NOTICE TO OFFEROR

SUBMITTAL DEADLINE: Thursday, March 10, 2016 @ 2:00 PM CT

Questions regarding this solicitation must be submitted in writing to Jason Wickel at questions@esc4.net or (713) 744-8189 no later than March 3, 2015 at 5:00 PM CT. All questions and answers will be posted to both www.esc4.net and www.tcpn.org under Solicitations. Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

Request for Proposal (RFP)

by

Region 4 Education Service Center (“ESC”)

for

Modular Buildings, Portable Storage, and Relocatable Walkways

On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network “TCPN.”

Solicitation Number 16-01

Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.
ATTENTION OFFERORS:

Submission of a proposal confers NO RIGHT on an Offeror to an award or to a subsequent contract. Region 4 ESC, in its sole discretion and for any reason or no reason, reserves the rights to reject any or all proposals, accept only a part of any proposal, accept the proposal deemed most advantageous to Region 4 ESC, and waive any technicalities. The issuance of this RFP does not obligate Region 4 ESC to make an award or negotiate or execute a contract. Region 4 ESC reserves the right to amend the terms and provisions of the RFP, negotiate with a proposer, add, delete, or modify the contract and/or the terms of any proposal submitted, extend the deadline for submission of proposals, ask for best and final offers, or withdraw the RFP entirely for any reason solely at Region 4 ESC’s discretion. An individual proposal may be rejected if it fails to meet any requirement of this RFP. Region 4 ESC may seek clarification from a proposer at any time, and failure to respond within a reasonable time frame is cause for rejection of a proposal.
Please be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by the State of Texas.

Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If an Offeror believes that its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the “Acknowledgement and Acceptance to Region 4 ESC’s Open Record Policy” form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 Education Service Center (“ESC”) must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offerors are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.
ACKNOWLEDGMENT AND ACCEPTANCE
OF REGION 4 ESC’s OPEN RECORDS POLICY

Signature below certifies complete acceptance of Region 4 ESC’s Open Records Policy, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC’s Open Records Policy below:

☐ We acknowledge Region 4 ESC’s Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

☐ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)

Date ____________________________  Authorized Signature & Title ____________________________
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A. INTRODUCTION

I. Background on Region 4 Education Service Center

Region 4 Education Service Center (“Region 4 ESC” herein “Lead Public Agency”) on behalf of itself and all state, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Participating Agencies”) solicits proposals from qualified Offerors to enter into a Vendor Contract (“contract”) for the goods or services solicited in this proposal.

Contracts are approved and awarded by a single governmental entity, Region 4 ESC, and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities). These types of contracts are commonly referred to as being “piggybackable”.

Region 4 ESC’s purchasing cooperative was established in 1997 as a means to increase their economic and operational efficiency. The purchasing cooperative has since evolved into a National Cooperative used to assist other government and public entities increase their economical and operational efficiency when procuring goods and services.

II. What is the role of The Cooperative Purchasing Network (“TCPN”)

The Cooperative Purchasing Network (“TCPN”) assists Region 4 ESC in helping other public agencies and non-profits reap the benefits of national leveraged pricing, with no cost to the member. TCPN leverages one of the largest pools of purchasing potential. This is accomplished by competitively soliciting proposals and awarding contracts for commonly purchased products and services. Through the TCPN solicitation process, Region 4 ESC awards contracts covering Facilities, Furniture, Office Supplies & Equipment, Security Systems, and Technology and other goods and services industries.

III. Purpose of TCPN

- Provide governmental and public entities opportunities for greater efficiency and economy in procuring goods and services.
- Take advantage of state-of-the-art purchasing procedures to ensure the most competitive contracts.
- Provide competitive price and bulk purchasing for multiple government or public entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services.
- Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves.
- Help in assisting with use of best business practices.

IV. Customer Service

- TCPN is dedicated to making our contracts successful for both our members and our awarded vendors.
- TCPN is committed to providing our members and awarded vendors with high quality service.
- TCPN has dedicated staff available to answer questions, offer guidance and help in any way possible.
B. SCOPE

It is the intention of Region 4 ESC to establish a contract with vendor(s) for Modular Buildings, Portable Storage, and Relocatable Walkways. Awarded vendor(s) shall perform covered services under the terms of this agreement. Offerors shall provide pricing based on a discount from a manufacturer’s price list or catalog, or fixed price, or a combination of both with indefinite quantities. Electronic Catalog and/or price lists must accompany the proposal. Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. If Offeror has existing cooperative contracts in place, Offeror is requested to submit pricing equal or better than those in place.

Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Offerors may elect to limit their proposals to a single service within any category, or multiple services within any or all categories.

Region 4 ESC is seeking a service provider that has the depth, breadth and quality of resources necessary to complete all phases of this contract. In addition, TCPN also requests any value add commodity or service that could be provided under this contract.

While this solicitation specifically covers Modular Buildings, Portable Storage, and Relocatable Walkways, respondents are encouraged to submit an offering on any and all products or services available that they currently perform in their normal course of business.

C. KEY DEFINITIONS

Days: means calendar days.

Lead agency: means the government entity advertising, soliciting, evaluating and awarding the contract. This definition also includes a public agency that meets the definition of a political subdivision, including a county, city, school district, state, public higher education or special district.

Lowest Pricing Available: means the overall lowest not-to-exceed price available for the specified goods or services at the time the vendor submits their proposal.

Procurement: means buying, purchasing, renting, leasing or otherwise acquiring any materials, services or construction. Procurement also includes all functions that pertain to the obtaining of any material, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

Responsive Offeror: means a person, company, firm, corporation, partnership or other organization who submits a proposal which conforms in all material respects to the invitation for bids or request for proposals.

Solicitation: means an invitation for bids, a request for technical offers, a request for proposals, a request for quotations or any other invitation or request by which we invite a person to participate in a procurement.

Specifications: means any description of physical or functional characteristics, or of the nature of a material, service or construction of item. Specifications may include a description or any requirement for inspecting, testing or preparing a material, service or construction item for delivery.

Vendor: means any provider or seller of goods and/or services that has a contractual relationship with Region 4 or TCPN.
D. GENERAL TERMS AND INSTRUCTIONS TO OFFERORS

I. Submission of Response: Unless otherwise specified in the solicitation, all submitted proposals must contain two (2) bound and signed original copies of the solicitation, and two (2) electronic copies on flash drives shall be provided. Please see format requirements below. **Vendor must also submit two (2) electronic proposals free of propriety information to be posted on Vendor information page if awarded a contract.**

Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted. Sealed responses may be submitted on any or all items, unless stated otherwise. Proposal may be rejected for failure to comply with the requirements set forth in this proposal.

Deviations from any terms, conditions and/or specifications must be conspicuously noted in writing by the Offeror and shall be included with the response. (See Appendix D).

II. Proposal Format: Responses must be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of the Offeror’s company and the solicitation name and number on both the outside front cover and vertical spine. All forms are to be completed electronically.

Include a copy of the entire RFP document that you are responding to, prior to your tabulated response. This means that all pages prior to the Appendices must be included before Tab 1. Tabs should be used to separate the proposal into sections. The following items identified must be included behind the tabs listed below. Offerors failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

III. Binder Tabs:
Tab 1 – Entire Vendor Contract and Signature Form (pgs. 1-15, Appendix A)
   – General Terms and Conditions Acceptance Form (Appendix D)
Tab 2 – Questionnaire (Appendix E)
Tab 3 – Company Profile (Appendix F, excluding References section)
Tab 4 – Product / Services (Appendix B)
Tab 5 – References (Appendix F)
Tab 6 – Pricing (Appendix C)
Tab 7 – Value Add (Appendix G)
Tab 8 – Required Documents
   – Additional Required Documents (Appendix H)
   – Acknowledgement & Acceptance of Region 4 ESC Open Records Policy (Page 4).

IV. Mailing of Proposals: All bids and proposals submitted in response to the solicitation must be clearly identified as listed below with the solicitation number, title, name and address of the company responding. All packages must be clearly identified as listed below, sealed and delivered to the Region 4 ESC office no later than the submittal deadline assigned for this solicitation.

From ______________________________________________________
Company ___________________________________________________
Address ____________________________________________________
City, State, Zip _____________________________________________
Solicitation Name and Number ___________ Due Date and Time ______

V. Time for Receiving Proposals: Proposals received prior to the submittal deadline will be time-stamped upon receipt and kept secure and unopened. At the submittal deadline, Region 4 will begin the process of opening all bids publicly by collecting all proposals received before the deadline in the room designated for the bid opening. No proposals received after the submittal time and deadline will be considered. Late proposals will be returned to sender unopened.
VI. **Inquiries and/or Discrepancies**: Questions regarding this solicitation must be submitted in writing to Jason Wickel at questions@esc4.net or (713) 744-8189 no later than March 3, 2016 at 5:00 pm CT. All questions and answers will be posted to both www.esc4.net and www.tcpn.org under Solicitations. Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

VII. **Restricted and Prohibited Communications with Region 4 ESC**: During the period between the date Region 4 ESC issues this RFP and the selection of the vendor who is awarded a contract by Region 4 ESC, if any, Offerors shall restrict all contact with Region 4 ESC and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the individual identified above in Section “Inquiries and/or Discrepancies” in the specified manner. **Do not contact members of the Board of Directors, other employees of Region 4 ESC or any of Region 4 ESC’s agents or administrators. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made, may result in disqualification of the Offeror.**

The communications prohibition shall terminate when the contract is recommended by the administration, considered by the Board of Directors at a noticed public meeting, and a contract has been awarded. In the event the Board of Directors refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed. Additionally, during the time period between the award by the Board of Directors and the execution of the contract, Offerors shall not engage in any prohibited communications as described in this section.

Prohibited communications includes direct contact, discussion, or promotion of any Offeror’s response with any member of Region 4 ESC’s Board of Directors or employees except for communications with Region 4 ESC’s designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Offerors, assure that decisions are made in public, and to protect the integrity of the RFP process. Except as provided in the above stated exceptions, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Communications between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any member of Region 4 ESC’s Board of Directors;
- Communications between any director and any member of a selection or evaluation committee; and
- Communications between any director and administrator or employee.

The communications prohibition shall not apply to the following:

- Communications with Region 4 ESC’s purchasing agent specifically named and authorized to conduct and receive such communications under this RFP or upon the request of Region 4 ESC, with Region 4 ESC’s legal counsel; and
- Presentations made to the Board of Directors during any duly noticed public meeting.

Nothing contained herein shall prohibit any person or entity from publicly addressing Region 4 ESC’s Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation requested by Region 4 ESC’s representatives.
VIII. Calendar of Events (subject to change):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>February 11, 2016</td>
</tr>
<tr>
<td>Pre-proposal Conference</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline for receipt of questions via email</td>
<td>March 3, 2016</td>
</tr>
<tr>
<td>Issue Addendum/a (if required)</td>
<td>N/A</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>March 10, 2016</td>
</tr>
<tr>
<td>Approval from Region 4 ESC</td>
<td>April 19, 2016</td>
</tr>
<tr>
<td>Contract Effective Date</td>
<td>July 1, 2016</td>
</tr>
</tbody>
</table>

CONDITIONS OF SUBMITTING PROPOSALS

IX. Amendment of Proposal: A proposal may be amended up to the time of opening by submitting a sealed letter to the location indicated on the front page of this solicitation.

X. Withdrawal of Proposals: Withdrawal of proposals prior to the opening date will be permitted. Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal. However, consideration may be given in cases where Offeror advises that it made a clerical error that is substantially lower than it intended. In such case, Offeror must provide written notice of their desire to withdraw, along with supporting documents, within 3 business days of receiving the acceptance letter or of being requested by Region 4 ESC for clarification of the proposal, whichever is later. Any contracts entered into prior to Region 4 ESC receiving notice must be honored.

No Offeror should assume that their withdrawal request has been accepted unless, and until, they receive written acknowledgment and acceptance of their proposal withdrawal.

XI. Clarifications: Offeror may receive a written request to clarify, in writing, its proposal in order to determine whether a proposal should be considered for award. The process of clarification is not an opportunity for an Offeror to revise or modify its proposal, and any response by an Offeror to a written request for clarification that attempts to revise or modify its proposal shall be given no effect. The purpose of the request for clarification will be solely made for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal, which may be corrected or waived in the leading agency’s sole discretion.

XII. Non-Responsive Proposals: All proposals will be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration for award of the contract, and the Offeror shall receive notice of the rejection of its proposal.

XIII. Negotiations: Region 4 ESC shall determine which responsive proposals are in the competitive range and/or are reasonably susceptible of being selected for award. Proposals not in the competitive range may not be further evaluated. Proposals in the competitive range shall be evaluated on the basis of price and the other evaluation criteria set forth in the solicitation. In the event that Region 4 ESC decides to conduct negotiations, notice shall be provided to each Offeror whose proposal is being considered for award, which notice may identify, in general terms, the elements or factors upon which Region 4 ESC intends to base its negotiations. Offerors will not be assisted, in any way, to bring their proposal up to the level of other proposals through discussions. During the course of negotiations, no Offeror’s technical proposal or pricing shall be revealed to any other Offeror or to any other person who is not involved with the evaluation process. Region 4 ESC will also not indicate to Offeror a cost or price that it must meet to either obtain further consideration nor will it provide any information about other Offerors’ proposals or prices.
XIV. **Best and Final Offer:** Region 4 ESC, in its sole discretion, may request all Offerors in the competitive range to submit a Best and Final Offer. Offerors must submit their Best and Final Offers in writing. If an Offeror does not respond to the request for a Best and Final Offer, that Offeror’s most recent prior offer will be considered to be its Best and Final Offer.

XV. **Specifications:** When a solicitation contains a specification that states no substitutions, no deviation from this requirement will be permitted. Offeror must comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the members.

References to manufacturer’s specifications (Design Guides), when used by Region 4 ESC, are to be considered informative to give the Offeror information as to the general style, type and kind requested. Responses proposing goods, materials or equipment regularly produced by a reputable manufacturer shall be evaluated by Region 4 ESC which will, in its sole discretion, determine whether such proposed goods, materials or equipment are substantially equivalent to the Design Guides, considering quality, workmanship, economy of operation, and suitability for the purpose intended. Offerors should include all documentation required to evaluate whether or not their proposed goods, materials or equipment are substantially equivalent to the Design Guides.

XVI. **Quality of Materials or Services:** Offeror shall state the brand name and number of the materials being provided. If none is indicated then it is understood that the offeror is quoting on the exact brand name and number specified or mentioned in the solicitation.

However, unless specifically stated otherwise, comparable substitutions will be permitted in cases where the material is equal to that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended.

XVII. **Samples:** Upon request, samples shall be furnished, free of cost, within seven (7) days after receiving notice of such request. By submitting the proposal Offeror certifies that all materials conform to all applicable requirements of this solicitation and of those required by law. Offeror agrees to bear the costs for laboratory testing, if results show that the sample does not comply with solicitation requirements.

Submissions may be rejected for failing to submit samples as requested.

XVIII. **Deviations and Exceptions:** Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 4 ESC to award a manufacturer’s complete line of products, when possible.

XIX. **Formation of Contract:** A response to this solicitation is an offer to contract with Region 4 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is awarded by Region 4 ESC. A contract is formed when Region 4 ESC’s board signs the Vendor Contract Signature Form. The prospective vendor must submit a signed Vendor Signature Form with the response thus, eliminating the need for a formal signing process.

XX. **Estimated Quantities:** Region 4 ESC anticipates that a substantial number of participating members will enter into contracts resulting from this solicitation based on multiple surveys and usage of other contracts that may have included similar services, however, Region 4 ESC makes no guarantee or commitment of any kind concerning quantities or usage of contracts resulting from this solicitation. The volume for this contract is estimated to be from $2 million a year to $10 million a year. This information is provided solely as an aid to contract vendors in preparing proposals only. The successful Vendor(s) discount and pricing schedule shall apply regardless of the volume of business under the contract.

XXI. **Multiple Awards:** membership includes a large number of potential entities which may utilize this contract throughout the nation. In order to assure that any ensuing contract(s) will allow Region 4 ESC
to fulfill current and future needs, Region 4 ESC reserves the right to award contract(s) to multiple vendors. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with Region 4 ESC.

XXII. **Non-Exclusive**: Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience and benefit of participating members. Region 4 ESC and participating entities reserve the right to obtain like goods and services from other sources.

**AWARD PROCESS**

XXIII. **Award or Rejection of Proposals**: In accordance with applicable laws, rules, and regulations for public purchasing, award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to participating agencies, price and other factors considered. Region 4 ESC reserves the right to use a “Market Basket Survey” method, based on randomly selected criteria to determine the most advantageous response. To qualify for evaluation, a proposal must have been submitted on time, and satisfy all mandatory requirements identified in this solicitation. Proposals that are materially non-responsive will be rejected and the Offeror will be provided notice of such rejection.

XXIV. **Evaluation Process**: In evaluating the responses the following predetermined criteria is considered:

**Products/Pricing (40 Points)**
1. All products and services available
2. Pricing for all available products and services
3. Pricing for warranties on all products and services
4. Auditable pricing for any leasing or rental options submitted
5. Ability of Customers to verify that they received contract pricing
6. Payment methods
7. Other factors relevant to this section as submitted by the proposer

**Performance Capability (30 Points)**
1. Ability to deliver products and services nationally
2. Response to emergency orders
3. Average Fill Rate
4. Average on time delivery rate
5. Freight charges
6. Return policy and applicable fees
7. History of meeting the delivery and installation timelines
8. Ability to meet service and warranty needs of members
9. Customer service/problem resolution
10. Invoicing process
11. Contract implementation/Customer transition
12. Financial condition of vendor
13. Website ease of use, availability, and capabilities related to ordering, returns and reporting
14. Offeror’s safety record
15. Instructional materials
16. Other factors relevant to this section as submitted by the proposer

**Qualification and Experience (20 Points)**
1. Offeror’s reputation in the marketplace
2. Reputation of products and services in the marketplace
3. Past relationship with Region 4 ESC and/or TCPN members
4. Experience and qualification of key employees
5. Location and number of sales persons who will work on this contract
6. Past experience working with the government sector
7. Exhibited understanding of cooperative purchasing
8. Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors
9. Minimum of 10 customer references relating to the products and services within this RFP
10. Other factors relevant to this section as submitted by the proposer

Value Add (10 Points)
1. Marketing plan and capability
2. Sales force training
3. Other factors relevant to this section as submitted by the proposer

XXV. Competitive Range: It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range are unacceptable and do not receive further award consideration.

XXVI. Evaluation: A committee will review and evaluate all responses and make a recommendation for award of contract(s). The recommendation for contract awards will be based on the predetermined criteria factors outlined in this solicitation, where each factor is assigned a point value based on its importance.

XXVII. Past Performance: An Offeror’s performance and actions under previously awarded contracts are relevant in determining whether or not the Offeror is likely to provide quality goods and services to TCPN members; including the administrative aspects of performance; the Offeror’s history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Offeror’s businesslike concern for the interests of the customer.

OPEN RECORDS POLICY

XXVIII. Proprietary Information: Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If an Offeror believes that its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the “Acknowledge and Acceptance to Region 4 ESC’s Open Record Policy” form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

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After completion of award, these documents will be available for public inspection.
XXIX. **Protest Procedure:** Any protest of an award or proposed award must be filed in writing within ten (10) business days from the date of the official award notification and must be received by 5:00 pm CT. No protest shall lie for a claim that the selected Vendor is not a responsible Offeror. Protests shall be filed with Robert Zingelmann and sent to the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092. Protests shall include the following:

1. Name, address and telephone number of protester
2. Original signature of protester or its representative
3. Identification of the solicitation by RFP number
4. Detailed statement of legal and factual grounds including copies of relevant documents; and the form of relief requested.
5. Any protest review and action shall be considered final with no further formalities being considered.

XXX. **Waiver:** BY SUBMITTING A PROPOSAL, OFFER EXPRESSLY AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST BOTH THE COOPERATIVE PURCHASING NETWORK AND REGION 4 EDUCATION SERVICE CENTER, ITS DIRECTORS, OFFICERS, ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

XXXI. NEITHER REGION 4 ESC NOR TCPN SHALL BE RESPONSIBLE OR LIABLE FOR ANY COSTS INCURRED BY PROPOSERS OR THE SELECTED VENDOR IN CONNECTION WITH RESPONDING TO THE RFP, PREPARING FOR ORAL PRESENTATIONS, PREPARING AND SUBMITTING A PROPOSAL, ENTERING OR NEGOTIATING THE TERMS OF A CONTRACT, OR ANY OTHER EXPENSES INCURRED BY A PROPOSER. THE PROPOSER OR SELECTED VENDOR IS WHOLLY RESPONSIBLE FOR ANY SUCH COSTS AND EXPENSES AND SHALL NOT BE REIMBURSED IN ANY MANNER BY REGION 4 ESC OR TCPN.
APPENDIX A

VENDOR CONTRACT AND SIGNATURE FORM

This Vendor Contract and Signature Form ("Contract") is made as of __________, by and between ____________________________ ("Vendor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of ____________________________ ("the products and services").

RECITALS

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations will be incorporated into the final contract “Vendor Contract.”

WHEREAS, this contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with TCPN; and it being further understood that Region 4 ESC shall act as the Lead Public Agency with respect to all such purchase agreements.

WHEREAS, TCPN has the administrative and legal capacity to administer purchases on behalf of Region 4 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

ARTICLE 1- GENERAL TERMS AND CONDITIONS

1.1 TCPN shall be afforded all of the rights, privileges and indemnifications afforded to Region 4 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to TCPN, including, without limitation, Vendors obligation to provide insurance and other indemnifications to Lead Public Agency.

1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.

1.3 TCPN shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.
1.4 **Purchasing procedure:**
- Purchase orders are issued by participating governmental agencies to the awarded vendor indicating on the PO “Per TCPN Contract # R________.”
- Vendor delivers goods/services directly to the participating agency.
- Awarded vendor invoices the participating agency directly.
- Awarded vendor receives payment directly from the participating agency.
- Awarded vendor reports sales monthly to TCPN.

1.5 **Customer Support:** The vendor shall provide timely and accurate technical advice and sales support to Region 4 ESC staff, TCPN staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

**ARTICLE 2- ANTICIPATED TERM OF AGREEMENT**

2.1 Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC. Region 4 ESC will notify the vendor in writing if the contract is extended. Awarded vendor shall honor all administrative fees for any sales made based on the contact whether renewed or not.

2.2 Region 4 ESC shall review the contract prior to the renewal date and notify the current awarded vendor, no less than ninety (90) days of Region 4 ESC’s intent renew the contract. Upon receipt of notice, awarded vendor must notify Region 4 ESC if it elects not to renew. Awarded vendor shall honor the administrative fee for any sales incurred throughout the life of the contract on any sales made based on a Region 4 ESC contract whether awarded a renewal or not. Region 4 ESC reserves the right to exercise each two-year extension annually.

**ARTICLE 3- REPRESENTATIONS AND COVENANTS**

3.1. **Scope:** This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members. Although contractors may restrict sales to certain public units (for example, state agencies or local government units), any contract that prohibits sales from being made to public school districts may not be considered. Sales without restriction to any Members are preferred. These types of contracts are commonly referred to as being “piggybackable”.

3.2. **Compliance:** Cooperative Purchasing Agreements between TCPN and its Members have been established under state procurement law.

3.3. **Offeror’s Promise:** Offeror agrees all prices, terms, warranties, and benefits granted by Offeror to Members through this contract are comparable to or better than the equivalent terms offered by Offeror to any present customer meeting the same qualifications or requirements.

**ARTICLE 4- FORMATION OF CONTRACT**

4.1. **Offeror Contract Documents:** Region 4 ESC will review proposed offeror contract documents. Vendor’s contract document shall not become part of Region 4 ESC’s contract with vendor unless and until an authorized representative of Region 4 ESC reviews and approves it.

4.2. **Form of Contract:** The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a firm submitting an offer requires Region
4 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

4.3. **Entire Agreement (Parol evidence):** The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

4.4. **Assignment of Contract:** No assignment of contract may be made without the prior written approval of Region 4 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 4 ESC. Awarded vendor is required to notify Region 4 ESC when any material change in operations is made that may adversely affect members (i.e. bankruptcy, change of ownership, merger, etc.).

4.5. **Novation:** If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Region 4 ESC reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.

4.6. **Contract Alterations:** No alterations to the terms of this contract shall be valid or binding unless authorized and signed by a Region 4 ESC staff member.

4.7. **Order of Precedence:** In the event of a conflict in the provisions of the contract as accepted by Region 4 ESC, the following order of precedence shall prevail:

- Special terms and conditions
- General terms and conditions
- Specifications and scope of work
- Attachments and exhibits
- Documents referenced or included in the solicitation

4.8 **Supplemental Agreements:** The entity participating in the Region 4 ESC contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. Neither Region 4 ESC, TCPN, its agents, members and employees shall be made party to any claim for breach of such agreement.

4.9. **Adding authorized distributors/dealers:** Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.
ARTICLE 5- TERMINATION OF CONTRACT

5.1 Cancellation for Non-Performance or Contractor Deficiency: Region 4 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

i. Providing material that does not meet the specifications of the contract;
ii. Providing work and/or material that was not awarded under the contract;
iii. Failing to adequately perform the services set forth in the scope of work and specifications;
iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
v. Failing to make progress in performance of the contract and/or giving Region 4 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or
vi. Performing work or providing services under the contract prior to receiving an authorized purchase order from Region 4 ESC or participating member prior to such work.

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.

5.2 Termination for Cause: If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract Region 4 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

5.3 Delivery/Service Failures: Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.

5.4 Force Majeure: If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.
5.5 **Standard Cancellation**: Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order. Vendor may be requested to provide additional items not already on contract at any time.

**ARTICLE 6- LICENSES**

6.1 **Duty to keep current license**: Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 4 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.

6.2 **Survival Clause**: All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfille shall survive expiration or termination of the Contract.

**ARTICLE 7- DELIVERY PROVISIONS**

7.1 **Delivery**: Vendor shall deliver said materials purchased on this contract to the Member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

7.2 **Inspection & Acceptance**: If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

**ARTICLE 8- BILLING AND REPORTING**

8.1 **Payments**: The entity using the contract will make payments directly to the awarded vendor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

8.2 **Invoices**: The awarded vendor shall submit invoices to the participating entity clearly stating “Per TCPN Contract”. The shipment tracking number or pertinent information for verification shall be made available upon request.

8.3 **Tax Exempt Status**: Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
8.4 Reporting: The awarded vendor shall electronically provide TCPN with a detailed monthly report showing the dollar volume of all sales under the contract for the previous month. Reports shall be sent via e-mail to TCPN offices at reporting@tcpn.org. Reports are due on the fifteenth (15th) day after the close of the previous month. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating Members and submit one (1) report. The report shall include at least the following information listed below:

- Vendor Name
- TCPN Contract Number
- Reporting Period/Year
- Entity Name
- Entity Address (Including Street, City, State & Zip)
- Entity Purchase Order Number (Individual Purchase Order Numbers)
- Purchase Order Date
- Gross Sale Amount
- Administrative Fee (Based on Gross Sale Amount)
- If there are no sales to report, Vendor is still required to communicate that information via email

**ARTICLE 9- PRICING**

9.1 Best price guarantee: The awarded vendor agrees to provide pricing to Region 4 ESC and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the duration of the contract. Pricing offered to Federal government buying consortiums for goods and services is exempt from this requirement. The awarded vendor, however, agrees to lower the cost of any product purchased through TCPN following a reduction in the manufacturer or publisher's direct cost.

9.2 Price increase: Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.

Awarded vendor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC if requested.

It is the awarded vendor’s responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was accepted in the original contract.

9.3 Additional Charges: All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

9.4 Price reduction and adjustment: Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 4 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 4 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 4 ESC any published price reduction during the contract period.

9.5 Prevailing Wage: It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser (Region 4 ESC or its Members). It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.
9.6 **Administrative Fees:** All pricing submitted to Region 4 ESC shall include the administrative fee to be remitted to TCPN by the awarded vendor. The awarded vendor agrees to pay administrative fees to TCPN of **two and one half percent (2.5%).** *(Sales will be calculated for fiscal year of January 1st through December 31st and reset each year)*

**ARTICLE 10- PRICING AUDIT**

10.1 **Audit rights:** Vendor shall, at Vendor’s sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Agreement. TCPN and Region 4 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 4 ESC shall have the authority to conduct random audits of Vendor’s pricing that is offered to eligible entities at Region 4 ESC’s sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor’s pricing at Vendor’s sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC or TCPN.

**ARTICLE 11- OFFEROR PRODUCT LINE REQUIREMENTS**

11.1 **Current products:** Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.

11.2 **Discontinued products:** If a product or model is discontinued by the manufacturer, vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

11.3 **New products/Services:** New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.

11.4 **Options:** Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.

11.5 **Product line:** Offerors with a published catalog may submit the entire catalog. Region 4 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 4 ESC may reject any addition of equipment options without cause.

11.6 **Warranty conditions:** All supplies, equipment and services shall include manufacturer’s minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
11.7 **Buy American requirement**: (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

**ARTICLE 12- SITE REQUIREMENTS**

12.1 **Cleanup**: Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

12.2 **Preparation**: Vendor shall not begin a project for which Member has not prepared the site, unless vendor does the preparation work at no cost, or until Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

12.3 **Registered sex offender restrictions**: For work to be performed at schools, vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Member’s discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

12.4 **Safety measures**: Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

12.5 **Smoking**: Persons working under the contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

12.6 **Stored materials**: Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member’s request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Member, it shall be the Vendor’s responsibility to protect all materials and equipment. The Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.
13.1 **Funding Out Clause:** Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:

“Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.”

13.2 **Disclosures:** Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

Include a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in TCPN.

The Offeror affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

13.3 **Indemnity:** The awarded vendor shall protect, indemnify, and hold harmless both Region 4 ESC and TCPN and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract, including any supplemental agreements with members. Any litigation involving either Region 4 ESC or TCPN, its administrators and employees and agents will be in Harris County, Texas. Any litigation involving TCPN members shall be in the jurisdiction of the participating agency.

13.4 **Franchise Tax:** The Offeror hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

13.5 **Marketing:** Awarded vendor agrees to allow Region 4 ESC/TCPN to use their name and logo within website, marketing materials and advertisement. Any use of TCPN name and logo or any form of publicity, inclusive of press releases, regarding this contract by awarded vendor must have prior approval from TCPN.

13.6 **Certificates of Insurance:** Certificates of insurance shall be delivered to the Region 4 ESC participant prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

13.7 **Legal Obligations:** It is the Offeror’s responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

13.8 **Open Records Policy:** Because Region 4 ESC contracts are awarded by a governmental entity, responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are
exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the “Acknowledgement and Acceptance to Region 4 ESC’s Open Record Policy” form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Offeror are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

[Remainder of Page Intentionally Left Blank-Signatures follow on Signature Form]
VENDOR CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name ________________________________________________________

Address _______________________________________________________________

City/State/Zip __________________________________________________________

Telephone No. __________________________________________________________

Fax No. ________________________________________________________________

Email address __________________________________________________________

Printed name __________________________________________________________

Position with company __________________________________________________

Authorized signature __________________________________________________

Accepted by The Cooperative Purchasing Network:

Term of contract __________________________ to __________________________

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

Region 4 ESC Authorized Board Member ________________________________ Date_______

Print Name __________________________________________________________

Region 4 ESC Authorized Board Member ________________________________ Date_______

Print Name __________________________________________________________

TCPN Contract Number _____________
Appendix B:

PRODUCT / SERVICES SPECIFICATIONS

It is Region 4 Education Service Center's intent to establish an annual contract with one or more companies to provide any solutions that they may provide related to nation-wide rental, leasing, purchasing, delivery, setup, and removal of portable/modular buildings and on-site storage containers, along with related services such as re-locatable ramps, walkways, covers, and other amenities.

All specifications below and all drawings and specs proposed to Region 4 or to members are to meet the most current editions of the International Building Code, National Fire Protection Association: Life and Safety, manufacturer requirements, and any applicable federal, state, and local codes and regulations, as well as other requirements as identified by the member agency.

REFERENCES:
Most current editions of the following:
- International Building Code
- National Fire Protection Association: Life and Safety
- Individual State and Local Building codes and License Requirements

DEFINITIONS: Definitions used in this section are provided to clarify the scope of the RFP.

- Portable Building: Constructed off-site, transported to the site in two or more separate units, assembled on site providing one complete unit capable of being disassembled and/or relocated as one unit.

- Modular Building: A building built in three-dimensional sections (or modules) in a factory environment. Smaller sections or modules are constructed separately at the factory using conventional commercial wall, floor, roof, and ceiling materials. All major systems including mechanical, electrical, plumbing and finishes are completed prior to shipping and installation at the site in semi-permanent or permanent condition.

- Mobile Office: Constructed on a chassis, 12 or 14 feet wide and in lengths up to 60 feet. Shall be equipped with interior walls, electrical connections, HVAC and lighting.

- Storage Containers: Storage containers similar to the ISO intermodal shipping container and capable of being store on site. Normally 20 or 40 feet long and 8 feet wide.

- Re-locatable Walkways, Covers and Ramps: Constructed of suitable metal material to withstand prolong usage and relocation.

- Fleet Buildings: A group of buildings for rental/lease placed into service over a period of years that may not meet the most current edition of the International Building Code.

- Other Related Products and Services: Products and services normally provided by the vendor.

MINIMUM REQUIREMENT:
Vendors should be able to provide one or all of the following classifications of equipment and services listed below in all states that they have marked in Appendix E. National coverage is not required to respond but is preferred. Vendors may propose alternative dimensions and options.

A. Portable Classroom: Prospective Vendor should be able to provide as a minimum the following equipment
   - 2 classroom Building with two doors, 24 feet x 64 feet
   - 2 classroom Building with two doors and restroom, 24 feet x 64 feet
   - 4 Classroom Building with doors, 56 feet x 64 feet
   - 4 Classroom Building with doors and restroom, 56 feet x 66 feet
B. Modular Building Classrooms:
- 6 Classroom Modular Building with doors, 64 feet x 97 feet
- 6 Classroom Modular Building with doors and restroom, 64 feet x 97 feet

C. Mobile Office: Constructed on a chassis in widths of 12 or 14 feet and lengths up to 65 feet. Complete with interior walls, HVAC, lighting and electrical outlets

D. Storage Equipment:
- 8 feet x 20 feet, metal, reinforced fiberglass or aluminum container with two lockable doors in one end.
- 8 feet x 40 feet, metal, reinforced fiberglass or aluminum container with two lockable doors in one end

E. Re-locatable walkways: May include wheelchair ramps, stair systems, pedestrian bridges, and docks and gangways.

F. Related Products and Services: Other products may differ in size or specifications but serve a similar function as described above or be related to products described in the scope above. Other services may include but are not limited to state and local building permits, electrical and plumbing connections, and disconnections, relocation, demolition, or buyback in the event of removing a unit or returning unit to the Vendor.

Purchase of Buildings
Buildings offered for sale under this contract shall be constructed as prescribed by the most recent edition of the International Building Code modified for regional design/load conditions; federal, state, and local requirements shall apply.

As a minimum the design should include any specification information required by the member such as:
- Structural system type.
- Multi-unit complex construction plan
- Joined units must maintain a positive alignment of floors, walls, roofs and allow for future relocation
- Manufactures specifications for frame
- Floor framing specifications
- Floor finish specifications
- Wall framing specifications
- Interior Wall finish specifications
- Doors specifications and hardware
- Window specifications
- Electrical specifications
- Number of Duplex receptacles per room
- Interior lighting specifications
- Emergency lighting and other safety specifications
- HVAC specifications
- Any additional designed requirements as requested by the member.

Rental and/or Lease
Buildings offered for rental/lease may be Fleet Buildings provided they meet the requirements of the member. Rental or leasing options must be submitted with sample rental and/or lease agreements. Lease and rental will only be available under the contract if auditable pricing options have been
submitted in Appendix C and accepted by Region 4 ESC. Any possible option to purchase out of a rental or lease should also be identified and priced in Appendix C.

**Approach to Project**

Respondents shall provide a description of the products and services they provide, their service approach, and shall describe any unique benefits to Region 4 ESC and TCPN members.

Respondents shall submit a sample work plan for a typical project with key dates and milestones. The sample work plan should include at least:

- Identification of tasks to be performed
- Time frames to perform the identified tasks
- Project management methodology
- Implementation strategy
- Expected time frame in which the services would be implemented
- Quality assurance procedures

Respondents must provide summary resumes for its proposed key personnel who will be providing services under the Agreement.

If subcontractors may be used to complete a project, respondents must submit a subcontracting plan with their proposal.
Appendix C: PRICING

Electronic Price Lists

- Respondents must submit products, services, warranties, etc. in price list.

- Prices listed will be used to establish the extent of a manufacturer’s product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.

- Respondents may propose alternative pricing methods. However, cost-plus pricing will not be accepted.

- For products and materials offered, electronic price lists must contain the following: *(if applicable)*
  - Manufacturer part #
  - Vendor part # (if different from manufacturer part #)
  - Description
  - Manufacturers Suggested List Price and Net Price
  - Net price to Region 4 ESC
  - Rental and/or lease rates (if applicable)
  - Shipping and freight rates (if not included in Net Price to Region 4 ESC)

- For labor, installation and other services offered, electronic price lists may contain the following: *(if applicable)*
  - Description of service or job title
  - List price or hourly wage
  - Any discounts offered
  - Regional rates or coefficients (if applicable)

- Media submitted for price list must include the respondents’ company name, name of the solicitation, and date on Flash Drive.

  - *Please submit price lists and/or catalogs in excel or delimited format only.*

Not to Exceed Pricing

- Region 4 ESC requests pricing be submitted as not to exceed for any participating entity.

- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted for solicitation.

- Vendor must allow for lower pricing to be available for similar product and service purchases.
Appendix D:

GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

☐ We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

☐ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)
Proposal #

Dear Valued TCPN Member/User:

Thank you for your consideration in accessing and potentially using a Region 4-awarded contract. As you are aware, we take each and every awarded vendor through a very transparent and competitive process. Nonetheless, we continue to look for methods to better serve our customers. Most recently, we have implemented a new proposal registration program to provide consistency and faster service for our members. The process will require Facility Contract holders to register and receive a Certified TCPN Proposal Number that must be prominently displayed on each proposal(s) that you receive. This new system will track Facility transactions from the initial proposal stage to the completion of each project. TCPN has assembled an experienced Facilities Management Team that stands ready and willing to assist its vendors in providing quality services to your organization. We support and encourage you to call our TCPN Team to verify the Certified TCPN Proposal Number and ask further questions. Failure to receive the Certified TCPN Proposal Number can result in potential delays to your services. Please see our website at www.tcpn.org to contact our team members in serving your needs.

Thank you for your potential business and remember to only accept proposals with a Certified TCPN Proposal Number.

Sincerely,

The TCPN Facilities Management Team
TCPN Certified Proposal Number Process

Fill out the form on the Facilities page at www.TCPN.org

(Direct link is http://www.tcpn.org/Pages/Facilities.aspx)

*Click on TCPN Logo in center of page and a form will pop up.
* Fill out and submit.

- All proposal numbers requests must be submitted and a proposal number received before you present it to your potential customer.

- You will have a response with a Certified TCPN Proposal Number within 24 hours.

- If you have an emergency and need a proposal number sooner, call any member of the Facility Management team and we will help you.

- Include the proposal number and TCPN Official Contract Holder seal of approval on all proposals. Feel free to use the attached form for your convenience.
This document acknowledges that you have received and agree to the details, directions and expectations of the Certified TCPN Proposal Number process.

Date: 

RFP Number: 

Company Name: 

Printed Name: 

Signature: 
Vendor Orientation

Respondent companies must commit to attending a vendor orientation meeting at Region 4 or TCPN’s offices should they be awarded a contract with Region 4 ESC through this RFP. Vendor orientation meetings are meant to establish a good relationship with awarded vendors and help to ensure compliance and effective administration over the life of the contract.

Respondents should indicate below what date they would like to have their vendor orientation and who the participants will be. TCPN highly recommends that the individuals who will handle contract management, reporting and accounting, and marketing all come to the vendor orientation.

Vendor orientations for this RFP will be held between May 1 and June 30, 2016.

If awarded, please provide information on who should be contacted for scheduling:

_____________________________________
Vendor

_____________________________________
Point of Contact

_____________________________________
Title

_____________________________________
Phone Number

_____________________________________
Email Address

_____________________________________
Signature: ____________________________  Date: _______________________

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Appendix E:

QUESTIONNAIRE

Please provide responses to the following questions that address your company’s operations, organization, structure and processes for providing products and services.

1. States Covered
Offeror must indicate any and all states where products and services can be offered.
Please indicate the price co-efficient for each state if it varies.

☐ 50 States & District of Columbia (Selecting this box is equal to checking all boxes below)
☐ Alabama  ☐ Montana
☐ Alaska  ☐ Nebraska
☐ Arizona  ☐ Nevada
☐ Arkansas  ☐ New Hampshire
☐ California  ☐ New Jersey
☐ Colorado  ☐ New Mexico
☐ Connecticut  ☐ New York
☐ Delaware  ☐ North Carolina
☐ District of Columbia  ☐ North Dakota
☐ Florida  ☐ Ohio
☐ Georgia  ☐ Oklahoma
☐ Hawaii  ☐ Oregon
☐ Idaho  ☐ Pennsylvania
☐ Illinois  ☐ Rhode Island
☐ Indiana  ☐ South Carolina
☐ Iowa  ☐ South Dakota
☐ Kansas  ☐ Tennessee
☐ Kentucky  ☐ Texas
☐ Louisiana  ☐ Utah
☐ Maine  ☐ Vermont
☐ Maryland  ☐ Virginia
☐ Massachusetts  ☐ Washington
☐ Michigan  ☐ West Virginia
☐ Minnesota  ☐ Wisconsin
☐ Mississippi  ☐ Wyoming
☐ Missouri

☐ Territories & Outlying Areas (Selecting this box is equal to checking all boxes below)
☐ American Samoa  ☐ Northern Marina Islands
☐ Federated States of Micronesia  ☐ Puerto Rico
☐ Guam  ☐ U.S. Virgin Islands
☐ Midway Islands

2. Diversity Programs
• Do you currently have a diversity program or any diversity partners that you do business with? ☐ Yes  ☐ No

• If the answer is yes, do you plan to offer your program or partnership through TCPN ☐ Yes  ☐ No
3. Minority and Women Business Enterprise (MWBE) and (HUB) Participation

It is the policy of some entities participating in TCPN to involve minority and women business enterprises (MWBE), small and/or disadvantaged business enterprises, disabled veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. Minority Women Business Enterprise
   Respondent certifies that this firm is an MWBE
   Yes  No
   List certifying agency: _____________________________________________________

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)
   Respondent certifies that this firm is a SBE or DBE
   Yes  No
   List certifying agency: _____________________________________________________

c. Disabled Veterans Business Enterprise (DVBE)
   Respondent certifies that this firm is a DVBE
   Yes  No
   List certifying agency: _____________________________________________________

d. Historically Underutilized Businesses (HUB)
   Respondent certifies that this firm is a HUB
   Yes  No
   List certifying agency: _____________________________________________________

e. Historically Underutilized Business Zone Enterprise (HUBZone)
   Respondent certifies that this firm is a HUBZone
   Yes  No
   List certifying agency: _____________________________________________________

f. Other
   Respondent certifies that this firm is a recognized diversity certificate holder
   Yes  No
   List certifying agency: _____________________________________________________

4. Residency

Responding Company’s principal place of business is in the city of ___________ State of ___.
5. **Felony Conviction Notice**

Please check applicable box:

- [ ] A publicly held corporation; therefore, this reporting requirement is not applicable.
- [ ] Is not owned or operated by anyone who has been convicted of a felony.
- [ ] Is owned or operated by the following individual(s) who has/have been convicted of a felony.

*If the third box is checked a detailed explanation of the names and convictions must be attached.

6. **Processing Information**

Company contact for:

**Contract Management**

Contact Person: __________________________________________
Title: ___________________________________________________
Company: _______________________________________________
Address: ________________________________________________
City: ____________ State: ___________ Zip: ____________
Phone: ____________ Fax: ____________
Email: __________________________________________

**Billing & Reporting/Accounts Payable**

Contact Person: __________________________________________
Title: ___________________________________________________
Company: _______________________________________________
Address: ________________________________________________
City: ____________ State: ___________ Zip: ____________
Phone: ____________ Fax: ____________
Email: __________________________________________

**Marketing**

Contact Person: __________________________________________
Title: ___________________________________________________
Company: _______________________________________________
Address: ________________________________________________
City: ____________ State: ___________ Zip: ____________
Phone: ____________ Fax: ____________
Email: __________________________________________
7. **Distribution Channel:** Which best describes your company’s position in the distribution channel:

- [ ] Manufacturer direct
- [ ] Certified education/government reseller
- [ ] Authorized distributor
- [ ] Manufacturer marketing through reseller
- [ ] Value-added reseller
- [ ] Other __________________________

8. **Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
  - [ ] Yes
  - [ ] No

  *(If answer is no, attach a statement detailing how pricing for participants would be calculated.)*

- Pricing submitted includes the required administrative fee.
  - [ ] Yes
  - [ ] No

  *(Fee calculated based on invoice price to customer)*

- Additional discounts for purchase of a guaranteed quantity?
  - [ ] Yes
  - [ ] No

9. **Cooperatives**

List any other cooperative or state contracts currently held or in the process of securing

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<th>Cooperative/State Agency</th>
<th>Discount Offered</th>
<th>Expires</th>
<th>Annual Sales Volume</th>
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Appendix F:  
COMPANY PROFILE

Please provide the following:

1. Company’s official registered name.

2. Brief history of your company, including the year it was established.

3. Company’s Dun & Bradstreet (D&B) number.

4. Corporate office location.

5. List the total number of sales persons employed by your organization within the United States, broken down by market.

6. List the number and location of offices, or service centers for all states being offered in solicitation. Additionally, list the names of key contacts at each location with title, address, phone and e-mail address.

7. Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:
   a. Sales
   b. Sales Support
   c. Marketing
   d. Financial Reporting
   e. Executive Support

8. Define your standard terms of payment.

9. Who is your competition in the marketplace?


12. What is your strategy to increase market share?

13. What differentiates your company from competitors?

14. Describe the capabilities and functionality of your firm’s on-line catalog/ordering website.

15. Describe your company’s Customer Service Department (hours of operation, number of service centers, etc.).

16. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.
Marketing / Sales

17. Detail how your organization plans to market this contract within the first ninety (90) days of the award date. This should include, but not be limited to:

   a. A co-branded press release within first 30 days
   b. Announcement of award through any applicable social media sites
   c. Direct mail campaigns
   d. Co-branded collateral pieces
   e. Advertisement of contract in regional or national publications
   f. Participation in trade shows
   g. Dedicated TCPN and Region 4 ESC internet web-based homepage with:
      i. TCPN and Region 4 ESC Logo
      ii. Link to TCPN and Region 4 ESC website
      iii. Summary of contract and services offered
      iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials

18. Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded.

19. Explain how your company plans to market this agreement to existing government customers.

20. Provide a detailed ninety (90) day plan describing how the contract will be implemented within your firm.

21. Describe how you intend on train your national sales force on the Region 4 ESC agreement.

22. Acknowledge that your organization agrees to provide its company logo(s) to Region 4 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

23. Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.

   $_________ in year one
   $_________ in year two
   $_________ in year three

Administration

24. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).

25. Describe the capacity of your company to report monthly sales through this agreement.

26. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.
27. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

**Green Initiatives**

We are committed to helping to build a cleaner future! As our business grows, we want to make sure we minimize our impact on the Earth's climate. So we are taking every step we can to implement innovative and responsible environmental practices throughout Region 4 ESC to reduce our carbon footprint, reduce waste, promote energy conservation, ensure efficient computing, and much more. We would like vendors to partner with us in this enterprise. To that effort, we ask respondents to provide their companies environmental policy and/or green initiative.

28. Please provide your company’s environmental policy and/or green initiative.

**Vendor Certifications (if applicable)**

29. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

**References**

Provide a minimum of ten (10) customer references for product and/or services of similar scope dating within the past three (3) years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

- **Entity Name**
- **Contact Name and Title**
- **City and State**
- **Phone Number**
- **Years Serviced**
- **Description of Services**
- **Annual Volume**
Appendix G:
VALUE ADD

Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract for participating agencies. Your marketing plan and salesforce training plan as detailed in Appendix F will also be taken into account when evaluating your company’s value add score.

Any additional products or services offered in this section will only be considered by Region 4 ESC if auditable pricing is offered for them in Appendix C. Any products or services for which pricing is not offered will not be considered a part of any contract awarded as a result of this RFP.

All products or services offered in this section are subject to the same requirements as products offered in Appendix B. Respondents must provide detailed descriptions of any additional products and services being offered as a part of their proposal, and Region 4 ESC reserves the right to reject any value add products or services which it deems to be unrelated to the scope of this RFP.
Appendix H:

ADDITIONAL REQUIRED DOCUMENTS

DOC #1  Clean Air and Water Act
DOC #2  Debarment Notice
DOC #3  Lobbying Certification
DOC #4  Contractors Requirements
DOC #5  Antitrust Certification Statement
DOC #6  Certification of Interested Parties

FOR VENDORS INTENDING TO DO BUSINESS IN NEW JERSEY:

DOC #7  Ownership Disclosure Form
DOC #8  Non-Collusion Affidavit
DOC #9  Affirmative Action Affidavit
DOC #10  Political Contribution Disclosure Form
DOC #11  Stockholder Disclosure Form

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:


Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.

Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26

Bid and Performance Security, as required by the applicable municipal or state statutes.
Clean Air and Water Act

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor:___________________________________________________________

Title of Authorized Representative: _____________________________________________

Mailing Address: ___________________________________________________________

Signature: ________________________________________________________________
Debarment Notice

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, “Debarment and Suspension”, as described in the Federal Register and Rules and Regulations.

Potential Vendor: __________________________________________________________

Title of Authorized Representative: __________________________________________

Mailing Address: __________________________________________________________

Signature: __________________________________________________________________
Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

______________________________  
Signature of Respondent                                   Date
CONTRACTOR CERTIFICATION REQUIREMENTS

Contractor’s Employment Eligibility
By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statues of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Region 4 ESC Participating entities in which work is being performed.

Fingerprint and Background Checks
If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Business Operations in Sudan, Iran
In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Signature of Respondent

Date
I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and

4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Vendor __________________________________________  Offeror __________________________________________

_________________________________________  Signature __________________________________________

_________________________________________  Printed Name __________________________________________

Address __________________________________________  Position with Company __________________________

_________________________________________  __________________________________________

_________________________________________  __________________________________________

Phone __________________________________________  Authorizing Official __________________________

Fax __________________________________________  Signature __________________________________________

Printed Name __________________________________________  Position with Company __________________________
CERTIFICATE OF INTERESTED PARTIES

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

Name of business entity filing form, and the city, state and country of the business entity’s place of business.

Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

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<tr>
<th>Name of Interested Party</th>
<th>City, State, Country (place of business)</th>
<th>Nature of Interest (check applicable)</th>
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<td>Controlling</td>
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<td>Intermediary</td>
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5 Check only if there is NO Interested Party.

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said____________________________, this the________________day of______________________, 20______, to certify which, witness my hand and seal of office.

Signature of officer administering oath
Printed name of officer administering oath
Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY
OWNERSHIP DISCLOSURE FORM  
(N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: ________________________________

Street: _______________________________________

City, State, Zip Code: _____________________________

Complete as appropriate:

I _________________________________________, certify that I am the sole owner of ____________________________, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _________________________________________, a partner in ____________________________, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation’s stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I _________________________________________, an authorized representative of ____________________________, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation’s stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

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I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

_________________________________________  __________________________________________
Date                                      Authorized Signature and Title
NON-COLLUSION AFFIDAVIT

Company Name: ________________________________

Street: ______________________________________

City, State, Zip Code: __________________________

State of New Jersey

County of __________________________

I, ___________________________________________ of the ___________________________

Name                                                        City

in the County of ____________________________, State of __________________________

of full age, being duly sworn according to law on my oath depose and say that:

I am the ______________________________ of the firm of ____________________________

Title                      Company Name

the offeror making the Proposal for the goods, services or public work specified under the attached
proposal, and that I executed the said proposal with full authority to do so; that said offeror has not
directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken
any action in restraint of free, competitive bidding in connection with the above proposal, and that
all statements contained in said proposal and in this affidavit are true and correct, and made with
full knowledge that ______________________ relies upon the truth of the statements contained in
said proposal and in the statements contained in this affidavit in awarding the contract for the said
goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure
such contract upon an agreement or understanding for a commission, percentage, brokerage or
contingent fee, except bona fide employees or bona fide established commercial or selling agencies
maintained by

Company Name                                                                 Authorized Signature & Title

Subscribed and sworn before me

this ______ day of __________________, 20___

______________________________
Notary Public of ______________________
My commission expires ______________ , 20____

SEAL
Company Name: ________________________________
Street: _________________________________________
City, State, Zip Code: ____________________________

Proposal Certification:
Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:
Procurement, Professional & Service Contracts (Exhibit A)
Vendors must submit with proposal:
1. A photo copy of their Federal Letter of Affirmative Action Plan Approval
   OR
2. A photo copy of their Certificate of Employee Information Report
   OR
3. A complete Affirmative Action Employee Information Report (AA302)

Public Work – Over $50,000 Total Project Cost:
A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the _______________________________ 
   ____________
B. Approved Federal or New Jersey Plan – certificate enclosed 
   ____________

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

_________________________  ________________________________
Date  Authorized Signature and Title
P.L. 1995, c. 127 (N.J.A.C. 17:27)  
MANDATORY AFFIRMATIVE ACTION LANGUAGE  

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers’ representative of the contractor’s commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of it testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the
The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affecional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

________________________________________________

Signature of Procurement Agent
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfns/lfnmenu.shtml](http://www.nj.gov/dca/lgs/lfns/lfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of $17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).

2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.

3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.

4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
   a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
   b. A public agency using these forms should **edit them to properly reflect the correct legislative district(s).** As the forms are county-based, they **list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
   c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
   d. The form may be used “as-is”, subject to edits as described herein.
   e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
   f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.

5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

NOTE: This section does not apply to Board of Education contracts.

* N.J.S.A. 19:44A-3(s): “The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name: ____________________________
Address: ________________________________
City: __________________ State: ______ Zip: ______

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

____________________ Signature          Printed Name       Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
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<th>Dollar Amount</th>
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☐ Check here if the information is continued on subsequent page(s)
Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

Page ___ of ______

Vendor Name:

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<th>Date</th>
<th>Dollar Amount</th>
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☐ Check here if the information is continued on subsequent page(s)
List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name:
State: Governor, and Legislative Leadership Committees
Legislative District #s:
   State Senator and two members of the General Assembly per district.

County:
   Freeholders  County Clerk  Sheriff
   {County Executive}  Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Users should create their own form, or download from www.nj.gov/dca/lgs/p2p a county-based, customizable form.
STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:
☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR
☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:
☐ Partnership  ☐ Corporation  ☐ Sole Proprietorship
☐ Limited Partnership  ☐ Limited Liability Corporation  ☐ Limited Liability Partnership
☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
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<tr>
<td></td>
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<tr>
<td>Name:</td>
<td>Name:</td>
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<td>Home Address:</td>
<td>Home Address:</td>
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<tr>
<td>Name:</td>
<td>Name:</td>
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<tr>
<td>Home Address:</td>
<td>Home Address:</td>
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</tbody>
</table>
Appendix I:
STATE NOTICE

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with TCPN and access the Vendor Contract award made pursuant to this solicitation, and hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

<table>
<thead>
<tr>
<th>State of Alabama</th>
<th>State of Hawaii</th>
<th>State of Massachusetts</th>
<th>State of New Mexico</th>
<th>State of South Dakota</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Arkansas</td>
<td>State of Indiana</td>
<td>State of Mississippi</td>
<td>State of North Dakota</td>
<td>State of Utah</td>
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<tr>
<td>State of California</td>
<td>State of Iowa</td>
<td>State of Missouri</td>
<td>State of Ohio</td>
<td>State of Vermont</td>
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<tr>
<td>State of Delaware</td>
<td>State of Louisiana</td>
<td>State of Nevada</td>
<td>State of Pennsylvania</td>
<td>State of West Virginia</td>
</tr>
<tr>
<td>State of Georgia</td>
<td>State of Maryland</td>
<td>State of New Jersey</td>
<td>State of South Carolina</td>
<td>State of Wyoming</td>
</tr>
</tbody>
</table>

Lists of political subdivisions and local governments in the above referenced states/districts may be found at [http://www.usa.gov/Agencies/State_and_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml) and [http://www.usa.gov/Agencies/Local.shtml](http://www.usa.gov/Agencies/Local.shtml)

Certain Public Agencies and Political Subdivisions:

**Cities, Towns, Villages, and Boroughs in California including but not limited to:**

- LOS ANGELES CITY HALL
- COMMERCE CITY HALL
- VERNON CITY HALL
- WEST HOLLYWOOD CITY HALL
- CITY OF BELL
- BELL GARDENS CITY HALL
- CUDAHY CITY HALL
- BEVERLY HILLS CITY HALL
- CITY OF COMPTON
- CULVER CITY HALL
- DOWNEY CITY HALL
- EL SEGUNDO CITY HALL
- GARDENA CITY HALL
- CITY OF HAWTHORNE
- CITY OF HERMOSA BEACH
- HUNTINGTON PARK CITY HALL
- LAWNDALE CITY HALL
- LYNWOOD CITY HALL
- MALIBU CITY HALL
- MANHATTAN BEACH CITY HALL
- MAYWOOD CITY HALL
- PALOS VERDES ESTATES CITY HALL
DESCRIPT HOT SPRINGS CITY HALL
EL CENTRO CITY HALL
HOLTENITA CITY HALL
IMPERIAL CITY HALL
CITY OF LA QUINTA
PALM DESERT CITY HALL
PALM SPRINGS CITY HALL
CITY OF RANCHO MIRAGE
TWENTY-NINE PALMS CITY HALL
WESTMORLAND CITY HALL
ADELANTO CITY HALL
APPLE VALLEY TOWN HALL
BARSTOW CITY HALL
GRAND TERRACE CITY HALL
CITY OF BIG BEAR LAKE
CITY OF CALIMESA
CITY OF COLTON
FONTANA CITY HALL
HESPERIA CITY HALL
HIGHLAND CITY HALL
LOMA LINDA CITY HALL
NEEDLES CITY HALL
CITY OF REDLANDS
RIALTO CITY HALL
VICTORVILLE CITY HALL
CITY OF YUCAIPA
CITY OF SAN BERNARDINO
RIVERSIDE CITY HALL
CITY OF LAKE ELSINORE
HEMET CITY HALL
CITY OF MORENO VALLEY
CITY OF MURRIETA
PERRIS CITY HALL
CITY OF SAN JACINTO
MENIFEE CITY HALL
CANYON LAKE CITY HALL
TEMECULA CITY HALL
WILDOMAR CITY HALL
IRVINE CITY HALL
COSTA MESA CITY HALL
CITY OF DANA POINT
CITY OF LAKE FOREST
LAGUNA WOODS CITY HALL
HUNTINGTON BEACH CITY HALL
CITY OF LAGUNA BEACH
LAGUNA HILLS CITY HALL
CITY OF ALISO VIEJO
CITY OF NEWPORT BEACH
CITY OF SAN CLEMENTE
SAN JUAN CAPISTRANO CITY HALL
CITY OF LAGUNA NIGUEL
WESTMINSTER CITY HALL
RANCHO SANTA MARGARITA CITY HALL
MISSION VIEJO CITY HALL
SANTA ANA CITY HALL
FOUNTAIN VALLEY CITY HALL
TUSTIN CITY HALL
ANAHEIM CITY HALL
BREA CITY HALL
FULLERTON CITY HALL
GARDEN GROVE CITY HALL
NORCO CITY HALL
VILLA PARK CITY HALL
ORANGE CITY HALL
CITY OF PLACENTIA
CORONA CITY HALL
YORBA LINDA CITY HALL
CITY OF VENTURA
CITY OF CAMARILLO
CARPINTERIA CITY HALL
CITY OF FILLMORE
MOORPARK CITY HALL
CITY OF OJAI
OXNARD CITY HALL
CITY OF PORT HUENEME
CITY OF SANTA PAULA
SIMI VALLEY CITY HALL
SANTA BARBARA CITY HALL
GOLETA CITY HALL
CITY OF ARVIN
AVENAL CITY HALL
COALINGA CITY HALL
CITY OF HANFORD
CITY OF HURON
LEMOORE CITY HALL
LINDSAY CITY HALL
CITY OF MCFARLAND
CITY OF MARICOPA
FROMERVILLE CITY HALL
PORTERVILLE CITY HALL
CITY OF TAFT
CITY OF TULARE
CITY OF VISALIA
WASCO CITY HALL
WOODLAKE CITY HALL
CITY OF BAKERSFIELD
SAN LUIS OBISPO CITY HALL
ARROYO GRANDE CITY HALL
CITY OF ATASCADERO
BUELLTON CITY HALL
GROVER BEACH CITY HALL
CITY OF GUADALUPE
LOMPOC CITY HALL
MORRO BAY CITY HALL
PASO ROBLES CITY HALL
PISMO BEACH CITY HALL
SANTA MARIA CITY HALL
CITY OF SOLVANG
CALIFORNIA CITY CITY HALL
BISHOP CITY HALL
LANCASTER CITY HALL
TOWN OF MAMMOTH LAKES
PALMDALE CITY HALL
CITY OF RIDGECREST
CITY OF TEHACHAPI
CHOWCHILLA CITY HALL
CITY OF CLOVIS
DINUBA CITY HALL
CITY OF DOS PALOS
FIREBAUGH CITY HALL
CITY OF FOWLER
KERMAN CITY HALL
KINGSBURG CITY HALL
LOS BANOS CITY HALL
MADERA CITY HALL
MENDOTA CITY HALL
ORANGE COVE CITY HALL
PARLIER CITY HALL
REEDLEY CITY HALL
CITY OF SANGER
CITY OF SELMA
FRESNO CITY HALL
CITY OF SALINAS
CARMEL-BY-THE-SEA CITY HALL
GONZALES CITY HALL
GREENFIELD CITY HALL
KING CITY CITY HALL
MARINA CITY HALL
MONTEREY CITY HALL
CITY OF DEL REY OAKS
PACIFIC GROVE CITY HALL
CITY OF SAND CITY
SEASIDE CITY HALL
CITY OF SOLEDA
BELMONT CITY HALL
CITY OF BRISBANE
BURLINGAME CITY HALL
TOWN OF HILLSBOROUGH
COLMA TOWN HALL
CITY OF DALY CITY
HALF MOON BAY CITY HALL
LOS ALTOS HILLS CITY HALL
CITY OF LOS ALTOS
CITY OF MENLO PARK
TOWN OF ATHERTON
TOWN OF PORTOLA VALLEY
MILLBRAE CITY HALL
MOUNTAIN VIEW CITY HALL
PACIFICA CITY HALL
WOODSIDE TOWN HALL
REDWOOD CITY CITY HALL
SAN BRUNO CITY HALL
SAN CARLOS CITY HALL
SOUTH SAN FRANCISCO CITY HALL
SUNNYVALE CITY HALL
SAN FRANCISCO CITY-COUNTY
GOVERNMENT OFC
PALO ALTO CITY HALL
EAST PALO ALTO CITY HALL
CITY OF SAN MATEO
FOSTER CITY CITY HALL
ALAMEDA CITY HALL
AMERICAN CANYON CITY HALL
CITY OF BENICIA
CITY OF BRENTWOOD
CALISTOGA CITY HALL
CLAYTON CITY HALL
CITY OF CONCORD
CITY OF PLEASANT HILL
TOWN OF DANVILLE
CITY OF EL CERRITO
CITY OF ANTIOCH
FAIRFIELD CITY HALL
CITY OF FREMONT
HAYWARD CITY HALL
CITY OF HERCULES
LAFAYETTE CITY HALL
CITY OF LIVERMORE
MARTINEZ CITY HALL
MORAGA CITY HALL
NAPA CITY HALL
NEWARK CITY HALL
OAKLEY CITY HALL
CITY OF ORINDA
CITY OF PINOLE
PITTSBURG CITY HALL
CITY OF PLEASANTON
DUBLIN CITY HALL
RIO VISTA CITY HALL
CITY OF SAINT HELENA
SAN LEANDRO CITY HALL
CITY OF SUISUN CITY
CITY OF UNION CITY
VALLEJO CITY HALL
CITY OF WALNUT CREEK
TOWN OF YOUNTVILLE
EMERYVILLE CITY HALL
PIEDMONT CITY HALL

Page 66 of 159
<table>
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CITY OF COLUSA
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CITY OF LIVEROAK
CITY OF NEVADA CITY
ORLAND CITY HALL
OROVILLE CITY HALL
CITY OF PARADISE
WILLIAMS CITY HALL
CITY OF WILLOWS
CITY OF YUBA CITY
ANDERSON CITY HALL
CITY OF SHASTA LAKE
CORNING CITY HALL
DUNSMUIR CITY HALL
DUNSMUIR CITY HALL
CITY OF ETNA
FORT JONES CITY HALL
REDDING CITY HALL
CITY OF MONTAGUE CITY HALL
MOUNT SHASTA CITY HALL
RED BLUFF CITY HALL
CITY OF TEHAMA
WEED CITY HALL
YREKA CITY HALL
ALTRARUS CITY HALL
LOYALTON CITY HALL
PORTOLA CITY HALL
SUSANVILLE CITY HALL
TULELAKE CITY HALL
SOUTH LAKE TAHOE CITY HALL
TOWN OF TRUCKEE

COUNTIES IN CALIFORNIA INCLUDING BUT NOT LIMITED TO:

LOS ANGELES COUNTY
IMPERIAL COUNTY
SAN BERNARDINO COUNTY
RIVERSIDE COUNTY
ORANGE COUNTY
VENTURA COUNTY
SANTA BARBARA COUNTY
KINGS COUNTY
TULARE COUNTY
KERN COUNTY
SAN LUIS OBISPO COUNTY
MONO COUNTY
INYO COUNTY
MADERA COUNTY
FRESNO COUNTY
SAN MATEO COUNTY
SOLANO COUNTY
CONTRA COSTA COUNTY
NAPA COUNTY
ALAMEDA COUNTY
MARIN COUNTY
SAN BENITO COUNTY
SANTA CRUZ COUNTY
SANTA CLARA COUNTY
SAN JOAQUIN COUNTY
CALAVERAS COUNTY
MARIPOSA COUNTY
MERCED COUNTY
STANISLAUS COUNTY
TUOLUMNE COUNTY
SONOMA COUNTY
LAKE COUNTY
MENDOCINO COUNTY
HUMBOLDT COUNTY
DEL NORTE COUNTY
PLACER COUNTY
AMADOR COUNTY
EL DORADO COUNTY
YOLO COUNTY
SACRAMENTO COUNTY
YUBA COUNTY
COLUSA COUNTY
SIERRA COUNTY
NEVADA COUNTY
BUTTE COUNTY
PLUMAS COUNTY
GLENN COUNTY
SUTTER COUNTY
SHASTA COUNTY
TEHAMA COUNTY
TRINITY COUNTY
SISKIYOU COUNTY
MODOC COUNTY
ALPINE COUNTY
LASSEN COUNTY
LIVERMORE VALLEY JOINT UNIF SD
MOUNTAIN HOUSE ELEM SCH DIST
DUBLIN UNIFIED SCHOOL DISTRICT
NEWARK UNIFIED SCHOOL DISTRICT
NEW HAVEN UNIFIED SCHOOL DIST
OAKLAND UNIFIED SCHOOL DIST
PIEDMONT UNIFIED SCH DIST

K-12 IN CALIFORNIA INCLUDING BUT NOT LIMITED TO:

ALAMEDA UNIFIED SCHOOL DIST
ALBANY UNIFIED SCHOOL DISTRICT
BERKELEY UNIFIED SCHOOL DIST
CASTRO VALLEY UNIFIED SCH DIST
EMERY UNIFIED SCHOOL DISTRICT
FREMONT UNIF SCHOOL DISTRICT
HAYWARD UNIFIED SCHOOL DIST

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Pleasanton Unified School District
San Leandro Unified School District
San Lorenzo Unified School District
Sunol Glen Unified School District
Alpine Co Unified School District
Amador Co Unified School District
Biggs Unified School District
Chico Unified School District
Durham Unified School District
Feather Falls Union Elem SD
Golden Feather Union Sch District
Gridley Union Sch District
Manzanita Elem School District
Oroville City Elem Sch District
Oroville Union High Sch District
Palermo Union Elem Sch District
Paradise Unified Sch District
Pioneer Union Elem Sch District
Thermalito Union Elem Sch District
Bangor Union Elem Sch District
Bret Harte Union High Sch District
Calaveras Unified School District
Mark Twain Union Elem Sch District
Vallecito Union Sch District
Colusa Unified School District
Maxwell Unified School District
Pierce Joint Unified Sch District
Williams Unified School District
Acalanes Union High Sch District
Antioch Unified School District
Brentwood Union Elem Sch District
Byron Union School District
Canyon Elem School District
John Swett Unified Sch District
Knightsen Elem School District
Lafayette Elem School District
Liberty Union High Sch District
Martinez Unified Sch District
Moraga School District
Mt Diablo Unified School District
Oakley Union Elem Sch District
Orinda Union School District
Pittsburg Unified School District
West Contra Costa USD
San Ramon Valley Unified SD
Walnut Creek School District
Del Norte Co Unified Sch District
Buckeye Union School District
Camino Union School District
El Dorado Union High Sch District
Black Oak Mine Unif Sch District
Gold Oak Union School District
Gold Trail Union Sch District
Indian Diggings Elem Sch District
Lake Tahoe Unified Sch District
Latrobe School District
Mother Lode Union School District
Pioneer Union School District
Placerville Union Elem SD
Pollock Pines Elem Sch District
Rescue Union School District
Alvina Elem School District
Big Creek Elementary Sch District
Burrel Union Elem Sch District
Caruthers Unified Sch District
Chawanakee Unified SD
Clay Joint Elem School District
Clovis Unified School District
Coalinga-Huron Unified SD
Firebaugh Las Deltas Unif SD
Fowler Unif School District
Fresno Unified School District
Washington Unified School District
Kerman Unified School District
Kingsburg Elem Charter SD
Kingsburg Joint Union Hsd
Kings Canyon Unified Sch Dist
Laton Joint Unified Sch Dist
Mendota Unified Sch District
Monroe Elem School District
Orange Center School District
Pacific Union Elem Sch Dist
Parlier Unif School District
Pine Ridge Elem Sch Dist
Raisin City Elem School Dist
Riverdale Joint Unified SD
Sanger Unified School District
Selma Unified Sch District
Central Unified School Dist
Golden Plains Unified Sch District
Washington Colony Elem SD
West Park Elem School District
Westside Elem School District
Princeton Joint Unif Sch Dist
Capay Joint Union Elem SD
Hamilton Unified Sch Dist
Lake Elem School District
Orland Unified School District
Plaza Elem School District
Stony Creek Joint Unified SD
Willows Unif School District
Arcata Elem School District
Northern Humboldt Union Hsd
Big Lagoon Union Elem Sch Dist
Blue Lake Union Elem Sch Dist
Bridgeville Elem School Dist
REEF-SUNSET UNIFIED SCH DIST
KELSEYVILLE UNIF SCHOOL DISTRICT
KONOCTI UNIF SCHOOL DISTRICT
LAKEPORT UNIFIED SCHOOL DIST
LUCERNE ELEM SCHOOL DISTRICT
MIDDLETOWN UNIFIED SCHOOL DIST
UPPER LAKE UNION ELEM SCH DIST
UPPER LAKE UNION HIGH SCH DIST
BIG VALLEY JOINT UNIF SCH DIST
FT SAGE UNIFIED SCH DISTRICT
JANESVILLE UNION SCH DISTRICT
JOHNSTONVILLE ELEM SCH DIST
LASSEN UNION HIGH SCHOOL DIST
RICHMOND ELEM SCHOOL DIST
SHAFFER UNION ELEM SCH DIST
SUSANVILLE SCHOOL DISTRICT
WESTWOOD UNIF SCHOOL DISTRICT
ABC UNIFIED SCHOOL DISTRICT
ALHAMBRA UNIFIED SCHOOL DIST
ANTELOPE VALLEY UNION HIGH SD
ARCADIA UNIFIED SCHOOL DIST
AZUSA UNIFIED SCHOOL DISTRICT
BALDWIN PARK UNIFIED SCH DIST
BASSETT UNIFIED SCHOOL DIST
BELLFLOWER UNIFIED SCHOOL DIST
BEVERLY HILLS UNIFIED SCH DIST
BURLINGTON UNIFIED SCHOOL DIST
BONITA UNIFIED SCHOOL DISTRICT
CASTAIC UNION SCHOOL DIST
CENTINELA VALLEY UNION HSD
CHARTER OAK UNIFIED SCH DIST
CLAREMONT UNIFIED SCHOOL DIST
COMPTON UNIFIED SCHOOL DIST
COVINA VALLEY UNIFIED SCH DIST
CULVER CITY UNIFIED SCH DIST
DOWNEY UNIFIED SCHOOL DISTRICT
DUARTE UNIFIED SCHOOL DISTRICT
EAST WHITTIER CITY SCHOOL DIST
EL MONTE CITY SCHOOL DISTRICT
EL MONTE UNION HIGH SCH DIST
EASTSIDE UNION SCHOOL DIST
EL RANCHO UNIFIED SCHOOL DIST
EL SEGUNDO UNIFIED SD
GARVEY SCHOOL DISTRICT
GLENDALE UNIFIED SCHOOL DIST
GLENDORA UNIFIED SCHOOL DIST
GORMAN ELEM SCHOOL DISTRICT
HACIENDA-LA PUENTE USD
HAWTHORNE SCHOOL DISTRICT
HERMOSA BEACH CITY SCH DIST
HUGHES-ELIZABETH LAKES USD
INGLEWOOD UNIFIED SCHOOL DIST
KEPPEL UNION SCHOOL DISTRICT
LA CANADA UNIFIED SCHOOL DIST
LANCASTER ELEM SCHOOL DIST
LAS VIRGENES UNIFIED SCH DIST
LAWNDALE ELEM SCHOOL DISTRICT
LENNOX SCHOOL DISTRICT
LITTLE LAKE CITY SCHOOL DIST
LONG BEACH UNIFIED SCHOOL DIST
LOS ANGELES UNIF SCH DIST
LOS NIETOS ELEM SCHOOL DIST
LOWELL JOINT SCHOOL DISTRICT
LYNWOOD UNIFIED SCHOOL DIST
MANHATTAN BEACH UNIF SCH DIST
MONROVIA UNIFIED SCHOOL DIST
MONTEBELLO UNIFIED SCHOOL DIST
MOUNTAIN VIEW SCHOOL DISTRICT
NEWHALL SCHOOL DISTRICT
NORWALK LA MIRADA UNIFIED SD
PALMDALE SCHOOL DISTRICT
PALOS VERDES PENINSULA UNIF SD
PARAMOUNT UNIFIED SCHOOL DIST
PASADENA UNIFIED SCHOOL DIST
POMONA UNIFIED SCHOOL DISTRICT
REDONDO BEACH UNIFIED SCH DIST
ROSEMEAD SCHOOL DISTRICT
ROWLAND UNIFIED SCH DISTRICT
SAN GABRIEL UNIFIED SCH DIST
SAN MARINO UNIFIED SCHOOL DIST
SANTA MONICA-MALIBU UNIF SD
SAUGUS UNION SCH DISTRICT
ACTON AGUA DULCE UNIF SCH DIST
SOUTH PASADENA UNIF SCH DIST
SOUTH WHITTIER SCHOOL DISTRICT
SULPHUR SPRINGS UNION ELEM SD
TEMPLE CITY UNIFIED SCH DIST
TORRANCE UNIFIED SCH DIST
VALLE LINDO ELEM SCHOOL DIST
WALNUT VALLEY UNIFIED SCH DIST
WEST COVINA UNIF SCH DISTRICT
WESTSIDE UNION SCHOOL DIST
WHITTIER CITY SCHOOL DISTRICT
WHITTIER UNION HIGH SCH DIST
WILLIAM S HART UNION HS DIST
WILSONA SCHOOL DISTRICT
WISEBURN SCHOOL DISTRICT
ALVILLE DAIRYLAND UNION SD
CHOWCHILLA SCHOOL DISTRICT
CHOWCHILLA UNION HSD
MADERA UNIFIED SCHOOL DISTRICT
BASS LAKE JOINT UNION ELEM SD
RAYMOND KNOWLES ELEM SCH DIST
YOSEMITE UNIFIED SCHOOL DIST
BOLINAS STINSON UNION SCH DIST
DIXIE SCHOOL DISTRICT
KENTFIELD SCHOOL DISTRICT
LAGUNA JOINT ELEM SCHOOL DIST
LAGUNITAS ELEM SCHOOL DIST
LARKSPUR SCHOOL DISTRICT
LINCOLN ELEM SCHOOL DISTRICT
MILL VALLEY SCHOOL DISTRICT
NICASIO SCHOOL DISTRICT
NOVATO UNIF SCHOOL DISTRICT
REED UNION SCHOOL DISTRICT
ROSS ELEM SCHOOL DISTRICT
ROSS VALLEY SCHOOL DISTRICT
SAN RAFAEL ELEM SCH DISTRICT
SAUSALITO MARIN CITY SCH DIST
SHORELINE UNIFIED SCHOOL DIST
TAMALPAIS UNION HIGH SCH DIST
UNION JOINT ELEM SCH DISTRICT
MARIPOSA CO UNIFIED SCH DIST
ANDERSON VALLEY UNIF SCH DIST
AREA UNION ELEM SCHOOL DIST
FT BRAGG UNIF SCH DISTRICT
MANCHESTER UNION ELEM SCH DIST
MENDOCINO UNIFIED SCHOOL DIST
POINT ARENA JOINT UNION HSD
ROUND VALLEY UNIF SCH DISTRICT
UKIAH UNIFIED SCHOOL DISTRICT
WILLITS UNIF SCHOOL DISTRICT
ATWATER ELEM SCHOOL DISTRICT
BALLICO CRESSEY ELEM SCH DIST
DELHI UNIFIED SCHOOL DISTRICT
DOS PALOS-ORO LOMAS JOINT USD
EL NIDO ELEM SCHOOL DISTRICT
HILMAR UNIFIED SCHOOL DISTRICT
MERCED RIVER UNION ELEM SD
LE GRAND UNION ELEM SCH DIST
LE GRAND UNION HIGH SCH DIST
LIVINGSTON UNION SCHOOL DIST
LOS BANOS UNIFIED SCH DISTRICT
MCSWAIN ELEM SCHOOL DISTRICT
MERCED CITY SCHOOL DISTRICT
MERCED UNION HIGH SCHOOL DIST
PLAINSBURG UNION ELEM SCH DIST
PLANADA ELEMENTARY SCHOOL DIST
SNELLING-MERCED FALLS ELEM SD
WEAVER UNION SCHOOL DISTRICT
WINTON SCHOOL DISTRICT
GUSTINE UNIFIED SCHOOL DIST
MODOC JOINT UNIFIED SCH DIST
SURPRISE VALLEY JOINT UNIF SD
TULELAKE BASIN JOINT UNIF SD
EASTERN SIERRA UNIF SCH DIST
MAMMOTH UNIFIED SCHOOL DIST
ALISAL UNION ELEM SCH DISTRICT
BRADLEY UNION ELEM SCHOOL DIST
CARMEL UNIFIED SCHOOL DISTRICT
CHUALAR UNION ELEM SCH DIST
GONZALES UNIFIED SCH DISTRICT
GRAVES ELEM SCHOOL DISTRICT
GREENFIELD UNION SCH DISTRICT
KING CITY UNION SCHOOL DIST
SOUTH MONTEREY CO HS DIST
LAGUNITA SCHOOL DISTRICT
MISSION UNION ELEM SCHOOL DIST
MONTEREY PENINSULA UNIFIED SD
NORTH MONTEREY CO UNIF SD
BIG SUR UNIFIED SCH DISTRICT
PACIFIC GROVE UNIFIED SCH DIST
SALINAS CITY ELEM SCH DISTRICT
SALINAS UNION HIGH SCHOOL DIST
SAN ANTONIO UNION ELEM SD
SAN ARDO UNION ELEM SCH DIST
SAN LUCAS UNION ELEM SCH DIST
SANTA RITA UNION SCHOOL DIST
SOLEDAD UNIFIED SCH DISTRICT
SPRECKELS UNION SCHOOL DIST
WASHINGTON UNION SCHOOL DIST
CALISTOGA JOINT UNIFIED SD
HOWELL MOUNTAIN ELEM SCH DIST
NAPA VALLEY UNIFIED SCH DIST
POPE VALLEY UNION ELEM SD
ST HELENA UNIFIED SCHOOL DIST
CHICAGO PARK ELEM SCH DIST
CLEAR CREEK ELEM SCHOOL DIST
GRASS VALLEY SCHOOL DISTRICT
NEVADA CITY ELEM SCH DISTRICT
NEVADA JOINT UNION HIGH SD
TWIN RIDGES ELEM SCH DIST
PLEASANT RIDGE UNI ON SCH DIST
PLEASANT VALLEY SCH DISTRICT
READY SPRINGS UNION ELEM SD
UNION HILL ELEM SCH DIST
SADDLEBACK VALLEY UNIFIED SD
ANAHEIM CITY SCHOOL DISTRICT
ANAHEIM UNION HIGH SCH DIST
BREA-OLINDA UNIFIED SCH DIST
BUENA PARK SCHOOL DISTRICT
CAPISTRANO UNIFIED SCHOOL DIST
CENTRALIA ELEM SCHOOL DISTRICT
CYPRESS SCHOOL DISTRICT
FOUNTAIN VALLEY SCHOOL DIST
FULLERTON SCHOOL DISTRICT
FULLERTON JOINT UNION HSD
GARDEN GROVE UNIF SCHOOL DIST
HUNTINGTON BEACH CITY SD
HUNTINGTON BEACH UNION HS DIST
LAGUNA BEACH UNIFIED SCH DIST
LA HABRA CITY SCHOOL DISTRICT
ALPINE UNION ELEM SCH DIST  
BONSALL UNION ELEM SCH DIST  
BORREGO SPRINGS UNIF SCH DIST  
CAJON VALLEY UNION SCH DIST  
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CHULA VISTA ELEM SCH DIST  
CORONADO UNIF SCHOOL DISTRICT  
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DEL MAR UNION SCHOOL DISTRICT  
ENCINITAS UNION SCH DISTRICT  
ESCONDIDO UNION ELEM SCH DIST  
ESCONDIDO UNION HIGH SCH DIST  
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FALLBROOK UNION HS DISTRICT  
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SPENCER VALLEY SCHOOL DISTRICT  
SWEETWATER UNION HIGH SCH DIST  
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VALLEY CENTER-PAUMA UNIFIED SD  
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WARNER UNIFIED SCHOOL DISTRICT  
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SAN FRANCISCO UNIFIED SCH DIST  
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JEFFERSON ELEM SCHOOL DIST  
LAMMERSVILLE UNIFIED SCH DIST  
LINCOLN UNIFIED SCHOOL DIST  
LINDEN UNIFIED SCHOOL DIST  
LODI UNIFIED SCHOOL DISTRICT  
MANTECA UNIFIED SCHOOL DIST  
NEW HOPE ELEM SCHOOL DIST  
NEW JERUSALEM ELEM SCH DIST  
OAK VIEW ELEM SCHOOL DISTRICT  
RIPON UNIF SCHOOL DISTRICT  
STOCKTON UNIF SCHOOL DISTRICT  
TRACY UNIFIED SCHOOL DISTRICT  
ATASCADERO UNIFIED SCH DIST  
COAST UNIFIED SCHOOL DISTRICT  
CAYUCOS ELEM SCHOOL DISTRICT  
LUCIA MAR UNIFIED SCHOOL DIST  
PASO ROBLES JOINT UNIFIED SD  
PLEASANT VALLEY JOINT ELEM SD  
SAN LUIS COASTAL UNIF SCH DIST  
SAN MIGUEL JOINT UNION ESD  
SHANDON JOINT UNIFIED SCH DIST  
TEMPLETON UNIFIED SCHOOL DIST  
BAYSHORE SCHOOL DISTRICT  
BELMONT-REDWOOD SHORES SD  
BRISBANE ELEM SCHOOL DISTRICT  
BURLINGAME ELEM SCH DISTRICT  
CABRILLO UNIFIED SCHOOL DIST  
HILLSBOROUGH CITY SCH DISTRICT  
JEFFERSON ELEM SCHOOL DISTRICT  
JEFFERSON UNION HIGH SCH DIST  
PACIFICA SCHOOL DISTRICT  
LA HONDA-PESCADERO UNIF SD  
LAS LOMITAS ELEM SCH DISTRICT  
MENLO PARK CITY SCH DISTRICT  
MILLBRAE SCHOOL DISTRICT  
PORTOLA VALLEY SCHOOL DISTRICT  
RAVENSWOOD CITY ELEM SCH DIST  
REDWOOD CITY SCHOOL DISTRICT  
SAN BRUNO PARK SCHOOL DISTRICT  
SAN CARLOS SCHOOL DISTRICT  
SAN MATEO-FOSTER CITY SCH DIST  
SAN MATEO UNION HIGH SCH DIST  
SEQUOIA UNION HIGH SCH DIST  
SOUTH SAN FRANCISCO UNIFIED SD  
WOODSIDE SCHOOL DISTRICT  
BALLARD ELEM SCHOOL DISTRICT  
BLOCHMAN UNION SCHOOL DISTRICT  
BUELLTON UNION SCHOOL DISTRICT  
CARPINTERIA UNIFIED SCH DIST  
COLD SPRING SCHOOL DISTRICT  
COLLEGE ELEMENTARY SCHOOL DIST  
CUYAMA JOINT UNIFIED SCH DIST  
GOLETA UNION SCHOOL DISTRICT  
GUADALUPE UNION SCH DISTRICT  
HOPE ELEM SCHOOL DISTRICT  
LOMPOC UNIFIED SCHOOL DIST  
LOS OLIVOS SCHOOL DISTRICT  
MONTECITO UNION SCH DIST  
ORCUTT UNION SCHOOL DISTRICT  
SANTA BARBARA SCHOOL DISTRICT  
SANTA MARIA-BONITA SCHOOL DIST
KINGS RIVER UNION ELEM SD  SANTA CLARA ELEM SCHOOL DIST
LIBERTY ELEM SCHOOL DIST  SANTA PAULA UNIFIED SCH DIST
LINDSAY UNIFIED SCHOOL DIST  SIMI VALLEY UNIFIED SCH DIST
MONSON SULTANA JOINT UNION ESD  SOMIS UNION ELEM SCHOOL DIST
OAK VALLEY UNION ELEM SCH DIST  CONEJO VALLEY UNIF SCH DIST
OUTSIDE CREEK ELEM SCHOOL DIST  VENTURA UNIF SCHOOL DISTRICT
PALO VERDE UNION ELEM SCH DIST  DAVIS JOINT UNIF SCHOOL DIST
PIXLEY UNION ELEM SCH DISTRICT  ESPARTO UNIF SCHOOL DISTRICT
PLEASANT VIEW ELEM SCH DIST  WASHINGTON UNIFIED SCHOOL DIST
RICHGROVE ELEM SCHOOL DISTRICT  WINTERS JOINT UNIF SCHOOL DIST
ROCKFORD ELEM SCHOOL DISTRICT  WOODLAND JOINT UNIFIED SD
SAUCELITO ELEM SCHOOL DISTRICT  CAMPTONVILLE ELEM SCHOOL DIST
SEQUOIA UNION ELEM SCHOOL DIST  MARYSVILLE JOINT UNIF SCH DIST
SPRINGVILLE UNION SCHOOL DIST  PLUMAS LAKE ELEM SCHOOL DIST
STONE CORRAL ELEM SCHOOL DIST  WHEATLAND SCHOOL DISTRICT
STRATHMORE UNION ELEM SCH DIST  WHEATLAND UNION HIGH SCH DIST
SUNDALE UNION ELEM SCH DIST  SOUTHERN TRINITY JOINT UNIF SD
SUNNYSIDE UNION ELEM SCH DIST  BAKER VALLEY UNIFIED SCH DIST
TERRA BELLA UNION ELEM SD  MAPLE CREEK ELEM SCHOOL DIST
THREE RIVERS UNION ELEM SD  RAVENDALE-TERMO ELEM SCH DIST
TIPTON ELEM SCHOOL DISTRICT  POTTER VALLEY CMTY USD
TRAYER JOINT ELEM SCHOOL DIST  OAK PARK UNIFIED SCHOOL DIST
TULARE CITY SCHOOL DISTRICT  SILVER VALLEY UNIFIED SCH DIST
TULARE JOINT UNION HIGH SD  LAYTONVILLE UNIFIED SCH DIST
VISALIA UNIF SCHOOL DISTRICT  MOUNTAIN VALLEY UNIF SCH DIST
WAUKENA JOINT UNION ELEM SD  PORTERVILLE UNIFIED SCH DIST
WOODLAKE UNIFIED SCHOOL DIST  LEGGETT VALLEY UNIF SCH DIST
WOODVILLE UNION SCH DISTRICT  SIERRA UNIFIED SCHOOL DIST
JAMESTOWN ELEM SCHOOL DISTRICT  SACRAMENTO CITY USD CENTRAL-2
BIG OAK FLAT GROVELAND USD  SACRAMENTO CITY USD WEST-1
BELLEVUE ELEM SCHOOL DIST  SAN RAFAEL CITY HIGH SCH DIST
COLUMBIA UNION SCHOOL DISTRICT  LONG BEACH USD-ES MS K-8 AREA
CURTIS CREEK ELEM SCH DIST  SACRAMENTO CITY USD EAST-3
SONORA SCHOOL DISTRICT  GOLDEN VALLEY UNIFIED SCH DIST
SONORA UNION HIGH SCHOOL DIST  SAN DIEGO USD-AREA 1
SOULSBYVILLE ELEM SCHOOL DIST  SAN DIEGO USD-CHARTER SCHOOLS
SUMMERVILLE ELEM SCHOOL DIST  SAN DIEGO USD-AREA 6
SUMMERVILLE UNION HS DIST  SAN DIEGO USD-AREA 4
TWAIN HARTE LONG BARN UNION SD  SAN DIEGO USD-AREA 2
BRIGGS ELEM SCHOOL DISTRICT  SAN DIEGO USD-AREA 3
FILLMORE UNIFIED SCHOOL DIST  SAN DIEGO USD-AREA 5
HUEMENE ELEM SCHOOL DISTRICT  MESA UNION ELEM SCHOOL DIST  KASHIA ELEM SCHOOL DISTRICT
MOORPARK UNIFIED SCHOOL DIST  LA USD EDUC SVC CTR-NORTH
MUPU ELEMENTARY SCHOOL DIST  LA USD EDUC SVC CTR-SOUTH
OCEAN VIEW SCHOOL DISTRICT  LA USD EDUC SVC CTR-WEST
OJAI UNIFIED SCHOOL DISTRICT  LA USD EDUC SVC CTR-EAST
OXNARD ELEM SCHOOL DISTRICT  LA USD EDUC SVC CTR-ISC
OXNARD UNION HIGH SCHOOL DIST  LA USD EDUC SVC CTR-CHARTER
PLEASANT VALLEY SCH DISTRICT  LA USD EDUC SVC CTR-OPTIONS
RIO ELEMENTARY SCH DISTRICT  

Higher Education in California including but not limited to:
ASSOCIATED TECH CLG-SAN DIEGO  KAPLAN COLLEGE-BAKESFIELD
| DETECTIVE TRAINING INSTITUTE                    | LA ORT TECH INST-VAN NUYS                      |
| CALIFORNIA CAREER SCHOOL                       | LOVING HANDS INST HEALING ARTS                |
| BENBOW AVIATION FLIGHT SCHOOL                  | AMERICAN AUTO INSTITUTE                       |
| BERLITZ LANGUAGE CENTER                        | FOUR D COLLEGE                                |
| BERLITZ LANGUAGE CENTER                        | PREMIERE CAREER COLLEGE                       |
| BERLITZ LANGUAGE CENTER                        | TRAVEL-WORLD COLLEGE/AGENCY                  |
| BERLITZ LANGUAGE CENTER                        | NORTH-WEST COLLEGE-GLENDALE                  |
| DVS COLLEGE                                    | ADELANTE CAREER INSTITUTE                     |
| BERLITZ LANGUAGE CENTER                        | CASA LOMA COLLEGE-LOS ANGELES                |
| BERLITZ LANGUAGE CENTER                        | NEWBRIDGE COLLEGE                            |
| BERLITZ LANGUAGE CENTER                        | KAPLAN COLLEGE-STOCKTON                      |
| BERLITZ LANGUAGE CENTER                        | MICROCOMPUTER EDUCATION CENTER               |
| BERLITZ LANGUAGE CENTER                        | SUMMIT CAREER COLLEGE                        |
| BERLITZ LANGUAGE CENTER                        | EVEREST CLG-TORRANCE                         |
| MARIAN HEALTH CAREERS CTR                      | INSTITUTE OF TECHNOLOGY                      |
| SAN BERNARDINO CMTY CLG DIST                   | AMERICAN INST OF HEALTH SCI                  |
| CALIFORNIA CMTY CLGS OFFICE                    | CAREER NETWORKS INSTITUTE                     |
| CLAREMONT UNIV CONSORTIUM                      | WESTWOOD CLG-ANAHEIM                         |
| PALOMAR INST OF COSMETOLOGY                    | WESTWOOD CLG-INLAND                          |
| POWER ACAD OF HAIR DESIGNS                     | WESTWOOD CLG OF TECH-LA                      |
| MARINELLO SCHOOL OF BEAUTY                     | REDSTONE CLG-LOS ANGELES                     |
| MARINELLO SCHOOL OF BEAUTY                     | DELL’ARTE SCH PHYSICAL THEATRE               |
| MARINELLO SCHOOL OF BEAUTY                     | THE CA INST OF JEWELERY TRAIN                |
| MARINELLO SCHOOL OF BEAUTY                     | MISSION LANGUAGE/VOC SCHOOL                  |
| PACIF SCH MASSAGE/HEALING ART                  | VALLEY HYPNOSIS CENTER                       |
| PROFESSIONAL INST OF BEAUTY                    | AMERICAN BAPT SEM OF THE WEST                |
| MARINELLO SCHOOL OF BEAUTY                     | CALIFORNIA CLG OF ARTS-OAKLAND               |
| GOLDEN GATE UNIV-SCHOOL OF LAW                 | CALIFORNIA ST UNIV-EAST BAY                  |
| NEWTON INTL CLG-GARDEN GROVE                   | CHABOT COLLEGE                               |
| PACIFIC SOWEST SCH OF REALTORS                 | CHURCH DIV SCH OF THE PACIFIC                |
| KAPLAN COLLEGE-PALM SPRINGS                    | HOLY NAMES UNIVERSITY                        |
| CLARITA CAREER COLLEGE                         | GRADUATE THEOLOGICAL UNION                   |
| PRECISION TECHNICAL INSTITUTE                  | MILLS COLLEGE                                |
| UNIVERSAL TECHNICAL INST-RCH C                 | PACIFIC LUTHERAN THEOL SEM                   |
| VALLEY CAREER COLLEGE                          | PACIFIC SCHOOL OF RELIGION                   |
| COMPUTER TRAINING INST                         | BERKELEY CITY COLLEGE                        |
| BAY VISTA COLLEGE OF BEAUTY                    | LANEY COLLEGE                                |
| COLLEEN O’HARAS BEAUTY ACADEMY                 | MERRITT COLLEGE                              |
| MARIENLLO SCHOOL OF BEAUTY                     | DOMINICAN SCH OF PHIL & THEOL                |
| MARIENLLO BEAUTY COLLEGE                       | UNIV OF CALIFORNIA-BERKELEY                  |
| MARIENLLO BEAUTY COLLEGE                       | STARR KING SCHOOL FOR MINISTRY               |
| JE BOUTIQUE CLG OF BEAUTY                      | OHLONE COLLEGE                               |
| LYTLE'S EMPIRE BEAUTY CLG                      | PATTEN UNIVERSITY                            |
| MARIENLLO SCHOOL OF BEAUTY                     | COLLEGE OF ALAMEDA                           |
| MARIENLLO SCHOOL OF BEAUTY                     | WRIGHT INSTITUTE                             |
| MARIENLLO SCHOOL OF BEAUTY                     | JESUIT SCHOOL OF THEOLOGY                    |
| MARIENLLO SCHOOL OF BEAUTY                     | FRANCISCAN SCHOOL OF THEOLOGY                |
| MARIENLLO SCHOOL OF BEAUTY                     | CALIFORNIA ST UNIV-CHICO                      |
| MARIENLLO SCHOOL OF BEAUTY                     | BUTTE COLLEGE                                |
| HEALTHSTAFF TRAINING INST INC                  | CONTRA COSTA COLLEGE                         |
| HYPNOSIS MOTIVATION INST                       | DIABLO VALLEY CLG-PLEASANT HL                |
| LA ORT TECH INST-LOS ANGELES                   | SAINT MARYS CLG OF CALIFORNIA                |
| AMER SCH OF MORTGAGE BANKING                   | JOHN F KENNEDY UNIV-SAN JOSE                 |
LOS MEDANOS COLLEGE
LAKE TAHOE COMMUNITY COLLEGE
CALIFORNIA ST UNIV-FRESNO
WEST HILLS CTMY CLG-COALINGA
FRESNO PACIFIC UNIVERSITY
FRESNO CITY COLLEGE
REEDLEY COLLEGE
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ALLIANT INTL UNIV-FRESNO
HUMBOLDT STATE UNIVERSITY
COLLEGE OF THE REDWOODS
IMPERIAL VALLEY COLLEGE
BAKERSFIELD COLLEGE
TAFT COLLEGE
CALIFORNIA ST UNIV-BAKERSFIELD
CERRO COSO CMTY CLG-INDIAN WEL
LASSEN COMMUNITY COLLEGE
ANTELOPE VALLEY COLLEGE
ART CTR CLG OF DESIGN-HILLSIDE
AZUSA PACIFIC UNIVERSITY
BIOLA UNIVERSITY
CALIFORNIA INST OF TECHNOLOGY
CALIFORNIA INST OF THE ARTS
CALIFORNIA ST UNIV-LONG BEACH
CALIFORNIA ST UNIV-LOS ANGELES
CAL ST UNIV-DOMINGUEZ HILLS
CAL STATE POLYTECH-POMONA
CALIFORNIA ST UNIV-NORTHRIDGE
CERRITOS COLLEGE
CITRUS COLLEGE
CLAREMONT GRADUATE UNIVERSITY
CLAREMONT MCKENNA COLLEGE
HARVEY MUDD COLLEGE
PITZER COLLEGE
POMONA COLLEGE
SCRIPPS COLLEGE
EL CAMINO CLG-COMPTON CTR
EL CAMINO COLLEGE
FULLER THEOLOGICAL SEMINARY
GLENDALE COMMUNITY COLLEGE
UNIVERSITY OF LA VERNE
LONG BEACH CITY COLLEGE
MASTER'S COLLEGE AND SEMINARY
EAST LOS ANGELES COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
PIERCE COLLEGE
LOS ANGELES TRADE TECH COLLEGE
LOS ANGELES VALLEY COLLEGE
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MOUNT ST MARYS COLLEGE
MT SAN ANTONIO COLLEGE
OCCIDENTAL COLLEGE
OTIS COLLEGE OF ART AND DESIGN
PACIFIC OAKS COLLEGE
PASadena CITY COLLEGE
PEPPERDINE UNIVERSITY
RIO HONDO COLLEGE
SANTA MONICA COLLEGE
CLAREMONT SCHOOL OF THEOLOGY
SOUTHWESTERN LAW SCHOOL
UNIV OF CALIFORNIA-LOS ANGELES
UNIV OF SOUTHERN CALIFORNIA
WHITTIER COLLEGE
WOODBURY UNIVERSITY-BURBANK
AMERICAN JEWISH UNIVERSITY
HEBREW UNION COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
WEST LOS ANGELES COLLEGE
COLLEGE OF THE CANYONS
UNIV OF W LOS ANGELES-SCH LAW
ALLIANT INTL UNIV-LOS ANGELES
PARDEE RAND GRADUATE SCHOOL
MARYMOUNT COLLEGE
LOYOLA MARYMOUNT UNIVERSITY
LOS ANGELES MISSION COLLEGE
LIFE PACIFIC COLLEGE
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PRESBYTERIAN HEALTH
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SACRAMENTO VA MEDICAL CTR
SANTA BARBARA COTTAGE HOSP
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VA CENTRAL CALIFORNIA
UCSF-FRESNO
ST JOSEPHS MEDICAL CENTER
PIH FAMILY PRACTICE
CALIFORNIA HOSP MED CENTER
CAMP PENDLETON
DAVID GRANT MEDICAL CENTER
CHILDREN'S HOSP ORANGE CNTY
KAISER PERMANENTE RICHMOND
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ITT TECHNICAL INST-CULVER CITY
ITT TECHNICAL INST-VISTA
ITT TECHNICAL INST-SAN DIMAS
UNIV OF ST AUGUSTINE HLTH SCI
NCP CLG OF NURSING-HAYWARD
NCP CLG OF NURSING-SAN FRAN
OLHOLE COLLEGE-NEWARK
MODESTO JUNIOR COLLEGE-WEST
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WEST COAST UNIVERSITY-LA
WEST COAST UNIVERSITY-ORANGE
WEST COAST UNIVERSITY-ONTARIO
CA NORTHSTATE CLG OF PHARMACY
LOS ANGELES FILM SCHOOL
CAMBRIDGE CLG-ONTARIO
DIABLO VALLEY CLG-SAN RAMON
GOLDEN GATE UNIV-SILICON VLY
PRESIDIO GRADUATE SCHOOL
SHEPHERD UNIV-MAIN
SHEPHERD UNIV-SCH OF MUSIC
CHICAGO SCH OF PSYCH-DOWNTOWN
CHICAGO SCH OF PSYCH-IRVINE
LOS MEDANOS CLG-BRENTWOOD
CHAPMAN UNIVERSITY SYSTEM
ALLIED AMERICAN UNIVERSITY
CAL ST UNIV-SAN BERN-PALM DEST
SOUTHERN STATES UNIV-SAN DIEGO
SOUTHERN STATES UNIV-FASHION
SOUTHERN STATES UNIV-LA JOLLA
JOHN PAUL GREAT CATHOLIC UNIV
NATIONAL UNIV-CITRUS HEIGHTS
NATIONAL UNIV-REDRESS
NATIONAL UNIV-STOCKTON
NATIONAL UNIV-PLEASANT HILL

State Agencies in California including but not limited to:

NATIONAL UNIV-SPECTRUM BUS PK
NATIONAL UNIV-LA MESA
NATIONAL UNIV-RANCHO BERNARDO
NATIONAL UNIV-SOUTH BAY
NATIONAL UNIV-NATIONAL CITY
NATIONAL UNIV-BAKERSFIELD
NATIONAL UNIV-CAMARILLO
NATIONAL UNIV-LOS ANGELES
NATIONAL UNIV-ONTARIO
NATIONAL UNIV-SHERMAN OAKS
NATIONAL UNIV-PALM DESERT
NATIONAL UNIV-PASADENA
NATIONAL UNIV-TEMECULA
NATIONAL UNIV-WEST COVINA
CALIFORNIA SOUTHERN UNIV
HANDS-ON MEDICAL MASSAGE SCH
RIVERSIDE COMMUNITY CLG DIST
NATIONAL UNIV HEADQUARTERS
LE CORDON BLEU CLG CA-SACRAMEN
CARRINGTON CLG CA-CITRUS HTS
CARRINGTON CLG CA-POMONA
CARRINGTON CLG CA-STOCKTON
SOUTHWESTERN CLG HEC-NATIONAL
SOUTHWESTERN CLG HEC-OTAY MESA
SOUTHWESTERN CLG HEC-SN YSIDRO
THE ART INST OF CA-SACRAMENTO
SOUTHERN CALIF INST OF TECH
FREMONT COLLEGE-LOS ANGELES
FREMONT COLLEGE-CERRITOS
EXPRESSION CLG DIGITAL ARTS
COASTLINE CMTY CLG-GARDEN GRV
COASTLINE CMTY CLG-LE-JAO CTR
COASTLINE CMTY CLG-COSTA MESA
ALLIANT INTL UNIV-SACRAMENTO
SAN DIEGO UNIV-INTEGRATIVE STD
FOLSOM LAKE CLG-RANCHO CORDOVA
SAN JOAQUIN DELTA CLG-MTN HSE
GOLF ACAD OF AMERICA-SAN DIEGO
ETERNITY BIBLE COLLEGE
HEALD COLLEGE-MODESTO
A W TOZER THEOLOGICAL SEMINARY
JOHN F KENNEDY UNIV-BERKELEY
JOHN F KENNEDY UNIV-COSTA MESA
ITT TECHNICAL INST-CONCORD
ITT TECHNICAL INST-CORONA
ITT TECHNICAL INST-OAKLAND
ITT TECHNICAL INST-WEST COVINA
RYOKAN COLLEGE
SILICON VALLEY UNIVERSITY
ST KATHERINE COLLEGE
WEST COAST UNIV-LA VERMONT BLD

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Counties in Hawaii including but not limited to:
HAWAII COUNTY
KAUAI COUNTY
MAUI COUNTY
HONOLULU CITY-CNTY

K-12 in Hawaii including but not limited to:
HAWAII SCHOOL DISTRICT
LEEWARD OAHU SCHOOL DISTRICT
HONOLULU SCHOOL DISTRICT
CENTRAL OAHU SCHOOL DISTRICT
WINDWARD OAHU SCHOOL DISTRICT
KAUAI SCHOOL DISTRICT
Higher Education in Hawaii including but not limited to:

- UNIVERSITY OF HAWAII-HILO
- CHAMINADE UNIVERSITY
- BRIGHAM YOUNG UNIV-HAWAII
- UNIVERSITY OF HAWAII-MANOAA
- HONOLULU COMMUNITY COLLEGE
- KAPIOLANI COMMUNITY COLLEGE
- HAWAII PACIFIC UNIV-LOA CAMPUS
- LEEWARD COMMUNITY COLLEGE
- HAWAII PACIFIC UNIVERSITY
- WINDWARD COMMUNITY COLLEGE
- KAUA COMMUNITY COLLEGE
- UNIV OF HAWAII-MAUI COLLEGE
- UNIVERSITY OF HAWAII-WEST OAHU
- HAWAII CMTY COLLEGE-HILO
- ARGOSY UNIVERSITY-HONOLULU
- JOHN BURNS SCHOOL OF MEDICINE
- WILLIAM RICHARDSON SCH OF LAW
- UNIV OF HAWAII-WEST HAWAII
- HAWAII CMTY COLLEGE-HILO
- ARGOSY UNIVERSITY-HONOLULU
- JOHN BURNS SCHOOL OF MEDICINE
- WILLIAM RICHARDSON SCH OF LAW
- UNIV OF HAWAII-WEST HAWAII

State Agencies in Hawaii including but not limited to:

- HAWAII - LT. GOVERNOR
- HAWAII - ATTORNEY GENERAL
- HAWAII - GOVERNOR
- HAWAII - DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM
- HAWAII - DEPARTMENT OF EDUCATION
- HAWAII - DEPARTMENT OF HEALTH
- HAWAII - DEPARTMENT OF LAND AND NATURAL RESOURCES
- HAWAII - DEPARTMENT OF TAXATION
- HAWAII - DEPARTMENT OF TRANSPORTATION
- HAWAII - HIGH TECHNOLOGY DEVELOPMENT CORPORATION
- HAWAII - OFFICE OF ELECTIONS
- HAWAII - OFFICE OF HAWAIIAN AFFAIRS
- HAWAII - STATE PUBLIC LIBRARY SYSTEM
- HAWAII - DEPARTMENT OF DEFENSE
- HAWAII - HAWAII'S AGRICULTURAL GATEWAY
- HAWAII - DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
- HAWAII - HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII
- HAWAII - DEPARTMENT OF AGRICULTURE
- HAWAII - DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
- HAWAII - DEPARTMENT OF BUDGET AND FINANCE
- HAWAII - DEPARTMENT OF PUBLIC SAFETY
- HAWAII - DEPARTMENT OF HUMAN SERVICES
- HAWAII - DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
- HAWAII - DEPARTMENT OF HAWAIIAN HOME LANDS
- HAWAII - DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
Cities, Towns, Villages, and Boroughs in Louisiana including but not limited to:

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ADDIS TOWN HALL
ALBANY TOWN HALL
BAKER CITY HALL
BRUSLY TOWN HALL
CLINTON TOWN HALL
DENHAM SPRINGS CITY HALL
FORDOCHÉ CITY HALL
FRENCH SETTLEMENT TOWN HALL
GONZALES CITY HALL
VILLAGE OF GROSSE TETE
TOWN OF JACKSON
KROTZ SPRINGS CITY HALL
LIVINGSTON TOWN HALL
LIVONIA CITY HALL
MARINGOUIN CITY HALL
MORGANZA TOWN HALL
NEW ROADS CITY HALL
VILLAGE OF NORWOOD
CITY OF PLAQUEMINES
PORT ALLEN CITY HALL
ROSEDALE TOWN HALL
SAINT FRANCISVILLE TOWN HALL
SAINT GABRIEL CITY HALL
SLAUGHTER CITY HALL
SORRENTO CITY HALL
TOWN OF WALKER
WHITE CASTLE CITY HALL
WILSON CITY HALL
ZACHARY CITY HALL
CENTRAL CITY HALL
ARCADIA CITY HALL
ASHLAND CITY HALL
ATHENS CITY HALL
VILLAGE OF BELCHER
BENTON TOWN HALL
VILLAGE OF BIENVILLE
BRYCELAND VILLAGE
BLANCHARD TOWN HALL
VILLAGE OF CASTOR
Lucky CITY HALL
TOWN OF COTTON VALLEY
VILLAGE OF EDGEFIELD
COUShattA CITY HALL
MARTIN CITY HALL
TOWN OF CULLEN
DOYLINE TOWN HALL
DUBBERLY TOWN HALL
GIBSLAND TOWN HALL
MOUNT LEBANON CITY HALL
GILLIAM CITY HALL
GOLDONNA CITY HALL
GRAND CANE CITY HALL
GREENWOOD CITY HALL
VILLAGE OF HALL SUMMIT
TOWN OF HAUGHTON
HAYNESVILLE CITY HALL
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HOMER TOWN HALL
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CITY OF JAMESTOWN
KEACHIE CITY HALL
LISBON CITY HALL
LOGANSPORT TOWN HALL
STANLEY VILLAGE HALL
LONGSTREET CITY HALL
CITY OF MANSFIELD
VILLAGE OF SOUTH MANSFIELD
VILLAGE OF DIXIE INN
MINDEN CITY HALL
MOORINGSPORE CITY HALL
CITY OF OIL CITY
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PLEASANT HILL CITY HALL
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RINGGOLD CITY HALL
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BONITA TOWN HALL
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COLLINSTON CITY HALL
DELHI CITY HALL
DELTA CITY HALL
DOWNsville CITY HALL
DUBACH CITY HALL  VILLAGE OF PALMETTO
EPPS TOWN HALL     PINEVILLE CITY HALL
EROS TOWN HALL    PLAUCHEVILLE TOWN HALL
FARMERVILLE CITY HALL  CITY OF SAINT JOSEPH
VILLAGE OF FOREST VILLAGE OF SICILY ISLAND
GRAMBLING CITY HALL SIMMESPORT TOWN HALL
EAST HODGE CITY HALL VIDALIA CITY HALL
HODGE CITY HALL WATERPROOF TOWN HALL
NORTH HODGE CITY HALL CITY OF WISNER
JONESBORO CITY HALL TOWN OF ANACACO
KILBOURNE CITY HALL ATLANTA CITY HALL
LAKE PROVIDENCE CITY HALL TOWN OF BALL
LILLIE CITY HALL TOWN OF BOYCE
MANGHAM TOWN HALL VILLAGE OF CALVIN
MARION TOWN HALL CAMPTI CITY HALL
CITY OF MER ROUGE VILLAGE OF CLARENCE
OAK GROVE CITY HALL CLARKS CITY HALL
OAK RIDGE TOWN HALL COLFAX CITY HALL
PIONEER TOWN HALL COLUMBIA TOWN HALL
QUITMAN TOWN HALL CONVERSE CITY HALL
RAYVILLE TOWN HALL DODSON TOWN HALL
VIENNA CITY HALL DRY PRONG TOWN HALL
CITY OF RUSTON CREOLA CITY HALL
SIMSBORO CITY HALL FISHER CITY HALL
SPEARSVILLE CITY HALL VILLAGE OF FLORIEN
TOWN OF STERLINGTON FOREST HILL TOWN HALL
TALLULAH CITY HALL VILLAGE OF GEORGETOWN
RICHMOND CITY HALL TOWN OF GLENMORA
MOUND CITY HALL MCNARY TOWN HALL
WEST MONROE CITY HALL TOWN HALL OF GRAYSON
WINNSBORO CITY HALL HORNEBECK CITY HALL
CITY OF ALEXANDRIA LEESVILLE CITY HALL
BUNKIE CITY HALL TOWN OF MANY
CHENEYVILLE TOWN HALL MONTGOMERY TOWN HALL
CLAYTON CITY HALL NATCHEZ CITY HALL
COTTONPORT CITY HALL NATCHITOCHES CITY HALL
EVERGREEN TOWN HALL TOWN OF NEW LLANO
FERRIDAY CITY HALL NOBLE CITY HALL
RIDGECREST TOWN HALL OAKDALE CITY HALL
GILBERT CITY HALL OLLA TOWN HALL
HARRISONBURG TOWN HALL POLLOCK TOWN HALL
HESMER CITY HALL PROVENCAL CITY HALL
JENA TOWN HALL VILLAGE OF ROBELINE
JONESVILLE TOWN HALL VILLAGE OF SIKES
LECOMPTE CITY HALL SIMPSON VILLAGE HALL
MANSURA CITY HALL TULLOS CITY HALL
MARKSVILLE CITY HALL URANIA TOWN HALL
MELVILLE CITY HALL WINNFIELD CITY HALL
MOREAUVILLE TOWN HALL WOODWORTH TOWN HALL
NEWELLTON CITY HALL ZWOLLE CITY HALL

Counties and Parishes in Louisiana including but not limited to:
PLAQUEMINES PARISH JEFFERSON PARISH
SAINT BERNARD PARISH SAINT CHARLES PARISH
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**K-12 in Louisiana including but not limited to:**

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**Higher Education in Louisiana including but not limited to:**

| MEDVANCE INSTITUTE-LOUISIANA               | SOUTHEASTERN LOUISIANA UNIV               |
| RIVER PARISHES COMMUNITY CLG              | LOUISIANA STATE UNIV AT EUNICE            |
| LOUISIANA DELTA COMMUNITY CLG             | LOUISIANA STATE UNIVERSITY                |
| SOUTH LOUISIANA CMTY CLG-LAFAY            | LSU SCHOOL OF NURSING                     |
| AVEDA INSTITUTE                           | TULANE SCHOOL OF MEDICINE                 |
| EASTERN CLG OF HEALTH VOCATION            | LSU SCHOOL OF ALLIED HEALTH               |
| GRETNIA CAREER COLLEGE                    | DELGADO CMTY CLG-WEST BANK                |
| BLUE CLIFF COLLEGE-SHREVEPORT             | LSU SCHOOL OF DENTISTRY                   |
| BLUE CLIFF COLLEGE-LAFAYETTE              | LSU HEALTH SCI CTR-SHREVEPORT             |
| BOSSIER PARISH CMTY COLLEGE               | LOUISIANA TECH CLG-T H HARRIS             |
| CENTENARY COLLEGE OF LOUISIANA            | LOUISIANA TECH CLG-EVANGELINE             |
| LOUISIANA ST UNIV-SHREVEPORT              | LSU SCH OF VETERINARY MEDICINE            |
| SOUTHERN UNIV AT SHREVEPORT               | PAUL M HEBERT LAW CENTER                  |
| MCNEESE STATE UNIVERSITY                  | TULANE LAW SCHOOL                         |
| SOUTHERN UNIV A&M COLLEGE                 | SOUTHERN UNIV LAW CENTER                  |
| UNIV OF LOUISIANA-LAFAYETTE               | LOYOLA UNIVERSITY-SCH OF LAW              |
| NICHOLLS STATE UNIVERSITY                 | BATON ROUGE SCH OF COMPUTERS              |
| GRAMBLING STATE UNIVERSITY                | WILLIAM CAREY UNIV-NEW ORLEANS            |
| LOUISIANA TECH UNIVERSITY                 | DELGADO CMTY CLG SCH NURSING              |
| NORTHWESTERN STATE UNIVERSITY             | LSU HEALTH SCIENCE CENTER                 |
| DILLARD UNIVERSITY                        | LOUISIANA STATE UNIV SYS OFF              |
| LSU SCH OF MED-C/O BIOMED RSCH            | SOUTHERN UNIV A&M CLG SYS OFF             |
| UNIVERSITY OF NEW ORLEANS                 | UNIV OF LOUISIANA SYSTEM                  |
| LOYOLA UNIVERSITY-NEW ORLEANS             | LOUISIANA CMTY TECH CLG SYSTEM            |
| NEW ORLEANS BAPTIST THEO SEM              | LOUISIANA TECH COLLEGE-ACADIAN            |
| NOTRE DAME SEM GRAD SCH THEO              | LOUISIANA TECH CLG-ALEXANDRIA             |
| OUR LADY OF HOLY CROSS COLLEGE            | LOUISIANA TECH CLG-ASCENSION              |
| SOUTHERN UNIV AT NEW ORLEANS              | LOUISIANA TECH CLG-AVOYELLES              |
| TULANE UNIVERSITY                         | LOUISIANA TECH COLLEGE-BASTROP            |
| XAVIER UNIV OF LOUISIANA                  | CAPITAL AREA TECH CLG-BATON               |
| DELGADO CMTY CLG-CITY PARK                | LOUISIANA TECH CLG-C B CAREIL             |
| UNIV OF LOUISIANA-MONROE                   | LOUISIANA TECH CLG-Delta-Quach            |
| LOUISIANA COLLEGE                         | LOUISIANA TECH CLG-FL PARISHES            |
| LOUISIANA ST UNIV-ALEXANDRIA              | LOUISIANA TECH CLG-JEFFERSON              |
| NUNEZ COMMUNITY COLLEGE                   | LOUISIANA TECH CLG-HUEY P LONG            |
| SAINT JOSEPH SEMINARY COLLEGE             | LOUISIANA TECH CLG-HAMMOND                |
LOUISIANA TECH CLG-MORGAN SMIT  |  ITT TECHNICAL INST-BATON ROUGE
LOUISIANA TECH COLLEGE-GULF  |  OUR LADY OF THE LAKE COLLEGE
CAPITAL AREA TECH CLG-FOLKES  |  SOUTH LOUISIANA CMTY CLG-NEW
CAPITAL AREA TECH CLG-JUMON  |  LOUISIANA BAPTIST UNIVERSITY
LOUISIANA TECH CLG-LAFAYETTE  |  DIESEL DRIVING ACADEMY
LOUISIANA TECH CLG-LAFORUCHE  |  DIESEL DRIVING ACADEMY
LOUISIANA TECH CLG-LAMAR SALT  |  CAREER TECHNICAL CLG-MONROE
LOUISIANA TECH CLG-MANSFIELD  |  UNIV OF PHOENIX-LOUISIANA
LOUISIANA TECH CLG-NATCHITOCHES  |  BLUE CLIFF COLLEGE-METAIRIE
LOUISIANA TECH CLG-NO CENTRAL  |  SOUTH LOUISIANA CMTY CLG-FRANK
LOUISIANA TECH CLG-N EAST  |  NORTHWESTERN ST UNIV-NURSING
LOUISIANA TECH CLG-N WEST  |  ALEXANDRIA ACAD BEAUTY CULTURE
LOUISIANA TECH CLG-OAKDALE  |  AVEDA INSTITUTE-LAFAYETTE
SO CTRL LOUISIANA TECH CLG-RP  |  BAT ROUGE GEN MED SCH NURSING
LOUISIANA TECH CLG-RUSTON  |  CAREER TECHNICAL CLG-SHREVEPOR
LOUISIANA TECH COLLEGE-SABINE  |  SOUTHWEST UNIVERSITY
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LOUISIANA TECH CLG-SHREVEPORT  |  EMBRY-RIDDLE AERO U-BARKSDALE
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LOUISIANA TECH COLLEGE-TECHE  |  UNIVERSITY MEDICAL CENTER
LOUISIANA TECH CLG-TALLULAH  |  LAKE CHARLES MEM HOSPITAL
NORTHSHORE TECH CMTY CLG  |  EA CONWAY MED CENTER-MONROE
SOWELA TECHNICAL CMTY COLLEGE  |  EARL K LONG MED CTR-BTN ROUGE
FLETCHER TECHNICAL CMTY CLG  |  VETERANS ADMIN MED CTR
CAPITAL AREA TECH CLG-WESTSDE  |  LA STATE UNIV HOSP-SHREVEPORT
REMINGTON COLLEGE-LAFAYETTE  |  E JEFFERSON GENERAL HOSPITAL
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BATON ROUGE COMMUNITY COLLEGE  |  TOURO INFIRMIARY
DELTA CLG OF ARTS & TECHNOLOGY  |  OCHSNER FOUNDATION HOSP
REMINGTON COLLEGE-BATON ROUGE  |  MED CENTER OF LOUISIANA
CAMELOT COLLEGE  |  NORTH OAKS MED CENTER
CAMERON COLLEGE  |  DELGADO CMTY CLG-SLIDEILL
BATON ROUGE COLLEGE  |  REMINGTON COLLEGE-SHREVEPORT
DELTA TECH  |  VIRGINIA COLLEGE-BATON ROUGE
AMERICAN SCHOOL OF BUSINESS  |  DUPLICHAIR UNIVERISTY
AYERS INSTITUTE INC

State Agencies in Louisiana including but not limited to:
LOUISIANA - LT. GOVERNOR
LOUISIANA - ATTORNEY GENERAL
LOUISIANA - GOVERNOR
LOUISIANA - STATE TREASURER
LOUISIANA - SECRETARY OF STATE
LOUISIANA - LOUISIANA STATE LEGISLATURE
LOUISIANA - LEGISLATIVE AUDITOR
LOUISIANA - LOUISIANA SENATE
LOUISIANA - LOUISIANA HOUSE OF REPRESENTATIVES
LOUISIANA - SUPREME COURT OF LOUISIANA
LOUISIANA - LAW LIBRARY OF LOUISIANA
LOUISIANA - DEPARTMENT OF AGRICULTURE AND FORESTRY
LOUISIANA - DEPARTMENT OF CULTURE, RECREATION AND TOURISM
LOUISIANA - DEPARTMENT OF EDUCATION
Cities, Towns, Villages, and Boroughs in New Jersey including but not limited to:

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BOROUGH OF WRIGHTSTOWN
NORTH HANOVER TOWNSHIP
CITY OF TRENTON
EWING TOWNSHIP
LAWRENCE TOWNSHIP
HAMILTON TOWNSHIP
ROBBINSVILLE TOWNSHIP
LAKEWOOD TOWNSHIP
BERKELEY TOWNSHIP
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BOROUGH OF MANTOLOKING
BRICK TOWNSHIP
BOROUGH OF BRIELLE
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BOROUGH OF MANASQUAN
OCEAN GATE BOROUGH
BOROUGH OF PINE BEACH
BOROUGH OF BAY HEAD
BOROUGH OF POINT PLEASANT BEACH
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BOROUGH OF SEA GIRT
BOROUGH OF SEASIDE HEIGHTS
BOROUGH OF SEASIDE PARK
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MANCHESTER TOWNSHIP
UNION TOWNSHIP
BETHLEHEM TOWNSHIP
KINGWOOD TOWNSHIP
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BOROUGH OF BOUND BROOK
BRIDGEWATER TOWNSHIP
FRANKLIN TOWNSHIP
TOWN OF CLINTON
BOROUGH OF DUNELLEN
GREEN BROOK TOWNSHIP
COUNTIES IN NEW JERSEY INCLUDING BUT NOT LIMITED TO:
ESSEX COUNTY
UNION COUNTY
HUDSON COUNTY
PASSAIC COUNTY
BERGEN COUNTY
MONMOUTH COUNTY
WARREN COUNTY
SUSSEX COUNTY
MORRIS COUNTY
BURLINGTON COUNTY
SALEM COUNTY
GLOUCESTER COUNTY

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K-12 in New Jersey including but not limited to:

ABSECON CITY ELEM SCH DIST
ATLANTIC CITY PUBLIC SCH DIST
BRIGANTINE PUBLIC SCH DIST
BUENA REGIONAL SCHOOL DISTRICT
EGG HARBOR CITY PUB SCH DIST
EGG HARBOR TWP SCHOOL DISTRICT
ESTELL MANOR CITY SCHOOL DIST
FOLSOM SCHOOL DISTRICT
GALLOWAY TWP SCHOOL DISTRICT
GREATER EGG HARBOR REG HIGH SD
HAMILTON TWP SCHOOL DISTRICT
HAMMONTON TOWN SCHOOL DISTRICT
LINWOOD PUBLIC SCHOOL DISTRICT
MAINLAND REGIONAL HS DISTRICT
MARGATE CITY SCHOOL DISTRICT
MULLICA TWP SCHOOL DISTRICT
NORTHFIELD CMTY SCHOOL DIST
PLEASANTVILLE SCHOOL DISTRICT
PORT REPUBLIC SCHOOL DISTRICT
SOMERS POINT PUBLIC SCHOOLS
VENTNOR CITY SCHOOL DISTRICT
WEYMOUTH TWP SCHOOL DISTRICT
ALLENDALE PUBLIC SCHOOL DIST
ALPINE SCHOOL DISTRICT
BERGEN CO TECH SCHOOL DIST
BERGENFIELD SCHOOL DISTRICT
BOGOTA SCHOOL DISTRICT
CARLSTADT PUB SCHOOL DISTRICT
EAST RUTHERFORD SCHOOL DIST
CARLSTADT E RUTHERFORD REG SD
CLIFFSIDE PARK SCHOOL DISTRICT
CLOSTER SCHOOL DISTRICT
CRESSKILL SCHOOL DISTRICT
DEMAREST SCHOOL DISTRICT
DUMONT SCHOOL DISTRICT
ELMWOOD PARK SCHOOL DISTRICT
EDGEWATER SCHOOL DISTRICT
EMERSON SCHOOL DISTRICT
ENGLEWOOD PUBLIC SCH DIST
ENGLEWOOD CLIFFS SCHOOL DIST
FAIR LAWN SCHOOL DISTRICT
FAIRVIEW SCHOOL DISTRICT
FT LEE SCHOOL DISTRICT
FRANKLIN LAKES SCHOOL DISTRICT
GARFIELD SCHOOL DISTRICT
GLEN ROCK SCHOOL DISTRICT
HACKENSACK PUBLIC SCHOOLS
HARRINGTON PARK SCHOOL DIST
HASBROUCK HEIGHTS SCHOOL DIST
HAWORTH SCHOOL DISTRICT
HILLSDALE SCHOOL DISTRICT
HO-HO-KUS SCHOOL DISTRICT
LEONIA SCHOOL DISTRICT
LITTLE FERRY SCHOOL DISTRICT
LODI SCHOOL DISTRICT
LYNDHURST SCHOOL DISTRICT
MAHWAY TWP SCHOOL DISTRICT
MAYWOOD SCHOOL DISTRICT
MIDLAND PARK PUBLIC SCH DIST
MONTVALE SCHOOL DISTRICT
MOONACHEE SCHOOL DISTRICT
NEW MILFORD SCHOOL DISTRICT
NORTH ARLINGTON SCHOOL DIST
NORTHERN HIGHLANDS REG HSD
NORTHERN VALLEY REG HIGH SD
NORTHVALE PUBLIC SCHOOL DIST
NORWOOD PUBLIC SCHOOL DISTRICT
OAKLAND SCHOOL DISTRICT
OLD TAPPAN SCHOOL DISTRICT
RIVER DELL REGIONAL SCH DIST
ORADELL PUBLIC SCHOOL DISTRICT
PALSADES PARK SCHOOL DISTRICT
PARAMUS SCHOOL DISTRICT
PARK RIDGE SCHOOL DISTRICT
PASCACK VLY HIGH SCH DIST
RAMAPO INDIAN HILLS REG HSD
RAMSEY PUBLIC SCHOOL DISTRICT
RIDGEFIELD PARK SCH DIST
RIDGEWOOD VILLAGE SCH DIST
RIVER EDGE SCHOOL DISTRICT
RIVER VALE SCHOOL DISTRICT
ROCHELLE PARK SCHOOL DISTRICT
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Higher Education in New Jersey including but not limited to:
SANFORD BROWN INST-ISELIN
CAPRI INSTITUTE OF HAIR DESIGN
CONCORDE SCH OF HAIR DESIGN
CAPRI INSTITUTE OF HAIR DESIGN
CAPRI INSTITUTE OF HAIR DESIGN
CAPRI INSTITUTE OF HAIR DESIGN
ARTISTIC ACAD OF HAIR DESIGN
EMPIRE BEAUTY SCHOOL
CAPRI INSTITUTE OF HAIR DESIGN
EUROPEAN ACAD OF COSMETOLOGY
EMPIRE BEAUTY SCHOOL
RIZZIERI SCH/BEAUTY/WELLNESS
PARISIAN BEAUTY SCHOOL
EMPIRE BEAUTY SCHOOL
UNION COUNTY COLLEGE-ELIZABETH
UNION COUNTY CLG-PLAINFIELD
UMDNJ NEW JERSEY DENTAL SCHOOL
UMDNJ SCH OF HLTH RELATED PROF
UMDNJ SCH OF OSTEOPATHIC MED
UMDNJ NEW JERSEY MEDICAL SCH
RUTGERS LAW SCHOOL
RUTGERS UNIV SCH OF LAW-CAMDEN
RUTGERS BUSINESS SCHOOL
DIVERS ACAD EASTERN SEABOARD
ENGINE CITY TECHNICAL INST
JERSEY TRACTOR TRAILER TRAIN
KUBERT SCH CARTOON/GRAPHIC ART
RETS INSTITUTE
PRISM CAREER INST-CHERRY HILL
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BURLINGTON CO CLG-MT LAUREL
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NEW JERSEY - GOVERNOR
NEW JERSEY - ATTY

NEW JERSEY - ATTORNEY GENERAL
NEW JERSEY - STATE TREASURER
NEW JERSEY - SECRETARY OF STATE
NEW JERSEY - STATE LEGISLATURE
NEW JERSEY - JUDICIARY
NEW JERSEY - DEPARTMENT OF ENVIRONMENTAL PROTECTION
NEW JERSEY - DEPARTMENT OF LAW AND PUBLIC SAFETY
NEW JERSEY - DEPARTMENT OF THE TREASURY
NEW JERSEY - NEW JERSEY STATE LIBRARY
NEW JERSEY - TRAVEL AND TOURISM
NEW JERSEY - WORKFORCE NEW JERSEY PUBLIC INFORMATION NETWORK
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NEW JERSEY - NEW JERSEY LOTTERY
NEW JERSEY - DEPARTMENT OF TRANSPORTATION
NEW JERSEY - DEPARTMENT OF STATE
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CITY OF NEW YORK
VILLAGE OF ARDSLEY
TOWN OF NORTH CASTLE
TOWN OF BEDFORD
TOWN OF SOUTHEAST
VILLAGE OF BREWSTER
VILLAGE OF BRIARCLIFF MANOR
VILLAGE OF BUCHANAN MANOR
TOWN OF KENT
TOWN OF NEW CASTLE
TOWN OF PHILIPSTOWN
VILLAGE OF NELSONVILLE
VILLAGE OF CROTON ON HUDSON
VILLAGE OF DOBBS FERRY
VILLAGE OF ELMSFORD
TOWN-VILLAGE OF HARRISON
VILLAGE OF IRVINGTON
VILLAGE OF LARCHMONT
TOWN OF CARMEL
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TOWN OF CORTLANDT
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VILLAGE OF RYE BROOK
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TOWN OF LEWISBORO
VILLAGE OF SLEEPY HOLLOW
VILLAGE OF TARRYTOWN
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YONKERS PUBLIC SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 9
YORKTOWN CENTRAL SCHOOL DIST  COMMUNITY SCHOOL DISTRICT 10
ATTICA CENTRAL SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 11
LETCHWORTH CENTRAL SCHOOL DIST  COMMUNITY SCHOOL DISTRICT 12
PERRY CENTRAL SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 13
WARSAW CENTRAL SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 14
WYOMING CENTRAL SCH DISTRICT  COMMUNITY SCHOOL DISTRICT 15
DUNDEE CTL SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 16
PENN YAN CTL SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 17
LITTLE FLOWER UNION FREE SD  COMMUNITY SCHOOL DISTRICT 18
MT PLEASANT COTTAGE UFSD  COMMUNITY SCHOOL DISTRICT 19
MT PLEASANT-BLYTHDALE UFSD  COMMUNITY SCHOOL DISTRICT 20
GANANDA CTL SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 21
WEST POINT SCHOOL DISTRICT  COMMUNITY SCHOOL DISTRICT 22
KIRYAS JOEL UNION FREE SD  COMMUNITY SCHOOL DISTRICT 23
NEW YORK ALT HIGH SCH SD 79  COMMUNITY SCHOOL DISTRICT 24
COMMUNITY SCHOOL DISTRICT 1  COMMUNITY SCHOOL DISTRICT 25
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COMMUNITY SCHOOL DISTRICT 6  COMMUNITY SCHOOL DISTRICT 30
COMMUNITY SCHOOL DISTRICT 7  COMMUNITY SCHOOL DISTRICT 31
COMMUNITY SCHOOL DISTRICT 8  COMMUNITY SCHOOL DISTRICT 32

Higher Education in New York including but not limited to:
SANFORD BROWN INST-NEW YORK  SPANISH-AMERICAN INSTITUTE
SANFORD BROWN INST-WHITE PLAIN  NATIONAL TRACTOR TRAILER SCH
BERK TRADE/BUSINESS SCHOOL  NATIONAL TRACTOR TRAILER SCH
BRAMSON ORT COLLEGE  MERKAZ BNOS-BUSINESS SCHOOL
UNIFICATION THEOLOGICAL SEM  DUTCHESS SCH OF PRACT NURSING
LEARNING INST FOR BEAUTY SCI  FRANKLIN CAREER INSTITUTE
LEARNING INST FOR BEAUTY SCI  COLLEGE OF SAINT ROSE
NEW YORK INTL BEAUTY SCHOOL  MARIA COLLEGE
BEAUTY SCHOOL OF MIDDLETOWN  SAGE COLLEGE OF ALBANY
LEARNING INST FOR BEAUTY SCI  SIENA COLLEGE
CAPRI SCHOOL OF HAIR DESIGN  SUNY UNIV AT ALBANY
LEARNING INST FOR BEAUTY SCI  ALBANY COLLEGE OF PHARMACY
FRENCH CULINARY INSTITUTE  ALBANY LAW SCHOOL
LEARNING INST FOR BEAUTY SCI  ALBANY MEDICAL COLLEGE
MARJON SCH OF BEAUTY CULTURE  EXCELSIOR COLLEGE
LEARNING INST FOR BEAUTY SCI  ALFRED UNIVERSITY
COLUMBIA U SCH OF DENTAL SURG  HOUGHTON COLLEGE
COLUMBIA UNIV LAW SCHOOL  SUNY ALFRED STATE CLG
FORDHAM UNIV SCHOOL OF LAW  BRONX COMMUNITY COLLEGE
SUNY AT BUFFALO SCH OF MED  COLLEGE OF MT ST VINCENT
SUNY AT BUFFALO LAW SCHOOL  FORDHAM UNIVERSITY-ROSE HILL
ST JOHN'S UNIV-STATEN ISLAND  MANHATTAN COLLEGE
ST JOHN'S CLG/CLG PROF STUDIES  SARAH LAWRENCE COLLEGE
ST JOHN'S LAW SCHOOL  SUNY MARITIME COLLEGE
STUDIO JEWELERS  HERBERT H LEHMAN COLLEGE
CULINARY ACAD OF LONG ISLAND  HOSTOS COMMUNITY COLLEGE
COMMERCIAL DRIVER TRAINING  SUNY AT BINGHAMTON
GEMOLOGICAL INST OF AMERICA-NY  BROOME COMMUNITY COLLEGE
EASTMAN SCHOOL OF MUSIC
BRYANT & STRATTON CLG-HENRIETT
UNIV OF ROCHESTER SCH MED/DENT
FORDHAM UNIVERSITY-LINCOLN CTR
COLUMBIA U CLG OF PHYS/SURGS
SUNY EMPIRE STATE CLG-METRO CT
SUNY EMPIRE STATE CLG-HARTSDAL
ALLIANCE THEOLOGICAL SEMINARY
LONG ISLAND UNIVERSITY
SUNY EMPIRE STATE CLG-OLD WEST
SUNY EMPIRE STATE CLG-ALBANY
SUNY EMPIRE STATE CLG-FRONTIER
SUNY EMPIRE STATE CLG-ROCHEST
NY INSTITUTE OF TECH-ISLIP
NYU STERN SCHOOL OF BUSINESS
NYU SCHOOL OF LAW
JAMESTOWN CMTY CLG-CATTARAGUS
BRYANT & STRATTON CLG-ALBANY
BRYANT & STRATTON CLG-SOUTHTOWN
MERCY COLLEGE-BRONX CAMPUS
MERCY COLLEGE-WHITE PLAINS
MERCY COLLEGE-YORKTOWN
MONROE COLLEGE-NEW ROCHELLE
MOHAWK VALLEY CMTY CLG-ROME
PACE UNIV SCHOOL OF LAW
CORNELL UNIV CLG OF VET MED
CORNELL UNIV LAW SCHOOL
POLYTECHNIC UNIV-WESTCHESTER
POLYTECHNIC UNIV-LONG ISLAND
NY COLLEGE OF OSTEOPATHIC MED
TOURO LAW CENTER
HOFSTRA UNIV SCHOOL OF LAW
SUNY AT BUFFALO DENTAL SCHOOL
NORTH COUNTRY CMTY CLG-MALONE
MID-AMERICA BAPTIST THEO SEM
SYRACUSE UNIV COLLEGE OF LAW
CUNY SCH OF LAW AT QUEENS CLG
HUNTER-BELLEVUE SCH OF NURSING
MIRRER YESHIVA CENTRAL INST
PRATT INSTITUTE-MANHATTAN
TOURO CLG-GRAD SCH JEWISH STDS
NORTH COUNTRY CMTY CLG-TICONDE
CUNY SYSTEM OFFICE
LONG ISLAND UNIV ADMIN OFFICE
SUFFOLK CO CMTY CLG CTRL ADM
STATE UNIV OF NY SYSTEM OFFICE
ROCKEFELLER UNIVERSITY
THE ART INST OF NEW YORK CITY
MILDRED ELLEY COLLEGE
HELENE FULD CLG OF NURSING
PLAZA COLLEGE
BRIARCLIFFE COLLEGE-BETHPAGE
BRIARCLIFFE COLLEGE-PATCHOGUE
ELMIRA BUSINESS INSTITUTE
THE NEW YORK ACADEMY OF ART
ST JOSEPH'S SCHOOL OF NURSING
COLUMBIA UNIV SCH OF NURSING
EUGENE LANG CLG-NEW SCH UNIV
GLOBE INSTITUTE OF TECHNOLOGY
BRYANT & STRATTON CORP OFFICE
NEW YORK CAREER INSTITUTE
ITT TECHNICAL INST-LIVERPOOL
ITT TECHNICAL INST-GETZVILLE
ITT TECHNICAL INST-ALBANY
LONG ISLAND UNIV-BRENTWOOD
BRYANT & STRATTON CLG-AMHERST
LONG ISLAND BUSINESS INST
HUNTER BUSINESS SCHOOL
DALE CARNEGIE INSTITUTE
SOBELSOHN SCHOOL
NY INST OF ENGLISH/BUSINESS
COPE INSTITUTE
GLOBAL BUSINESS INSTITUTE
GLOBAL BUSINESS INSTITUTE
COLD SPRING HARBOR LABORATORY
STERN COLLEGE FOR WOMEN
SOPHIE DAVIS MED SCH OF BIOMED
ASA COLLEGE
RIDLEY-LOWELL BUS/TECH INST
RIDLEY-LOWELL BUS/TECH INST
NY UNIV MED CTR ALLIED HLTH ED
CALIBER TRAINING INSTITUTE
HART SCH OF PRACTICAL NURSING
MANDL SCHOOL
M S WHELAN SCH OF PRAT NURSING
NY SCH FOR MEDICAL/DENTAL ASST
SUBURBAN TECHNICAL SCHOOL
BRANFORD HALL CAREER INST
UTICA SCH OF COMMERCE-ONEONTA
UTICA SCH OF COMMERCE-CANASTOT
THE KING'S COLLEGE
CROUSE HOSPITAL SCH OF NURSING
ISLAND DRAFTING/TECH INST
MEMORIAL HOSP SCH OF NURSING
SAINT ELIZABETH CLG OF NURSING
MONROE CMTY CLG-DAMON CITY
GAMLA COLLEGE
ELLIS HOSPITAL SCH OF NURSING
MERCY COLLEGE-MANHATTAN
NEW SCHOOL OF RADIO/TELEVISION
SWEDISH INSTITUTE
BERLITZ LANGUAGE CENTER
BERLITZ LANGUAGE CENTER
BERLITZ LANGUAGE CENTER
BERLITZ LANGUAGE CENTER
LONG ISLAND CLG HOSPITAL  SCHUYLER HOSPITAL
HOSPITAL FOR SPECIAL SURGERY  LOURDES HOSPITAL
BROOKLYN HOSPITAL CENTER  WCA HOSPITAL
BROOKDALE UNIV HOSPITAL  ST JAMES MERCY HOSPITAL
KINGSBROOK JEWISH MED CTR  FAXTON ST LUKES HEALTHCARE
NY HARBOR HEALTHCARE  SO NASSAU COMMUNITY HOSPITAL
SOUND SHORE MEDICAL CENTER  PENARANDA INST DENTAL TECH
NY EYE/EAR INFIRMIARY  DOROTHEA HOPFER SCH NURSING
LINCOLN MEDICAL CENTER  INST ALLIED MEDICAL PROF
LENOX HILL HOSPITAL  CVPH MEDICAL CENTER
WESTCHESTER MEDICAL CENTER  BROOKLYN-QUEENS CON OF MUSIC
ST VINCENTS MEDICAL CENTER  THE BARD GRADUATE CENTER
MISERICORDIA HOSP MED CTR  FORDHAM UNIVERSITY-WESTCHESTER
GOOD SAMARITAN MED CTR  MEDAILLE COLLEGE-ROCHESTER
STATEN ISLAND HOSPITAL  GEORGE MERCER MEM SCH
OUR LADY MERCY MED CENTER  THEOLOGY
ST JOSEPHS HOSPITAL  ST PAULS SCHOOL OF NURSING
ROSE F KENNEDY CENTER  ADELPHI UNIV-HAUPPAUGE
BRONX LEBANON HOSPITAL  ADELPHI UNIV-HUDSON VALLEY
NATHAN VAN ETEN HOSPITAL  SUNY ORANGE CMTY CLG-NEWBURGH
MONTEFIORE MEDICAL CTR  TISCH SCHOOL OF THE ARTS
ABRAHAM JACOBI HOSPITAL  NEW YORK UNIV-STEINHARDT
BRONX LEBANON HOSPITAL  SANFORD BROWN INST-GARDEN CTY
MONTEFIORE MED CTR MOSES  UNIVERSITY AT BUFFALO-SOUTH
MONROE COMMUNITY HOSPITAL  BRIARCLIFFE COLLEGE-QUEENS
CANANDAIGUA VA MEDICAL CTR  SOTHEBY’S INSTITUTE OF ART
UNITY HEALTH SYSTEM  ST PAULS SCH OF NURSING-QUEENS
ROCHESTER GENERAL HOSPITAL  ONONDAGA SCH OF THER MASSAGE
HIGHLAND HOSPITAL  ONONDAGA SCH OF THER MASSAGE
UNIV OF ROCHESTER MED CENTER  TOURO COLLEGE-SUNSET PARK
NEW YORK HOSPITAL QUEENS  LINCOLN TECH INST-QUEENS
BROOKHAVEN MEMORIAL HOSPITAL  NYACK COLLEGE-MANHATTAN
CABRINI MEDICAL CENTER  CLG OF NEW ROCHELLE-BROOKLYN
NEW YORK UNIV MEDICAL CTR  CLG OF NEW ROCHELLE-J O’CONNOR
ST LUKES ROOSEVELT HOSP  CLG OF NEW ROCHELLE-CO-OP CITY
NY PRESBY/COLUM UNIV MED CTR  CLG OF NEW ROCHELLE-DC-37
HARLEM HOSPITAL  LONG ISLAND UNIV-RIVERHEAD
NEW YORK DOWNTOWN HOSPITAL  UNIVERSITY OF BUFFALO-GATEWAY
SOUTHSIDE HOSPITAL

State Agencies in New York including but not limited to:
NEW YORK - GOVERNOR
NEW YORK - ATTORNEY GENERAL
NEW YORK - STATE COMPTROLLER
NEW YORK - LT. GOVERNOR
NEW YORK - SECRETARY OF STATE
NEW YORK - STATE ASSEMBLY
NEW YORK - STATE SENATE
NEW YORK - COURT OF CLAIMS
NEW YORK - NEW YORK STATE UNIFIED COURT SYSTEM
NEW YORK - GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS
NEW YORK - GOVERNOR'S TRAFFIC SAFETY COMMITTEE
NEW YORK - DIVISION FOR WOMEN
NEW YORK - DIVISION OF THE BUDGET
NEW YORK - NEW YORK STATE THRUWAY AUTHORITY
NEW YORK - PUBLIC SERVICE COMMISSION
NEW YORK - STATE BOARD OF ELECTIONS VOTER INFORMATION CENTER
NEW YORK - STATE COMMISSION ON LOBBYING
NEW YORK - WORKERS' COMPENSATION BOARD
NEW YORK - NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
NEW YORK - COMMISSION OF INVESTIGATION
NEW YORK - COMMISSION OF CORRECTION
NEW YORK - PUBLIC EMPLOYMENT RELATIONS BOARD
NEW YORK - CRIME VICTIMS BOARD
NEW YORK - DORMITORY AUTHORITY
NEW YORK - CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
NEW YORK - SCHENECTADY/GLENVILLE ECONOMIC DEVELOPMENT ZONE
NEW YORK - CENTRAL PINE BARRENS COMMISSION
NEW YORK - ADIRONDACK ASSOCIATION OF TOWNS AND VILLAGES
NEW YORK - GENESEE/FINGER LAKES REGIONAL PLANNING COUNCIL

Cities, Towns, Villages, and Boroughs in Oregon including but not limited to:
ANTELOPE CITY HALL
CITY OF WASCO
CITY OF AURORA
CITY OF WEST LINN
CANBY CITY HALL
CITY OF WILSONVILLE
BARLOW CITY HALL
CITY OF WOODBURN
CASCADE LOCKS CITY HALL
CITY OF BEAVERTON
CITY OF CLATSKANIE
CITY OF HAPPY VALLEY
CITY OF COLUMBIA CITY
CITY OF DAMASCUS
CITY OF DONALD
CITY OF AMITY
CITY OF DUFUR
ASTORIA CITY HALL
CITY OF ESTACADA
BANKS CITY HALL
CITY OF FAIRVIEW
CITY OF BAY CITY
CITY OF GERVAIS
CANNON BEACH CITY HALL
CITY OF GLADSTONE
CARLTON CITY HALL
CITY OF GRASS VALLEY
CITY OF CORNELIUS
CITY OF GRESHAM
CITY OF DAYTON
CITY OF HOOD RIVER
CITY OF DUNDEE
CITY OF HUBBARD
CITY OF FOREST GROVE
CITY OF LAKE OSWEGO
CITY OF GARIBALDI
CITY OF RIVERGROVE
CITY OF GASTON
CITY OF MAUPIN
CITY OF HILLSBORO
CITY OF MOLALLA
CITY OF LAFAYETTE
CITY OF MORO
CITY OF McMinnville
CITY OF MOSIER
CITY OF MANZANITA
CITY OF OREGON CITY
CITY OF NEHALEM
CITY OF RAINIER
CITY OF NEWBERG
CITY OF PRESCOTT
CITY OF NORTH PLAINS
CITY OF RUFUS
CITY OF ROCKAWAY BEACH
CITY OF SAINT HELENS
CITY OF SAINT PAUL
CITY OF SANDY
CITY OF GEARHART
CITY OF SCAPPOOSE
CITY OF SEASIDE
CITY OF SHANIKO
CITY OF SHERWOOD
CITY OF THE DALLES
CITY OF TILLAMOOK
CITY OF WOOD VILLAGE
CITY OF WARRENTON
CITY OF TROUTDALE
CITY OF WHEELER
CITY OF TUALATIN
CITY OF YAMHILL
CITY OF VERNONIA
CITY OF PORTLAND
CITY OF MAYWOOD PARK
CITY OF MILWAUKIE
CITY OF TIGARD
CITY OF KING CITY
CITY OF DURHAM
CITY OF JOHNSON CITY
CITY OF SALEM
CITY OF KEIZER
CITY OF ALBANY
CITY OF MILLERSBURG
AUMSVILLE CITY HALL
BROWNSVILLE CITY HALL
CITY OF ADAIR VILLAGE
CITY OF DALLAS
CITY OF CORVALLIS
CITY OF DEPOE BAY
CITY OF DETROIT
CITY OF FALLS CITY
CITY OF HALSEY
CITY OF IDANHA
CITY OF INDEPENDENCE
CITY OF JEFFERSON
CITY OF WATERLOO
CITY OF LEBANON
CITY OF SODAVILLE
CITY OF LYONS
CITY OF MILL CITY
CITY OF MONMOUTH
CITY OF MOUNT ANGEL
CITY OF NEWPORT
CITY OF LINCOLN CITY
CITY OF PHILOMATH
CITY OF SCIO
CITY OF SCOTTS MILLS
CITY OF SHERIDAN
CITY OF SILETZ
CITY OF SILVERTON
CITY OF STAYTON
CITY OF SUBLIMITY
CITY OF SWEET HOME
CITY OF TANGENT
CITY OF TOLEDO
CITY OF TURNER
CITY OF WALDPORT
CITY OF WILLAMINA
CITY OF EUGENE
CITY OF COBURG
BANDON CITY HALL
BROOKINGS CITY HALL
CITY OF CANYONVILLE
CITY OF COOS BAY
CITY OF COQUILLE
CITY OF COTTAGE GROVE
CITY OF CRESWELL
CITY OF DRAIN
CITY OF ELKTON
CITY OF FLORENCE
CITY OF GLENDALE
CITY OF GOLD BEACH
CITY OF HARRISBURG
CITY OF JUNCTION CITY
CITY OF LAKESIDE
CITY OF LOWELL
CITY OF MONROE
CITY OF MYRTLE CREEK
CITY OF MYRTLE POINT
CITY OF NORTH BEND
CITY OF OAKLAND
CITY OF OAKRIDGE
CITY OF PORT ORFORD
CITY OF POWERS
CITY OF REEDSPORT
CITY OF RIDDLE
CITY OF ROSEBURG
CITY OF SPRINGFIELD
CITY OF SUTHERLIN
CITY OF VENETA
CITY OF WESTFIR
CITY OF DUNES CITY
CITY OF WINSTON
CITY OF YACHATS
CITY OF YONCALLA
CITY OF MEDFORD
CENTRAL POINT CITY HALL
ASHLAND CITY HALL
BUTTE FALLS CITY HALL
CAVE JUNCTION CITY HALL
CITY OF EAGLE POINT
CITY OF GOLD HILL
CITY OF GRANTS PASS
CITY OF JACKSONVILLE
CITY OF PHOENIX
CITY OF ROGUE RIVER
CITY OF SHADY COVE
CITY OF TALENT
CITY OF KLAMATH FALLS
BONANZA TOWN HALL
CHILOQUIN CITY HALL
TOWN OF LAKEVIEW
CITY OF MALIN
CITY OF MERRILL
CITY OF PAISLEY
BEND CITY HALL
BURNS CITY HALL
CITY OF CULVER
CITY OF HINES
CITY OF LA PINE
CITY OF MADRAS
CITY OF METOLIUS
CITY OF MITCHELL
CITY OF PRINEVILLE
CITY OF REDMOND
CITY OF SISTERS
CITY OF PENDLETON
ADAMS CITY HALL
CITY OF ARLINGTON
ATHENA CITY HALL
CITY OF BAKER CITY
BOARDMAN CITY HALL
CANYON CITY CITY HALL
CITY OF CONDON
CITY OF COVE
CITY OF DAYVILLE
CITY OF ECHO
CITY OF ELGIN
CITY OF ENTERPRISE
CITY OF FOSSIL
CITY OF HAINES
CITY OF HELIX
CITY OF HEPPNER
CITY OF HERMISTON
TOWN OF LEXINGTON
CITY OF IMBLER
CITY OF IONE
CITY OF IRRIGON
CITY OF JOHNSON

Counties in Oregon including but not limited to:
HOOD RIVER COUNTY
SHERMAN COUNTY
CLACKAMAS COUNTY
COLUMBIA COUNTY
WASCO COUNTY
CLATSOP COUNTY
WASHINGTON COUNTY
YAMHILL COUNTY
TILLAMOOK COUNTY
MULTNOMAH COUNTY
MARION COUNTY
LINN COUNTY
POLK COUNTY
BENTON COUNTY
LINCOLN COUNTY
LANE COUNTY
COOS COUNTY
CURRY COUNTY

K-12 in Oregon including but not limited to:
BAKER SCHOOL DISTRICT 5J
BURNT RIVER SCHOOL DIST 30J
HUNTINGTON SCHOOL DISTRICT 16J
MONROE SCHOOL DISTRICT 1J
PHILOMATH SCHOOL DISTRICT 17J
CANBY SCHOOL DISTRICT 86
COLTON SCHOOL DISTRICT 53
ESTACADA SCHOOL DISTRICT 108
GLADSTONE SCHOOL DISTRICT 115
LAKE OSWEGO SCHOOL DISTRICT 7J
MOLALLA RIVER SCHOOL DIST 35
NORTH CLACKAMAS SCHOOL DIST
OREGON CITY SCHOOL DISTRICT 62
OREGON TRAIL SCH DIST 46
WEST LINC-WILSONVILLE SD 3
ASTORIA SCHOOL DISTRICT 1C
JEWELL SCHOOL DISTRICT 8
SEASIDE SCHOOL DISTRICT 10
WARRENTON HAMMOND SCH DIST 30
CLATSKANIE SCHOOL DISTRICT 6J
RAINIER SCHOOL DISTRICT 13
SCAPPOOSE SCHOOL DISTRICT 1J
ST HELENS SCHOOL DISTRICT 502
VERNONIA SCHOOL DISTRICT 47J
BANDON SCHOOL DISTRICT 54
COOS BAY SCHOOL DISTRICT 9
COQUILLE SCHOOL DISTRICT 8
MYRTLE POINT SCHOOL DIST 41
NORTH BEND SCHOOL DISTRICT 13
POWERS SCHOOL DISTRICT 31
CROOK CO SCHOOL DISTRICT
BROOKINGS HARBOR SCH DIST 17C
CENTRAL CURRY SCHOOL DIST 1
PORT ORFORD-LANGLOIS SD 2CJ
BEND LAPINE SCHOOL DISTRICT 1
REDMOND SCHOOL DISTRICT 2J
SISTERS SCHOOL DISTRICT 6
CAMAS VALLEY SCHOOL DIST 21
DOUGLAS CO SCHOOL DISTRICT 15
ELKTON SCHOOL DISTRICT 34
GLENDALE SCHOOL DISTRICT 77
GLIDE SCHOOL DISTRICT 12
NORTH DOUGLAS SCHOOL DIST 22
OAKLAND SCHOOL DISTRICT 1
REEDSPORT SCHOOL DISTRICT 105
RIDDLE SCHOOL DISTRICT 70
ROSEBURG SCHOOL DISTRICT 4
SOUTH UMPQUA SCHOOL DIST 19
SUTHERLIN SCHOOL DISTRICT 130
WINSTON-DILLARD SCH DIST 116
YONCALLA SCHOOL DISTRICT 32
ARLINGTON SCHOOL DISTRICT 3
CONDON SCHOOL DISTRICT 25J
DAYVILLE SCHOOL DISTRICT 16J
JOHN DAY SCHOOL DISTRICT 3
LONG CREEK SCHOOL DIST 17
MONUMENT SCHOOL DISTRICT 8
PRAIRIE CITY SCHOOL DISTRICT 4
HARNEY CO SCHOOL DISTRICT 3
CRANE ELEM SCHOOL DISTRICT 4
DIAMOND SCHOOL DISTRICT 7
DOUBLE O SCHOOL DIST 28
DREWSEY SCHOOL DISTRICT 13
SOUTH HARNEY SCHOOL DIST 33
FRENCHGLEN SCHOOL DISTRICT 16
SUNTEX SCHOOL DISTRICT 10
HOOD RIVER CO SCHOOL DISTRICT
ASHLAND SCHOOL DISTRICT 5
BUTTE FALLS SCHOOL DISTRICT 91
CENTRAL POINT SCHOOL DIST 6
JACKSON CO SCHOOL DISTRICT 9
MEDFORD SCHOOL DISTRICT 549C
PHOENIX-TALENT SCHOOL DIST 4
PROSPECT SCHOOL DISTRICT 59
ROGUE RIVER SCHOOL DISTRICT 35
CULVER SCHOOL DISTRICT 4
JEFFERSON CO SCHOOL DIST 509J
GRANTS PASS SCHOOL DISTRICT 7
THREE RIVERS SCHOOL DISTRICT
KLAMATH CO SCHOOL DIST 600
KLAMATH FALLS CITY SCHOOLS
LAKE CO SCHOOL DISTRICT 7
PAISLEY SCHOOL DISTRICT 11C
BETHEL SCHOOL DISTRICT 52
BLACHLY SCHOOL DISTRICT 90
CRESWELL SCHOOL DISTRICT 40
CROW-APPLEGATE-LORANE SD 66
EUGENE SCHOOL DISTRICT 4J
FERN RIDGE SCHOOL DIST 28J
JUNCTION CITY SCHOOL DIST 69
LOWELL SCHOOL DISTRICT 71
MAPLETON SCHOOL DISTRICT 32
MARCOLA SCHOOL DISTRICT 79J
MCKENZIE SCHOOL DISTRICT 68
OAKRIDGE SCHOOL DISTRICT 76
PLEASANT HILL SCHOOL DIST 1
SIUSLAW SCHOOL DISTRICT 97J
SOUTH LANE SCH DISTRICT 45J3
SPRINGFIELD SCHOOL DISTRICT 19
LINCOLN CO SCHOOL DISTRICT
GREATER ALBANY PUB SCH DIST 8J
CENTRAL LINN SCHOOL DIST 552C
HARRISBURG SCHOOL DISTRICT 7
LEBANON CMTY SCHOOL DISTRICT 9
SANTIAM CANYON SCH DIST 129J
SCIO SCHOOL DISTRICT 95C
SWEET HOME SCHOOL DISTRICT 55
ADRIAN SCHOOL DISTRICT 61
ANNEX SCHOOL DISTRICT 29
AROCK SCHOOL DISTRICT 81
HARPER SCHOOL DISTRICT 66
JORDAN VALLEY SCHOOL DIST 3
JUNTURA SCHOOL DISTRICT 12
NYSSA SCHOOL DISTRICT 26
ONTARIO SCHOOL DISTRICT 8C
VALE SCHOOL DISTRICT 84
CASCADE SCHOOL DISTRICT 5
GERVAIS SCHOOL DISTRICT 1
JEFFERSON SCHOOL DISTRICT 14J
MT ANGEL SCHOOL DISTRICT 91
NORTH MARION SCHOOL DIST 15
SALEM KEIZER SCH DIST 24J
SILVER FALLS SCHOOL DIST 4J
ST PAUL SCHOOL DISTRICT 45
NORTH SANTIAM SCHOOL DIST 29J
WOODBURN PUBLIC SCH DIST 103
MORROW CO SCHOOL DISTRICT 1
CORBETT SCHOOL DISTRICT 39
DAVID DOUGLAS SCHOOL DIST 40
GRESHAM-BARLOW JOINT SD 10
CENTENNIAL SCHOOL DIST 28J
PARKROSE SCH DIST 24J
PORTLAND SCHOOL DISTRICT 1J
REYNOLDS SCHOOL DISTRICT 7
RIVERDALE SCH DIST 51J
CENTRAL SCHOOL DISTRICT 13J
DALLAS SCHOOL DISTRICT 2
FALLS CITY SCHOOL DIST 57
PERRYDALE SCHOOL DISTRICT 21
SHERMAN CO SCHOOL DISTRICT
NESTUCCA VALLEY SCH DIST 101
NEAH-KAH-NIE SCHOOL DIST 56
TILLAMOOK SCHOOL DISTRICT 9
ATHENA-WESTON SCH DIST 29RJ
ECHO SCHOOL DISTRICT 5R
HELIX SCHOOL DISTRICT 1R
HERMISTON SCHOOL DISTRICT 8R
MILTON FREEWATER USD 7
PENDLETON SCHOOL DISTRICT 16R
PILOT ROCK SCHOOL DISTRICT 2R
STANFIELD SCHOOL DISTRICT 61R

Higher Education in Oregon including but not limited to:

LE CORDON BLEU CLG CA-PORTLAND
NORTHWEST NANNIES INSTITUTE
AIMANS PROFICIENCY CENTER
CONCORDE CAREER INSTITUTE
CARRINGTON COLLEGE-PORTLAND
OREGON STATE UNIVERSITY
MARYLHURST UNIVERSITY
GEORGE FOX EVANG SEM-PORTLAND
CLACKAMAS CMTY CLG-OREGON CITY
CLATSOP COMMUNITY COLLEGE

UKIAH SCHOOL DISTRICT 80R
UMATILLA SCHOOL DISTRICT 6R
COVE SCHOOL DISTRICT 15
ELGIN SCHOOL DISTRICT 23
IMBLER SCHOOL DISTRICT 11
LA GRANDE SCHOOL DISTRICT 1
NORTH POWDER SCH DISTRICT 8J
UNION SCHOOL DISTRICT 5
ENTERPRISE SCHOOL DISTRICT 21
JOSEPH SCHOOL DISTRICT 6
WALLOWA SCHOOL DISTRICT 12
NORTH WASCO CO SCH DIST 21
DUHRF SCHOOL DISTRICT 29
SOUTH WASCO CO SCHOOL DIST 1
BANKS SCHOOL DISTRICT 13
BEAVERTON SCHOOL DISTRICT
FOREST GROVE SCHOOL DIST 15
GASTON SCHOOL DISTRICT 51J
HILLSBORO SCHOOL DISTRICT 1J
SHERWOOD SCHOOL DISTRICT 88J
TIGARD TUALATIN SCH DIST 23J
FOSSIL SCHOOL DISTRICT 21J
MITCHELL SCHOOL DISTRICT 55
SPRAY SCHOOL DISTRICT 1
AMITY SCHOOL DISTRICT 4J
DAYTON SCHOOL DISTRICT 8
MCMINNVILLE SCHOOL DISTRICT 40
NEWBERG SCHOOL DISTRICT 29J
SHERIDAN SCHOOL DISTRICT 48J
WILLAMINA SCHOOL DISTRICT 30J
YAMHILL CARLTON SCH DIST
PLEASANT VALLEY ELEM SD 364
PINEHURST SCHOOL DISTRICT 94
ASHWOOD ELEM SCH DIST 8
BLACK BUTTE SCHOOL DISTRICT 41
ADEL SCHOOL DISTRICT 21
NORTH LAKE SCHOOL DISTRICT 14
PLUSH SCHOOL DISTRICT 18
TROY ELEM SCHOOL DISTRICT 54
HARNEY CO UNION HIGH SD 1J

SOUTHWESTERN OREGON CMTY CLG
CENTRAL OREGON CMTY COLLEGE
UMPQUA COMMUNITY COLLEGE
SOUTHERN OREGON UNIVERSITY
ROGUE CMTY COLLEGE-REDWOOD
OREGON INSTITUTE OF TECHNOLOGY
LANE COMMUNITY COLLEGE
NORTHWEST CHRISTIAN UNIV
UNIVERSITY OF OREGON
LINN BENTON COMMUNITY COLLEGE
TREASURE VALLEY CMTY COLLEGE
CORBAN UNIVERSITY
MOUNT ANGEL SEMINARY
CHEMKEKTA CMTY CLG-SALEM
WILLAMETTE UNIVERSITY
CONCORDIA UNIVERSITY
LEWIS & CLARK COLLEGE
MT HOOD COMMUNITY COLLEGE
MULTNOMAH UNIVERSITY
PACIFIC NORTHWEST CLG OF ART
PORTLAND CMTY COLLEGE-SYLVANIA
PORTLAND STATE UNIVERSITY
REED COLLEGE
UNIVERSITY OF PORTLAND
WARNER PACIFIC COLLEGE
OREGON HEALTH & SCIENCE UNIV
WESTERN SEMINARY-PORTLAND
UNIV OF WESTERN STATES
WESTERN OREGON UNIVERSITY
BLUE MTN CMTY CLG-PENDLETON
EASTERN OREGON UNIVERSITY
PACIFIC UNIVERSITY
OGI SCH OF SCI & ENGR AT OHSU
GEORGE FOX UNIVERSITY
LINFIELD COLLEGE
THE ART INST OF PORTLAND
LINFIELD COLLEGE-PORTLAND
NEW HOPE CHRISTIAN COLLEGE
LEWIS & CLARK LAW SCHOOL
WILLAMETTE UNIV LAW SCHOOL
UNIV OF OREGON SCHOOL OF LAW
PORTLAND CMTY CLG-ROCK CREEK
PORTLAND CMTY COLLEGE-CASCADE
OREGON STATE U CLG OF VET MED
OREGON INST OF TECH-PORTLAND
ITT TECHNICAL INST-PORTLAND
OREGON COAST COMMUNITY COLLEGE
OREGON UNIVERSITY SYSTEM
HEALD COLLEGE-PORTLAND
EVEREST CLG-PORTLAND
OREGON CLG-ART AND CRAFT
WALLA WALLA UNIV SCH-NURSING
PIONEER PACIFIC COLLEGE
COLUMBIA GORGE CMTY COLLEGE
ROGUE CMTY COLLEGE-RIVERSIDE
KLAMATH COMMUNITY COLLEGE
TILLAMOOK BAY CMTY COLLEGE
COLLEGE OF LEGAL ARTS
GUTENBERG COLLEGE
PHAGANS BEAUTY COLLEGE
PHAGANS SCHOOL OF BEAUTY
PHAGANS MEDFORD BEAUTY SCHOOL
UNIV OF PHOENIX-OREGON
DEVRY UNIVERSITY-PORTLAND
OREGON STATE UNIV-CASCADES
VALLEY MEDICAL COLLEGE
CHEMKEKTA CMTY CLG-WOODBURN
CHEMKEKTA CTMY CLG-YAMHILL VLY
BLUE MTN CMTY CLG-BAKER
BLUE MTN CMTY CLG-HERMISTON
BLUE MTN CMTY CLG-FREewater
ABDILL CAREER COLLEGE
ANTHEM COLLEGE-BEAVERTON
GOOD SAMARITAN HOSPITAL
VETERANS ADMIN MED CTR
LEGACY EMANUEL HOSPITAL
UNIVERSITY HOSPITAL
COLUMBIA GORGE CMTY CLG-HOOD R
GEORGE FOX UNIV-PORTLAND
GEORGE FOX UNIV-PORTLAND
GEORGE FOX UNIV-SALEM
GEORGE FOX UNIV-REDMOND
SANFORD BROWN CLG-PORTLAND
CLACKAMAS CMTY CLG-HARMONY
CLACKAMAS CMTY CLG-WILSONVILLE
ITT TECHNICAL INST-SALEM

State Agencies in Oregon including but not limited to:
- OREGON - SECRETARY OF STATE
- OREGON - STATE TREASURER
- OREGON - STATE CONTROLLER
- OREGON - GOVERNOR
- OREGON - ATTORNEY GENERAL
- OREGON - STATE LEGISLATURE
- OREGON - JUDICIAL DEPARTMENT
- OREGON - STATE ARCHIVES PUBLIC INFORMATION SERVER
- OREGON - DEPARTMENT OF ADMINISTRATIVE SERVICES: TRANSPORTATION, PURCHASING AND PRINT SERVICES
- OREGON - DEPARTMENT OF AGRICULTURE
- OREGON - DEPARTMENT OF CONSUMER AND BUSINESS SERVICES
- OREGON - DEPARTMENT OF EDUCATION
OREGON - DEPARTMENT OF FISH AND WILDLIFE
OREGON - DEPARTMENT OF FORESTRY
OREGON - DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES
OREGON - DEPARTMENT OF HUMAN SERVICES
OREGON - DEPARTMENT OF JUSTICE
OREGON - DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
OREGON - DEPARTMENT OF REVENUE
OREGON - DEPARTMENT OF TRANSPORTATION
OREGON - ECONOMIC DEVELOPMENT DEPARTMENT
OREGON - EMPLOYMENT DEPARTMENT
OREGON - OFFICE OF ECONOMIC ANALYSIS
OREGON - DEPARTMENT OF ENERGY
OREGON - OFFICE OF RURAL HEALTH
OREGON - OFFICIAL OREGON TOURISM WEB SITE
OREGON - OREGON HOUSING AND COMMUNITY SERVICES
OREGON - OREGON LOTTERY
OREGON - OREGON YOUTH AUTHORITY
OREGON - PUBLIC EMPLOYEES RETIREMENT SYSTEM
OREGON - STATE JOBS PAGE
OREGON - STATE LIBRARY
OREGON - WATER RESOURCES DEPARTMENT
OREGON - DEPARTMENT OF ENVIRONMENTAL QUALITY
OREGON - DEPARTMENT OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT
OREGON - DEPARTMENT OF STATE POLICE
OREGON - BUREAU OF LABOR AND INDUSTRIES
OREGON - PARKS AND RECREATION DEPARTMENT
OREGON - DEPARTMENT OF STATE LANDS
OREGON - ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT
OREGON - OREGON FILM & VIDEO OFFICE
OREGON - OFFICE OF HOMELAND SECURITY
OREGON - INSURANCE POOL GOVERNING BOARD
OREGON - OREGON ARTS COMMISSION
OREGON - OREGON PROGRESS BOARD
OREGON - OREGON STATE BOARD OF HIGHER EDUCATION
OREGON - OREGON STATE COMMISSION ON CHILDREN AND FAMILIES
OREGON - PUBLIC UTILITY COMMISSION
OREGON - CONSTRUCTION CONTRACTORS BOARD
OREGON - OREGON STATE SCHOLARSHIP COMMISSION
OREGON - OREGON STUDENT ASSISTANCE COMMISSION

Cities, Towns, Villages, and Boroughs in Utah including but not limited to:

CITY OF ALTAMONT                  CITY OF COALVILLE
CITY OF AMERICAN FORK             CITY OF DRAPER
CITY OF HIGHLAND                 CITY OF DUCHESNE
CITY OF ALPINE                   CITY OF FARMINGTON
TOWN OF EAGLE MOUNTAIN           CITY OF FARMINGTON
CITY OF FAIRFIELD                CITY OF GARDEN CITY
CITY OF WEST POINT                CITY OF HEBER CITY
CITY OF CLINTON                  TOWN OF CHARLESTON
CITY OF CLEARFIELD               CITY OF HENEFER
CITY OF SUNSET                   CITY OF KAMAS
CITY OF CLEARFIELD               TOWN OF FRANCIS
CITY OF CLINTON                  CITY OF KAYSVILLE
CITY OF SCOFIELD  CITY OF ANTIMONY
CITY OF HUNTINGTON  CITY OF BEAVER
CITY OF MOAB  TOWN OF BICKNELL
TOWN OF CASTLE VALLEY  TOWN OF BOULDER
CITY OF MONTICELLO  TOWN OF CANNONVILLE
CITY OF ORANGEVILLE  TOWN OF BRIAN HEAD
CITY OF SUNNYSIDE  CITY OF CEDAR CITY
CITY OF WELLINGTON  CITY OF Enoch
CITY OF PROVO  TOWN OF ELSINORE
CITY OF AURORA  CITY OF CIRCLEVILLE
CITY OF CENTERFIELD  TOWN OF ELGINORE
CITY OF DELTA  CITY OF ENTERPRISE
CITY OF EPHRAIM  CITY OF ESCALANTE
CITY OF EUREKA  TOWN OF GLENDALE
CITY OF FAIRVIEW  TOWN OF GLENWOOD
CITY OF FILLMORE  TOWN OF HANKSVILLE
CITY OF FOUNTAIN GREEN  TOWN OF HATCH
TOWN OF GOSHEN  CITY OF HENRIEVILLE
CITY OF GUNNISON  TOWN OF APPLE VALLEY
TOWN OF HINCKLEY  CITY OF HURRICANE
TOWN OF HOLDEN  CITY OF IVINS
CITY OF KANOSH  TOWN OF JOSEPH
CITY OF LEAMINGTON  TOWN OF JUNCTION
CITY OF LEVAN  TOWN OF BIG WATER
CITY OF LYNNNDYL  CITY OF KANAB
CITY OF MANTI  TOWN OF KANARRAVILLE
TOWN OF MAYFIELD  TOWN OF KOOSHALEM
TOWN OF MEADOW  CITY OF LA VERKIN
CITY OF MONA  TOWN OF LEEDS
TOWN OF ROCKY RIDGE  TOWN OF LOA
CITY OF MORONI  CITY OF LYMAN
CITY OF MOUNT PLEASANT  CITY OF MARYSVALE
CITY OF NEPHI  CITY OF MILFORD
CITY OF OAK CITY  TOWN OF MINERSVILLE
CITY OF PAYSON  TOWN OF CENTRAL VALLEY
CITY OF ELK RIDGE  CITY OF MONROE
TOWN OF REDMOND  TOWN OF NEW HARMONY
CITY OF SALEM  CITY OF ORDerville
CITY OF WOODLAND HILLS  CITY OF PANGUITCH
CITY OF SALINA  TOWN OF PARAGONAH
CITY OF SANTAQUIN  CITY OF PAROWAN
TOWN OF GENOLA CITY HALL  TOWN OF ROCKVILLE
TOWN OF SIGURD  CITY OF SANTA CLARA
CITY OF SPANISH FORK  TOWN OF SPRINGDALE
CITY OF SPRING CITY  CITY OF SAINT GEORGE
CITY OF SPRINGVILLE  CITY OF TOQUERVILLE
CITY OF STERLING  TOWN OF TORREY
TOWN OF WALES  TOWN OF TROPIC
CITY OF RICHFIELD  TOWN OF VIRGIN
TOWN OF ALTON  CITY OF WASHINGTON
TOWN OF ANNABELLA  CITY OF HILDALE

Counties in Utah including but not limited to:
SUMMIT COUNTY  DUCHESNE COUNTY
DAVIS COUNTY
WASATCH COUNTY
DAGGETT COUNTY
MORGAN COUNTY
RICH COUNTY
TOOELE COUNTY
SALT LAKE COUNTY
BOX ELDER COUNTY
CACHE COUNTY
WEBER COUNTY
CARBON COUNTY
EMERY COUNTY
GRAND COUNTY

**K-12 in Utah including but not limited to:**

BEAVER CO SCHOOL DISTRICT
BOX ELDER CO SCHOOL DISTRICT
CACHE CO SCHOOL DISTRICT
LOGAN CITY SCHOOL DISTRICT
CARBON CO SCHOOL DISTRICT
DAGGETT SCHOOL DISTRICT
DAVIS SCHOOL DISTRICT
DUCHESENE CO SCHOOL DISTRICT
EMERY CO SCHOOL DISTRICT
GARFIELD CO SCHOOL DISTRICT
GRAND CO SCHOOL DISTRICT
IRON CO SCHOOL DISTRICT
JUAB SCHOOL DISTRICT
TINTIC SCHOOL DISTRICT
KANE CO SCHOOL DISTRICT
MILLARD SCHOOL DISTRICT
MORGAN CO SCHOOL DISTRICT
PIUTE CO SCHOOL DISTRICT
RICH CO SCHOOL DISTRICT
GRANITE SCHOOL DISTRICT
JORDAN SCHOOL DISTRICT

**Higher Education in Utah including but not limited to:**

BRIDGERLAND APPLIED TECH CLG
BRIDGERLAND APPLIED TECH CLG
MYOTHERAPY COLLEGE OF UTAH
UNIV OF UTAH LAW SCHOOL
UNIV OF UTAH MEDICAL SCHOOL
BRIDGERLAND APPLIED TECH CLG
ODGEN WEBER APPLIED TECH CLG
UTAH STATE UNIVERSITY
COLLEGE OF EASTERN UTAH
SOUTHERN UTAH UNIVERSITY
LDS BUSINESS CLG
UNIVERSITY OF UTAH
WESTMINSTER COLLEGE
UTAH VALLEY UNIVERSITY
SNOW COLLEGE EPHRAIM
BRIGHAM YOUNG UNIV PROVO
<table>
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<tr>
<th>Institution Name</th>
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<tr>
<td>AMERITECH COLLEGE-PROVO</td>
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<td>BROADVIEW UNIV-WEST JORDAN</td>
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<td>VISTA COLLEGE-ONLINE</td>
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<td>DAVIS APPLIED TECHNOLOGY CLG</td>
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<td>STEVENS HENAGER CLG-MURRAY</td>
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<td>NEUMONT UNIVERSITY</td>
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<td>MCKAY DEE HOSPITAL CENTER</td>
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<td>State Agencies in Utah including but not limited to:</td>
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<tr>
<td>UTAH - GOVERNOR</td>
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<td>UTAH - STATE AUDITOR</td>
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<td>UTAH - STATE TREASURER</td>
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<td>UTAH - ATTORNEY GENERAL</td>
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<td>UTAH - LT. GOVERNOR</td>
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<td>UTAH - LEGISLATURE</td>
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<td>UTAH - OFFICE OF THE LEGISLATIVE FISCAL ANALYST</td>
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<td>UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES</td>
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<td>UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES: DIVISION OF INFORMATION TECHNOLOGY SERVICES</td>
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<td>UTAH - DEPARTMENT OF AGRICULTURE AND FOOD</td>
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<td>UTAH - DIVISION OF FINANCE</td>
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<td>UTAH - STATE ARCHIVES</td>
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<td>UTAH - STATE LIBRARY DIVISION</td>
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<tr>
<td>UTAH - UTAH EDUCATION NETWORK</td>
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</tbody>
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Cities, Towns, Villages, and Boroughs in Washington including but not limited to:

<table>
<thead>
<tr>
<th>City Name</th>
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<tbody>
<tr>
<td>AUBURN CITY HALL</td>
<td>CITY OF REDMOND</td>
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<td>CITY OF ALGONA</td>
<td>SAMMAMISH CITY HALL</td>
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<tr>
<td>TOWN OF HUNTS POINT</td>
<td>BAINBRIDGE ISLAND CITY HALL</td>
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<td>YARROW POINT CITY HALL</td>
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<tr>
<td>CITY OF CLYDE HILL</td>
<td>SHORELINE CITY HALL</td>
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<tr>
<td>TOWN OF BEAUX ARTS VILLAGE</td>
<td>LAKE FOREST PARK CITY HALL</td>
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<tr>
<td>BELLEVUE CITY HALL</td>
<td>BURIEN CITY HALL</td>
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<td>BLACK DIAMOND CITY HALL</td>
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<td>BOTHELL CITY HALL</td>
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<td>CITY OF CARNATION</td>
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ZILLAH CITY HALL
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CITY OF CHENEGY
DEER PARK CITY HALL
TOWN OF FAIRFIELD
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LATAH CITY HALL
LIBERTY LAKE CITY HALL
MEDICAL LAKE CITY HALL
REARDAN CITY HALL
ROCKFORD CITY HALL
TOWN OF SPANGLE
SPARAGE CITY HALL
TEKOA CITY HALL
TOWN OF WGRAVER
TOWN OF ALBION
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ELMER CITY TOWN HALL
ENDICOTT TOWN HALL
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NISPELEM TOWN HALL
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NORTHPORT CITY HALL
OAKESDALE CITY HALL
ODESSA CITY HALL
PALOUSE CITY HALL
PULLMAN CITY HALL
CITY OF REPUBLIC
RITZVILLE CITY HALL
ROSALIA CITY HALL
ST JOHN CITY HALL
SPRINGDALE TOWN HALL
UNIONTOWN CITY HALL
TOWN OF WILBUR CITY HALL
SPOKANE CITY HALL
MILLWOOD TOWN HALL
SPOKANE VALLEY CITY HALL
PASCO CITY HALL
BENTON CITY CITY HALL
CITY OF COLLEGE PLACE
CONNE IL CITY HALL
DAYTON CITY HALL
KAHLOTUS CITY HALL
KENNEWICK CITY HALL
TOWN OF LIND
MESA CITY HALL
OTHELLO CITY HALL
HATTON CITY HALL
POMEROY CITY HALL
CITY OF PRESCOTT
TOWN OF MATTAWA CITY HALL
CITY OF PROSSER
RICHLAND CITY HALL
CITY OF WEST RICHLAND
ROYAL CITY CITY HALL
STARBUCK CITY HALL
WAITSBURG CITY HALL

WALLA WALLA CITY HALL
WASHTUCNA TOWN HALL
ASOTIN CITY HALL
CLARKSTON CITY HALL

**Counties in Washington including but not limited to:**

KING COUNTY
SNOHOMISH COUNTY
WHATCOM COUNTY
ISLAND COUNTY
SAN JUAN COUNTY
SKAGIT COUNTY
CLALLAM COUNTY
KITSAP COUNTY
JEFFERSON COUNTY
PIERCE COUNTY
THURSTON COUNTY
LEWIS COUNTY
GRAYS HARBOR COUNTY
MASON COUNTY
PACIFIC COUNTY
WAHKIAKUM COUNTY
KLINKITAT COUNTY
COWLITZ COUNTY
SKAMANIA COUNTY

**K-12 in Washington including but not limited to:**

BENGE SCHOOL DISTRICT 122
LIND SCHOOL DISTRICT 158
OTHELLO SCHOOL DISTRICT 147
RITZVILLE SCHOOL DISTRICT 160
WASHTUCNA SCHOOL DIST 109-43
ASOTIN-ANATONE SCH DIST 420
CLARKSTON SCH DIST J-250-185
FINLEY SCHOOL DISTRICT 53
KENNEWICK SCHOOL DISTRICT 17
KIONA-BENTON CITY SCH DIST 52
PATERNSON SCHOOL DISTRICT 50
PROSSER SCHOOL DISTRICT 116
RICHLAND SCHOOL DISTRICT 400
CASHMERE SCHOOL DIST 222
ENTIAT SCHOOL DISTRICT 127
LAKE CHELAN SCHOOL DIST 129
CASCADE SCHOOL DIST 228
MASON SCHOOL DISTRICT 19
WENATCHEE SCHOOL DISTRICT 246
CAPE FLATTERY SCH DIST 401
CRESCEENT SCHOOL DISTRICT 313
PORT ANGELES SCHOOL DIST 121
QUILLAYUTE VALLEY SCH DIST 402
SEQUIM SCHOOL DISTRICT 323
BATTLE GROUND SCHOOL DIST 119
CAMAS SCHOOL DISTRICT 117
EVERGREEN SCHOOL DISTRICT 114
GREEN MOUNTAIN SCHOOL DIST 103
HOCKINSON SCHOOL DISTRICT 98
LA CENTER SCHOOL DISTRICT 101

RIDGEFIELD SCHOOL DISTRICT 122
VANCOUVER SCHOOL DISTRICT 37
WASHOUGAL SCHOOL DIST 112-6
DAYTON SCHOOL DISTRICT 2
STARBUCK SCHOOL DISTRICT 35
CASTLE ROCK SCH DISTRICT 401
KALAMA SCHOOL DISTRICT 402
KELSO SCHOOL DISTRICT 458
LONGVIEW SCHOOL DIST 122
TOUTLE LAKE SCHOOL DIST 130
WOODLAND SCHOOL DISTRICT 404
BRIDGEPORT SCHOOL DISTRICT 75
EASTMONT SCHOOL DISTRICT 206
MANSFIELD SCHOOL DISTRICT 207
ORONDO SCHOOL DISTRICT 13
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KAHLOTUS SCHOOL DISTRICT 56
NORTH FRANKLIN SD J-51-162
PASCO SCHOOL DISTRICT 1
POMEROY SCHOOL DISTRICT 110
COULEE-HARTLINE SCH DIST 151
EPHRATA SCHOOL DISTRICT 165
GRAND COULEE DAM SD 301-J
MOSES LAKE SCHOOL DISTRICT 161
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**Higher Education in Washington including but not limited to:**

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State Agencies in Washington including but not limited to:
WASHINGTON - GOVERNOR
WASHINGTON - ATTORNEY GENERAL
WASHINGTON - COMMISSIONER OF PUBLIC LANDS
WASHINGTON - INSURANCE COMMISSIONER
WASHINGTON - STATE AUDITOR
WASHINGTON - STATE TREASURER
WASHINGTON - SUPERINTENDENT OF PUBLIC INSTRUCTION
WASHINGTON - SECRETARY OF STATE
WASHINGTON - LT. GOVERNOR
WASHINGTON - STATE LEGISLATURE
WASHINGTON - JOIN LEGISLATIVE AUDIT AND REVIEW COMMITTEE
WASHINGTON - STATE COURTS
WASHINGTON - DEPARTMENT OF CORRECTIONS
WASHINGTON - DEPARTMENT OF ECOLOGY
WASHINGTON - DEPARTMENT OF EMPLOYMENT SECURITY
WASHINGTON - DEPARTMENT OF FISH AND WILDLIFE
WASHINGTON - DEPARTMENT OF GENERAL ADMINISTRATION
WASHINGTON - DEPARTMENT OF HEALTH
WASHINGTON - DEPARTMENT OF INFORMATION SERVICES
WASHINGTON - DEPARTMENT OF LABOR AND INDUSTRIES
WASHINGTON - DEPARTMENT OF LICENSING
WASHINGTON - DEPARTMENT OF NATURAL RESOURCES
WASHINGTON - DEPARTMENT OF PERSONNEL
WASHINGTON - DEPARTMENT OF RETIREMENT SYSTEMS
WASHINGTON - DEPARTMENT OF REVENUE
WASHINGTON - DEPARTMENT OF SERVICES FOR THE BLIND
WASHINGTON - DEPARTMENT OF SOCIAL AND HEALTH SERVICES
WASHINGTON - DEPARTMENT OF TRANSPORTATION
WASHINGTON - DEPARTMENT OF VETERANS AFFAIRS
WASHINGTON - OFFICE OF FINANCIAL MANAGEMENT
WASHINGTON - PORT OF GRAYS HARBOR
WASHINGTON - WASHINGTON STATE EMERGENCY MANAGEMENT
WASHINGTON - WASHINGTON STATE LOTTERY
WASHINGTON - WASHINGTON STATE PARKS
WASHINGTON - WASHINGTON STATE PATROL
WASHINGTON - WASHINGTON STATE TOURISM
WASHINGTON - STATE LIBRARY
WASHINGTON - DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT
WASHINGTON - 1-800-RECYCLE
WASHINGTON - DEPARTMENT OF AGRICULTURE
WASHINGTON - DEPARTMENT OF FINANCIAL INSTITUTIONS
WASHINGTON - DEPARTMENT OF PRINTING
WASHINGTON - AGING AND ADULT SERVICES ADMINISTRATION
WASHINGTON - WASHINGTON STATE HEALTH CARE AUTHORITY
WASHINGTON - LONG TERM CARE OMBUDSMAN
WASHINGTON - RX WASHINGTON
WASHINGTON - BOARD OF TAX APPEALS
WASHINGTON - COUNTY ROAD ADMINISTRATION BOARD
WASHINGTON - STATE COMMISSION ON JUDICIAL CONDUCT
WASHINGTON - WASHINGTON STATE EXECUTIVE ETHICS BOARD
WASHINGTON - WASHINGTON STATE TRAFFIC SAFETY COMMISSION
WASHINGTON - WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
WASHINGTON - GAMBLING COMMISSION
WASHINGTON - WASHINGTON STATE ARTS COMMISSION
WASHINGTON - WASHINGTON STATE LIQUOR CONTROL BOARD
WASHINGTON - WASHINGTON STATE HOUSING FINANCE COMMISSION
WASHINGTON - THURSTON REGIONAL PLANNING COUNCIL
WASHINGTON - COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS
WASHINGTON - PUGET SOUND REGIONAL COUNCIL
WASHINGTON - PUGET SOUND CLEAN AIR AGENCY
WASHINGTON - ECITYGOV ALLIANCE

Other State Agencies
BOARD OF MEDICAL EXAMINERS
OFFICE OF MEDICAL ASSISTANCE PROGRAMS
OFFICE OF THE STATE TREASURER
OREGON BOARD OF ARCHITECTS
OREGON CHILD DEVELOPMENT COALITION
OREGON DEPARTMENT OF EDUCATION
OREGON DEPARTMENT OF FORESTRY
OREGON DEPARTMENT OF TRANSPORTATION
OREGON DEPARTMENT OF EDUCATION
OREGON LOTTERY
OREGON OFFICE OF ENERGY
OREGON STATE BOARD OF NURSING
OREGON STATE DEPARTMENT OF CORRECTIONS
OREGON STATE POLICE
OREGON TOURISM COMMISSION
OREGON TRAVEL INFORMATION COUNCIL
SANTIAM CANYON COMMUNICATON CENTER
SEIU LOCAL 503, OPEU
ADMIN. SERVICES OFFICE
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
HAWAII HEALTH SYSTEMS CORPORATION
SOH-JUDICIARY CONTRACTS AND PURCH
STATE DEPARTMENT OF DEFENSE
STATE OF HAWAII
STATE OF HAWAII
STATE OF HAWAII, DEPARTMENT OF EDUCATION
STATE OF LOUISIANA
STATE OF LOUISIANA DEPARTMENT OF EDUCATION