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| **HUP Parkside Community Partner**  **Document 2**  10 October 2025 |
| **SPECIFICATION**  **For Procurement Act 2023 ITT Pack** |
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# **Specification**

## **Definitions**

In this Specification, the following definitions shall apply:

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| **Term** | **Definition** |
| BTHFT | Bradford Teaching Hospitals NHS Foundation Trust |
| The Trust | Bradford |
| HUP | Healthy Urban Places |
| BiB | Born in Bradford |
| PHI-UK | Population Health Improvement UK |
| KPI | Key Performance Indicator |

## **Introduction**

1.1 Born in Bradford (BiB) at Bradford Teaching Hospital Foundation Trust (BTHFT) is seeking to appoint community-based organisation(s) with experience in community engagement and established community networks in the Parkside area of Bradford (BD5), to collaborate and contribute to “Community Collaboratives” and to support the delivery of research for the Healthy Urban Places (HUP) programme.

1.2 The organisation(s) should demonstrate experience in community engagement and/or developing networks in their local communities. The organisation(s) should demonstrate an interest in working on aspects of health, environment and/or place.

1.3 Healthy Urban Places (HUP), funded by UK Research Innovation and part of Population Health Improvement UK, is a four-year research programme which aims to create a step change in understanding how best to harness the power of local urban places as tools to improve population health and reduce inequalities.

1.4 HUP is exploring how and why local environments (e.g. housing, local amenities, access to jobs, availability of community or social spaces, the way decisions are made or resources invested) influence people’s health, through research with communities and local stakeholders. HUP are establishing ‘Community Collaboratives’ that bring together communities, researchers and decision-makers in Bradford and our sister site, Liverpool. HUP aims to co-produce insights and priorities about what makes a healthy place and seeks to influence place-based changes through local policy and practice. HUP is seeking community-based organisations working within four identified areas in each city to join and take an active role in the Community Collaboratives.

1.5 HUP researchers will support the community organisation(s) in this collaborative work. The community-based organisation(s) will be responsible for coordinating community-led research activities and engaging local communities and stakeholders. The HUP research team will provide training on research skills and actively support community organisation(s) to co-produce meaningful research on healthy urban places, which can then be shared with local, regional and national decision-makers.

1.6 Healthy Urban Places is hosted by Born-in-Bradford (Bradford Teaching Hospitals NHS Foundation Trust) and is a consortium of ten organisations:

* University of Liverpool
* Barcelona Institute for Global Health
* Bradford Council Health Determinants Research Collaboration
* Imperial College London
* University of Basque Country
* University of Bradford
* University College London
* University of Leeds
* University of York

1.7 Healthy Urban Places is part of Population Health Improvement UK (PHI-UK), a national research network which works to transform health and reduce inequalities through change at the population level.

This Specification sets out the intended scope of the Services to be provided by the Service Provider and to provide a description of what each Service entails.

## **Requirements of the Specification**

**2. Background to the requirement**

2.1 Healthy Urban Places is a four-year programme working with communities and local partners – such as Councils and the NHS – in Bradford and Liverpool. We want to understand how local urban places impact health and how this understanding can be used to help cities become healthier and happier places to live. Improving urban places has the potential to improve the health of local people, reduce inequalities in health experienced between different parts of cities and reduce demand for healthcare services. Our approach focuses on generating this understanding with people in a way that can influence policy and practice to make our urban places healthier for everyone.

2.2 Healthy Urban Places aims to brings together researchers, residents and communities with local government, public services, voluntary and community sector organisations and businesses to co-produce research in two “Community Collaboratives”, one in Bradford and one in Liverpool. By involving those impacted by and responsible for decisions about local places, we aim to co-produce relevant and impactful research.

2.3 We aim to combine insights developed by our communities on what aspects they identify as important for health with available data on population health, the local environment and communities to discover the key features (or combinations of features) that drive healthy urban places over time. We will also work with local partners to evaluate the impact of existing and future changes to places to understand the impact these changes have on health and wider society.

2.4 The research is taking place in two cities:

• Bradford District, in West Yorkshire

• Liverpool City Region.

Both cities have rich histories, and varied geographies but have shared challenges and experience high levels of deprivation. We have chosen these places as they both have large research studies and connected data for over 3 million people which will help us understand how local places influence our health. In each city, four areas have been identified to conduct community-based participatory research. This tender describes the requirements related to the area of Parkside (BD5) in Bradford.

2.5 An overview of how the Community Collaboratives will function is provided in Appendix A – Further Information on Community Collaboratives.

**Objectives of this Procurement:**

2.6 The objectives of this procurement are to identify and engage community-based organisation(s) already working with and meeting the needs of communities in Parkside (BD5) (see 2.8) in Bradford to participate in Community Collaboratives and co-produce and deliver research with local community members. This community-based organisation(s) will contribute to the Community Collaborative and provide local expert advice to the wider research team. Community organisation(s) will support the co-design, delivery and dissemination of locally suitable research.

**Scope of the Contract Opportunity**

**Current Service**

2.7 Born in Bradford conducts research in partnership with local community members; as such, there have been a wide range of community organisations involved in delivering research activities. Due to the range of research studies and their varied focus, community organisations have been engaged through different mechanisms and on specific areas of interest, ranging from Youth Resilience to Active Play, with each partnership unique. Previous tenders identified community organisations for three areas in Bradford and four areas in Liverpool to join a partnership and conduct research under Healthy Urban Places. This will be a new service agreement, specific to the area of Parkside, Bradford and HUP.

**Geographical Scope**

2.8 The service is focused on the geographic area of Parkside (within BD5), Bradford. For this tender, this includes the following areas:

* + 1. Parkside Neighbourhood – also described as Parkside housing estate (BD5 8PR). This includes Springwood Avenue and Avenue Road
    2. The Yorkshire Building Society Woodland – named locally by residents as Deer Woods
    3. Bowling Cemetery
    4. Bowling Park
    5. Alfred Elmsley Memorial Recreation Ground (known locally as the REC)
    6. The roads and streets surrounding Parkside Road, starting at the cemetery gates through to Manchester Road.
    7. Area to the north of Parkside Road, including the Woodroyd Medical Centre, New Cross Street, Gaythorne Road, Birch Lane and the Cricket Club on New Cross Street
    8. The high street areas on Manchester Road running from the junction with Mayo Ave (Al Kahir Foundation building) to the Peace Bridge (Red Footbridge) on Manchester Road.

2.9 The area of interest is shown in Figure 1 below.

**A map of a city

AI-generated content may be incorrect.Figure 1: Area of Parkside, Bradford**

**Work Scope**

* 1. The maximum contract value is £57,000 (inc VAT).
  2. The proposed contract term is 2 years (24 months). The funding stipulates that the contract is fixed and cannot go beyond 31 March 2028. The length of the contract will be dependent on the start date, which may be subject to change dependent on the completion of the tender process.

2.12 There is the possibility of additional funding up to £17,000 (inc VAT); however, this has not yet been confirmed by the funding body. BTHFT reserves the right to appoint alternative Service Providers in the case of additional funding becoming available (and including the £17,000 referenced), subject to consideration of the aims, objectives and scope of the broader HUP project. As such, BTHFT cannot guarantee that any additional funding will be allocated to the appointed Service Providers within this tender.

What is expected of a collaborative partner?

2.13 Community organisations will have a range of responsibilities that are noted in more detail in below. Briefly, they will be co-partners in the Community Collaborative, and over the length of the funded period, will:

* + 1. Contribute to the set-up and development of the Community Collaborative
    2. Attend and assist in organising, facilitating and hosting meetings and workshops
    3. Connect the HUP team to community members and service users
    4. Co-design community-based research with the HUP team and wider stakeholders
    5. Co-design creative ways of engaging community members in finding out about healthy urban places
    6. Co-design engaging ways of sharing the learning and findings of research
    7. Distribute payments to community participants in the research – for example, any community researchers who get involved in finding out about healthy urban places
    8. Attend city-wide Collaborative meetings in Bradford and with partners in Liverpool

**Requirements of the Specification**

2.14 The work will be conducted in five phases. These five phases are (all below prices include VAT):

Phase 1 – Start-up (£6,500)

Phase 2 – Initial Research (£22,000)

Phase 3 – Reflect (£4,500)

Phase 4 – Further Research (£22,000)

Phase 5 – Impact (£2,000)

Progression through phases will be contingent on a joint work plan being developed and agreed.

2.14.1 Phase 1 – Start-up will focus on the development of the Community Collaboratives and co-design of research. Therefore, this phase covers (A) Core Requirements related to the operation of the Community Collaboratives and (B) Co-design Requirements to determine locally appropriate research plans. It is expected that this will involve a series of community workshops. £6,500 has been allocated for the co-design phase. The expected timeframe for completion must be no later than 4 months from the commencement date of Phase 1.

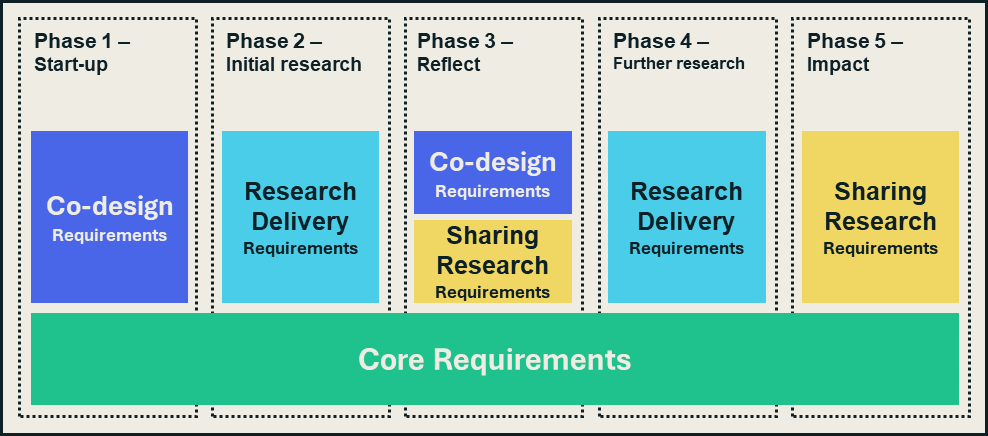
2.14.2 Phase 2 – Initial research will focus on the delivery of initial community-led research as determined in Phase 1. This phase covers: (A) Core Requirements related to the operation of the Community Collaboratives and (C) Research Delivery Requirements. Phase 2 is estimated to be £22,000 and is estimated to be conducted over five months. It is anticipated there will be two distinct research projects within this phase ranging from £3,000 - £12,000, depending on the locally preferred methods and approach. Final budget amounts will be determined during the Start-up Phase and released on formal written agreements with BTHFT on the work to be undertaken.

2.14.3 Phase 3 – Reflect will focus on maximising the impact of research outcomes from Phase 2 and planning for further follow-up research. This phase covers (A) Core Requirements for the operation of the Community Collaboratives, further (B) Co-design Requirements and (D) Sharing Research Requirements. £4,500 has been allocated for Phase 3, with final budgets to be released on formal written agreements with BTHFT on the work to be undertaken. The expected timeframe for completion must be no later than four months from the commencement date of Phase 3.

2.13.4 Phase 4 – Further Research will focus on the delivery of further community-led research as determined in Phase 3. This phase covers: (A) Core Requirements related to the operation of the Community Collaboratives and (C) Research Delivery Requirements. Phase 3 is estimated to be £22,000 and is estimated to be conducted over 6 months. It is anticipated there will be two distinct research projects within this phase ranging from £3,000 - £12,000. Final budget amounts will be determined during the co-design phase and released on formal written agreements with BTHFT on the work to be undertaken.

2.13.5 Phase 5 – Impact will focus on maximising the impact of research outcomes from Phase 4. This phase covers (A) Core Requirements for the operation of the Community Collaboratives and (D) Sharing Research Requirements. Phase 5 is estimated to be £2,000 and is estimated to be conducted over four months.

**Figure 2: Work Phases and Functional Requirements per Phase**



**Functional Requirements:**

2.14 Working closely with the HUP research team, community organisations will be required to deliver the following:

2.15 **(A) Core Requirements** for the operation and running of the Community Collaboratives across all phases**:**

* + 1. Support the set-up and local coordination of the Community Collaboratives and participate in site-wide and cross-city events.
    2. Support the establishment of a community panel to provide feedback on research activities, including the recruitment of community representatives.
    3. Share knowledge on the local area and support the prioritization of research questions and areas for investigation.
    4. Contribute to the evaluation of the Community Collaboratives.

2.16 **(B) Co-design Requirements** to determine locally appropriate research approach in phases 1 and 3**:**

* + 1. Coordinate co-design workshops with community members to determine locally appropriate research approaches.
    2. Develop costed proposal for research based on outcomes from the co-design workshops.

2.17 **(C) Research Delivery Requirements** related to the coordination of research in phases 2 and 4:

* + 1. Oversee the setup of community-led research, including recruiting the community-led research team and ensuring the team received the necessary training.
    2. Coordinate and oversee the delivery of community-led research, supporting community-led research team in the day-to-day operations and tracking and reporting progress.

2.18 **(D) Sharing Research Requirements** for the dissemination of the research into policy and practice in phases 3 and 5. An overview of the work phases and functional requirements per phase are depicted in the Figure 2:

* + 1. Contribute to the sharing of findings into policy and practice, ensuring approaches are locally suitable.

2.19 A detailed breakdown of the tasks the Community Organisation(s) are required to deliver are provided in Table 1.

**Table 1: Detailed Functional Requirements to be Delivered**

|  |  |  |
| --- | --- | --- |
| **Requirements for Community Organisations in the Community Collaboratives** | | |
| **Area** | **Tasks** | **Phase** |
| **A. Core Requirements** | | |
| **1. Community collaborative operation** | - Liaise with the HUP research team in person/online/by email as required  - Participate in regular site—level collaborative meetings (monthly)  - Participate in City-wide Collaborative meetings (quarterly) and cross-city programme events (Annual)  - Contribute to the development of the Community Collaborative Policies on ways of working (e.g. values, ethics, data handling processes)  - Report progress via tailored quarterly reports  - Oversee financial management (track spending, process invoices)  - Recruit and support community representatives to join site-level, city-wide and annual cross-city Collaborative meetings  - Adhere to relevant policies and standards relevant to community engagement in research (see Section 2.20) | All phases (1-5) |
| **2. Community panel** | - Recruit a minimum of two community representatives to join a Community Panel  - Enable community representatives to participate in Community Panels (e.g. provide payment and necessary support pre/post panel briefings)  - Attend Community Panel meetings as a community organisation (expected bi-annually) | All phases (1-5) |
| **3. Local knowledge sharing and research prioritisation** | - Provide access, or signpost, to relevant local reports and local site data  - Maintain community and stakeholder networks and provide links to network where appropriate  - Arrange site visits (e.g. transect walks/local area tours) as relevant with the HUP team and wider stakeholders  - Participate in/host stakeholder meetings  - Host workshops, events or meetings with community members where necessary | All phases (1-5) |
| **4. Community collaborative evaluation** | - Contribute to plans for evaluating the CCs  - Collect data to support evaluation (e.g. file reports, take meeting minutes, record participation)  - Participate in evaluation workshops/sessions  - Contribute to the analysis, write-up (e.g. reports) and sharing of findings/learning events about the operation of the Community Collaborative | All phases (1-5) |
| **B. Co-design Requirements** | | |
| **5. Coordinate co-design workshops** | - Arrange workshops for research co-design sessions (including room hire, advertisement, refreshments)  - Recruit community member participants  - Co-develop workshop activities  - Provide participation payments/expenses for community member participants  - Contribute to the reporting of workshop outcomes | Co-design and reflect phases (1 and 3) |
| **6. Develop costed proposals** | - Develop research proposals, with the support of the HUP team, with organisational costings (based on co-design workshops)  - Submit proposals for agreement with HUP team following an agreed template and process | Co-design and reflect phases (1 and 3) |
| **C. Research Delivery Requirements** | | |
| **7. Research set-up** | - Recruit members of the community-led research team (e.g. community researchers who could include residents and/or organisation staff)  - Ensure community-led research opportunities are accessible and safeguarding protocols are followed  - Contribute to the development of training sessions with the HUP team necessary for research (e.g. data protection and data handling sessions, data collection and analysis)  - Arrange locations for training sessions (e.g. room hire, refreshments)  - Provide payments for attendance in training  - Ensure development of the research procedures are in line with diversity, ethical and data handling requirements (e.g. includes ensuring diverse representation from the local community in the recruitment of the research team) | Initial and further research phases (2 and 4) |
| **8. Coordinate research activities** | - Oversee community-led research activities with support from the HUP team  - Support the research team in delivering activities  - Ensure consent for participant involvement is collected and recorded following appropriate protocols  - Arrange payments for community researcher time and participant involvement in community-led research  - Arrange activities per the co-designed research plans (scheduling, room hire etc.)  - Identify and work with the HUP team to determine where additional external input is needed (e.g. creative design, transcription)  - Track and report progress on community-led research activities against agreed milestones and deliverables  - Discuss any issues arising in the community-led research with the HUP team and agree on ways forward to try to address them  - Input to the analysis of collected research data | Initial and further research phases (2 and 4) |
| **D. Sharing Findings Requirements** | | |
| **9. Disseminate research for impact** | - Contribute to the sensemaking of research findings  - Contribute to the identification of implications of the research findings for practice and policy  - Support the sharing of findings through established and new networks,  - Support community researchers and community members to share findings  - Advise on appropriate and suitable methods for any research dissemination | Reflect and impact phases (3 and 5) |

**Policies and Standards Requirements**

2.20 Community organisations will be required to follow established policies and standards for engaging and involving community members in research. This includes:

* + 1. Applying the values and principles of [ActEarly Coproduction Strategy](https://actearly.org.uk/actearly-co-production-strategy/) and supporting Community Researchers to fulfil their duties (https://actearly.org.uk/actearly-co-production-strategy/)
    2. Applying the [UK Standards for Public Involvement](https://sites.google.com/nihr.ac.uk/pi-standards/home?authuser=0), designed to improve the quality and consistency of public involvement in research (https://sites.google.com/nihr.ac.uk/pi-standards/home?authuser=0)
    3. Payments for public partners for engagement and involvement in research have been established to recognise public partners’ contributions. Community organisations will need to ensure alignment with the [Payment guidance for researchers and professionals | NIHR](https://www.nihr.ac.uk/payment-guidance-researchers-and-professionals)and budgets will need to be determined accordingly (https://www.nihr.ac.uk/payment-guidance-researchers-and-professionals.
    4. Demonstrating compliance to Equality, Diversity and Inclusion principles and adherence to Equality Act 2010.
    5. The research to be undertaken will be subject to ethics approvals at collaborating research organisations, Community Organisations will be required to adhere to procedures and policies outlined in Approved Ethics Protocols.
    6. Data handling and management will need to follow data protection principles outlined in the [UK General Data Protection Regulation (UK GDPR)](https://www.legislation.gov.uk/eur/2016/679/contents) and Data Protection Act 2018, and in accordance with relevant research protocols and associated ethical approvals.
    7. Community organisations have a responsibility to safeguard and promote the welfare of children and adults, including but not limited to members of the public and colleagues. The community organisations will need to work in accordance with the safeguarding policies of BTHFT.

**Training Requirements:**

* 1. The successful bidder will be required to undertake the following training on the commencement of the contract:
     1. Data Protection training in accordance with UK GDPR, with a specific focus on research data handling and management.
     2. Safeguarding training as needed to meet requirements set out in the Healthy Urban Places Ethical Approval.
     3. Community organisations will be required to ensure that the community-led research team attends the necessary training to enable them to conduct their research and attend review and evaluation sessions.

**Budget Requirements:**

* 1. The overall budget is £57,000, including VAT. This is inclusive of:
     1. Venue costs required to carry out the community engagement activities
     2. Materials and refreshments for engagement activities.
     3. Reimbursements to participating community members for their time and any travel expenses incurred.
     4. Staffing resources to meet the functional requirements outlined in Section 2.5.

2.23 Estimated staff input per phase has been provided in Table 2 to aid cost calculations, but these figures are indicative and should be used as a **guide only**. Service Providers will be responsible for ensuring that costs remain within budget and maximise value for money.

2.24 Additional budget held at BTHFT and/or HUP partners will support training (including any travel expenses), and costs associated with cross-city learning events only.

**Timescale and Performance**

2.25 The funding associated with this partnership will run for 24 months, subject to the contract issue date. Anticipated timeframes for delivery are provided in Table 2. There is some flexibility to the timescales for each phase, and they can be tailored to best engage with local communities in consultation with the BTHFT.

**Table 2: Expected timeframes for delivery**

|  |  |  |
| --- | --- | --- |
| **Phase** | **Expected timeframe** | **Estimated staff requirement** |
| Phase 1 – Start Up | January 2025 to April 2026 | 30 days |
| Phase 2 – Initial research | May 2026 to September 2026 | 45 days |
| Phase 3 – Reflect | October 2026 to January 2027 | 20 days |
| Phase 4 – Further Research | February 2027 to August 2027 | 45 days |
| Phase 5 - Impact | September 2027 to December 2027 | 10 days |

2.26 The Service Provider will be assessed after each project phase based on the following outcomes:

* + 1. Phase 1: Research plan(s) that are aligned with the aims and objectives of the Healthy Urban Places programme, which have been co-designed with local communities, stakeholders, and underrepresented groups, and which can be delivered within the phase 2 budget.
    2. Phases 2 and 4: Research outputs that are aligned with the aims and objectives of the project and can actively feed into local policy and practice to influence place-based changes.
    3. Phase 3: Research plan(s) that are aligned with the aims and objectives of the Healthy Urban Places programme, which have been co-designed with local communities, stakeholders, and underrepresented groups, reflect on learnings from phase 2 and which can be delivered within the phase 4 budget.
    4. Phase 3 and 5: Outputs and dissemination plans for those outputs that focus on maximising the impact of research outcomes from Phase 2 and 4.
    5. All phases: Has consistently worked within project deadlines and delivered the research inputs laid out in this Specification.
    6. Will endeavour to make necessary changes to their project delivery when requested by the BTHFT.
    7. Ongoing engagement and participation in project group meetings throughout all phases.

**Implementation:**

2.27 As previously outlined, the service will be structured in five phases. Progression into the next phase is contingent on a joint plan being developed (including financials) between the parties and agreed in writing by BTHFT. The Service Provider will submit the joint plan by an agreed date prior to the commencement of each Phase. Phase 1 is expected to commence in January 2026 with a series of inception workshops, hosted by the HUP research team.

**Milestone Payments**

* 1. Payments will be structured against the successful completion of each Phase, once the joint plan and costs have been agreed and confirmed by the BTHFT.
     1. Invoices should be addressed to:

Bradford Teaching Hospitals Foundation Trust

RAE 4405

PO Box 312

LEEDS

LS11 1HP

* + 1. Service Providers can send invoices in by Tradeshift (preferred): <http://nww.sbs.nhs.uk/wp/einvoicing/> (note: Tradeshift subscription charges apply if yearly invoice volumes exceed 600, otherwise it is free of charge) or by email to: [sbs.apinvoicing@nhs.net](mailto:sbs.apinvoicing@nhs.net) (must be pdf, must be one invoice only per pdf)

**Contract/Service Management Requirements:**

* 1. Management and reporting are to be agreed in liaison with the successful bidder.
  2. The Key Performance Indicators (KPIs) to be reported on are listed below. The Service Provider will be required to report on them at regular intervals as agreed with the Trust.

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Performance Indicators** | | | |
| **Services in the Contract** | **Measurable Aspect** | **Timescales** | **How Quantified** |
| Phase 1 – Start Up | Research Plan Drawn Up | Prior to April 2026\* | 95% completion |
| Phase 2 – Initial research | Research Outputs Generated | Prior to September 2026\* | 95% completion |
| Phase 3 – Reflect | Research Plan Drawn Up | Prior to January 2027\* | 95% completion |
| Phase 4 – Further Research | Research Outputs Generated | Prior to August 2027\* | 95% completion |
| Phase 5 – Impact | Dissemination Activity Complete | Prior to December 2027\* | 95% completion |
| Social Value - Corporate Carbon Reduction Plan (CRP) | Presence of a CRP published on your company web site, updated on an annual basis | Yearly Review | Yearly check for an updated CRP - SMEs are exempt until April 2026 |
| Social Value - Modern Slavery | Completion of the Modern Slavery Assessment Tool (MSAT) | Prior to contract signature | One-time, upon contract award, 100% completion |
| *\*Timescales for phases are flexible and subject to confirmation between the successful bidders and the contracting authority upon contract award* | | | |

2.31 The Trust reserves the right to amend the KPIs during the course of the contract should it be seen as necessary.

2.32 Should the reporting show that the Service Provider is not meeting the KPI performance targets in any one month then the Service Provider will be expected to provide a plan to remedy the situation. If the targets are continually missed for more than three consecutive months without being rectified then this will be considered to be a breach of the contract.

**Contractual Requirements:**

2.33 Where Service Providers are tendering in partnership with other Service Providers, or via a Subcontracting arrangement, a service-level agreement between Service Providers/Subcontractors will be required before the issuing of contracts.

2.34 Within Questionnaire 1*,* please ensure that you specify whether you will be applying in partnership with another organisation or subcontracting any part of the service delivery.

**3. Procurement Procedure**

3.1 BTHFT is leading the tender process and will manage and oversee the contract once awarded. Please see Document 1 – Instructions and guidance to Tenderers for further details.

3.2 BTHFT reserves the right to vary all dates in this Invitation to Tender, to request bidders to attend an interview, to terminate this procurement process and/or decide not to award a contract.

## 

## **4. Appendices**

### Appendix A – Further Information on Community Collaboratives

Appendix B – Further information on Supplier Presentation

Appendix C – Slides from Information Webinar

Appendix D - Questions asked at the information webinar

Appendix E – HUP Parkside Flyer