CONDUCTING BUSINESS *with Region One ESC*

An official vendor's guide for navigating through cooperative procurement and compliance in securing contracts.

Official Vendor Guide

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Overview

Education Service Centers

- Created in 1965 by the 59th Texas Legislature to assist school districts
- 20 ESCs Statewide
- Three main objectives as stipulated in the TEC 8.002
  - Assist school districts in improving student performance
  - Assist school districts in operating efficiently and economically
  - Carry out the mandates of the Texas Education Agency and the Texas Legislature

Where We Serve

Seven South Texas counties | Two cooperative networks

Region One ESC – Service Area

South Texas

Webb | Zapata | Jim Hogg | Starr | Hidalgo | Willacy | Cameron

COOPERATIVE MEMBERSHIP

Our network at a glance

151 — **Purchasing Cooperative**
Statewide membership

67 — **South Texas Cooperative**
ESC 1 & ESC 2 membership

Entities Served
Public and charter schools, colleges, universities, cities, counties, and nonprofits

Objective

Assist school systems in operating efficiently

School systems may participate in any or all of the Region One Cooperatives and/or other purchasing cooperatives.

- Region One Purchasing Cooperative
- Child Nutrition Program - South Texas Cooperative
- Library Services and Instructional Resources Cooperative
- Texas Energy Center

Budget Maximization

- Funding remains ***tight and limited*** for public school systems
- School systems ***must be cost-effective and efficient*** while following federal regulations, state laws, and local policies that dictate how to legally spend public funds
- To **prevent fraud, waste, and abuse**, it's essential to establish internal controls and to develop, implement, and train staff on purchasing policies and procedures
- *School systems spend about **80% on salaries** the remainder of the budget has to be maximized, making the purchasing function critically important*
- ***Just-in-time delivery*** of goods and supplies reduces the need for warehouse space and associated personnel, maintenance, and utility costs
- Use of ***cooperative contracts*** provides organizational resource savings, access to a wider variety of vendors, competitive pricing, and access to an array of goods and services

Three Pathways into *Region One*

Region One Purchasing Cooperative (ROPC)

Key Contracts: Janitorial Services, Facility Products, Office and Classroom Furniture, General Merchandise, Equipment Repair

Child Nutrition Program - South Texas Cooperative

Key Contracts: Food Items, Fresh Produce, Frozen Desserts, Kitchen Equipment, Sanitation Products, Grease Removal

Internal ESC Contracts

Key Contracts: Bank Depository, Therapy Services (ECI and SPED), Independent Auditors, Insurance Products, Mental Health Products and Services, Library Products and Services, Technology Solutions, E-Rate

Purchasing Cooperative = Better Value

1. **Saves Time and Resources**
   - Competitively procured Region One Purchasing Cooperative contracts reduces the time and administrative effort required by school systems and vendors
2. **Leverage Purchasing Power**
   - Region One Purchasing Cooperatives combine the purchasing volume of multiple organizations, which results in competitive pricing, favorable terms, and greater value
3. **Reduce Risk & Ensure Best Value**
   - Region One Purchasing Cooperatives follow procurement requirements and best practices while evaluating factors beyond price - such as quality, service, vendor performance, and contract terms
4. **New Customers**
   - Awarded vendors gain access to Region One Purchasing Cooperative members

Other Purchasing Cooperatives

- 1 Government Purchasing Alliance: http://www.1gpa.org/index.php
- Allied States Cooperative: http://www.esc19.net/site/Default.aspx?PageID=884
- BuyBoard: www.buyboard.com
- Choice Partners - HCDE: www.choicepartners.org
- Department of Information Resources (DIR): www.dir.texas.gov/ict/contracts/Pages/ProductsServices.aspx
- Goodbuy Program - Region 2: http://purchase.esc2.net/
- National Cooperative Purchasing Alliance (NCPA): http://www.ncpa.us
- National Joint Powers Alliance (NJPA): http://www.njacoop.org
- OMNIA Partners: http://www.omniapartners.com/publicsector
- PACE - Region 13 & 20: www.pacecoop.org
- Region One Purchasing Cooperative (ROPC): http://www.esc1.net/ropc
- Region 7 ESC Purchasing Cooperative: https://purchasing.esc7.net/
- Sourcewell: https://www.sourcewell-mn.gov/
- Texas Correctional Institute (TCI): www.tci.tdcj.state.tx.us
- TXMAS: portal.cpa.state.tx.us/txmas
- TPASS/Texas Smart Buy: www.cpa.state.tx.us/txsmartbuy
- TexBuy Purchasing Cooperative - Region 16: http://www.texbuy.net
- TIPS - Region 8: www.tips-usa.com
- WorkQuest/TIBH: www.tibh.org

Region One's Online Solicitation Platform

- Region One ESC utilizes Euna/Bonfire to post and respond to bid opportunities
- Vendors may register at any time to receive notification of bid opportunities*
- Your business will receive an email notification of bid opportunities based on NIGP codes
  - www.esc1.net/eBuyOne or
  - https://esc1.bonfirehub.com/portal/?tab=login

- **Creating a vendor profile/registering in eBuyOne DOES NOT recognize your company as an "awarded vendor" under any existing contracts. It only serves to provide Region One ESC with your company's contact information and the opportunity to receive an auto-email notification when pertinent bid/proposal opportunities are solicited that match the Commodity Codes selected in your eBuyOne vendor profile.*

Transforming Procurement

Increased efficiency and improved productivity through automation and streamlining procurement processes

- **Supplier/vendor management**
  - Self-register and select applicable commodity codes
  - Self-maintain certificates, licenses, proof of insurance, W9 forms, etc.
  - Access and respond to solicitations
- **Electronic solicitations**
  - Documentation is uploaded and easily downloaded
  - Ability to ask questions for clarification on bids
  - Submissions are time-stamped, encrypted, and locked
- **Evaluation process**
  - Evaluation criteria and scoring
  - Awarding of single or multiple items and/or vendors
- **Contract management and record-keeping**
  - Working and submitted bids are accessible within the system

e-BuyOne™

Sample Tentative Timeline

March 4, 2026 - 1st Advertisement (usually Wednesday)

March 11, 2026 - 2nd Advertisement (usually Wednesday)

March 18, 2026 - Pre-Bid Conference (Via Zoom)

March 27, 2026 - Deadline to submit questions at 3:00 PM CST

April 1, 2026 - RFP Submission Deadline at 3:00 PM CST

May 14, 2026 - Region One ESC Board of Directors Meeting (for approval)

May 27, 2026 - Post Award Meeting

June 1, 2026 - Start of Contract

Posted In: Laredo Morning Star, The Monitor, Brownsville Herald, Corpus Christi Caller Times, Electronic State Business Daily (ESBD), and the Region One ESC website

Forms, Forms, Forms

A. Affidavits and Certifications - *Provided by Region One Education Service Center*

- Requires the vendor's signature and initials of acknowledgement

1. Antitrust Certification
2. Compliance with the Texas Family Code
3. Felony Conviction Notification
4. Entities that Boycott Israel
5. Foreign Terrorist Organizations
6. Prohibited Employment Assistance
7. Prohibition on Boycotting Certain Energy Companies
8. Prohibition on Discrimination Against Firearm Ammo. Indust.
9. Prohibition on Diversity, Equity, and Inclusion (DEI) Duties
10. Conflict of Interest
11. Criminal History and Fingerprinting
12. TEA Pre-Service Affidavit and Do-Not-Hire Registry
13. Breach of Contract Terms, Sanctions and Penalties
14. Termination for Cause or Convenience
15. Equal Employment Opportunity
16. Davis Bacon Act

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17. Contract Work Hours and Safety Standard Act
18. Rights to Inventions
19. Clean Air/Water Act & Federal Water Pollution Control Act
20. Debarment and Suspension
21. Byrd Anti-Lobbying Amendment
22. Procurement of Recovered Materials
23. Prohibition on Certain Telecommunications/Video Surveillance
24. Domestic Preferences for Procurement
25. Employment Verification
26. Record Retention Requirements
27. Non-Collusion Statement
28. Financial Health and Stability
29. Health and Safety Certificates, Licensing, and Regulation
30. Compliance with Buy American Provision
31. Food Recall and HACCP Procedures
32. Signature and Declaration of Compliance

Forms, Forms, Forms

B. <u>Form W-9</u> - Vendor must provide a recent W-9

- *March 2024 version*

C. <u>Form CIQ</u> - Provided by Region One Education Service Center

- *Requires signature and date*
- *The questionnaire is filed in accordance with Chapter 176, Local Government Code, by a vendor who has:*
  - *a **business relationship** with a local government officer or a family member of the officer that results in the officer or family member receiving income that exceeds $2,500 during the preceding 12-month period;*
  - *given the local government officer or family member of the office 1 or more **gifts** with an aggregate **value of more than $100** in the preceding 12-month period; or*
  - *has a **family relationship** with a local government officer of that local government agency.*
- *By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the **7th business day** after the date the vendor becomes aware the statement must be filed, see Section 176.006(a-1) of Texas Local Government Code. An offense under this section is a **Class C misdemeanor**.*

Forms, Forms, Forms

D. Form 1295 (unless proof of exemption is provided) - Certificate of Interested Parties

- Texas Ethics Commission
- The law applies only to a contract of a governmental entity or State agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million or (3) is for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code 2252.908(b).
- Certain contracts are excluded from disclosure requirements
  - *A publicly traded business entity; including a wholly owned subsidiary*
  - *An electric utility, as defined by Utilities Code Section 31.002*
  - *Contract with a gas utility, Utilities Code Section 121.001 and Government Code 2252.908(c)(4)-(6)*
- *As a "business entity," all applicable vendors must electronically complete, print, sign and submit Form 1295 with their proposal even if no interested parties exist*
- *Proposers must file Certificate of Interested Parties – Form 1295 electronically with the Texas Ethics Commission using the following online filing application: https://www.ethics.state.tx.us/filinginfo/1295/*
- *Interested Party is a person who:*
  - *Has a controlling interest in a business entity with whom Region One ESC and/or its cooperative members contracts; or*
  - *Actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the entity*

Forms, Forms, Forms

E. Pre-Service Affidavit - Provided by Region One Education Service Center

F. Proof of Insurance - Provided by Vendor

- *Be aware that there is a cost to your business to provide this, so bid accordingly*

Workman's Compensation Insurance providing statutory benefits in accordance with the laws of the State of Texas, or any Federal statutes as may be applicable to Work being performed under this contract:

a. Employer's Liability Insurance

$1,000,000	Each Accident
$1,000,000	Policy Limits
$1,000,000	Each Employee

b. Commercial General Liability, Bodily Injury & Property Damage with limits of liability not less than:

$1,000,000 CSL	Occurrence / Personal Injury / Advertising / Products / Completed Operations
$1,000,000 CSL	Annual Aggregate
$1,000,000 CSL	Products Aggregate
$1,000,000 CSL	Fire, Lightning, or Explosion
$5,000 per person	Medical Expense

c. Automotive Liability covering all owned, hired, and non-owned motor vehicles used in connection with the Work being performed under this Contract with limits of liability not less than:

$1,000,000 Bodily Injury / Property Damage

d. Errors and Omissions (E&O) Professional Liability Coverage*

$1,000,000	Occurrence
$2,000,000	Aggregate

*Required for all professional services and consulting services contracts

Forms, Forms, Forms

G. Evidence of Financial Health and Stability

- *The vendor must provide evidence of financial health and stability, such as an audited financial statement, copy of their most recent filed tax return, credit report, etc. This information will be utilized during the evaluation criteria to determine the financial health and stability of each vendor and if adequate financial resources are available. The vendor must also attest* ***to soundness of financial health and stability to adequately service all potential business associated with the RFP by initialing the Financial Health*** **Stability statement in the Certifications and Affidavits. Copies MUST be uploaded to the RFP response.**

H. Supplemental Contract (if applicable)

I. Safety Data Sheets (if applicable)

J. Health and Safety Certificates/Licenses

K. HACCP Procedures (if applicable)

L. Recall/Return/Cancellation Procedures (if applicable)

M. Miscellaneous/Other (if applicable)

- May add more or less forms depending on the solicitation

N. Bonfire BidTable

- Specifications, quantities, and pricing

O. Bonfire Questionnaire

- Answer all questions appropriately and completely
- If the question asks for a list of your past projects of similar scope and size, provide a list of projects of “similar scope and size”
- If the question asks for past experience with the agency, list all projects
- If it is not in the submittal, it cannot be considered

Criteria and Relative Weights

- Region One ESC publishes the criteria and weights for each request for bids, proposals, and qualifications
- This is the basis for how a submittal will be evaluated, ranked, and considered for awarded, see TEC 44.031

1. The cost to Region One ESC members;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services;
4. The extent to which the goods or services meet Region One ESC needs;
5. The vendor's past relationship with Region One ESC, if any;
6. The impact on Region One ESC and its members' ability to comply with laws and rules relating to historically underutilized businesses (HUB) – Texas Education Code 44.031(b)(6) or Small and Minority Firms, Women's Business Enterprises, and Labor Surplus Area Firms - 2 CFR 200.312;
7. The total long-term cost to Region One ESC to acquire the vendor's goods or services;
8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
   a. has its principal place of business in this State; or
   b. employs at least 500 persons in this State; and
9. Any other relevant factor specifically listed in the request for bids or proposals that Region One ESC would consider in selecting a vendor.

Pre-Bid Conference

Most pre-bid conferences are not mandatory, but a good practice to attend
Pre-Bid Conferences typically consist of the following:

- Review all documentation and forms
- How to complete the BidTable (Pricing) and Questionnaire
- Opportunity to ask questions
- Provide feedback
- Walk the site (if applicable)

Read the requirements carefully, as some may be mandatory

Addenda

An addendum may be issued to:

- Provide changes and/or modifications to the bid solicitation

Before submitting your proposal, always check to make sure you have received, read, and/or acknowledged addenda(s), if applicable.

Bonds

You may be asked to submit a bond with your proposal - failure to submit will result in disqualification from submission

- Bonds are forfeited if the bid is withdrawn after the solicitation opening, or the contract is not executed

Before submitting a bid, make sure you have the bonding capacity to meet the requirements if awarded a public works contract, Government Code, Sec. 2253.001(4) - a contract for constructing, altering, or repairing a public building or carrying out or completing any public work

- For public works contracts over $25,000, you will be required to submit a Payment Bond
- For public works contracts over $100,000, you will be required to submit a Performance Bond

Submissions

Failure to adequately respond to items in the solicitation that address the published criteria will result in loss of points and possible disqualification

- Vendors must upload/complete the information and forms marked as required
- Examples Include:
  - BidTable (Pricing)
  - Questionnaire
    - References
  - Proposed schedule may be marked “tentative” or “draft”
  - Financial statements may be marked “confidential”
  - Full resume

Contract Award

- Solicitation responses will be evaluated based on the specified criteria by a committee
- All references provided will be contacted by a Region One Purchasing Cooperative team member
- A recommendation for awarded will be submitted to Region One ESC Executive Director/ Board of Directors for consideration
- If approved, awarded vendors will be notified via award letter
- Post award meeting will be conducted with all awarded vendors

Payment Terms

- Texas Government Code § 2251.021
- No payments shall be made prior to the delivery of the product or service
- Governing body meets only more than once a month or more often:
  - Payments are due to the Vendor within **thirty (30) days** after the later of the following:
    - The date the goods are received under the Agreement;
    - The date the performance of the service under the Agreement is completed; or
    - The date an invoice is received for the goods or service
- Governing body meets only once a month or less frequently:
  - Payments are due to Vendor within **forty-five (45) days** after the later of the following:
    - The date the goods are received under the Agreement;
    - The date the performance of the service under the Agreement is completed; or
    - The date an invoice is received for the goods or service.
- Vendor agrees to pay any subcontractors, if any, the appropriate share of the payment received not later than the tenth (10th) day after the date Vendor receives the payment.

Cooperative Service Fee

- An awarded Region One Purchasing Cooperative vendor must agree to pay the Region One Education Service Center (ROESC), on a monthly basis, **a flat fixed service fee rate of $0.0100 cents on each $1.00 dollar of total sales**
  - (Example: Case Price $19.50 x Flat Fixed Service Fee Rate $0.0100 = $0.1950 Service Fee Paid to Region One ESC)
  - *Not applicable to Fleet Vehicles a fee of $300 fee per Purchase Order
- The service fee is to be inclusive of the proposed pricing
- Vendor must **remit the service fee** to the ROESC, **by the 15th** of the following month of rendering services through a reporting sales template
- Vendor agrees to provide the ROESC with a Sales Report detailing all purchases generated under the Region One ESC Purchasing Cooperatives

Cooperative Reporting Requirement

- Region One Education Service Center is required to report to the Texas Education Agency demonstrated cost savings for school systems as a result of utilizing services provided by the ESC, including its purchasing cooperatives. As a result, all awarded vendors under an awarded contract are required to provide monthly sales information by the 15th of the following month in an Excel or CSV file (comma delimited):
  - Vendor/Company Name
  - Request For Proposal (RFP) Number
  - School System Name
  - District Purchase Order Number
  - Invoice Date
  - Product / SKU Number
  - Item Description
  - Item Quantity
  - Item Price (actual)
  - Item Sale Amount (in dollars (Quantity X Price)
  - Total Savings in Dollar Amount ($) or Discount Applied (%)

*More information provided during the Post Award Meeting

Sample Monthly Sales Report

Region One Education Service Center
Monthly Vendor Sales Report Template

SERVICE FEE: Region One ESC has elected to fund the management of day-to-day operations of the purchasing cooperative through a vendor service fee. An awarded Vendor under this proposal must agree to pay the Region One Education Service Center (ROESC), on a monthly basis, a flat fix service fee rate of $0.0100 cents on each $1.00 dollar of total sales made through this Contract (Example: Case Price $19.50 x Flat Fixed Service Fee Rate $0.0100 = $0.1950 Service Fee Paid to Region One ESC). The service fee is to be inclusive of proposed pricing for goods and /or services awarded within the RFP. Vendor must remit the service fee to the ROESC in Edinburg, Texas, within 15 days of submission of the monthly reporting template. Vendor agrees to provide the ROESC with copies of all purchase orders generated by or under the contract that are received directly from Co-op members or such other documentation regarding those purchase orders as ROESC may require, for the purpose of allowing the ROESC to bill and collect the service fee, and for compiling required service history. Additionally, the ROESC has the right, upon reasonable written notice, to review the Vendor's records pertaining to purchases under the contract with Co-op members to verify the accuracy of service fees payable from Vendor. Failure to pay the service fee in a timely manner may result in Vendor breaching this Agreement and may result in the ROESC suspending or terminating this Agreement. Vendor shall honor and pay ROESC the service fee for any sales resulting from this Agreement that occurred within thirty (30) days of the expiration or termination of this Agreement. All rebates, discounts, and other applicable credits granted by Vendor as a result of any Supplemental Contracts entered into between Vendor and Co-op member(s) shall accrue directly and exclusively to the Co-op member(s).

Company/ Vendor Name:	Request for Proposal (RFP) or Contract #:	School District/Charter School Name:	District Purchase Order/ Transaction Number	Invoice Date	Item Description of Products/ Service Purchased:	Vendor SKU/Product Number	Quantity/ Units Sold	Price Prior to Discount	Total Discount ($) Per Unit/Case/Item *if applicable	Price After Discount	Item Extended Price (Quantity X Price)	Vendor Service Fee Total
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	BUTTERKRUST 8 6" CL HNG HOTS 12 OZ 3.49	74023880	18	$2.62		$2.62	$47.16	$0.47
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	BUTTERKRUST SAND THIN 20 OZ	74010140	175	$2.62		$2.62	$458.50	$4.59
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	BUTTERKRUST TEX TOAST 20OZ 15 SLICE	74018830	77	$2.99		$2.99	$230.23	$2.30
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	FLOWERS 20 5" DEEP PAN HAMS	10027170	4	$11.03		$11.03	$44.12	$0.44
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	FLOWERS 24 STEAK SD SPLT BUNS	10027960	8	$7.02		$7.02	$56.16	$0.56
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	FLOWERS 30 4" PL IND HAMS	10026700	20	$7.08		$7.08	$141.60	$1.42
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	MICASA RET 20 7" FL TORTILLAS 28Z CS	12967971	54	$2.59		$2.59	$139.86	$1.40
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NATOWN 100% WHOLE WHE 20 OZ	10215260	473	$3.44		$3.44	$1,627.12	$16.27
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NATOWN BTRBREAD 20 OZ	10215200	88	$3.44		$3.44	$302.72	$3.03
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NATOWN HNY WHE 20 OZ	10215080	990	$2.99		$2.99	$2,960.10	$29.60
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NOB4S 16CT 6" HOT SL	95933400	6068	$4.08		$4.08	$24,757.44	$247.57
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NOB4S 30CT 4" HAM SL	95933380	23381	$7.50		$7.50	$175,357.50	$1,753.58
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NOB4S 6CT HOAGIE SL	95934420	1260	$2.08		$2.08	$2,620.80	$26.21
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NOB4S WHEAT SAND 26.5OZ	95933420	15165	$2.39		$2.39	$36,221.81	$362.22
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	NOB4S WHI SAND 26.5OZ	95933410	3	$2.37		$2.37	$7.11	$0.07
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	TASTY 6 SWRL CHOC CUP 14/399//015/045	68789530	11	$2.99		$2.99	$32.89	$0.33
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	WONDER 24 SHEET SAND UNSL 4.49	61129100	62	$3.37		$3.37	$208.94	$2.09
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	WONDER 8 4 1/8" CL HAMS 15OZ 3.99	61125760	9	$2.99		$2.99	$26.91	$0.27
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	WONDER 8 6" CL HNG HOTS 13 OZ 3.99	61127300	186	$2.95		$2.95	$548.00	$5.48
Flowers Bakeries Sales of South Texas, LLC	24-0152	Region One		08/30/26	WONDER RTOP 20 OZ	61110160	23	$2.99		$2.99	$68.77	$0.69
										Total Monthly Sales:	**$245,857.74**	**$2,458.58**

Future Bid Opportunities

- K-12 Food Distribution (Groceries - frozen, refrigerated and shelf-stable)
- Food Manufacturers - Direct Ship to District
- Facility Products, Services, and Rentals
- Fire Suppression System and Vent Hood Installation, Training, Parts, Repairs, Scheduled Maintenance, Inspection, and Cleaning
- General Merchandise and School Related Products
- Professional Consultant Services
- Removal of Grease Traps
- Food Safety & Sanitation Products & Services
- Wireless Temperature Monitoring Systems

Cooperative Team

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Specialist

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