WASHINGTON LEARNING SOURCE Vendor Agreement

1. PARTIES

ABC-CLIO

130 Cremona Drive Santa Barbara, CA 93117

WASHINGTON LEARNING SOURCE Puget Sound ESD

800 Oakesdale Avenue SW Renton, WA 98057

The parties agree to the following:

2. PURPOSE

Through this Agreement, ABC-CLIO offers the Washington ESDs' Subscribers to purchase **ABC-CLIO Databases** listed in Exhibit A at special volume levels.

3. INCORPORATION OF DOCUMENTS

The following documents provided are hereby incorporated by reference into this Contract:

WLS Standard Terms and Conditions (Attachment A) Products and Contract Pricing (Exhibit A) WLS Quarterly Reporting Template (Exhibit B)

4. **DEFINITIONS**

- **4.1 "Administrative Fee**" means the fee applicable to each Product for administrative services provided by WLS or Subscriber's educational school district, which fee is set by schedules or other notices that WLS provides to ABC-CLIO from time to time with respect to the Products.
- **4.2 "Product**" means any product or service that is available to be sold, licensed, or otherwise provided pursuant to the ABC-CLIO contract.
- 4.3 "Puget Sound Educational Service District (ESD)" is one of nine regional educational agencies serving school districts and state-approved private schools in Washington State.
- 4.4 "Subscriber" means any ESD office, public and private schools in vvasington state. Washington educator, the Office of State Superintendent of Public Instruction, or other accredited educational institution, as listed in the Washington Education Directory, that has entered into a contract with WLS, pursuant to which WLS authorizes such agency or entity to purchase or acquire access to products and/or services sold, licensed, or otherwise provided by Vendors of goods and/or services under one or more contracts WLS has entered into with such Vendors. "Subscriber" does not include any such agency's and entity's operations outside the State of Washington. "Vendor" means the party with whom the WLS is contracting to fulfill orders for this contract.
- 4.5 "FTE" refers to a "Full-Time Equivalent" K-12 student as defined in WAC 392-121-122.
 4.6 "Head Count" refers to all students regardless if they attend classes full-time in a high school building or attend work based learning programs "off site" or are enrolled in Running Start or Virtual Academies.
- **4.7 "Optional Use"** means that Washington State school districts that are members of the WLS may choose or not choose to use any vendors listed on the WLS site. The benefit for

the Vendors is that their products and/or services will be listed on the Washington Learning Source website, a recognized purchasing cooperative that affords promotional benefits. For more information, visit WLS website at <u>http://www.walearningsource.org/</u>

5. ADDITIONAL AND AMENDED TERMS AND CONDITIONS

The following terms and conditions hereby take precedence over any contrary provisions in the documents referenced in Section 2 and 3. Unless otherwise notated below, the following terms and conditions are in addition to WLS Standard Terms and Conditions, Attachment A.

- 1) Term: Each party represents that this Agreement has been executed by their duly authorized representatives. It will become effective on the date signed by all parties, and will continue for a period of two years. All times set forth in this Contract shall be based upon the time in Renton, Washington.
- 2) Renewal: At the discretion of WLS, this Contract may be renewed in writing for three subsequent one-year periods by mutual agreement of the parties.
- 3) Price and Products: Under this Contract, Subscribers will qualify for purchases through the Vendor at the prices listed in Exhibit A. All prices shall remain firm for the first two year period (no changes that increase prices) from the date the contract is awarded until the contract end date.
 - Upon optional annual contract renewals, the awarded vendor may request price increases from the WLS. ABC-CLIO will provide updated pricing for each upcoming school year.
 - Throughout the entire contract term, price reductions are required if the OEM reduces the reseller's base price.
 - New products and services may be added to this contract upon WLS approval and submission of an accompanying spreadsheet (Exhibit A – Prices). All pricing must, at a minimum, reflect the same percentage discounts or better as established with this contract award. Pricing for renewable period, will be dependent upon: volumes procurred state-wide, and the then current established list or market pricing by ABC-CLIO.
 - ABC-CLIO must provide on the first of each calendar year price decreases or increases, new products, discontinued items, and any other changes or additions, submitted on Exhibit A – Prices spreadsheet in order to ensure accurate WLS advertised prices.
 - Pricing in this contract does not affect the status of existing ABC-CLIO subscribers within the state of Washington. Pricing is for new customers only.

4) Marketing

WLS Responsibilities:

- a. WLS will work with to develop and maintain a web page on the WLS web site to summarize the terms of the agreement and to prepare pricing information for the shopping cart feature of the WLS web page.
- b. The WLS will work with ESDs to reference ABC-CLIO and said web page in its communications to ESD participants so as to inform them of the availability of this agreement
- c. The WLS will work with ESDs to use commercially reasonable efforts to disseminate information to Subscribers about the Products included in the agreement through email announcements, direct mail, websites, meetings, and newsletter articles.

Vendor Responsibilities:

- a. ABC-CLIO will provide WLS with information to be used for marketing purposes, such as logos and copy.
- b. ABC-CLIO will use the WLS logo on all of its materials that market products on this contract.
- c. ABC-CLIO may sponsor and participate in events such as regional conferences, tradeshows, webinars, and showcases as appropriate.
- d. ABC-CLIO may co-host rollout events for Subscribers, such as lunch-and-learns and demonstrations.

WLS's Marketing Manager: Angela Bolam Washington Learning Source 800 Oakesdale Avenue SW Renton, WA 98057 Phone: 425-917-7901 Fax: 425-917-7901 abolam@psesd.org

ABC-CLIO's Marketing Manager: Jen Pfau Marketing Manager 130 Cremona Drive Santa Barbara, CA 93117 Phone: (805) 968-1911 Fax: (888) 334-6428 JPfau@ABC-CLIO.com

- 5) WLS Membership: Pursuant to RCW 39.34, an intergovernmental (Interlocal) purchasing agreement forms the basis for WLS membership. All public K-12 educational institutions and associations published in the Washington State Education Directory are eligible to become WLS members and purchase from this optional use contract. Interlocal purchasing contracts allow either party to make purchases at the other party's accepted proposal price. A list of current WLS members is posted on the Washington Learning Source website at http://walearningsource.3dcartstores.com/WLS-Members_ep_44-1.html.
- 6) WLS Administrative Fee: The total administrative fee is 3% which will be paid to WLS quarterly. As the administrator of the contract, ABC-CLIO must include the following data for each sale or purchase through this contract:
 - Invoice date
 - Name of subscriber (school, district, or organization)
 - ESD name where subscriber resides
 - Invoice number
 - Names and quantities of products purchased through each transaction
 - Single unit purchase price
 - Total purchase price
 - Amount of administrative fee

Additionally, the pricing table below illustrates how the 3% administrative fee is being discounted to all WLS members. Furthermore, the pricing table also highlights an additional 7% discount for all WLS members procuring a subscription through the terms and conditions of this contract. ABC-CLIO will pay 1.5% administrative fee to WLS for all professional development services purchased by WLS members.

- 7) Order Processing: Orders will be processed in the following manner:
 - a. Purchase orders from subscribers will be submitted to ABC-CLIO for fulfillment.
 - b. Purchase orders from the Subscribers must be in writing and made out to ABC-CLIO. Each order must reference the appropriate ESD# and the contact/school name/address/telephone/email or fax of the end user responsible for holding the license.
 - c. ABC-CLIO will invoice the subscriber and collect their payments. Shipping charges

and Washington State sales tax will be added to the invoice, if applicable. Shipping charges shall be FOB Destination.

These procedures may be modified as needed, and any such changes will be mutually agreed to in writing by ABC-CLIO and WLS.

<u>ABC-CLIO's Sales Representative:</u> Nasir Syed National Sales Support Representative 130 Cremona Drive Santa Barbara, CA 93117 Phone: 805-880-6853 Fax: 888 334 6428 nsyed@abc-clio.com

8) Operational Administration: Each party will designate a Sales Operations Manager during the term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to the terms of the Contract. As of the Effective Date, WLS's and ABC-CLIO's Contract Managers are as follows:

WLS's Operations Manager: Anne Anderson, Director Washington Learning Source 800 Oakesdale Avenue SW Renton, WA 98057 Phone: 425-917-7939 Fax: 425-917-7901 aanderson@walearningsource.org

ABC-CLIO's Sales Operations Manager: Nasir Syed National Sales Support Representative 130 Cremona Drive Santa Barbara, CA 93117 Phone: 805 961 5183 Fax: (888) 334-6428 nsved@abc-clio.com

9) Monitoring: ABC-CLIO shall continuously monitor and record its Services to make sure they meet or exceed all contractual provisions and Service Level Requirements. WLS shall have the annual right to examine ABC-CLIO's records associated with purchases for each preceding contract period in order to ensure compliance with all requirements this Optional Use contract. ABC-CLIO's failure to meet or exceed these Service Standards may result in corrective action or termination.

We the undersigned agree to the terms of the foregoing contract agreement.

WASHINGTON LEARNING SOURCE Signature

Title

Date Signed

ABC-CLIO, Inc. Signature

Printed Name

VP FINANCE + KINASS OPS Title Date Signed

Attachment A: STANDARD TERMS AND CONDITIONS

WASHINGTON LEARNING SOURCE

1. <u>Compliance</u>

The Vendor agrees to comply with WLS Contract terms, including offering the products for the WLS Contract price when it sells its products to the eligible Subscribers until the expiration of the Contract.

2. <u>Contract Execution</u>

The Contract is considered fully executed at the time that the WLS Superintendent signs and the Vendor signs.

3. Pricing

3.1 WLS reserves the right to review at any time the pricing of this agreement.

3.2 If pricing is found to not be the lowest possible price for WLS Members, with respect to the volume of business that the WLS members procure from ABC-CLIO, this agreement may be immediately suspended, re-bid, or pricing immediately adjusted to affirm this requirement.

4. Assignment

Neither this Agreement nor any interest therein may be assigned by either party without the prior written consent of the other party except that ABC-CLIO may assign this Agreement without the other party's consent in connection with any merger, consolidation, reorganization, sale of all or substantially all of its related assets or similar transaction. Subject to the foregoing limitation, this Agreement will be binding upon , inure to the benefit of, and be enforceable by the parties and their respective successors and assigns.

5. Indemnification / Hold Harmless

Vendor shall defend, indemnify and hold the WLS, its officers, officials, employees and volunteers harmless from any and all claims,

injuries, damages, losses or suits including attorney fees, arising out of or in connection with Vendor's performance of this contract, except for injuries and damages caused by the sole negligence of the WLS.

6. <u>Insurance</u>

Vendor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of this contract by Vendor, their agents, representatives, employees or subcontractors.

Vendor shall provide a Certificate of Insurance evidencing:

Commercial General Liability insurance written on an occurrence basis with limits no less than \$2,000,000 combined single limit per occurrence for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

The WLS shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

7. Non-Exclusive Relationship

The Contract is not exclusive as to the products or goods or services similar to the products. Nothing in the contract prohibits WLS from entering into contracts with other Vendors or suppliers for the provision of the products or goods or services similar to the products in this contract.

8. Compliance with FERPA

Vendor will comply with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and its associated implementing regulations with respect to any information received by Vendor from WLS or any Subscriber. For the avoidance of doubt, this section does not create any obligations for Vendor with respect to information that is not in Vendor's possession or control.

9. Prohibited Employees

Vendor will prohibit any employee of Vendor from working at a Subscriber school if he or she would have contact with children at a Subscriber school during the course of his or her employment and if he or she has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of a child under chapter 9.68A RCW, sexual offenses under chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction.

10. Limitations on Confidentiality

Vendor agrees that WLS may disclose to Subscribers the prices, payment terms, and delivery terms provided in this contract for the products, and such other terms of this contract that Vendor wishes to make available to Subscribers (through WLS). Vendor acknowledges and agrees that WLS' obligation to comply with any confidentiality provisions under this contract is subject to and limited by applicable law, including the Washington Public Records Act (chapter 42.56 RCW).

11. Applicable Law; Jurisdiction

This contract will be governed by and construed in accordance with the laws of the State of Washington. Any dispute arising under, in connection with, or incident to this contract will be resolved exclusively in the state or federal courts located in King County, Washington.

12. <u>Termination</u>

WLS may terminate this contract for convenience at any time after the first anniversary of this contract Effective Date upon 30 days prior written notice to Vendor. WLS may terminate this contract immediately upon notice for any failure by Vendor to comply with Section 9. Either party may terminate this contract immediately upon written notice at any time if the other party is in material breach of any material term of this contract and has failed to cure that breach within 30 days after written notice.

13. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Vendor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

14. Licensed to do Business in Washington

Vendor must be licensed to do business in the State of Washington. Upon award of contract, Vendor will provide WLS with Vendor's Washington State Department of Revenue Tax Registration Number. UBI #: 602 821 612

Item	Item #	Educ List Price	7% WLS Discount	WLS Price
World At War Database	ISBN 978-1-598-84669-0	rice.	Discount	ML9 LUCE
FTE 100 - 750		\$399	\$27.93	\$371.07
FTE 751 - 2000		\$459	\$32.13	\$426.87
FTE greater than 2001	·····	\$519	\$36.33	\$482.67
African American Experience Database	ISBN 978-0-313-02787-1		*	+
FTE 100 - 750		\$399	\$27.93	\$371.07
FTE 751 - 2000		\$459	\$32.13	\$426.87
FTE greater than 2001		\$519	\$36.33	\$482.67
Latino American Experience Database	ISBN 978-0-313-08842-1			
FTE 100 - 750		\$399	\$27.93	\$371.07
FTE 751 - 2000		\$459	\$32.13	\$426.87
FTE greater than 2001		\$519	\$36.33	\$482.67
American Indian Experience Database	ISBN 978-0-313-35003-0			
FTE 100 - 750	· · · · · · · · · · · · · · · · · · ·	\$399	\$27.93	\$371.07
FTE 751 - 2000		\$459	\$32.13	\$426.87
FTE greater than 2001		\$519	\$36.33	\$482.67
World Religions	ISBN 978-1-598-84798-7			
FTE 100 - 750		\$499	\$34.93	\$464.07
FTE 751 - 2000		\$569	\$39.83	\$529.17
FTE greater than 2001		\$649	\$45.43	\$603.57
Issues	ISBN 978-1-598-84047-6			
FTE 100 - 750		\$499	\$34.93	\$464.07
FTE 751 - 2000		\$569	\$39.83	\$529.17
FTE greater than 2001		\$649	\$45.43	\$603.57
United States Geography	ISBN 978-1-598-84670-6			
FTE 100 - 750		\$499	\$34.93	\$464.07
FTE 751 - 2000		\$569	\$39.83	\$529.17
FTE greater than 2001		\$649	\$45.43	\$603.57
World Geography	ISBN 978-598-84671-3			
FTE 100 - 750		\$499	\$34.93	\$464.07
FTE 751 - 2000		\$569	\$39.83	\$529.17
FTE greater than 2001		\$649	\$45.43	\$603.57
American Government	ISBN 978-1-598-84667-6			
FTE 100 - 750		\$499	\$34.93	\$464.07
FTE 751 - 2000		\$569	\$39.83	\$529.17
FTE greater than 2001		\$649	\$45.43	\$603.57
Pop Culture Universe	ISBN 978-0-313-08890-2			
FTE 100 - 750		\$599	\$41.93	\$557.07
FTE 751 - 2000		\$689	\$48.23	\$640.77
FTE greater than 2001		\$779	\$54.53	\$724.47
Daily Life Through History	ISBN 978-0-313-34832-7			
FTE 100 - 750		\$599	\$41.93	\$557.07
FTE 751 - 2000		\$689	\$48.23	\$640.77
FTE greater than 2001		\$779	\$54.53	\$724.47
Ancient World History	ISBN 978-1-598-84673-7			
FTE 100 - 750		\$599	\$41.93	\$557.07
FTE 751 - 2000		\$689	\$48.23	\$640.77
FTE greater than 2001		\$779	\$54.53	\$724.47
Modern World History	ISBN 978-1-598-84672-0			
FTE 100 - 750	[\$599	\$41.93	\$557.07
FTE 751 - 2000		\$689	\$48.23	\$640.77
FTE greater than 2001		\$779	\$54.53	\$724.47
American History	ISBN 978-1-598-8466-3			
FTE 100 - 750		\$599	\$41.93	\$557.07
FTE 751 - 2000		\$689	\$48.23	\$640.77
FTE greater than 2001	<u> </u>	\$779	\$54.53	\$724.47

Exhibit A: PRODUCTS AND PRICING FOR SITE OR BUILDING LEVEL, K-12 Individual Databases – 7% discount

Curriculum Packages:

American History	World History	Govt and Issues
American History	World History	American Gov't
Daily Life through History	Ancient World History	Issues
Pop Culture Universe	Religion	State Geo
African American Exp	World Geo	World Geo
Latino American Exp	Genocide	World at War
American Indian Exp	World at War	American History

American History + World History	American History + Government & Issues	World History + Government & Issues	History and Humanties
American History	American History	World History	African American Exp
Daily Life through History	Daily Life through Hist.	Ancient World History	American Gov't
Pop Culture Universe	Pop Culture Universe	Religion	American History
African American Exp	African American Exp	World Geo	American Indian Exp
Latino American Exp	Latino American Exp	Genocide	Ancient World History
American Indian Exp	American Indian Exp	World at War	Daily Life through Hist.
World History	American Gov't	American Gov't	Genocide
Ancient World History	Issues	Issues	Issues
Religion	State Geo	State Geo	Latino American Exp
World Geo	World Geo	American History	Pop Culture Universe
Genocide	World at War		Religion
World at War		-	State Geo
			World at War
			World Geo

World History

School		WLS								
Size	1 Pkg	Price	AH/WH	Price	AH/GI	Price	WH/GI	Price	H&H	Price
1-750	\$2,304	\$2,142	\$4,188	\$3,895	\$3,839	\$3,570	\$3,490	\$3,245	\$5,235	\$4,868
751-2000	\$2,646	\$2,461	\$4,812	\$4,475	\$4,411	\$4,102	\$4,010	\$3,729	\$6,015	\$5,594
2001+	\$3,000	\$2,790	\$5,488	\$5,104	\$4,994	\$4,644	\$4,540	\$4,222	\$6,810	\$6,333

Multi-Site Discounts (for multiple sites purchasing within a single district)

1 - 5 Sites	0%
6 - 19 Sites	additional 4% discount
20 - 49 Sites	additional 8% discount
50+ Sites	additional 12% discount

Professional Services a la Carte:

Customized Services Package per Proposal Year 1: \$8,000 per district

Customized Services Package per Proposals Year 2 & beyond: \$6,000 per district Ala Carte Services Rates:

- Alignment of other content to ABC-CLIO \$2,500 per textbook or adopted resource.
- Lesson Plan build \$2000 per 50 lessons
- Per Day Training \$1,500 per day plus travel, up to 30 participants
- Customized Coaching & Mentoring \$2,500 per day plus travel, up to 30 participants
- Instructional Webinar \$495 per 2 hour session, up to 20 participants
- Implementation Support \$500 per 8 hours of support

ESD IN Date	Cachoo		ر ورب		÷	Total	ikan Maring	LL C
/28/2003 2/4/2003	1002 Spokane School District 1003 Spokane School District	Product 1 Product 1		\$ 74.00 \$ 74.00	ዓ ዓ	74.00 74.00	ት ው	2.22
Total			I		r ₩	148.00	⊦ (/)	44
2/19/2003	1004 ESD 105	Product 1	┉	\$ 74.00	4	74.00	()	2.22
/20/2003	ESD 10	Product 1	4	\$ 74.00	↔	296.00	Ś	8.88
2/4/2003	Yakima School		1	\$ 74.00	₩	74.00	ৢ৻৻	2.22
3/20/2003	1007 Yakima School District	Product 1	, i	\$ 74.00	↔	74.00	€	2.22
Total					€	518.00	↔	15.54
/12/2003	1008 ESD 112	Product 2	Ч	\$ 21.50	᠊ᡐ	21.50	↔	0.65
/12/2003	1009 ESD 112	Product 3	7		ৢ	322.00	\$	9,66
2/19/2003	Ľ	Product 1	2		₩	148.00	\$	4.44
/22/2003	1011 Hockinson School District	Product 5		\$ 478.50	₩	478.50	€9-	14.36
Total					↔	970,00	₩	29.10
2/19/2003	1012 ESD 113	Product 2	-		↔	21.50	€	0.65
3/25/2003	1013 Southside School District	Product 1	┉		÷	74.00	€.	2.22
2/6/2003	1014 Supt. Of Public Instruction		┉┥	\$ 318,50	↔	318.50	ৢ	9.56
/19/2003	1015 ESD 113	Product 5		\$ 478.50	€9-	478.50	₩.	14.36
Total					ዏ	892.50	€	26.78
1/16/2003	South Kitsap School		2	\$ 74.00	ዏ	148,00	↔	4.44
3/14/2003	1017 South Kitsap School Dist	Product 1	1	\$ 74.00	↔	74.00	\$	2.22
					6	222.00	ৢ	6.66
2/7/2003		Product 4	4	\$ 49.00	\$	196.00	ы	5,88
2/7/2003	ഫ്				.	444,00	÷₩-	13.32
2/6/2003		Product 6		m	ᡐ	318.50	₩	9.56
3/21/2003	Å	Product 1	4	\$ 74.00	₩	296.00	ᡐ	8.88
2/3/2003	1022 Tacoma School District	Product 4		\$ 49.00	₩	49.00	₩	147
Total					ب ج	303.50	€9-	39.11
3/31/2003	Richland School	Product 2		\$ 21.50	₩.	43.00	₩	1.29
3/31/2003	chland		10	\$ 46.00	\$	460.00	₩.	13.80
31/2003	1025 Richland School District	Product 1		\$ 74.00		370.00	₩	11.10
						873.00	₩	26.19
3/14/2003	Omak School		-	\$ 46.00	ᡐ	46.00	\$	1.38
3/13/2003	1027 North Central ESD	Product 1		\$ 74.00	€	74.00	₩	2.22
Total	(₩.	120.00	↔	3.60
1/ 14/ 2003	1028 Granite Falls School District	Product 1	10	\$ 74.00	() +	740.00		22.20
					- m	/40.00	١	22.20
					ر. م	787.00		173.61



Amendment to Agreement WLS#236

Between

ABC-CLIO and

Washington Learning Source

Amendment

This Amendment to the Agreement WLS#236, entered into by and between Washington Learning Source (WLS) and ABC-CLIO is hereby amended as follows:

X Add products (see attached)

 \overline{X} Change prices (see attached)

Renew <u>5/31/2023</u>

Other:

All other terms and conditions of this Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment.

3/9<u>/2022</u> Date

Joli Valentino PSESD Superintendent or Designee

3/15/22 Date

March 8, 2022

Date

Troy Martin

ABC-CLIO

PSESD Business Office Use Only

acdry to

3/15/22

Business Office

Date



Amendment to Agreement WLS#236

Between

ABC-CLIO and

Washington Learning Source

Amendment #2

This Amendment to the Agreement WLS#236, entered into by and between Washington Learning Source (WLS) and ABC-CLIO is hereby amended as follows:

Add products (see attached) Change prices (see attached) 🔼 Renew Extend contract to _____May 31, 2024

Other (describe below)

All other terms and conditions of this Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment.

Anjela & Bolow	Jun 21, 2023
WLS Director	Date
<u>Joli Valentino</u> Ni Valentino (Jun 21, 2023 18:02 PDT)	Jun 21, 2023
PSESD Superintendent or Designee	Date
Lenny Allen	May 23, 2023
ABC-Clio / Bloomsbury	Date

PSESD Business Office Use Only

2:50 PDT) Aud

Jun 21, 2023

Date

Business Office