit A**. Additional space may be made available at the R.I.S.E. Demonstration Center (described below) for programming and limited use displays.

The Demonstration Projects should help activate the site by complementing two other temporary initiatives on the St. Elizabeths East Campus: Gateway DC and the R.I.S.E. Demonstration Center (the “**Premises**”). Gateway DC is an innovative and aesthetically unique pavilion and urban park and the R.I.S.E. Demonstration Center (the “**Demonstration Center**”) will be flex meeting, tech and demonstration space designed to build interest in the campus redevelopment by immediately drawing the surrounding community into the campus and begin to create bonds with the residents and the Innovation Hub efforts. Additional information on the Demonstration Center is attached as **Exhibit B**. Space in the Demonstration Center will be available starting September 2014.

The Demonstration Projects are intended to compliment the St. Elizabeths East redevelopment effort and illustrate the potential of the future Innovation Hub, which is described below:

ST. ELIZABETHS EAST INNOVATION HUB:

The St. Elizabeths East Innovation Hub will occupy 500,000 square feet in the larger campus redevelopment and will feature the co-location of community, university, and technology-focused enterprises (e.g., business

accelerators, an innovation market place, and other related components) that are focused on cultivating globally significant economic opportunities. The development of the larger Innovation Hub is a key component of Mayor Gray's Five Year Economic Development Strategy, which identifies the creation of a shared campus for academic institutions and technology firms as a key initiative for this administration. The District of Columbia's objectives in developing an Innovation Hub at St. Elizabeths East are to spur the creation of new technology-related businesses and jobs, to create economic opportunity at all skill levels for residents of both Ward 8 and the city as a whole, and to accelerate the diversification of Washington D.C.'s economy.

Section # 2: LICENSE TERMS

The District requires the following:

- Each Demonstration Project must be at no-cost to the St. Elizabeths East redevelopment. Rather, respondents will be required to pay licensing fees based on the usage, term and type of programming offered. Any additional fees or costs for infrastructure, including but not limited to security, maintenance, electric, water, and sewage will be incurred by the Offeror (not the District).
- Special consideration will be given to projects that incorporate the public and/or community, whether through job creation or the introduction to new technologies.
- Each project must be an interim demonstration project, such as a temporary program or a movable structure. The term, length and any renewal options for licenses will be negotiated based on the project. Permanent installations will not be considered.
- Offerors must exhibit evidence of financial ability and a security deposit will be required (amount will vary depending on the project).

The Premises will be licensed in an **"AS-IS"**, **"WHERE-IS"** condition with all faults, without any representations or warranties. Any initial tenant improvements or subsequent alterations to the Premises must be reviewed and approved by the District, in its sole and absolute discretion.

All costs, expenses and obligations of every kind and nature whatsoever relating to the use of the Premises shall be paid by the Offeror. Such costs, expenses and obligations include but are not limited to license fees, special security fees and costs, trash removal, landscaping, possessory taxes assessed against the Premises, water and sewer use fees, insurance premiums, utility expenses, and any and all costs of operating, maintaining, repairing or replacing all or any portion of the Premises, including all capital expenditures as well.

Section # 3: INFORMATION TO INCLUDE IN SUBMITTED OFFERS

An Offer shall be in a narrative form responding to each Offer Criterion in this Section # 3. An Offer must be submitted timely and comply with the terms of this Solicitation.

OFFER CRITERION #1: PROPOSED USE AND DEMONSTRATION PROJECT PLAN

Describe the type of and timeline for the demonstration project the Offeror plans to operate. Describe in detail how the demonstration project will complement the vision for St. Elizabeths East, any programming that will be taking place at Gateway DC and the Demonstration Center, and the associated timeline and dates (including installation, set-up, breakdown, etc.).

Describe what the Offeror envisions the project will look like when fully constructed. Offerors should detail space needs. All Offerors should also describe how the proposed use will benefit the St. Elizabeths East redevelopment effort, as well as notes on any special community benefits. Proposed operating hours for the business or showcase, and an estimate (in months) for how long it will take to ready the space and open for business/access should also be provided. Please note, hours of operation for the site are limited to between 8AM and 9PM daily.

The District is committed to promoting the hiring of District residents and to ensuring participation and inclusion of Certified Business Enterprises (“CBE”) in the contracting opportunities derived from the use of District-controlled property. Within their responses, Offerors are encouraged to incorporate their plans to address: (1) Employment and/or business opportunities for DC residents and businesses, particularly from Ward 8 and Ward 7; (2) Opportunities for District neighborhood-based business to participate in the project, if any; and (3) internship opportunities for local Ward 8 students, if any. Please note, additional legal requirements (first source and CBE requirements) apply to licenses that included lease terms/provisions.

OFFER CRITERION #2: OFFEROR QUALIFICATIONS

EXPERIENCE

An Offer must include a narrative description of the Offeror’s prior experience in operations similar to the proposed use and shall include resumes for key personnel who will be involved with the business/project.

FINANCIAL CAPACITY

Offerors must describe and demonstrate their financial capacity to pay all costs, including, without limitation, rent, the Offeror’s portion of build-out costs, furniture, equipment, fixtures, as well as other costs of doing business, such as franchise fees and other business taxes and any necessary licenses, permits or registrations. Offerors will be responsible for permitting fees, additional security costs, set-up/installation costs and clean-up/maintenance costs.

To this end, Offerors shall submit the following:

1) Sources and Uses Fund Statement

Offerors should provide a “Sources and Uses Fund Statement”. This statement should provide an account of where the Offeror will obtain funding for the demonstration project and what anticipated expenditures will be incurred during the start-up (including construction and tenant build out costs). If the Offeror plans to obtain debt financing, it should provide copies of commitment letters from the lender(s).

2) Financial Statements

Offerors should provide the following financial statements:

- a) Federal Tax Returns for the past two years, if available.
- b) DC or State Tax Returns for the past two years, if available.
- c) Certified or Audited Financial Statements for the past two years, if available.

The above financial statements should be for either an existing business operation or, if none, then the Offeror’s individual financial statements. If the Offeror will be a business partnership with more than one principal, then financial statements must be provided for all principals. **The District reserves the right to request additional financial information, in its sole discretion.**

3) Offeror Identification Information

Offerors must provide the following information to the District:

- a) Contact Information: Offeror’s full address and contact information.
- b) Certificate of Good Standing (DC): A Certificate of Good Standing which demonstrates the individual and/or business has no outstanding tax liability with the District of Columbia. A Certificate of Good Standing may be obtained by contacting the District’s Office of Tax and Revenue at (202) 727-4829 or at the following website: <http://otr.cfo.dc.gov/otr/cwp/view,A,1329,Q,637465.asp>
- c) Business License: A copy of any business licenses applicable to the proposed operation.
- d) District Resident Status: Offerors should indicate if, and to what extent, the principals and key personnel are District residents. District residency will receive a preference over non-District residents.

OFFER CRITERION #3: FINANCIAL OFFER

Offerors submitting an Offer must submit a financial offer which includes the following components: length of base license term, length of option term (if any), proposed base licensing fees, and semi-annual fee escalations. **An Offer which does not include these components will be deemed an “Unresponsive Offer”.**

As described below in Section # 5, “Selection and Negotiation”, the District reserves the right to negotiate final terms and conditions based on the totality of the financial and other terms in the Offer.

Section # 4: SUBMISSION REQUIREMENTS

All Offers shall adhere to the following formatting requirements:

- **Page Limit:** Offers should not exceed twenty-five (25) pages.
- **Copies:** Offerors should provide two (2) hard copies and one (1) electronic copy on either a USB flash drive or on a CD in searchable PDF and Excel format.
- **Deadline:** Both hard and electronic copies of Offers must be submitted and received by **3:00 pm EDT on July 3rd, 2014**. Proposals must be delivered to the following address:

Catherine Buell, Executive Director, St. Elizabeths East
 Office of the Deputy Mayor for Planning and Economic Development
 1350 Pennsylvania Avenue NW, Suite 317
 Washington, DC 20004

- **Clarifying Questions:** Any questions regarding this solicitation should be submitted to Lee Goldstein, at lee.goldstein@dc.gov.

Section # 5: SELECTION PROCESS

ANTICIPATED DATES

The District will endeavor to follow the timetable set forth below. However, this timetable is a guideline only and is subject to change in the District’s sole discretion. **OFFERS MAY BE ACCEPTED ON A ROLLING**

BASIS

- June 4, 2014 Solicitation issued
- July 3, 2014 Submission Deadline
- July 2014 Selection of Offeror(s)

SELECTION AND NEGOTIATION

The District will evaluate all proposals based on the responses to the Offer Criteria in Section # 3. The Offer Criteria will be weighted as follows for evaluation purposes:

OFFER CRITERION # 1: PROPOSED USE and BUSINESS PLAN	40.00%
OFFER CRITERION # 2: OFFEROR QUALIFICATIONS	35.00%
OFFER CRITERION # 3: FINANCIAL OFFER	25.00%
Total	100.00%

Only Responsive Offers will be evaluated. The District will determine, in its sole discretion, whether each Offer received in response to this solicitation is a Responsive Offer. A Selection Panel will be established to review and evaluate the Offers. The composition of the Selection Panel will be determined by the District, in its sole discretion. In addition, the Selection Panel may consult with professional outside consultants for technical assistance in the District’s sole discretion.

Upon receipt of Offers, the District, in its sole and absolute discretion, may choose to:

1. Require oral presentations by Offerors to the Selection Panel;
2. Select a short list of Offerors and require additional information from the short-listed Offerors or that they modify their Offers or provide a "Best and Final Offer" for the District's review;
3. Enter into exclusive negotiations with one or more selected Offeror(s) without requesting more detailed information from other Offerors or selecting a short list of Offerors;
4. Request more detailed information leading to a final Offeror(s) selection; or
5. Take no action on the Offers received.

The Selection Panel will select, in its sole and absolute discretion, multiple, one or no Responsive Offer(s). Upon completion of the review and selection processes, the selected Offeror(s) will be notified, if any. If one Offeror is thereby chosen, the parties shall proceed to negotiate final terms consistent with the selected Offeror's proposed terms. If the District and the selected Offeror are unable to agree on the final license within sixty (60) days of the receipt by Offeror of the selection letter, the District, in its absolute and sole discretion, may terminate negotiations and (i) select a different Offeror that responded to the solicitation; (ii) re-issue the solicitation; or (iii) take such other measures as it deems reasonable, appropriate, and/or necessary.

UPDATES AND MODIFICATIONS

The District shall post on the website www.stelizabethseast.com any notices or information regarding cancellations, withdrawals, or modifications to this solicitation. Offerors shall have an obligation to check the website for any such notices and information, and the District shall have no duty to provide direct notice to Offerors.

NO CONFLICTS OF INTEREST

By submitting an Offer, the Offeror represents and warrants the following to the District.

1. The compensation to be requested, offered, paid to or received by the District in connection with this solicitation has been developed and provided independently and without consultation, communication or other interaction with any other competitor for the purpose of restricting competition related to this solicitation or otherwise.
2. No person or entity employed by the District or otherwise involved in preparing this solicitation on behalf of the District (i) is affiliated with or employed by or has any financial interest in any potential Offeror, (ii) has provided any assistance to potential Offeror in responding to this solicitation, or (iii) will benefit financially if any Offeror is selected in response to this solicitation.
3. The Offeror has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under this solicitation or any other solicitation or other contract, and Offeror has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Offeror has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers or other person or firm representing the District, or to a member of the immediate family (i.e., a spouse, child, parent, brother or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this solicitation. As used herein, "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this solicitation, if any, or any other contract with the District), etc., which might tend to obligate a District employee to Offeror, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include work or services rendered pursuant to any other valid District contract.

Section # 6: RESERVATION OF RIGHTS AND MISCELLANEOUS PROVISIONS

The District reserves the right to:

- Cancel or withdraw the solicitation at any time prior to or after the submission deadline;
- Modify or issue clarifications to the solicitation prior to the submission deadline;
- Reject any submission it deems incomplete or unresponsive;
- Reject all submissions that are submitted under the solicitation;
- Consider one or more Offers that are noncompliant with the Solicitation requirements;
- Accept multiple Offers;
- Modify the deadline for submissions or other actions;
- Reissue (i) the solicitation, (ii) a modified solicitation, or (iii) a new solicitation or request for offers whether or not any submissions have been received in response to the initial solicitation issuance;
- Subdivide the Solicitation into multiple, separately negotiated and licensed components;
- Revise the standard terms for licenses that act as leases (including CBE and first source requirements); and
- Enter into negotiations with one or more Offerors based on Offers submitted in response to the Solicitation.

The District may exercise one or more of these rights, in its sole discretion, as it deems necessary, appropriate, or beneficial to the District.

CHANGE IN OFFEROR INFORMATION

If information provided in a submission changes (e.g., change or addition to any of the Offeror's team members or new financial information), the Offeror shall provide updated information in the same format for the appropriate section of the solicitation and the District may consider the modified submission.

OWNERSHIP AND USE OF SUBMISSIONS

All submissions shall be the property of the District. The District may use any and all ideas in any submission, whether the submission is selected or rejected. No Offeror shall be entitled to compensation or reimbursement of costs in connection with its submission of an Offer in response to this solicitation.

FURTHER EFFORTS

The District may request that Offerors clarify their submissions and/or submit additional information pertaining to their submissions. The District may request best and final submissions from any Offeror and/or request an oral presentation from any Offeror.

RESTRICTED COMMUNICATIONS

Upon release of this solicitation and until the end of the notification period set forth in Section 5, above, potential Offerors shall not communicate with the District, or other District staff about the solicitation or issues related to the solicitation except as authorized in this solicitation or in public meetings called in connection with this solicitation.

CONFIDENTIALITY

Submissions and all other information submitted in response to this solicitation are subject to the District's Freedom of Information Act (D.C. Official Code § 2-531 et seq.) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category. An example of an exemption category is "trade secrets and commercial or financial information obtained from outside the government, to the extent that disclosure would result in substantial harm to the competitive position of the person from whom the information was obtained." If an Offeror provides information that it believes is exempt from mandatory

disclosure under FOIA (“exempt information”), the Offeror shall include the following legend on the title page of the submission:

THIS OFFER CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT’S FREEDOM OF INFORMATION ACT

In addition, on each page that contains information that the Offeror believes is exempt from mandatory disclosure under FOIA, the Offeror shall include the following separate legend:

THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT’S FREEDOM OF INFORMATION ACT

On each such page, the Offeror shall also specify the exempt information and shall state the exemption category within which it believes the information falls.

Although the District will generally endeavor not to disclose information designated by the Offeror as exempt information, the District will independently determine whether the information designated by the Offeror is exempt from mandatory disclosure. Moreover, exempt information may be disclosed by the District, at its discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

NON-LIABILITY

By participating in the solicitation process, the Offeror agrees to hold the District, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this solicitation.

BROKERS AND BROKERAGE FEES

Offeror will be responsible and shall pay for any and all commission or fees due to Offeror’s broker, if any, pursuant to a separate agreement. The District does not offer, nor will it provide any broker compensation, commission or fee.

SELECTION NON-BINDING

The selection by the District of an Offeror does not constitute a commitment by the District to execute a final agreement or contract with the Offeror.

PREDEVELOPMENT AND DEVELOPMENT COSTS

Offerors should draw independent conclusions concerning conditions that may affect the methods or cost of project development and execution.

- i. Offerors shall be solely responsible for all pre-development (including site clean-up and due diligence studies such as traffic, environmental, storm water management, historic preservation reviews, and other site preparations) and project development costs.
- ii. Offerors shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time, including, without limitation. The District will not waive or abate any District fees.

The District expects Offerors to proceed immediately with predevelopment work upon selection, in order to meet the dates in the appendix portion of this document. All funds expended on due diligence and pre-development work during negotiation with the District by Offerors shall be at their sole risk; under no circumstances shall the District be responsible for the reimbursement of any such costs even if the project is not successfully completed due to no fault of Offeror.

MAPLE QUADRANT

- Great mid-term location for demonstration projects; no infrastructure or utility access is provided in this area.
- Limited visibility from commercial corridors (including Martin Luther King Jr., Ave., SE)
- Some limited access once construction of Stage 1 infrastructure improvements are underway (approximately late 2015 early 2016)

R.I.S.E. DEMONSTRATION CENTER

- The first floor will feature a 1,750 square foot flex conference room and demonstration area, along with a 500 square foot meeting room.
- The lower level will feature a 2,000 square foot Digital Inclusion Center (50 person computer lab), and small conference and office space.
- Each conference area will have AV/IT capabilities and are ideal for programming.
- Spaces are designed for flexibility to allow for a range of programming.

PARKING AREAS

- The parking areas allow for larger demonstration arrangements.
- No utilities will be provided to these areas and access may be limited during the construction of the Stage 1 infrastructure improvements (approximately late 2015 early 2016).

TEMPORARY WALKWAY

- There will be a temporary walkway between the Demonstration Center and Congress Heights Metro; demonstration projects may be placed along the walkway.
- The exact dimensions and features for the walkway have not been designed.

Exhibit A

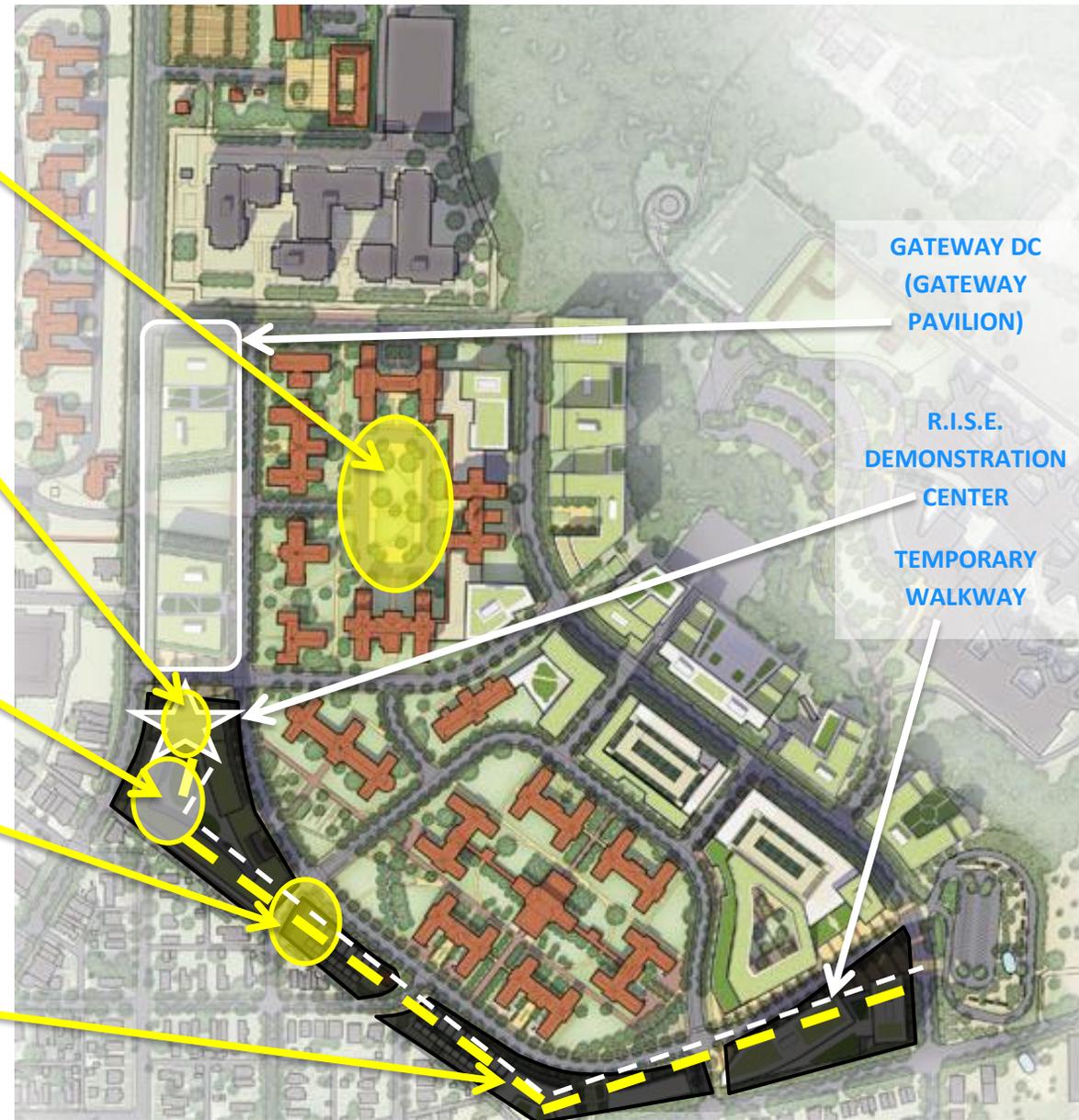


Exhibit B

DEMONSTRATION CENTER AT GATEWAY DC

R.I.S.E. | REL8.INOV8.STIMUL8.ELEV8

ST. ELIZABETHS EAST



The Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) is leading efforts to transform the St. Elizabeths East chapel into a Demonstration Center. The “R.I.S.E.” Demonstration Center will bridge the gap between the innovation field and local community until the development of permanent Innovation Hub space is possible. The purpose of the Demonstration Center is to build interest in the campus redevelopment by immediately drawing the surrounding community into the campus and begin to create bonds with the residents and the Innovation Hub efforts. The utilization of the chapel presents a particularly unique opportunity to kick-off the Innovation Hub efforts, as it allows the District to leverage the local community’s affinity for the chapel and simultaneously build on the excitement and interest from the Gateway DC efforts and the gateway pavilion. The completion of the redevelopment of the chapel is scheduled for Summer 2014.

FEATURES. The Demonstration Center will be designed as a technologically superior, flexible space that features:

- A Digital Inclusion Center that is a well-programmed, state-of-the-art computer lab that features a wide range of computer training, running the gamut from classes for seniors to small business support programs. The Digital Inclusion Center will be constructed in partnership with the Office of the Chief Technology Officer (“OCTO”);
- Flexibly designed demonstration, entrepreneurship and career conference areas designed to host a range of programs, from entrepreneurship and tech training seminars to demonstrations by the St Elizabeths East anchor tenants – Microsoft, VIMTrek (SmartBIM assignee) and Citelum.
- Smaller class room areas designed to host job training and placement services that help prepare potential employees for jobs and career-path opportunities located on the campus, such as AdminTech Academy classes offered by the University of the District of Columbia’s Community College (“UDC-CC”);
- Supporting office and community spaces to support the entrepreneurs we expect to create.

FORWARD8. ForWARD 8 funding will be used to create a “Digital Inclusion Center” as a key part of the Demonstration Center. The Digital Inclusion Center will further the Mayoral-led, city-wide strategy to promote the District’s overall technology initiative and allow residents of East Washington to begin to participate more integrally in the District’s technology movement. The Digital Inclusion Center will support key ForWARD 8 goals, which seek to:

- Ensure that training opportunities are aligned with business/employment needs;
- Develop an outreach plan to create awareness of the program and to recruit candidates; and
- Teach more technical skills that can potentially lead to higher-paying jobs.

We envision the Center as multi-purpose destination which will serve as a portal for the community providing opportunities not only in programs tangibly connected to the technology economy, but also as a means to educate and engage the community with respect to other programs such as the Forward8 Center for Construction Careers.

ST. ELIZABETHS INNOVATION HUB. The St. Elizabeths Innovation Hub will occupy 500,000 square feet in the larger campus redevelopment and will feature the co-location of community, university, and technology-focused enterprises (e.g., business accelerators, an innovation market place, and other related components) that are focused on cultivating globally significant economic opportunities. The District of Columbia’s objectives in developing an Innovation Hub at St. Elizabeths East are to spur the creation of new technology-related businesses and jobs, to create economic opportunity at all skill levels for residents of both Ward 8 and the city as a whole, and to accelerate the diversification of Washington D.C.’s economy. When the initial campus infrastructure improvements are complete in 2016, we anticipate an expansion of the activities that we are initiating in the Demonstration Center into the permanent Innovation Hub efforts.