Board Office Use: **Legislative File Info.**	
File ID Number	26-0418
Introduction Date	6/10/2026
Enactment Number	
Enactment Date	

OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Board Cover Memorandum

To	Board of Education
From	Denise G. Saddler, Superintendent Tara Gard, Deputy Superintendent of Business & Operations Kimberly E. Raney, Executive Director Transportation Rosaura Altamirano, Senior Manager, Supply Chain & Logistics
Meeting Date	June 10, 2026
Subject	District – Piggyback - ODP Business Solutions, LLC - For Education School Supplies, Instructional Solutions, and Related Products – Talent/Human Resources Department

Ask of the Board

Adoption by the Board of Education of Resolution No. 2526-0075 - Declaring It Is In The Best Interest Of The District To Piggyback On And Enter Into A Contract With ODP Business Solutions, LLC Properly Entered Into Through Region 4 Education Service Center (ESC)-TX, in an amount not to exceed $2,500,000 each fiscal Year through December 31, 2026.

Background and Discussion

Public Contract Code section 20188 allows OUSD to "piggyback" on an existing contract without OUSD needing to separately bid the contract so long as (i) the contract was properly bid, awarded, executed, and approved and (ii) the Board determines that it in the best interest of the District.

Region 4 Education Service Center (ESC)-TX issued Bid #R230303 for Education School Supplies, Instructional Solutions, and Related Products. ODP Business Solutions, LLC submitted a bid and was one of several vendors awarded for the contract.

The bid became eligible as a piggyback contract and the District was alerted to the opportunity through OMNIA Partners' cooperative purchasing program. OMNIA Partners leverages competitively solicited and publicly awarded contracts to provide exceptional savings to public sector agencies across the country. The District's interest in finding lower price and efficient options is core to procurement and purchasing practices. The

District also reviewed its current spending with ODP Business Solutions (formerly Office Depot), which is summarized as follows:

FISCAL YEAR	CATEGORY AMOUNT	TOTAL
2023-2024	**Supplies (Non-Furniture):** $1,842,812	$2,220,255
	Furniture: $377,443	
2024-2025	**Supplies (Non-Furniture):** $2,122,012	$2,488,218
	Furniture: $366,206	

The Resolution finds that the Agreement was properly bid, awarded, executed, and approved and further declares that piggybacking on the ODP Business Solutions, LLC Contract is in the best interest of the District. The Resolution then accepts the offer of contract with ODP Business Solutions pursuant to the same terms and conditions found in the Agreement, up to a fiscal year not-to-exceed amount of $2,500,000 through December 31, 2026, and approves the associated Piggyback Agreement. Under the Piggyback, the District will benefit from a Fixed Net Priced, Web Less Discount pricing by category and Qualified Free Delivery.

Fiscal Impact Up to $2,500,000 per fiscal year

Funding Source Various District-wide accounts

Attachment Resolution No. 2526-0075 - **Declaring It Is In The Best Of The District To Piggyback On And Enter Into A Contract With ODP Business Solutions, LLC Properly Entered Into Through Region 4 Education Service Center (ESC)-TX – For** Education School Supplies, Instructional Solutions, and Related Products
Piggyback Agreement Between ODP Business Solutions, LLC and Oakland Unified School District
Region 4 ESC and ODP Business Solutions Signed Bid Contract

RESOLUTION OF THE
BOARD OF EDUCATION OF THE
OAKLAND UNIFIED SCHOOL DISTRICT

Resolution No. 2526-0075

Declaring It Is In The Best Of The District To Piggyback On And Enter Into A Contract With ODP Business Solutions, LLC Properly Entered Into Through Region 4 Education Service Center (ESC)-TX - For Education School Supplies, Instructional Solutions, and Related Products

WHEREAS, Public Contract Code section 20118 ("section 20118") permits a school district, "without advertising for bids," to contract with "any public corporation or agency, including any county, city, town, or district, to . . . purchase materials, supplies, equipment, . . . and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the . . . purchases from a vendor" if the school Board determines it to be in the "best interests of the district";

WHEREAS, section 20118 further permits a school district to contract with a vendor that has an existing contract with another public corporation or agency "under the same terms that are available to the public corporation or agency under the existing contract";

WHEREAS, on July 25, 2023, Region 4 Education Service Center (ESC)-TX solicited bids under Bid #23-03 for Education School Supplies, Instructional Solutions, and Related Products;

WHEREAS, ODP Business Solutions, LLC (ODP) submitted a bid and was one of several vendors awarded the contract on January 1, 2014 through December 31, 2026 ("Agreement") and;

WHEREAS, the ODP Contract has an option to renew for two (2) additional one-year period through December, 31, 2028;

WHEREAS, The bid became eligible as a piggyback contract and the District was alerted to the opportunity through OMNIA Partners' cooperative purchasing program, which leverages competitively solicited and publicly awarded contracts to provide exceptional savings to public sector agencies across the country.

NOW, **THEREFORE**, **BE IT RESOLVED**, the Board of Education ("Board") finds that the Agreement was properly bid, awarded, executed, and approved based on the representations of ODP and Region 4 ESC and the documentation provided to OUSD by the same, all of which are incorporated herein by reference; and

BE IT FURTHER RESOLVED, the Board declares that it is in the best interest of the District to contract with ODP Business Solutions and hereby accepts the offer of contract with ODP pursuant to the same terms and conditions found in the Agreement up to a fiscal year not-to-exceed amount of $2,500,000 per fiscal year through December 31, 2026, and approves the Piggyback Agreement with ODP Business Solutions, LLC.

PASSED AND ADOPTED by the Board of Education of the Oakland Unified School District this 10th day of June, 2026, by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSED:

ABSENT:

CERTIFICATION

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on June 10, 2026.

Legislative File	
File ID Number:	26-0418
Introduction Date:	6/10/2026
Enactment Number:	
Enactment Date:	
By:	

OAKLAND UNIFIED SCHOOL DISTRICT

_____
Jennifer Brouhard
President, Board of Education

_____
Denise G. Saddler
Interim Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

PIGGYBACK AGREEMENT

This Piggyback Agreement ("Piggyback") is entered into this 24th day of June, 2026 ("Effective Date") by and between the Oakland Unified School District ("OUSD") and ODP Business Solutions, LLC ("VENDOR", together with "OUSD," "PARTIES").

WHEREAS, VENDOR is part of and subject to that certain Region 4 Education Service Center (ESC) Contract/Agreement #R230303 for Educational School Supplies, Instructional Solutions, and Related Products ("Agreement") by and between VENDOR and Region 4 Education ESC-TX;

WHEREAS, VENDOR wishes to provide to OUSD with products and/or services subject to the Agreement and as set forth herein;

WHEREAS, OUSD desires to obtain such products and/or services from VENDOR subject to the Agreement and as set forth herein;

WHEREAS, Public Contract Code section 20188 allows OUSD to "piggyback" on an existing contract without OUSD needing to separately bid the contract so long as (i) the OUSD Board of Education determines that it in the best interest of the District and (ii) the contract was properly bid, awarded, executed, and approved; and

WHEREAS, the OUSD Board of Education has determined that it is in the best interest of OUSD to piggyback on the Agreement and VENDOR represents that the Agreement was properly bid, awarded, executed, and approved.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, the PARTIES agree as follows:

1. **Incorporation.** This Piggyback incorporates herein by reference the Agreement as if fully set forth herein and gives the Agreement thereto full force and effect as between OUSD and VENDOR.

2. **Pricing.** VENDOR agrees to supply to OUSD those products and services as set forth in the Agreement. The compensation under this Piggyback shall not exceed $2,500,000 per fiscal year.

3. **Term and Termination.** This Piggyback will be effective for the Term as set forth in the Agreement; through December 31, 2026. Either party may terminate this Piggyback without cause by providing the other party with thirty (30) days prior written notice.

4. **Payment Terms.** VENDOR shall submit to OUSD on a monthly basis an invoice for all purchases. Invoices are due thirty (30) days from the date of invoice. VENDOR shall have the right to establish the credit limit of OUSD and VENDOR shall have the right to lower such credit limit or refuse to ship any orders if at any time; (a) OUSD is delinquent in

making payments to VENDOR, or (b) in VENDOR's reasonable opinion, OUSD's credit standing becomes impaired or reasonably unsatisfactory to VENDOR.

5. **Notices.** All notices, requests, demands, and other communications under this Piggyback shall be given in writing. Such notices shall be deemed to have been given when delivered in person or three (3) business days after being sent via certified mail or upon delivery if sent via reputable overnight delivery service and addressed to the appropriate party at its mailing address set forth below:

If to VENDOR:
ODP Business Solutions, LLC
6600 N Military Trail
Boca Raton, FL 33496
Attn: Sharalyn Sowers, Vice President

With a copy to:
ODP Business Solutions, LLC
6600 N Military Trail
Boca Raton, FL 33496
Attn: Office of the General Counsel

If to OUSD:
Oakland Unified School District
900 High Street
Oakland, California 94601
Attn: Procurement

With a copy to:
Oakland Unified School District
1011 Union Street, Site 946
Oakland, California 94607
Attn: Office of the General Counsel

6. **W-9 Form**. If VENDOR is doing business with OUSD for the first time, VENDOR acknowledges that it must complete and return a signed W-9 form to OUSD.

7. **All Documents Publicly Posted**. This Piggyback, its contents, and all incorporated documents are public documents and/or will be made available by OUSD to the public online via the Internet.

8. **Incorporation of Recitals and Exhibits**. Any recitals and exhibits referenced in or attached to this Piggyback are incorporated herein by reference. VENDOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Piggyback, the terms and provisions of this Piggyback shall govern.

9. **Litigation**. This Piggyback shall be deemed to be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this Piggyback.

10. **Signature Authority**. Each PARTY has the full power and authority to enter into and perform this Piggyback, and the person(s) signing this Piggyback on behalf of each PARTY has been given the proper authority and empowered to enter into this Piggyback.

Docusign Envelope ID: 7B5D3147-0A13-425C-90B3-C5DB792AF3AE

IN WITNESS WHEREOF, the PARTIES hereto agree and execute this Piggyback and to be bound by its terms and conditions:

VENDOR

Name: Sharalyn Sowers Signature: Sharalyn Sowers

Position: Vice President Date: 2/2/2026

OUSD

Name: Jennifer Brouhard Signature: _____

Position: Board President Date: _____

Name: Denise Saddler Signature: _____

Position: Superintendent Date: _____

EDUCATIONAL SCHOOL SUPPLIES, INSTRUCTIONAL SOLUTIONS, AND RELATED PRODUCTS
Executive Summary

Lead Agency: REGION 4 ESC

Solicitation: RFP 23-03

RFP Issued: June 6, 2023

Pre-Proposal Date: June 15, 2023

Response Due Date: July 25, 2023

Proposals Received: #20

Awarded to: ODP Business Solutions, LLC – Contract R230303

The Board of Directors of Region 4 Education Service Center (ESC) issued RFP 23-03 on June 6, 2023, to establish a national cooperative contract for Educational School Supplies, Instructional Solutions, and Related Products.

The solicitation included cooperative purchasing language in Sections I. Scope of Work:
Region 4 ESC, as the Principal Procurement Agency, defined in ATTACHMENT D, has partnered with OMNIA Partners, Public Sector ("OMNIA Partners") to make the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The Region 4 ESC is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a "Participating Public Agency") and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form of which is attached hereto on ATTACHMENT D, or as otherwise agreed to. ATTACHMENT D contains additional information about OMNIA Partners and the cooperative purchasing program.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- OMNIA Partners website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino County Sun, CA
- Honolulu Star-Advertiser, HI
- The Herald-News – Will County (IL)
- The Advocate – New Orleans, LA
- The New Jersey Herald, NJ
- Albany Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Deseret News, UT
- Richmond Times-Dispatch, VA
- Seattle Daily Journal of Commerce, WA
- Houston Community Newspapers, TX
- Helena Independent Record, MT
- Las Vegas Review-Journal and/or Las Vegas Sun
- Kennebec Journal/Morning Sentinel, ME

On March 14, 2023 were received from the following offerors:

- MobyMax Education, LLC
- EPS Operations LLC
- Discount School Supply
- Kaplan Early Learning
- MichaelsPRO Education
- ABDO Publishing Company
- Quill LLC
- Lakeshore Learning Materials, LLC
- DreamBox Learning
- School Specialty, LLC
- Kids Read Now, Inc.
- Hand2mind
- Navigate 360, LLC
- ODP
- Fun and Function
- Skydio, Inc.
- AccuCut, LLC
- Xello Inc.
- Just Right Reader, Inc.
- Really Good Stuff

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with MichaelsPRO Education, Quill LLC, Lakeshore Learning Materials, LLC, ODP, and School Specialty, LLC and proceeding with contract award upon successful completion of negotiations.

Region 4 ESC, OMNIA Partners and Quill LLC successfully negotiated a contract, and the Region 4 ESC executed the agreement with a contract effective date of January 1, 2024.

Contract includes:

- Access to 150,000+ products
- Custom Core Program for qualifying agencies
- Value Added Program Rebates and Incentives

Term:

Initial three (3) agreement from January 1, 2024 through December 31, 2026 with the option to renew for two (2) additional one-year periods through December 31, 2028.

Pricing/Discount: Contact Supplier or OMNIA Partners for price schedule details.

The following documents comprise the executed contract between the Region 4 Education Service Center and ODP Business Solutions, LLC effective January 1, 2024:

I. Vendor Contract and Signature Form
II. Supplier's Response to the RFP, incorporated by reference

APPENDIX A

CONTRACT

This Contract ("Contract") is made as of _____, 202X by and between ODP Business Solutions, LLC ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of _Educational School Supplies, Instructional Solutions, and Related Products__("the products and services").

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals Number RFP #23-03 for Educational School Supplies, Instructional Solutions, and Related Products ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, 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 are incorporated into the 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 Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with OMNIA Partners.

1) Term of agreement. The Contract is for a period of three (3) years. Region 4 ESC shall have the right to renew the Contract for two (2) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing one hundred eighty days' notice to Region 4 ESC.

2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.

3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).

4) 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:

i. This Contract
ii. Offeror's Best and Final Offer
iii. Offeror's proposal
iv. RFP and any addenda

5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.

6) 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.

7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).

8) 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 change of name agreement will not change the contractual obligations of Contractor.

9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.

10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. At Contractor's discretion, purchase orders and payment may be made to Authorized Distributor/Dealer. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

11) TERMINATION OF CONTRACT

a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract 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 shall 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 or material 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 or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

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 immediately become the property of Region 4 ESC.

b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor 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 Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

c) 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 Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.

   i) Additional Delivery/Installation Charges: Contractor may enter into additional negotiations with a purchasing agency for additional delivery or installation charges based on onerous conditions. Additional delivery and/or installation charges may only be charged if mutually agreed upon by the purchasing agency and Contractor and can only be charged on a per individual project basis.

d) 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.

e) Standard Cancellation. Either Party may cancel this Contract in whole or in part by providing written notice to the other Party. 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.

12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor 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 if Contractor's license(s) expire, lapse, are suspended or terminated.

13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.

14) Delivery. 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 Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing. Office Depot may institute a Fifty Dollar ($50.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. The price set forth in this Agreement includes dock and/or mailroom delivery for orders exceeding $50.00. Additional freight charges may apply for items exceeding 70lbs in weight and/or 110" in length/width, bulk items, cases of bottled water and other beverage, furniture, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries.

15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC in accordance with the terms and conditions of Contractor's return policy located at www.odpbusiness.com and incorporated by reference. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.

16) Payments. Invoice are due thirty (30) days from the date of invoice. Contractor shall establish Region 4 ESC's credit limit, which may be lowered (or Contractor may refuse to ship any orders) if at any time: (a) Region 4 ESC is delinquent in making payment to Contractor; (b) Region 4 ESC is in breach of any resulting agreement; or (c) Region 4 ESC's credit standing becomes impaired or reasonably unsatisfactory to Contractor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, 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 manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor'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 provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

In the event of extenuating market conditions, Region 4 ESC and Contractor may elect to implement an increase on products, goods and materials affected by uncertainties in the marketplace. Requests for extenuating market conditions will follow the US Trade Representative website: https://ustr.gov, or other indices, U.S. domestic mirco-economic fluctuations, changes in paper and raw materials, including but not limited to transportation, shipping material, etc. Should the terms of the extenuating market conditions change, the increase will be altered, reduce or eliminated as expediently as possible. Contractor will provide written justification to Region 4 ESC before implementing the increase.

18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Subject confidentiality agreements between Contractor and third parties, and no more than annually, Region 4 ESC, at its expense reserves 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. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. Any third-party auditor used must be approved by Contractor and must execute a non-disclosure agreement. Contractor may dispute the results of any audit and will refund any overcharges to Region 4 ESC and Region 4 ESC will refund any undercharges to Contractor. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor 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.

20) 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. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. 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.

21) 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.

22) Warranty Conditions. Contractor's warranties will be limited to Contractor-branded products only, and for all other products, Contractor will pass through to Region 4 ESC all manufacturer-supplied end-user warranties.

23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.

24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC 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.

25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees 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. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor 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.

26) Safety measures. Contractor 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. Contractor 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.

27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, 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 Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.

29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.

30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.

31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.

32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall endeavor to give Region 4 ESC a minimum of thirty (30) days' notice of any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.

33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

34) Tariff Surcharges: Contractor has the option to charge a temporary surcharge, as an additional line item, if approved by the purchasing agency. All surcharges must be temporary and based on a percentage of total order and must be approved by Region 4 prior to use.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, 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.

Company Name ODP Business Solutions, LLC

Address 6600 N Military Trail

City/State/Zip Boca Raton, FL 33496

Telephone No. 561.438.4800

Email Address valya.broyer@odpbusiness.com

Printed Name Valya Broyer

Title Vice President

Authorized signature Valya Broyer

Accepted by Region 4 ESC:

Contract No. R230303

Initial Contract Term 1/1/2024 to 12/31/2026

Carmen I. Moreno — 10/24/2023

Region 4 ESC Authorized Board Member — Date

Carmen T. moreno

Print Name

LaVerie Wise — 10/24/2023

Region 4 ESC Authorized Board Member — Date

LaVerie Wise

Print Name

region4 OMNIA PARTNERS

Appendix B

TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Offer and Contract Signature form certifies complete acceptance of the terms and conditions in this solicitation and draft Contract except as noted below with proposed substitute language (additional pages may be attached, if necessary). The provisions of the RFP cannot be modified without the express written approval of Region 4 ESC. If a proposal is returned with modifications to the draft Contract provisions that are not expressly approved in writing by Region 4 ESC, the Contract provisions contained in the RFP shall prevail.

Check one of the following responses:

☐ Offeror takes no exceptions to the terms and conditions of the RFP and draft Contract.

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

☒ Offeror takes the following exceptions to the RFP and draft Contract. All exceptions must be clearly explained, reference the corresponding term to which Offeror is taking exception and clearly state any proposed modified language, proposed additional terms to the RFP and draft Contract must be included:

(*Note: Unacceptable exceptions may remove Offeror's proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions and modifications and the decision shall be final.*

If an offer is made with modifications to the contract provisions that are not expressly approved in writing, the contract provisions contained in the RFP shall prevail.)

Discussions complete 11/7/23

Section/Page	Term, Condition, or Specification	Exception/Proposed Modification	Accepted (For Region 4 ESC's use)
Appendix A Contract 1) Page 1	Term of Agreement	3rd sentence, revise to ninety (90) days. Contractor may elect not to renew by providing ninety days' (90) notice to Region 4 ESC.	revised to 180 days
10) Page 2	10. Adding Authorized Distributors/Dealers	3rd sentence, revise to: Purchase orders and payment can only be made to the Authorized Distributor/Dealer unless otherwise approved by Contractor.	revised to match the Office Supplies contract language and providing separate sheet for Authorized Dealers
11) Page 2	TERMINATION OF CONTRACT a) Cancellation for Non-Performance or Contractor Deficiency	Revise from "may" to "shall" Region 4 ESC shall issue a written deficiency notice to Contractor for acting or failing to act in any of the following:	OK.

11) Page 3	c) Delivery / Service Failure	Strike "Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred." i) Additional Delivery/Installation Charges. Strike and replace with: "Contractor shall institute a Fifty Dollar ($50.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. The pricing set forth in this Agreement includes dock and/or mailroom delivery for orders exceeding $50.00. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries."	revised to match the Office Supplies contract language
11) Page 4	e) Standard Cancellation	Revise first sentence to: "Either party may cancel this Contract in whole or in part by providing written notice to the other party."	OK
14) Page 4	Delivery	Insert the following: "Contractor shall institute a Fifty Dollar ($50.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. The pricing set forth in this Agreement includes dock and/or mailroom delivery for orders exceeding $50.00. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries."	revised to match the Office Supplies contract language
15) Page 4	Inspection & Acceptance.	Insert at the end of the first sentence: "in accordance with the terms and conditions of Contractor's return policy located at www. odpbusiness.com and incorporated by reference."	OK.

16) Page 4	Payments.	Insert at the start of the first sentence: "Invoices are due twenty (20) days from the date of invoice. Contractor shall establish Region 4 ESC's credit limit, which may be lowered (or Contractor may refuse to ship any orders) if at any time: (a) Region 4 ESC is delinquent in making payments to Contractor; (b) Region 4 ESC r is in breach of any resulting agreement; or (c) Region 4 ESC's credit standing becomes impaired or reasonably unsatisfactory to Contractor."	revised to match the Office Supplies contract language which is Net 30 payment terms
17) Page 4	Price Adjustments	Change "price" to "Core Price". Revise the third sentence: "All Core price increases will be submitted to Region 4 ESC for approval. Core price changes shall be implemented after thirty (30) day notice to Region 4 ESC. Region 4 ESC shall respond to the proposed price increase by the end of the thirty (30) day notice, and to the extent that Region 4 ESC does not respond within that time period, their silence shall be deemed acceptance of the proposed price change. ODP strikes "must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. ODP strikes: "Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC." ODP inserts: "In the event of extenuating market conditions, Contractor reserves the right to adjust Region 4 ESC's prices commensurately."	revised to match the Office Supplies contract language
18) Page 4	Audit Rights	ODP inserts at the beginning of the first sentence: "Subject to confidentiality agreements between Contractor and third parties, and no more than annually," ODP replaces "Contractor" and replaces with "Region 4 ESC".	revised to match the Office Supplies contract language

19) Page 5	Discontinued Products	At the end of the sentence ODP strikes: "and if the discount is the same or greater than the discontinued model"	revised to match the Office Supplies contract language
20) Page 5	New Products/Services.	ODP strikes: "is discounted similarly or greater than the original discount,"	revised to match the Office Supplies contract language
22) Page 5	Warranty Conditions.	Strike: "All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing" and replace with the following: "Contractor's warranties will be limited to Contractor-branded products only, and for all other products, Contractor will pass through to Region 4 ESC all manufacturer-supplied end-user warranties."	OK.
Exhibit A 1.2	Marketing, Sales and Administrative Support	Suppliers are required to pay an Administrative Fee of __% of the greater of the Contract Sales under the Master Agreement and ~~Guaranteed Contract Sales~~ under this Request for Proposal. Administrative Fee offered will be 1.8%. All references to Guaranteed Contract Sales shall be deleted.	OMNIA Partners will acknowledge
1.5	Objectives of Cooperative Program	Delete subsection B. All references to "**primary go to market strategy**" in this RFP shall be deleted.	OMNIA Partners will acknowledge
2.2	Pricing Commitment	Strike this section in its entirety.	OMNIA Partners will acknowledge
3.3	Marketing and Sales	Subsection L. shall be deleted in its entirety. Subsection M. ii. Strike ", the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement"	OMNIA Partners will acknowledge

ODP Business Solutions, LLC
List of Authorized Dealer

Federation Entity	Phone	Address	Website
America's Office Source	407-478-0637	706 Turnbull Avenue, Suite 305 Altamonte Springs, FL 32701	americasofficesource.com
Business Essentials	763-595-5300	44 Northern Stacks Dr Suite 120 Minneapolis, MN 55421	orderbe.com
COS Business Products & Interiors	800.882.3375	1548 Riverside Drive, Chattanooga, TN 37406	cosonline.com
Complete Office - CA	714-880-1222	12724 Moore St Cerritos, CA 90703	completeofficeca.com
Complete Office - WA	206-628-0059	11521 E. Marginal Way S. Ste. 100, Seattle, WA 98168	complete-office.com
Complete Office - WI	262-255-5500	N115 W 18500 Edison Dr Germantown, WI 53022	cowiweb.com
OfficeSupply.com	920-623-9528	302 Industrial Dr Columbus, WI 53925	officesupply.com
Garvey's Office Products	847-588-1690	7500 N. Caldwell Avenue Niles, IL 60714	getgarveys.com
Gateway Printing & Office Supply	210 650-3995	14803 Bulverde Rd San Antonio, TX 78247	gatewayp.com
Office Essentials	314-432-4666	1834 Walton Rd St Louis, MO 63114	offess.com
Perimeter Office Products	770-689-1900	3505 Newpoint Place Suite 475 Lawrenceville, GA 30043	perimeterop.com
Premium Incorporated	808-839-9802	2644 Waiwai Loop Honolulu, HI 96819	PremiumInc.com
Regency Business Solutions	919-676-0522	8024 Glenwood Avenue Suite 200 Raleigh, NC 27612	regencyop.com
Liberty Office Products	800-460-8900	8744 Westpark Dr, Houston TX 77063	libertyoffice.com

odp BUSINESS SOLUTIONS™

ORIGINAL

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

odp BUSINESS SOLUTIONS™ EDUCATION

region 4

OMNIA® PARTNERS

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July 25, 2023

Region 4 Education Service Center
7145 West Tidwell Road
Houston, TX 77095

Dear Region 4 ESC Review Committee:

We appreciate the opportunity to present you with our comprehensive proposal to Solicitation 23-03 for Educational School Supplies. Our ODP Business Solutions team has prepared a complete package that will demonstrate our capabilities to provide Region 4 ESC & Participating Public Agencies with unparalleled depth, breadth, and quality resources necessary to complete all phases of the contract.

Our team believes ODP Business Solutions is uniquely positioned to provide a complete school supply solution to participating agencies large and small.

24-hour delivery – through ODP's extensive network of national distribution centers, we can deliver thousands of cleaning and breakroom items as quickly as next business day.

ODP Business Solutions is more than office supplies. We're an established market leader in the educational school supplies space, and we can provide a range of comprehensive solutions, services, and support for your participating agencies.

- More than 36 years of experience in educational supplies and services
- One of the nation's leading providers of educational supplies, instructional solutions, and related products
- Robust STEAM offering always being updated with the latest products and solutions.
- Eco friendly solutions
- Furniture for today's modern classroom
- Technology to empower students including eGaming suites

For 36 years, ODP has been committed to our customers by providing best-in-class products and services. We have enjoyed working alongside Region 4 ESC and its cooperative partners since 1997. We do not take this relationship for granted and truly appreciate the opportunity to serve Region 4 ESC.

The entire ODP team would be honored to earn an award of Solicitation 23-03. Should you have any questions or concerns, please reach out to Valya Broyer, our Public Sector VP.

Sincerely,

Your ODP Business Solutions Team

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Applicable Products and Service Solutions – Private Label, Safety and Security Products, Bus and Crosswalk Safety training, Agricultural Science, Professional Development, Supplemental Curriculum, books and publications, Teach amenities, Health equipment, PPA, other education related services

a Pricing

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Committed to Service Public Agencies, Only at ODP

Solutions and Programs

Print Optimization

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Attachment 2 ODP Business Solutions Form 1295

d. DOC #4 – Texas Government Code 2270 Verification Form
e. DOC #5 – Receipt of Addendum No. 1 Acknowledgement

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TAB 1A APPENDIX A
DRAFT CONTRACT AND OFFER
CONTRACT SIGNATURE FORM

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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APPENDIX A

DRAFT CONTRACT

This Contract ("Contract") is made as of _____, 202X by and between ODP Business Solutions, LLC ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of _Educational School Supplies, Instructional Solutions, and Related Products ("the products and services").

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals Number RFP #23-03 for Educational School Supplies, Instructional Solutions, and Related Products ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, 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 are incorporated into the 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 Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with OMNIA Partners.

1) Term of agreement. The term of the Contract is for a period of three (3) years unless terminated, canceled or extended as otherwise provided herein. Region 4 ESC shall have the right to renew the Contract for two (2) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing ninety ~~three hundred sixty-five~~ days' (~~365~~90) notice to Region 4 ESC. Notwithstanding the expiration of the initial term or any subsequent term or all renewal options, Region 4 ESC and Contractor may mutually agree to extend the term of this Agreement. Contractor acknowledges and understands Region 4 ESC is under no obligation whatsoever to extend the term of this Agreement.

2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.

3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).

4) 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:

   i. This Contract
   ii. Offeror's Best and Final Offer
   iii. Offeror's proposal
   iv. RFP and any addenda

5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.

6) 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.

7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).

8) 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 change of name agreement will not change the contractual obligations of Contractor.

9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.

10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an Aauthorized dDistributor or Ddealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by ~~Region 4 ESC~~Contractor. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing. Authorized distributors ore dealers are:

Federation Entity	Phone	Address	Website
America's Office Source	407-478-0637	706 Turnbull Avenue, Suite 305 Altamonte Springs, FL 32701	americasofficesource.com
Business Essentials	763-595-5300	44 Northern Stacks Dr Suite 120 Minneapolis, MN 55421	orderbe.com
COS Business Products & Interiors	800.882.3375	1548 Riverside Drive, Chattanooga, TN 37406	cosonline.com
Complete Office - CA	714-880-1222	12724 Moore St Cerritos, CA 90703	completeofficeca.com
Complete Office - WA	206-628-0059	11521 E. Marginal Way S. Ste. 100, Seattle, WA 98168	complete-office.com
Complete Office - WI	262-255-5500	N115 W 18500 Edison Dr Germantown, WI 53022	cowiweb.com
OfficeSupply.com	920-623-9528	302 Industrial Dr Columbus, WI 53925	officesupply.com
Garvey's Office Products	847-588-1690	7500 N. Caldwell Avenue Niles, IL 60714	getgarveys.com
Gateway Printing & Office Supply	210 650-3995	14803 Bulverde Rd San Antonio, TX 78247	gatewayp.com
Office Essentials	314-432-4666	1834 Walton Rd St Louis, MO 63114	offess.com
Perimeter Office Products	770-689-1900	3505 Newpoint Place Suite 475 Lawrenceville, GA 30043	perimeterop.com
Premium Incorporated	808-839-9802	2644 Waiwai Loop Honolulu, HI 96819	PremiumInc.com
Regency Business Solutions	919-676-0522	8024 Glenwood Avenue Suite 200 Raleigh, NC 27612	regencyop.com

~~10)~~11) TERMINATION OF CONTRACT

a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract 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~~ shall 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 or material 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 or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

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 immediately become the property of Region 4 ESC.

b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor 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 Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

c) 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 Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.

i) Additional Delivery/Installation Charges: Contractor may enter into additional negotiations with a purchasing agency for additional delivery or installation charges based on onerous conditions. Additional delivery and/or installation charges may only be charged if mutually agreed upon by the purchasing agency and Contractor and can only be charged on a per individual project basis.

d) 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.

e) Standard Cancellation. ~~Region 4 ESC~~ Either Party may cancel this Contract in whole or in part by providing written notice to the other Party. 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.

~~11)~~12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor 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 if Contractor's license(s) expire, lapse, are suspended or terminated.

~~12)~~13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.

14) Delivery. 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 Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing. Contractor shall institute a Fifty Dollar ($50.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. The pricing set forth in this Agreement includes dock and/or mailroom delivery for orders exceeding $50.00. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries.

~~13)~~15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC in accordance with the terms and conditions of Contractor's return policy located at www.odpbusiness.com and incorporated by reference. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.

~~14)~~16) Payments. Invoices are due twenty (20) days from the date of invoice. Contractor shall establish Region 4 ESC's credit limit, which may be lowered (or Contractor may refuse to ship any orders) if at any time: (a) Region 4 ESC is delinquent in making payments to Contractor; (b) Region 4 ESC r is in breach of any resulting agreement; or (c) Region 4 ESC's credit standing becomes impaired or reasonably unsatisfactory to Contractor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Core ~~P~~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 Core price increases will be submitted to Region 4 ESC for approval. Core price changes shall be implemented after thirty (30) day notice to Region 4 ESC. Region 4 ESC shall respond to the proposed price increase by the~~must be supported by manufacturer documentation, or a formal cost justification letter~~ end of the thirty (30) day notice, and to the extent that Region 4 ESC does not respond within that time period, their silence shall be deemed acceptance of the proposed price change. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor'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 provided and accepted in the Contractor's proposal.

In the event of extenuating market conditions, Contractor reserves the right to adjust Region 4 ESC's prices commensurately.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

~~15)~~18) Audit Rights. Subject to confidentiality agreements between Contractor and third parties, and no more than annually, Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves 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. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing 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 that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third- party auditing firm. Any third party auditor used must be approved by Contractor and must execute a non-disclosure agreement. Contractor may dispute the results of any audit and will refund and overcharges to Region 4 ESC and Region 4 ESC will refund any undercharges to Contractor. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

~~16)~~19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor 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~~.

~~17)~~20) 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.~~ Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, ~~is discounted similarly or greater than the original discount,~~ and if the products meet the requirements of the Contract. 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.

~~18)~~21) 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.

~~19)~~22) Warranty Conditions. Contractor's warranties will be limited to Contractor-branded products only, and for all other products, Contractor will pass through to Region 4 ESC all manufacturer-supplied end-user warranties.~~All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.~~

~~20)~~23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.

~~21)~~24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC 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.

~~22)~~25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees 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. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor 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.

~~23)~~26) Safety measures. Contractor 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. Contractor 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.

~~24)~~27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

~~25)~~28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, 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 Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region

4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.

~~26)~~29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.

~~27)~~30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.

~~28)~~31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.

~~29)~~32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall endeavor to give Region 4 ESC a ~~minimum of ten~~thirty (~~10~~30) days' notice of ~~prior to any modifications or~~ cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.

~~30)~~33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

~~31)~~34) Tariff Surcharges: Contractor has the option to charge a temporary surcharge, as an additional line item, if approved by the purchasing agency. All surcharges must be temporary and based on a percentage of total order and must be approved by Region 4 prior to use.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, 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.

Company Name ODP Business Solutions, LLC

Address 6600 N Military Trail

City/State/Zip Boca Raton, FL 33496

Telephone No. 561.438.4800

Email Address valya.broyer@odpbusiness.com

Printed Name Valya Broyer

Title Vice President

Authorized signature Valya Broyer

Accepted by Region 4 ESC:

Contract No. _____

Initial Contract Term _____ to _____

_____ _____

Region 4 ESC Authorized Board Member Date

_____

Print Name

_____ _____

Region 4 ESC Authorized Board Member Date

_____

Print Name

DocuSign Envelope ID: A3A23011-0756-48C0-ADB2-1858D396C227

ODP BUSINESS SOLUTIONS, LLC

ASSISTANT SECRETARY'S CERTIFICATE

The undersigned, Alicia Trinley, hereby certifies that she is the Assistant Secretary of ODP Business Solutions, LLC, a limited liability company formed under the Delaware Limited Liability Company Act (the "LLC"), and that, as such, she is authorized to execute this Certificate on behalf of the LLC, and further certifies that:

1. The LLC is a limited liability company duly formed and in good standing under the laws of the State of Delaware; and

2. Valya Broyer serves as Vice President, Public Sector, and as such, she is authorized to execute and deliver bids, contracts, forms, and any amendments thereto, and in connection therewith, for the sale of office products and services on behalf of the LLC.

IN WITNESS WHEREOF, the undersigned has hereunder set his hand as of this 14th day of April, 2023.

ODP BUSINESS SOLUTIONS, LLC,
a Delaware limited liability company

DocuSigned by:
By: Alicia Trinley
1240267EA4564B0...
Alicia Trinley
Assistant Secretary

TAB 1A APPENDIX B
TERMS AND CONDITIONS
ACCEPTANCE FORM

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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Appendix B

TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Offer and Contract Signature form certifies complete acceptance of the terms and conditions in this solicitation and draft Contract except as noted below with proposed substitute language (additional pages may be attached, if necessary). The provisions of the RFP cannot be modified without the express written approval of Region 4 ESC. If a proposal is returned with modifications to the draft Contract provisions that are not expressly approved in writing by Region 4 ESC, the Contract provisions contained in the RFP shall prevail.

Check one of the following responses:

☐ Offeror takes no exceptions to the terms and conditions of the RFP and draft Contract.

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

☒ Offeror takes the following exceptions to the RFP and draft Contract. All exceptions must be clearly explained, reference the corresponding term to which Offeror is taking exception and clearly state any proposed modified language, proposed additional terms to the RFP and draft Contract must be included:

(*Note: Unacceptable exceptions may remove Offeror's proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions and modifications and the decision shall be final.*

If an offer is made with modifications to the contract provisions that are not expressly approved in writing, the contract provisions contained in the RFP shall prevail.)

Section/Page	Term, Condition, or Specification	Exception/Proposed Modification	Accepted (For Region 4 ESC's use)
Appendix A Contract 1) Page 1	Term of Agreement	3rd sentence, revise to ninety (90) days. Contractor may elect not to renew by providing ninety days' (90) notice to Region 4 ESC.	
10) Page 2	10. Adding Authorized Distributors/Dealers	3rd sentence, revise to: Purchase orders and payment can only be made to the Authorized Distributor/Dealer unless otherwise approved by Contractor.	
11) Page 2	TERMINATION OF CONTRACT a) Cancellation for Non-Performance or Contractor Deficiency	Revise from "may" to "shall" Region 4 ESC shall issue a written deficiency notice to Contractor for acting or failing to act in any of the following:	

11) Page 3	c) Delivery / Service Failure	Strike "Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred." i) Additional Delivery/Installation Charges. Strike and replace with: "Contractor shall institute a Fifty Dollar ($50.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. The pricing set forth in this Agreement includes dock and/or mailroom delivery for orders exceeding $50.00. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries."	
11) Page 4	e) Standard Cancellation	Revise first sentence to: "Either party may cancel this Contract in whole or in part by providing written notice to the other party."	
14) Page 4	Delivery	Insert the following: "Contractor shall institute a Fifty Dollar ($50.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee. The pricing set forth in this Agreement includes dock and/or mailroom delivery for orders exceeding $50.00. Additional freight charges may apply for items exceeding certain attributes regarding weight and/or dimensions, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries."	
15) Page 4	Inspection & Acceptance.	Insert at the end of the first sentence: "in accordance with the terms and conditions of Contractor's return policy located at www. odpbusiness.com and incorporated by reference."	

16) Page 4	Payments.	Insert at the start of the first sentence: "Invoices are due twenty (20) days from the date of invoice. Contractor shall establish Region 4 ESC's credit limit, which may be lowered (or Contractor may refuse to ship any orders) if at any time: (a) Region 4 ESC is delinquent in making payments to Contractor; (b) Region 4 ESC r is in breach of any resulting agreement; or (c) Region 4 ESC's credit standing becomes impaired or reasonably unsatisfactory to Contractor."	
17) Page 4	Price Adjustments	Change "price" to "Core Price". Revise the third sentence: "All Core price increases will be submitted to Region 4 ESC for approval. Core price changes shall be implemented after thirty (30) day notice to Region 4 ESC. Region 4 ESC shall respond to the proposed price increase by the end of the thirty (30) day notice, and to the extent that Region 4 ESC does not respond within that time period, their silence shall be deemed acceptance of the proposed price change. ODP strikes "must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. ODP strikes: "Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC." ODP inserts: "In the event of extenuating market conditions, Contractor reserves the right to adjust Region 4 ESC's prices commensurately."	
18) Page 4	Audit Rights	ODP inserts at the beginning of the first sentence: "Subject to confidentiality agreements between Contractor and third parties, and no more than annually," ODP replaces "Contractor" and replaces with "Region 4 ESC".	

19) Page 5	Discontinued Products	At the end of the sentence ODP strikes: "and if the discount is the same or greater than the discontinued model"	
20) Page 5	New Products/Services.	ODP strikes: "is discounted similarly or greater than the original discount,"	
22) Page 5	Warranty Conditions.	Strike: "All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing" and replace with the following: "Contractor's warranties will be limited to Contractor-branded products only, and for all other products, Contractor will pass through to Region 4 ESC all manufacturer-supplied end-user warranties."	
Exhibit A 1.2	Marketing, Sales and Administrative Support	Suppliers are required to pay an Administrative Fee of __% of the greater of the Contract Sales under the Master Agreement and ~~Guaranteed Contract Sales~~ under this Request for Proposal. Administrative Fee offered will be 1.8%. All references to Guaranteed Contract Sales shall be deleted.	
1.5	Objectives of Cooperative Program	Delete subsection B. All references to "**primary go to market strategy**" in this RFP shall be deleted.	
2.2	Pricing Commitment	Strike this section in its entirety.	
3.3	Marketing and Sales	Subsection L. shall be deleted in its entirety. Subsection M. ii. Strike ", the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement"	

TAB 2
PRODUCTS AND PRICING

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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a) Products/Pricing

i. Describe Offeror's products and services Offeror proposes to be available under a resultant contract.

Access to 150,000+ products – Summary Listing of Products and Services (a sampling):

Collaborative Classroom Design & Build

Design, furnishings, and support materials

Integration of Technology

MakerSpace Design & Build

- Design, furnishings, and support materials
- 3D printers and technology

Customized Professional Development

- Technology use and solution training
- English language arts
- Science

Supplemental Materials

- Digital library resources
- Custom printing for digital curriculum
- Traditional supplemental resources

Healthy Classroom Environments

- Curriculum for healthy habits and germ control
- Materials to suppress germs and infections in classrooms
- Environmentally friendly products for germ control

Traditional classroom Supplies at Lowest Cost

ODP Business Solutions has partnered with leading educational suppliers such as:

- Binney & Smith "Crayola Crayons"
- Carson Dellosa
- Creative Teaching
- Pacon
- Scholar Craft
- Scholastic

These partnerships will allow our customers to have access, through ODP Business Solutions' online ordering system, to thousands of instructional materials and classroom products, including:

- Arts and crafts supplies

- Teacher resources
- Classroom decorations
- Puzzles, games, and flash cards
- Boards and school equipment
- Classroom supplies
- Customized instructional materials

ODP Business Solutions also offers comfortable, quality furniture and products that help simplify difficult tasks, improve organization, and contribute directly to an improved learning environment. Additionally, we carry a wide range of fundraising and school-branded merchandise to help build school spirit and generate revenue.

ODP has provided details on our offering for these school supply categories as following.

Educational School Supplies: General school supplies shall include, but not be limited to:

- School supply consumables

We understand the demands that your schools face every day. ODP Business Solutions is constantly updating our suite of products and services to meet the changing requirements of education.

- Activity books
- Art & Activity Kits
- Art Education Resources
- Art Pad - Sketchbooks
- Art Paper - Boards
- Artist Tape
- Arts & crafts
- Backpack kits
- Backpacks - Bags
- Balls
- Benches
- Bike Racks
- Binders - Accessories
- Blocks - Manipulatives
- Book Covers
- Business Forms and Book Keeping
- Calculators

- Camera - Video Camera
- Canopies - Shelters
- Canvas
- Chalk
- Class Record Books
- Classroom Decorations
- Classroom Management
- Classroom Safety
- Classroom Storage
- Classroom Teaching Resources
- Computer Hardware - Accessories
- Craft Supplies
- Crayons
- Daily Planner - Calendars
- Desk Accessories
- Disinfectants
- Dramatic Play - Dolls, Puppets, Toys
- Drawing Tools - Drawing Supplies
- Dry Erase Boards - Lap Boards
- Easel Pads
- Easels
- Educational Games
- eglass
- ELA Games - Activities
- ELA Manipulatives
- esports
- External Hard Drives
- Filler and Graph Paper
- First Aid
- Fitness Equipment - Accessories
- Folders - Filing
- Games, activities, and puzzles
- Geometry
- Glue - Adhesive

- Gymnasium Flooring
- Headphones - Headsets - Earbuds
- Incentives & motivators
- Ink - Toner
- Interactive Learning - Technology
- Lab Supplies
- Labels - Labeling
- Laminating
- Language - Communication
- Language Arts Games
- Language Arts Manipulatives
- Mailing, Packing, and Shipping Supplies
- Managed Print
- Maps
- Markers
- Math Games - Activities
- Math Manipulatives
- Mats
- Metal Detectors
- Office - School Forms
- Office Equipment - Supplies
- PA Systems - Speakers
- Paint Brushes - Paint Supplies
- Paper
- Pencil Sharpeners
- Pencils
- Picnic Tables
- Playground Freestanding
- Playground Systems
- Pocket Charts - Visuals
- Portfolios
- Poster & Project Boards
- Printing Services
- Projection Systems – Screens

- Promotional Products & Apparel
- Puzzles
- Robotics - Coding
- Sand - Water
- Science Kits
- Scissors - Edgers - Cutting
- Shipping - Mailing
- Sports Equipment - Sports Gear
- Tape - Mounting
- Teacher Amenities
- Teacher Planners
- Timers - Stopwatches
- TV - Video
- Visitor Access Management
- Writing Supplies

- Paper

ODP Business Solutions offers many recycled paper solutions and has several enhancements to its branded lineup of copy, inkjet, and laser papers that may be of interest to Region 4 ESC Participating Agencies. ODP Business Solutions also offers 30%-100% recycled ODP Business Solutions paper brands including Office Depot, Boise Aspen, Xerox, Hammermill, and Domtar FSC EarthChoice paper.

ODP Business Solutions' enhanced branded offerings consist of the following papers: Premium White Copy Paper, Premium EnviroCopy Recycled Copy Paper, and Premium Inkjet and Laser Paper.

Approximately 90% of the cut-sheet papers sold by ODP Business Solutions is certified by one of the four main responsible forestry certification standards, CSA, FSC, PEFC or SFI.

Packaging: Our enhanced package design more accurately reflects recent quality advancements and test results, improves the image of ODP Business Solutions branded products and better positions ODP Business Solutions as a national brand equivalent. Our updated packaging features a richer version of the existing color palette and has a new quadrant design that highlights the product image, the ODP Business Solutions logo and the features and benefits that facilitate the buying process. It provides a consistent look and feel across all SKUs and helps our customers make purchasing decisions by clearly noting step-up features and a comparison chart on the back of each ream.

We introduced ODP Business Solutions Green, a line of products including paper that are designed to be very Green with environmentally friendly packaging and high recycled content in the product and packaging.

Increased Recycled Content: Perhaps one of the most noteworthy changes in the ODP Business Solutions lineup of paper environmental performance is that Green top copy paper is currently at 30% PCW.

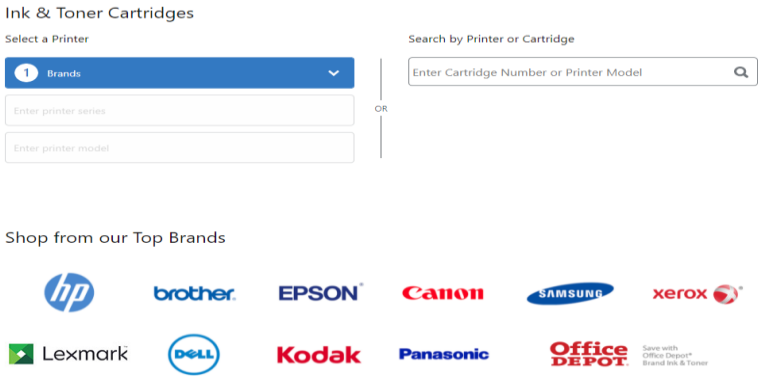
Additionally, all ODP Business Solutions brand paper is now elemental chlorine free, employing an advanced brightening process to reduce pollution while enabling the production of bright, white paper.

ODP Business Solutions has developed strong relationships with many mills. We are one of the largest paper suppliers in the office supplies channel in North America. Because of the volume we buy, we are able to greatly influence the mills on specs. If needed and the volume warrants, we can create a new SKU that we do not currently offer.

- Toner

ODP Business Solutions offers both OEM and remanufactured toner products. We offer a comprehensive toner reference in both our hard copy and online catalogs.

Our website identifies product descriptions, toner yields, and the status of the toner cartridge as either OEM or remanufactured.



ODP Business Solutions branded cartridges are an important way for customers to save procurement dollars while maintaining the same quality as OEM products:

Quality — Independent industry experts regularly test ODP Business Solutions brand cartridges. Our cartridges are designed to provide print quality and page yield equal to the National brands.

Remanufactured, Not Refilled — The plastic core of the ink and toner cartridges is refurbished while ALL critical components are replaced or refurbished and 100% post-production tested.

Toner New!:	Doctor Blade – Refurbished or New (Primary)
Drum New!:	Charge Roller Refurbished or New
Wiper Blade New!:	100% of Cartridges Post Construction Tested!

Guaranteed Performance — ODP Business Solutions ink, toner, and fax supplies carry a 100% Satisfaction Guarantee. In addition, using an ODP Business Solutions brand supply will not void the printer warranty. ODP Business Solutions will cover any printer expense as a result of a faulty cartridge.

Savings — We produce most ODP Business Solutions ink and toner cartridges with the empty cartridges we collect through our recycling program.

ODP Business Solutions offers a wider range of high-quality, environmentally preferable, office products that can be substituted for traditional office supplies. These products are equal in performance, but save natural resources, conserve energy, or are manufactured in a way that reduces or prevents the emissions of toxic chemicals. For example, ODP Business Solutions stocks thousands of environmentally preferable products, including remanufactured toner and ink cartridges.

Along with OEM toner and ink cartridges, ODP Business Solutions' collections of branded toner cartridges represent national brand quality offered at a substantial discount in price to the consumer. All ODP Business Solutions collections of branded toner cartridge products are backed with a 100% satisfaction guaranteed policy. On ODP Business Solutions' website, remanufactured cartridges are clearly identified with the words "remanufactured cartridge" and yields are indicated in the electronic catalog.

- Office supplies

  ODP Business Solutions can help customize and curate the right mix of supplies to help boost productivity whether employees are in the office or working remotely. We offer next business-day delivery, eco-conscious options, name brands, products from a range of diverse suppliers, plus our curated collection of brands that deliver value for your business.

- Writing instruments

  ODP Business Solutions offers a comprehensive range of writing instruments designed to cater to the diverse needs of educational institutions and individuals. Our extensive selection ensures individuals find the perfect tool to express their ideas, enhance productivity, and elevate their writing experience.

ODP recognizes the importance of equipping students with the right tools to enhance their learning experience and facilitate effective communication. We offer a range of writing instruments specifically designed to meet the unique needs of students, ensuring they have the necessary tools to excel academically.

To start, our collection includes a variety of pens that are well-suited for students. Our ballpoint pens offer an affordable and reliable option with smooth ink flow, making them ideal for taking notes, writing assignments, and exams. We also offer rollerball pens, which provide a more fluid and effortless writing experience, perfect for longer writing sessions or creative work. For those who prefer bold and vibrant lines, our gel pens are an excellent choice, offering a smooth and vivid writing experience.

In addition to pens, we provide a range of pencils that are durable and versatile. Our pencils feature strong graphite or lead cores, encased in sturdy wooden casings. They are designed to withstand the demands of daily use and are suitable for various tasks, such as taking notes, sketching, and solving mathematical equations.

Highlighters and markers are essential tools for students to emphasize and underline important information in textbooks, handouts, and study materials. Our highlighters come in a variety of vibrant colors, allowing students to color-code and organize their notes effectively. Our markers offer long-lasting ink and precise application, making them ideal for creating visually impactful presentations or diagrams.

Furthermore, ODP recognizes the increasing reliance on digital technology in classrooms. To cater to this, we offer stylus pens that are specifically designed for touchscreen devices. These digital writing instruments provide students with a seamless transition between traditional handwriting and digital note-taking, ensuring they can easily annotate digital textbooks, create digital art, and take digital notes during lectures.

We understand that students have specific needs and requirements, which is why we strive to provide a wide range of writing instruments that are both affordable and of the highest quality. At ODP, we are committed to equipping students with the tools they need to succeed academically, enhance their creativity, and foster effective communication throughout their educational journey.

- Art supplies

ODP Business Solutions understands the importance of fostering creativity and supporting the artistic development of students. With that in mind, we offer a range of art supplies tailored to meet the specific needs of educational institutions and students alike. Our selection of art supplies provides students with the tools they need to explore their creativity, engage in artistic expression, and enhance their learning experience.

We offer a variety of drawing supplies essential for students learning the fundamentals of art. Our collection includes graphite pencils, charcoal pencils, and colored pencils, allowing students to

practice sketching, shading, and color theory. These pencils are crafted with quality materials to ensure durability and performance.

ODP Business Solutions also provides a range of paints suitable for students of all levels. From watercolor paints to acrylic paints, our assortment offers vibrant colors and smooth application. These paints are easy to work with and allow students to experiment with different techniques and create stunning visual compositions.

In addition to traditional mediums, we offer a selection of markers and pens designed specifically for student artists. These art markers and pens provide a range of colors and line widths, allowing students to explore their creativity and add fine details to their artwork. They are ideal for illustrations, graphic designs, and projects.

Furthermore, ODP offers a variety of art papers and canvases designed to withstand different mediums and techniques. Our selection includes sketchbooks, drawing pads, and canvas boards, providing students with suitable surfaces to practice and showcase their artwork. We also offer additional art accessories such as erasers, sharpeners, and brushes to support students throughout their artistic journey.

At ODP Business Solutions, we are committed to providing educational institutions with top-quality art supplies that enhance the learning experience and foster creativity in students. Our offerings are not only affordable and reliable but also designed to meet the specific requirements of the academic environment. With our art supplies, students can unlock their artistic potential, develop their skills, and create artwork that reflects their individuality and imagination."

- IT peripherals

ODP Business Solutions is a highly qualified vendor for technology products, services and solutions. We can accommodate demand for products/services and fulfill obligations for our customers nationwide. ODP will provide the products and associated services offered in this RFP response through our complete catalog of products and services, including but not limited to the following categories:

Computer Hardware
Servers, Desktops, Notebooks, Laptops, Tablets

Whatever your learning model is with Computers ODP Business has a team to help you develop and implement the solution. The K-12 space has experienced significant impacts. Environments consisting of a single teacher operating a single desktop quickly morphed into an entire computer lab environment, augmenting the actual curriculum to include 'computer training' like any other field of study. Fast forward to the modern age and computers 'as a field of study' have shifted to computers 'as a learning tool.' One-to-one

and BYOD (Bring Your Own Device) environments are now a standard for the modern classroom, and the advent of the Chromebook is propelling us toward an Internet-based learning space.

Technology and its components are a universal language; all entities and organizations within all vertical segments depend on being communication, research, and collaboration. Behind the scenes of every user-device (or 'client') is the device that manages them; the server. Servers are the backbone of the client device and are available in a wide variety of forms factors and functionalities. Tower, rack or blade designs can be infused with remote, power or safety management features, all of which make it possible to manage a network, share files across the user-spectrum, manage resource access rights, send/receive email, host a website, manage a cloud environment, or simply maintain smooth print management.

ODP Business Solutions has built strategic relationships with the top market leaders in the computer systems industry. Our Technology Solutions professionals are trained and expertly positioned to meet the needs and demands of the modern-age public sector organization. Below is a listing of common computer system categories that ODP Business Solutions offers, as well as a short-list of major OEM partners:

Acer • Alienware • Amazon Kindle • AOC • Apple • Asus • Aten • Barracuda • Checkpoint • Cisco • Dell • Dragon Army • Extreme Networks • Fortinet • Google • HP • Hewlett Packard Enterprise (HPE) • Hypersign • IBM • Intellinet • Lenovo • Lexmark • LG • Linsay Digital • Matervision • Meraki • Microsoft • NEC 33 RFP 21-04 TECHNOLOGY SOLTUIONS, PRODUCTS & SERVICES – TAB 2 • Netgear • Newline Interactive • Panasonic • Planar • Promethean • Ruckus • Samsung • SMART Technologies • Sonicwall • Tidel • Toshiba • TouchIT Technologies • Trio • Samsung • SignageLive • Viewsonic • VMWare • Watchguard

- School equipment

ODP Business Solutions provides schools with the necessary equipment to create a conducive learning environment for students. We offer a comprehensive range of school equipment designed to meet the diverse needs of educational institutions, enhance productivity, and support academic success.

We provide a variety of furniture solutions tailored for classrooms, libraries, and common areas. Our selection includes desks, chairs, and tables designed for ergonomic comfort, durability, and flexibility. We also offer storage solutions such as shelves, cabinets, and lockers, allowing schools to efficiently organize and secure educational materials.

Furthermore, we offer a wide range of audiovisual equipment to facilitate engaging and dynamic learning experiences. Our offerings include projectors, interactive whiteboards, audio systems, and video conferencing solutions. These technologies support multimedia presentations, virtual classrooms, and distance learning, enabling educators to deliver and share content effectively.

ODP Business Solutions understands that each educational institution has unique requirements. That is why our dedicated team works closely with schools to provide customized solutions to address their specific needs. We are committed to offering reliable, durable, and innovative school equipment that promotes a productive and engaging learning environment for students, while providing support and convenience for teachers and administrators.

- English language arts supplies

ODP offers a wide range of English language art supplies designed to support language learning and literacy development. Our selection of art supplies provides educators and students with tools that promote creativity, engagement, and effective language acquisition.

To enhance vocabulary and language comprehension, we offer a variety of flashcards and vocabulary cards. These cards are available in different themes and categories, allowing students to practice and expand their English language skills through visual aids and interactive learning.

In addition, we offer language arts materials such as writing notebooks and story-writing kits. These materials encourage students to practice their English language skills through storytelling, journaling, and creative writing exercises. They provide students with a platform to express themselves, strengthen their language proficiency, and develop their imaginations.

ODP recognizes the importance of visual aids in language learning. We offer a range of visual resources such as posters, charts, and graphic organizers that assist students in understanding grammar rules, vocabulary concepts, and language structures. These visual aids provide a visual representation of language concepts, making them easier for students to grasp and apply.

At ODP, we are committed to empowering educators and students with innovative English language art supplies that facilitate language learning and foster a love for language. Our materials are curated to meet the highest standards of quality and effectiveness, ensuring that educators have the tools they need to create engaging and immersive English language learning environments.

- Social studies

ODP's selection of social studies supplies is designed to engage students, promote critical thinking, and enhance their understanding of the world around them.

To support geographic literacy, we offer a variety of maps, atlases, and globes. These resources provide students with visual representations of the earth's physical and political features, allowing them to explore and understand different regions, cultures, and historical events. We also offer wall maps and map sets that cover specific themes such as world history, ancient civilizations, and current events.

In addition to maps, we provide a range of historical documents and primary source materials. These materials allow students to engage directly with historical evidence, fostering critical thinking skills and historical analysis. Our collection includes replica documents, letters, diaries, and photographs from various time periods and historical events.

- Multilingual language supplies (English as a second language)

ODP Business Solutions proudly offers a comprehensive range of ESL (English as a Second Language) supplies designed to support language acquisition and proficiency for English language learners. Our selection of ESL supplies caters to the unique needs of educators and students, providing effective tools to enhance language development and foster language fluency.

To facilitate language learning, we offer a variety of ESL textbooks and workbooks that cover a wide range of topics and language skills. These educational resources provide comprehensive content and engaging activities designed specifically for English language learners. They are aligned with language proficiency standards and facilitate a step-by-step progression in language development.

To enhance oral communication skills, we provide a range of ESL conversation cards and topic cards. These resources prompt students to engage in meaningful discussions and express their thoughts and opinions in English. They are designed to stimulate conversation, develop fluency, and promote critical thinking among English language learners.

Furthermore, ODP Business Solutions offers a variety of language learning aids like grammar guides, pronunciation guides, and language games. These aids support students in understanding and practicing grammar rules, improving pronunciation, and making language learning enjoyable and interactive.

We also provide digital ESL resources, including language learning software and online platforms, that offer interactive activities, exercises, and assessments. These digital resources provide flexibility for educators and allow students to engage in self-paced learning, access educational materials anytime and anywhere, and receive immediate feedback on their progress.

At ODP Business Solutions, we understand the unique challenges of ESL education and are committed to providing educators and students with high-quality ESL supplies that facilitate language acquisition and fluency. Our materials are carefully selected to meet the needs of English language learners and promote effective language learning strategies. With our ESL supplies, educators can create engaging and immersive ESL learning environments, while students can develop the language skills they need for academic success and real-world communication.

- Industrial Arts

Industrial Arts fosters hands-on skills, preparing students for careers in trades and technical fields. We offer a comprehensive range of industrial arts supplies and equipment to support schools in providing quality education in this field. Our offerings are designed to meet the diverse needs of industrial arts programs and provide students with the tools they need to develop practical skills and explore various technical disciplines.

One of the primary supplies we provide is a wide range of tools for woodworking. Our collection includes hand tools such as chisels, saws, hammers, and screwdrivers, as well as power tools like drills, sanders, and routers. These tools are selected for their quality, reliability, and durability to ensure they can withstand rigorous use in a classroom or workshop setting.

Additionally, we offer a variety of materials for woodworking projects. This includes several types of wood such as plywood, hardwood, and softwood, along with fasteners, adhesives, and finishes to complete projects to the highest standards.

In metalworking, ODP Business Solutions provides tools and equipment for welding and metal fabrication. This includes welding machines, protective gear, and various types of metalworking tools like grinders, lathes, and drills. Our products are designed to ensure safety, precision, and efficiency in metalworking projects.

Moreover, we offer supplies for automotive and mechanical workshops. This includes automotive tools, diagnostic equipment, car lifts, engine stands, and other essentials needed for teaching automotive technology and maintenance. Our products meet industry standards and are designed to provide a hands-on learning experience in automotive and mechanical fields.

ODP Business Solutions also provides safety equipment and protective gear to ensure a safe learning environment for students. This includes safety goggles, gloves, aprons, ear protection, and more, ensuring compliance with safety regulations and standards.

Our team at ODP Business Solutions is committed to providing high-quality industrial arts supplies and equipment that meet the specific needs of schools. These resources aim to provide students with practical skills, problem-solving abilities, and hands-on experience, preparing them for careers in trades and technical fields. With our comprehensive range of products, we aim to support the growth and development of industrial arts education.

- Physical education supplies

Research shows that active learning leadings to student engagement. The physical environment is a conduit to movement, flexibility, and student choice. At ODP, we design spaces that are instructionally aligned and drive active learning.

"ODP Business Solutions offers a comprehensive range of physical education supplies designed to support physical activity, promote healthy lifestyles, and enhance the overall well-being of students. Our selection of PE supplies ensures schools have access to top-quality equipment and resources to create engaging and effective physical education programs.

To facilitate a wide range of physical activities, we provide various sports equipment such as balls (basketballs, soccer balls, volleyballs), cones, hoops, jump ropes, and bean bags. These supplies are designed to promote active participation, teamwork, and skill development in sports activities and games.

We also offer gym equipment that enables students to engage in strength training, coordination exercises, and cardiovascular workouts. Our range includes items such as gym mats, resistance bands, dumbbells, agility ladders, and aerobic steps. These supplies support the development of physical fitness, flexibility, and motor skills.

Pairing equipment with the right environment is a fundamental piece of physical education. ODP offers gym flooring to help provide a safe, healthy environment for students.

In addition to equipment, we provide educational resources for physical education. Our collection includes textbooks, activity guides, lesson plans, and instructional materials that cover a wide range of topics related to fitness, health, and sports. These resources facilitate curriculum planning and help educators provide comprehensive and engaging physical education lessons.

Furthermore, ODP Business Solutions offers uniforms, athletic apparel, and accessories for physical education classes. Our apparel is designed for comfort, durability, and style, enabling students to participate in physical activities with ease and confidence. We also offer storage solutions such as lockers and equipment racks to ensure the safe and organized storage of PE supplies.

At ODP, we are committed to providing schools with the necessary physical education supplies that foster an active and healthy learning environment. Our offerings are carefully curated to promote physical fitness, skill development, and enjoyment of sports and fitness activities. With our range of PE supplies, educational institutions can ensure students have the tools they need to lead active lives and prioritize their physical well-being.

eSports

As the world of competitive gaming continues its rapid growth in popularity, it's becoming more common for schools (K-12) and colleges to offer esports clubs and even varsity teams. According to the National Federation of State High School Associations (NFHS), nearly 200 colleges in the United States and Canada are actively recruiting and offer scholarships for esports. Esports is so much more than game playing – it can help promote strategic thinking, STEM learning,

collaboration and communication. All students need is desire, skill and the top tools to unleash their competitive nature. That's where ODP Business Solutions comes in. With a wide selection of the latest equipment featuring fast processors, powerful RAM, dedicated graphics and SSDs, we'll help you get your esports programs set up for success. From mice and keyboards to hard core, top-performing gaming desktops and laptops, ODP Business Solutions is your one-stop shop for all things gaming.

Technology

- Gaming desktop computers
- Portable gaming laptops
- High-definition (HD) monitors
- Gaming keyboards
- Wireless optical mice
- Headsets with microphones and surround sound

Furniture

- Chairs
- Gaming desks
- Services from ODP Business Solutions™ Workspace Interiors
- Floor-mounted wireway systems

- Educational technology

  Instructional equipment: Whiteboards, virtual reality equipment and more

  We can help you plan, acquire and deploy your technology across every area of your school or district.

  - Chromebooks and computers
  - Virus removal and security software
  - Installations, moves, or on-site support
  - Software licenses and imaging
  - Cloud storage
  - Asset life cycle services
  - Wi-Fi and hosted Voice over Internet Protocol (VoIP)
  - Interactive LED boards
  - Digital signage
  - Esports

Our Commitment to Real-world Innovation Technologies. Emerging technologies to engage students and create truly real-world learning environments. From 3D printers, virtual reality kits, and cutting edge MakerSpaces, ODP Business Solutions' Commitment to Innovation powers engagement, enthusiasm and results in alignment with the District's Strategic Plan.

ODP offers a wide range of educational technology solutions that can greatly enhance the learning experience for students and educators alike. We strive to provide innovative tools that promote engagement, collaboration, and personalized learning.

Educational technology solutions we offer include interactive whiteboards or smartboards. These interactive displays provide a dynamic and interactive learning experience, allowing educators to deliver multimedia-rich lessons and engage students through hands-on activities. With touch-screen functionality, built-in software, and compatibility with various devices, our interactive whiteboards empower educators to deliver engaging lessons and promote active participation.

We also offer classroom response systems or clickers that enable educators to assess student understanding in real-time. These wireless devices allow students to respond to questions, quizzes, and polls anonymously or individually. This technology fosters student engagement, encourages participation, and provides instant feedback to both educators and students, facilitating a more interactive and data-driven learning environment.

To support distance learning and remote collaboration, our educational technology solutions include video conferencing systems and virtual classroom platforms. These tools enable educators and students to connect and collaborate regardless of their geographical locations. Features such as screen sharing, virtual breakout rooms, and collaborative whiteboards ensure that distance learning experiences are as engaging and effective as in-person instruction.

Additionally, we provide a range of productivity tools such as laptops, tablets, and software applications designed specifically for educational purposes. These devices and software applications enable educators to create, organize, and deliver digital content, while empowering students to access resources, complete assignments, and engage in interactive learning activities.

At ODP, we fully understand the importance of staying up-to-date with the latest educational technology trends. We continuously research and evaluate innovative solutions to provide educators with the necessary tools to create immersive, interactive, and effective learning experiences. Our goal is to equip educational institutions with educational technology solutions that enhance instruction, engage students, and prepare them for success in a digitally-driven world.

eGlass

New communication system drives student engagement and helps facilitate classroom and remote learning

Combines the following:

- Transparent light board
- Built-in camera

- Software

Captures instructor's face and writing in same window

Requires one simple USB connection to a computer, then connects to a projector, board, or remote students via Zoom

Classrooms

Larger-than-life image of the instructor and the instructor's words are projected onto a screen.

Remote learning

Students get a crystal-clear picture of instructors and their writing.

Hybrid classrooms

Every student feels they're the only person the instructor is looking at.

Pull slides, documents, and photos directly onto the screen. eGlass automatically optimizes their color for maximum legibility. You can even draw on the document right on eGlass.

35" and 50" sizes are available.

- Classroom resources/supplies

Our Commitment to Collaborative Classrooms. We convene the leaders in furnishings, technology, and pedagogy to deepen understanding of the most effective, collaborative learning spaces. Unrivaled access to providers from around the globe ensures that our partners have the most options, and the most informed solutions, at the very best value.

- Lesson plans and curriculums

ODP Business Solutions specializes in helping Curriculum Departments manage the ordering, production and distribution of instructional materials. We provide classroom consumables, testing materials and professional development materials. We enable school districts to order exact quantities needed at an aggressive price point and deliver to point of need (whether that be a central warehouse or to the school level, packaged by grade level). We have helped many school districts free up thousands of dollars and hundreds of hours of teacher's time.

- Special needs supplies

ODP Business Solutions offers a range of special needs supplies designed to enhance accessibility, promote inclusivity, and cater to the unique requirements of individuals with diverse abilities.

First, we offer a variety of assistive technology solutions to support communication and learning. These include augmentative and alternative communication (AAC) devices, specialized software, and adaptive computer peripherals. These tools help individuals with speech or mobility challenges to effectively communicate and participate in educational and social activities.

We also provide sensory integration equipment and resources to create inclusive learning environments. Our offerings include sensory mats, weighted blankets, fidget tools, and tactile objects. These materials support individuals with sensory processing disorders by providing sensory stimulation or calming strategies, promoting focus and engagement.

In addition, ODP Business Solutions offers a range of adaptive furniture and seating options. These include adjustable height tables, ergonomic chairs, and positioning aids. These resources help address comfort, stability, and mobility needs, ensuring individuals with physical disabilities can access educational materials and participate in group activities.

Recognizing the importance of individualized learning, we provide differentiated instructional materials and educational resources. These include modified textbooks, braille materials, large print books, and audio resources. These materials enable individuals with visual impairments or learning disabilities to access and comprehend content effectively.

Furthermore, ODP Business Solutions offers sensory-friendly and inclusive classroom materials and supplies. This includes visual schedules, social skills resources, and visual aids. These tools foster a supportive and structured learning environment that benefits individuals with autism spectrum disorders or social communication challenges.

Every individual with special needs has unique requirements. Our dedicated team at ODP Business Solutions works closely with educational institutions and professionals to provide customized solutions that meet specific needs. We are committed to promoting inclusivity, accessibility, and empowerment for individuals with special needs through our comprehensive range of specialized supplies.

- Math supplies

ODP Business Solutions offers a wide range of math supplies designed to meet the diverse needs of educators and students at all levels of mathematical proficiency.

For example, we provide a variety of math manipulatives that allow students to explore mathematical concepts through hands-on learning. Our collection includes items such as base-ten blocks, fraction tiles, geometric shapes, and counting materials. These manipulatives help students visualize abstract mathematical concepts, develop problem-solving skills, and build a solid foundation in mathematics.

In addition to manipulatives, we offer a range of math tools and aids that facilitate mathematical calculations and problem-solving. Our offerings include calculators, rulers, protractors, compasses, and measuring tools. These tools provide students with the necessary resources to

perform accurate calculations, make precise measurements, and apply mathematical concepts in practical contexts.

Furthermore, ODP provides a variety of math workbooks, textbooks, and educational resources designed to align with current math curricula and standards. Whether it's comprehensive math textbooks, supplementary workbooks, or specialized resources for specific math topics, we strive to provide educators with high-quality materials that support effective mathematics instruction and student engagement.

For educators who prefer digital resources, we offer interactive math software, online learning platforms, and educational apps. These digital tools provide interactive math lessons, practice activities, and assessments, fostering an engaging and personalized learning experience for students.

We also provide professional development resources for educators. These resources include math teacher guides, lesson plans, and instructional strategies to enhance teaching effectiveness and promote student achievement in mathematics.

ODP Business Solutions is committed to delivering math supplies that promote conceptual understanding, critical thinking, and problem-solving skills in mathematics. Our comprehensive range of math supplies ensures that educators have the necessary tools to create engaging and effective math learning environments, while providing students with the resources they need to excel in their mathematical journey.

- Science supplies and equipment

ODP Business Solutions offers a comprehensive range of science supplies for educational institutions. Our selection includes laboratory equipment, scientific instruments, and supplies that support inquiry-based learning and hands-on experiments. We provide a wide range of products such as beakers, test tubes, microscopes, Bunsen burners, safety goggles, and lab coats, among others. These supplies are designed to meet the highest quality standards and ensure the safety and accuracy of scientific experiments. Additionally, we also offer educational models, charts, and posters that help students understand key scientific concepts. Our goal is to provide schools with reliable and durable science supplies that enable students to explore the wonders of science and enhance their understanding of the subject.

- STEM Supplies

ODP Business Solutions offers a comprehensive range of STEM supplies and products, designed to support science, technology, engineering, and mathematics education. Our STEM offerings aim to foster curiosity, critical thinking, and problem-solving skills, preparing students for the demands of the modern workforce and encouraging their interest in STEM fields.

In addition to traditional lab equipment, we offer robotics kits and coding resources to introduce students to the principles of engineering and computer programming. These kits provide students with the opportunity to design, build, and program their own robots, fostering skills in critical thinking, problem-solving, and collaboration.

Furthermore, ODP Business Solutions provides a variety of STEM manipulatives and educational toys. From building blocks and puzzles to magnetic kits and circuit sets, these materials provide hands-on experiences that reinforce concepts such as spatial reasoning, logic, and problem-solving.

We understand that STEM education extends beyond the classroom, which is why we offer a range of technology and educational tools. Our offerings include interactive whiteboards, 3D printers, coding software, and educational apps to enhance learning experiences and encourage students to explore the limitless possibilities of STEM fields.

At ODP, we are committed to supporting educators and institutions in their efforts to provide meaningful STEM education. Our STEM supplies and products are carefully selected to align with curriculum standards and promote active learning. By providing students with the tools they need to engage in hands-on exploration and problem-solving, we aim to inspire the next generation of scientists, engineers, and innovators.

- Educational consumables

  ODP Business Solutions offers a variety of educational consumables to support teaching and learning in educational institutions. Our range of educational consumables includes items such as notebooks, folders, notepads, index cards, writing instruments, art supplies, and other essential classroom materials. These consumables are designed to meet the specific needs of educators and students, ensuring they have the necessary resources to excel academically and enhance productivity. Our goal is to provide reliable and high-quality educational consumables that support effective teaching and learning experiences.

Other applicable products and service solutions, but not limited to:

- This includes Private Label that are equal to or superior to the originally manufacturer products

  In today's ever-changing marketplace, you deserve solutions you can count on to help increase efficiency, maintain productivity, and even help boost morale — wherever you work or learn.

Enter the ODP Business Solutions collection of brands. With more than 3,000 products that span from breakroom supplies to fine writing instruments to furniture, you can expect major-brand quality and performance coupled with the value you deserve.

Curated with you in mind, this collection of products balances design, quality, and value in every detail — and every product is designed and tested to meet or exceed national-brand standards.

Whether you choose Highmark® ECO for greener cleaning, ergonomic seating from WorkPro®, delicious coffee from Executive Suite®, innovative writing and note-taking products from TUL®, or solutions from any of the other brands in our collection, you can rely on ODP Business Solutions to provide maximum value that's built to last.

ODP Business Solutions Private Collection of Brands Portfolio

Well designed. Well made. Well priced. Our collection of brands products deliver value and include supplies, furniture, and technology created for today's businesses. ODP Business Solutions' goal is to consistently deliver our best total value for our customers across the 3,000+ products in our portfolio and across most office supply categories, including:

- Binders and Filing
- Cleaning and Breakroom Products
- Furniture and Seating
- Ink and Toner
- Labels, Mailing and Shipping Supplies
- Office Essentials
- Paper
- Planners and Calendars
- Presentation Boards
- Shredders
- School Supplies
- Technology
- Writing Instruments

Our collections of brands products represent national brand quality offered at a value to the customer. We test our products to ensure they are equal or better than the comparable national brand.

ODP Business Solutions works extensively with an independent, accredited third-party audit partner to conduct onsite supplier audits to ensure the manufacturers we source for our collection

of brands products are operating in accordance with our social responsibility, security, and environmental standards, as well as local laws and regulations in that country. ODP Business Solutions takes a zero-tolerance stance on certain breaches of our policies and the local laws. Non-compliance by the supplier may result in termination of the partnership.

ODP Business Solutions proactively trains its vendors, suppliers, and agents on the Corporate Social Compliance Program requirements. Additional training on local laws and regulations are provided as needed. Empowering our partners to do the right thing and to be accountable is a cornerstone to our Corporate Social Responsibility Program.

Our collection of brands products include:

- Office Depot Brand: National brand quality office supplies at a great value
- Ativa: Technology Accessories and Solutions
- Executive Suites: Breakroom Beverage Brewing Solutions
- Highmark and Highmark ECO: Cleaning and Breakroom Supplies
- Just Basics: Low-cost Office Products specializing in value packs and bulk sizes
- Realspace: Flexible and Affordable Furniture Solutions
- Tul: Writing, Notetaking and Planning Solutions
- WorkPro: Professional Furniture Solutions

- School and classroom Safety and Security products, training, supplies, and services

ODP Business Solutions offers a range of school and classroom safety and security products, training supplies, and services to help create a safe and secure learning environment. Our offerings include:

1. Safety and Security Products: We provide a variety of safety and security products such as security cameras, access control systems, intruder alarms, fire alarm systems, emergency lighting, safety signs, and first aid kits. These products are designed to enhance the security infrastructure of schools and provide peace of mind to students, teachers, and administrators.

2. Training Supplies: ODP Business Solutions offers training supplies to support safety drills and emergency preparedness. This includes items such as emergency response flipcharts, evacuation maps, safety whistles, safety vests, and communication devices. These supplies ensure that schools are equipped with the necessary tools to effectively respond to emergencies.

We understand the importance of creating a secure learning environment, and our range of safety and security products, training supplies, and services are designed to effectively address the needs of educational institutions. With ODP Business Solutions, schools can proactively mitigate risks, enhance safety protocols, and ensure the well-being of students and staff.

- Bus and Crosswalk Safety and Security training, supplies, and services

  ODP Business Solutions offers supplies to support Bus and Crosswalk safety supplies. From handeld stopsigns and reflective safety vests all the way to reflective tapes and slip resistant reflective stair treads. ODP also can supply custom apparel to identify staff members and safety workers. Custom signage is available to help organize your school drop off and pick up. Complete the program with first aid kits and flashlights to help keep your students and staff safe. apparel, flashlights,

- Agricultural science, veterinary, farm and ranch supplies

  ODP Busines Solutions can support the agricultural sciences with lspecialty veterinary furniture to provide a quality facility to work. ODP can support the studies with digitial backpack so the information is available to the students via their lap tops. Modern cleanong and disinfecting products are available to provide a safe clean environment in the facilities. Furthermore ODP can support this categoruy with miscellaneous supplies including Syringes, enteral feeding and irrigation, ulcer syringes, catheter/syringe adapters, exam gloves, surgical masks, leather safety gloves, microscope, shoe covers.

- On-site and online Professional Development Services, including webinars

  At ODP Business Solutions we understand that the real magic behind a District or School's Strategic Plan is the ability to align the Schools, Teachers, Parents, and Students, to involve and execute priorities, and sustain programming - that really reaps meaningful results for the District community.

  We believe that every conversation, tool, service, and solution must be centered on the student and applied to learning.

  Together with our Education Collaborators partner, we can bring a team to your project comprised of people who have proven experience with your challenge, school culture, tools, and community landscape. Bringing together different perspectives to our customer's needs and a variety of delivery platforms allows for the most comprehensive programming at the best price.

  - Multiple Formats – One size doesn't fit all. We offer keynotes, on-site workshops, webinars, online courses and much more. We will work with you to meet your learning needs.
  - Multi-Platform – We are platform agnostic! Whether you prefer Apple, Google, Microsoft, or a combination of those, we have the skills and partnerships to help you succeed!
  - Multi-School Events – Sometimes environments that bring together people from different schools and districts can be powerful. Our boot-camps and summits empower this.

  Our teams work in schools every day. We teach how to integrate new tools, technologies, learning environments, and learning strategies, into your instructional goals and objectives.

- Supplemental Curriculum programs, resources, products, services, and supplies

  Supplemental Materials

  - Digital library resources
  - Custom printing for digital curriculum
  - Traditional supplemental resources

- Books such as trade books, textbooks, library books, instructional materials, classroom sets and professional publications

  Digital Publishing for Education

  We have two digital publishing plans that run parallel for distance learning and in-class teaching, and educators can access identical versions of printed materials in digital formats to help reduce confusion and frustration. These plans do the following:

  - Provide one workflow system for both print and digital content
  - Offer students a responsive format for use anywhere, on any device (content on phones will be in the same version/format when viewed via PC)
  - Work with learning management systems (LMSs) — Google Classroom, Canvas, Blackboard, etc.
  - Preload open educational resources (OER) materials for specific grades and classes
  - Create an educational library in a virtual setting

  Bringing together two solutions, ODP Business Solutions™ Digital Publishing for education gives instructors a single plan, so they can focus on the most important thing — their students' education.

  Working with any learning management system (LMS), the software-as-a-service (SaaS) model does the heavy lifting, converting materials and preloading relevant open educational resources (OER) to the portal.

  Instructors can simply send the desired content, video, and other instructional materials to ODP Business Solutions Digital Publishing for education to upload within a week.

- Teacher Amenities including lounge and teacher areas

  Teachers are challenged each and every day. ODP Business Solutions offers a wide variety of products and solutions to make their day a little better. The following are just a sampling of the ammentities we can provide:

  - Cotton candy machine
  - Cappuccino

- Popcorn machine
- Massage chairs
- Air conditioners
- Snow cone machines
- Ice cream maker
- Blender
- Juicer
- Air Fryer

- School health equipment and supplies

Choose from a complete portfolio of solutions and services to help keep every corner of your schools clean and help keep student and faculty absenteeism to a minimum. We offer a comprehensive selection of facilities and cleaning supplies, in the quantities you need, from brands that you trust.

One-stop solution

- Soaps and sanitizers
- Tissues, towels and paper goods PLUS dispenser installation services
- Electrostatic sprayers
- Air purification systems
- Cleaners and chemicals
- Heavy-duty cleaning equipment and accessories
- Trash bags and receptacles
- First-aid kits, medical and safety items
- Matting and floor care equipment
- Totes and handcarts
- Premier selection of greener alternatives

Healthy Classroom Environments

- Curriculum for healthy habits and germ control
- Materials to suppress germs and infections in classrooms
- Environmentally friendly products for germ control

We proudly offer one of the largest exclusive-brand cleaning assortments in the industry. Our full line of quality-tested Highmark® products are designed to meet or exceed other national brands in price and overall features.

- Print, promotion, and apparel

  Look to our Print, Promo, and Apparel services for all your custom curricula. Help give your Participating Agencies the flexibility to provide the printed materials your teachers want, when they want them. Our Print, Promo, and Apparel team can tailor your curriculum orders by:

  - Content
  - Material type (construction)
  - Size
  - Shipping location
  - Pacing schedule

  Printing is just the beginning. We'll not only print your class materials and curriculum, but we'll also package and deliver it all — so your teachers and staff can provide students with polished, curated, and innovative resources. We can even organize materials down to the classroom.

  Whether a Participating Agency is looking to print curriculum in smaller batches or learning materials in large quantities, our Print, Promo, and Apparel services can help. Look to us for the following:

  - Cost-savings: Order the exact quantity you want and stay within budget. Pre-negotiated contract pricing helps you receive even more value.
  - Convenience: We'll deliver your curriculum wherever you want it — from central warehouses to specific school locations.
  - Customization: We can tailor all instructional materials based on grade level, remove or add chapters, or consolidate information.

  ODP Business Solutions specializes in helping Curriculum Departments manage the ordering, production and distribution of instructional materials. We provide classroom consumables, testing materials and professional development materials. We enable school districts to order exact quantities needed at an aggressive price point and deliver to point of need (whether that be a central warehouse or to the school level, packaged by grade level). We have helped many school districts free up thousands of dollars and hundreds of hours of teacher's time.

- Other education related services

  School Solutions catalog: ODP Business Solutions produces a school specific catalog that focuses on our wide product selection and programs for the K-12 market. This catalog includes expanded sections for arts and crafts, teacher resource materials, and health/PE equipment. The School Solutions catalog also contains an insert that highlights our solutions for schools, including 'Learn from Anywhere', printing, breakroom and cleaning supplies, future ordering capabilities, and more. A virtual copy may be accessed via the ODP Business Solutions Division website, odpbusiness.com.

Start Proud!

Effective May 1, 2022, Office Depot Business Solutions Division rebranded to ODP Business Solutions, LLC, and while our work continues, we highlight our previous initiatives as follows:

Start Proud! ®, The ODP Corporation's annual philanthropy program to kick-off the school year, was created to help foster brighter beginnings for schools in low-income communities in our 15 largest markets across the country. Start Proud helps students, parents, and teachers get all the supplies they need to start the year confident, prepared and proud, by providing 1,000 fully stocked backpacks to Title I students in each partner district. Concurrently, our Back-To-School campaign raises customer donations at point-of-sale for Title I school teacher's needs. These programs, together, collectively make an average of $3.8 million dollar economic impact, nationwide. A variety of Title I Elementary schools have all been beneficiaries from our Start Proud! ® and Back-to-School Campaigns.

In 2021, Start Proud! helped students in underserved communities get the supplies they need to start the new school year feeling confident, prepared, and proud through its Start Proud! community investment program. In its fourth year, we distributed 18,000 brand-new backpacks filled with school supplies, valued collectively at over $1.5 million, to students at more than 25 Title I schools across the country. With support from Boise Paper and Domtar Paper, each backpack included one $20 gift card for parents to purchase additional supplies for their child. In addition, principals at 18 of the selected "Start Proud" schools had the chance to recognize one outstanding educator with an "All-Star Teacher" supply package valued at over $1,500.

Higher Education Solutions

With innovative technology and a focus on maximum relevancy and value, we are supplying higher education institutions with what you need: A reimagined offering for the evolution of learning. From top-level procurement management for systems of higher education to managing the thousands of details at colleges and universities:

- School & office supplies — Leverage a one-stop shop for supplies and tools to help boost administrator and educator productivity, as well as customize your solutions, all delivered fast and within budget
- Innovative technology — Stay connected made simple with the latest technology, backed by industry-leading, end-to-end managed services and consulting, plus products from more than 1,000 trusted brands
- Sanitize & clean spaces — Products and resources to sanitize and enhance every space with ready-to-use chemicals, equipment, gloves, hand soaps, dispensers, sanitizers, liners, paper, supplies, appliances, etc., with guidance and support from product specialists
- Furniture and lighting — Work and learn better in spaces with solutions that deliver modern education experiences and collaborative environments with the knowledge of a legacy partner in education

- Print, Promo and Apparel — Signage, printing and binding materials, for returning faculty and staff, including large-format signs, floor and wall decals, posters and A-frame mobile signs, etc., with options to handle the logistics and delivery for large quantities as well as print-on-demand capabilities to quickly order more signs when needed, eliminating storage requirements at each school

In each of these categories and more, we have the products, services, and track record to help our customers succeed. ODP Business Solutions has a success story for all types of higher education institutions. In a recent year, we have had 800+ Private and Public Higher Education accounts and 4,221 Higher Education accounts total.

Universities with Regional Campuses: ODP Business Solutions provides integrated solutions with a wide-range of products and services to realize both bottom line cost savings and reduction of additional soft dollar costs.

Large-Size Systems of Higher Education: ODP Business Solutions saves time and money with effortless ordering, world-class customer care and personalized attention.

Colleges and Universities: ODP Business Solutions provides the expertise to drive success with organization-wide control over the entire procurement process.

Urban Campus Centers: ODP Business Solutions has the infrastructure in place to provide delivery to urban campus center locations nationwide

ODP Business Solutions has built its reputation by serving higher education customers. We focus on partnering with our customers to deliver great service, while reducing total cost of ownership. Unlike our competitors, our proven national infrastructure and cooperative programs have been in place for years. This enables us to provide our higher education customers with the best programs, systems and experience in the industry. Regardless of size of institution or geographical location, our customers have come to expect the same consistent service, wide variety of products, and economical pricing that ODP Business Solutions delivers.

Greener Classrooms

As an industry leader in environmental sustainability, we know that many students and communities demand greener schools. That's why our GreenerOffice™ program offers options that are simple, effective, and affordable.

GreenerOffice™ Program:

Partner with an award-winning industry leader in green. ODP Business Solutions has been named "#1 Greenest Large Retailer in America" in *Newsweek* Green Rankings® annually since 2010. And we were the first office supply company with a LEED® Gold Certified corporate headquarters. Below are some of the ways in which we can help you:

- *The Green Book®*: Our exclusive catalog filled with our greenest products and solutions
- *GreenerOffice™ Website:* Shop more than 10,000 products with greener attributes

- *Greener Alternatives/ODP Business Solutions® Select Cart:* Online tools that direct you to greener alternatives as you shop
- *GreenerOffice™ Delivery Service:* A greener way to get your supplies — with less cardboard waste
- *Recycling Solutions:* Ways to recycle ink and toner cartridges, used tech, batteries and more
- *Custom Reporting:* Green Business Reviews, Spend Reports, etc.

Recycling Rules:

Our education recycling program rewards your schools with money back when students and teachers bring in empty ink/toner cartridges to recycle.

Here's how it works:

We provide FREE recycling boxes for easy collection at the school.

Send your recycling boxes filled with empty ink/toner cartridges back using a FREE pre-paid UPS shipping label.

Get rewarded via check for the value of valid empty ink/toner cartridges your school sends in.

This program offers a great way to teach students about the benefits of recycling with the incentive for teachers to earn something for their classroom. For more information, please visit myschoolrecycles.com.

Partnering with Industry Leaders

Our best-in-class pricing strategies are focused on bringing your schools a cost-effective and comprehensive product assortment.

*Broad vendor base and assortment optimization…*We carefully evaluate all suppliers within a category and maintain ongoing strategic relationships with key educational vendors. This enables us to provide you with competitive pricing and an optimal assortment. Vendors include: Binney & Smith™, Carson-Dellosa, Creative Teaching Press®, Evan-Moor®, Pacon® and Scholastic.

*Global sourcing and buying power…*We leverage our global buying power to provide competitive pricing on everyday school essentials like paper, ink and toner, etc.

*Competitive Pricing…*We offer competitive pricing through our national cooperative programs.

*Demand management…*We help you select and manage the number of products your school purchases in order to maximize your overall cost savings.

Dedicated Education Specialists

At ODP Business Solutions, we recognize the unique needs of educators, schools, and classrooms. Our K-12 team of dedicated professionals will work to provide customized solutions that match the specific education needs of our participating agencies. In many of our markets, we have teams of Vertical Market Managers who are dedicated to serving the K-12 school market.

i. Provided price lists may be used to establish the extent of product lines, services, warranties, etc. that are available from Offeror and the pricing per item.

ODP Business Solutions has included price lists for all products and services which can be priced at this time.

ii. Clearly identify pricing for any associated fees such as returns, installations, special or customized orders, maintenance fees, reporting, training, etc.

ODP Business Solutions does not have additional fees for returns, installation, special or customized orders, maintenance fees, reporting, or training. The costs for these amenities is built into our pricing. Any additional fees are clearly indicated for our customers.

iii. Offerors should provide their pricing structure which may include category discounts, a core list, and non-core items. Include category discounts on Appendix E, Category Discounts tab, and core list pricing on Appendix E, Core List Items tab.

ODP Business Solutions has provided our pricingg structure including category discounts, core list, non-core list and Addendum1_RFP_23-03_Appendix E – Market Basket_07172023.xlsx

ii. General and Market Basket Pricing.

i. General Pricing. Offerors shall provide pricing based on a discount from a verifiable price list or catalog, or fixed price, or a combination of both with indefinite quantities. Multiple percentage discounts are acceptable if, where different percentage discounts apply, different percentages are specified. Additional pricing and/or discounts may be included. Products and services proposed are to be priced separately with all ineligible items identified. Offerors may elect to limit their proposals to any category or categories. Region 4 ESC requests pricing be submitted as not to exceed pricing. Unlike fixed pricing, the Contractor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Contractor must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable.

1. Include an electronic copy or a link to the catalog or verifiable price list from which discount, or fixed price, is calculated. Electronic price lists must contain the following: *(if applicable)*

- Manufacturer part #
- Offeror's Part # (if different from manufacturer part
- Description
- List Price and Net Price
- Net price to Region 4 ESC (including freight)

Media submitted for price list must include the Offerors' company name, name of the solicitation, and date on a Flash Drive (i.e. Pin or Jump Drives).

Please refer to the Flash Drive attachment, Tab 2, 23-03 Envelope.

2. Using the pricing structure, the Offeror proposes above, provide the net price for the items listed on the National Market Basket,

Please refer to the Flash Drive attachment, Tab 2, 23-03 Envelope.

Appendix E

iii. Customized Market Baskets. In addition to the National Market Basket, Offerors may provide customized market baskets to participating agencies.

i. Describe Offeror's ability to provide customized market baskets to participating agencies.

Custom Core Program: Custom Core Program ustom Core Program: ODP Business Solutions is pleased to present a program a program that allow qualified agencies to augment the standard contract core lists that are included in our offer; Custom Core Program requirements as follows. The Custom Core Program is available to Top Tier Participating Agencies that spend $100,000 or greater on an annual basis utilizing the Office Depot Region 4 ESC contract. Participating Agencies who qualify will have the option to choose additional items to augment their current Office and/or School Core lists. The Custom Core program will allow for agencies to select items that are not on the Master Supply or School supply core lists. ODP Business Solutions reserves the right to allow items that are on the current Master Supply or School Supply core lists when additional vendor funding is available, and/or a customer qualifies for an HP Big Deal. If such Special Pricing Agreement terminates or expires, or there is a price change for items within such Special Pricing Agreement, then ODP Business Solutions shall have the right to update the pricing of such items hereunder, and thereafter, those items shall be priced in accordance with the terms of the Agreement. Items can be chosen from the balance of our assortment and may be in our BSD Catalog. The items chosen by Participating Agencies will be placed on an additional core list for that individual Participating Agency at a price lower than the then current Region 4 ESC pricing.

ii. Describe any limitations to customized market baskets (number of items, excluded categories, agency size limitations, etc.).

Qualifying Participating Agencies: Participating Agencies will be qualified for the Custom Core Qualifying Participating Agencies ualifying Participating Agencies program option based on the prior calendar year spend (January – December), with the minimum qualifying spend of $100,000. Participating Agency spend will be qualified each calendar year to determine inclusion in the program and to determine which tier the qualifying Participating Agency will participate in. In the

event that a Participating Agency's Tier level changes from one calendar year to the next, based on their annual spend, they will either be a) removed from the program for failing to qualify with the minimum $100,000 spend, b) have the number of items reduced from their core list due to a reduction in qualified spend, thereby lowering the eligible Tier level, c) have their number of items increased on their core list due to higher qualifying spend that moves them into a higher Tier level, or d) the Participating Agency will remain on their current Tier level based upon their prior annual spend. Participating Agencies that qualify for the Custom Core Program will need to acknowledge the full details of the program prior to participation. Participating Agencies new to ODP Business Solutions will be qualified based upon a provided usage report to determine Tier eligibility for the first year. ODP Business Solutions has the sole right to determine initial year eligibility for new Participating Agencies. Each subsequent year, they will follow the qualification guidelines of current ODP Business Solutions Custom Core program for Participating Agencies.

Participation Tiers: Seven Custom Core Program participation tiers will be offered based upon the Participation Tiers Participating Agency's previous calendar year spend. The Participating Agency's tier will then determine the maximum number of items that the Participating Agency is eligible have on their custom core. Agencies may select up to the maximum number of items as allowed per the qualifying tier. ODP Business Solutions reserves the right to provide less than the maximum number of items as allowed per tier level.

Customer annual spend	Customization tier	Custom core item limit
$100K+	Level I	10
$250K+	Level II	25
$500K+	Level III	50
$1M+	Level IV	75
$2M+	Level V	100
$3M+	Level VI	125
$4M+	Level VII	150

Core List Selection Process: Core List Selection Process ore List Selection Process re List Selection Process: Participating Agencies that qualify for the Custom Core Program will be allowed to select items at the inception of this contract. Updates/shifts in product assortment may be made through out the contract year, keeping in accordance with the Custom Core item limit allowed per the customer's qualified spending tier.

iii. How frequently does Offeror propose to update customized market baskets?

Items on the chosen Custom Core Program will follow the same pricing update schedule as other product categories as defined by the terms of the contract, so that those same items will update concurrently on the individual custom cores, where applicable.

iv. Is pricing available for all products and services?

Yes. However, there may be some Special Order items which will have to be quoted because the price will be based on the actual specifications of the item.

v. Describe any minimums order quantities or fees.

A Participating Agency may elect to be subject to a $50 MOV small-order delivery fee consistent with ODP's standard delivery terms. ODP Business Solutions reserves the right to waive the MOV or small-order delivery fee for, among other reasons, Participating Agencies that have efficient delivery requirements or complex ERP Systems.

vi. Describe any distribution models, shipping/delivery services (including custom), include standard delivery fees (preferred ship is 48 hours or less), shipments outside Continental USA, truckload, and delivery areas.

The pricing set forth in this Contract includes dock and/or mailroom delivery for orders of $50.00 or greater. Additional freight charges may apply for items exceeding 70 lbs. in weight and/or 110" in length/width, bulk items, cases of bottled water and other beverages furniture, special orders and/or rush deliveries, and Hawaii, Alaska and Puerto Rico orders. For Participating Agencies that require desktop delivery, additional charges may apply. The additional freight charges for orders shipped to Hawaii, Alaska, and/or Puerto Rico shall be set uniformly be each market's retail delivery partner and impose a minimum order value ("MOV") of $50.00.

In lieu of an MOV, a Participating Agency may elect to be subject to a small-order delivery fee consistent with ODP's standard delivery terms. ODP Business Solutions reserves the right to waive the MOV or small-order delivery fee for, among other reasons, Participating Agencies that have efficient delivery requirements or complex ERP Systems.

vii. Provide pricing for warranties on all products and services.

ODP Business Solutions' warranties shall be limited to ODP Business Solutions branded products. For all other products, ODP Business Solutions will pass through to Participating Agencies, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties. ODP Business Solutions disclaims any implied warranties, including the warranty of fitness for a particular purpose and the warranty of merchantability.

viii. Describe any return and restocking fees.

Your complete satisfaction is our primary concern. At ODP Business Solutions, we want to be sure that every purchase is the right one for you. If you are dissatisfied with your purchase for any reason, you may return most items in their original packaging within 30 days of purchase for a replacement or full refund.

To return an item, contact Customer Care at 888.263.3423 or go to our website to process it.

To place a return online, click on the Order Number under Order Tracking. Click on the Begin Return link on the Order Detail page to start the return process. For further assistance in processing your return online, or if the order does not have a Begin Return link, please contact the Technical Support Desk at 888-2OFFICE (888.263.3423) by selecting the option for "Web Support."

*Please Note: Multiple items may be submitted for return on a single Return Authorization; however, only one online Return Authorization may be submitted per order. Returns must include a return authorization number, as drivers will no longer accept any packages without the proper return authorization information.

Exceptions

- Furniture, Computers and Business Machines with accessories in original packaging can be returned within 14 days after purchase for a full refund.
- Opened Computers, Business Machines and Software (with accessories and original packaging) can be exchanged for the same item within 14-days of purchase.
- Cleaning, Sanitation, Breakroom, Safety (including personal protective equipment, masks, face coverings, face shields, gloves, goggles, gowns, thermometers), Facility, and other related products and supplies cannot be returned.
- Special Order Products cannot be returned or exchanged. This includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER.

To place a return online, click on the Order Number under Order Tracking. Click on the Begin Return link on the Order Detail page to start the return process. For further assistance in processing your return online, or if the order does not have a Begin Return link, please contact the Technical Support Desk at 800.269.6888.

*Please Note: Only one return per punch-out order may be processed online. If an additional return is required, please contact the Customer Care Desk at 888.263.3423.

ix. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.

ODP Business Solutions Value Added Program Rebates and Incentives

ODP is pleased to present a program that goes beyond the RFP requirements as follows.

Volume Rebates: ODP Business Solutions will pay qualified Participating Agencies the following volume rebates:

Agency Annual Volume Rebate: ODP will pay Participating Agencies an annual volume rebate ("Agency Annual Volume Rebate") based on such Participating Agency's Spend, provided that the Participating Agency is not materially delinquent in paying undisputed invoices as required under the Contract. Agency Annual Volume rebates shall be calculated back to dollar one. The Agency Annual Volume Rebate shall be disbursed within ninety (90) days of of the contract anniversary and shall be calculated as follows:

Annual Spend	Annual Volume Rebate %
$500,001 - $1,000,000	1.5% of Annual Spend
$1,000,001 - $2,000,000	2.0% of Annual Spend
$2,000,001 - $3,000,000	3.0% of Annual Spend
$3,000,001 - $4,000,000	4.0% of Annual Spend
$4,000,001+	5.0% of Annual Spend

For purposes of the Educational School Supplies, Instructional Solutions, and Related Products RFP, Contract Anniversary shall be based on the Office Supply contract period beginning July 1 and concluding June 30th of each contract year during the terms of the contract. "Spend" shall mean Participating Agency's paid-for purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, postage, shipping and mailing services, technology items, non-code and special order furniture, gift cards and warranties.

Enhanced Rebate Program: For purposes of determining rebate tier all annual purchases will be considered to calculate the percentage tier. Rebate dollars will only be paid on "spend" as defined in the contract. This will allow for a higher number of Participating Agencies to qualify for rebates. The enhanced rebate program will apply to all Region 4 ESC contracts held by ODP Business Solutions.

Print, Promo & Apparel (Adjacency Rebate): In addition to the Agency Annual Volume Rebate, ODP shall pay to Participating Agencies an annual Adjacency Rebate ("Adjacency Rebate") to those customers that spend $200,000 or greater in qualified Print Promo & Apparel solutions. The PPA Adjacency Rebate shall be disbursed within ninety (90) days of the contract anniversary and shall be calculated as follows:

Adjacency	Achievement $	Rebate %
Print, Promo & Apparel	$200,000+ Annually	5% of Category Spend

Order Size Incentive: Provided Participating agency has complied with the payment terms set forth in this Agreement, Participating Agency shall receive a point-of-sale discount based on pre-tax order size as set forth in the table below. This point-of-sale discount excludes orders that include inventory that is not stocked in an ODP facility at the time of the order, special orders, furniture,

technology products, and services (i.e. assembly and product protection plans). Applicable discounts will be reflected on the corresponding invoice.

Order Size (pre-tax)	Discount Percentage
$99.99 - $ 199.99	1%
$200.00 - $1000.00	1.5%

Alternative to Rebates: Notwithstanding the foregoing, at the Participating Agency level, ODP Business Solutions may agree to offer lower prices in lieu of anticipated rebate dollars to those Participating Agencies whose total Spend exceeds $500,000. To implement, ODP will enter into an agency-level agreement, which will also provide for an annual reconciliation to ensure that the earned rebate dollars correlate to the additional discounts and adjustments to pricing will be made as necessary (a "true-up"). *A sample Participation Agreement has been provided at the end of this section and is labeled,* ***Tab 2 Exhibit 2.1 Participation Agreement Sample July 2023.pdf****.*

x. Describe how customers verify they are receiving Contract pricing.

At the time of order entry on our private contract website, www.odpbusiness.com, will show items that are part of the primary contract offering. Furthermore, this proposal includes our full breadth of product offering. Our invoicing capabilities allow for full pricing detail to further provide price verification.

All orders are price verified by ODP Business Solutions at time of order, and again at order acknowledgement to ensure the correct contract price. Our invoicing statements provide line-item detail.

ODP Business Solutions also has an industry-leading contract compliance department, which is not a part of our sales organization. ODP made a significant investment in creating an organization, dedicated to ensuring accurate customer pricing set-up, timely maintenance of customer pricing and protecting the integrity of our agreements with our customers. To carry out those important responsibilities, we developed an online document management system which calendarizes the significant milestones of our legal agreements.

This provides us with visibility to those commitments that are time sensitive. In addition to our system enhancements, our team of Compliance Managers is responsible for establishing a consistent schedule of inspection ensuring that Region 4 Participating Agencies end users are receiving the service and pricing that ODP has committed to provide.

xi. Describe payment methods offered and terms. Indicate if payment will be accepted via credit card. If so, may credit card payment(s) be made online? Also state the Convenience Fee, if allowable, per the Visa Operating Regulations.

Transactions may be paid via EFT, P-Card Point-of-Sale Purchasing, credit card, or check via electronic and/or mailed invoice (Summary or Standard).

- Check
- Credit or Procurement Card (VISA, MasterCard, Discover, AMEX) only at point of sale
- EFT
- EDI

ODP Business Solutions offers Net 20 days payment terms. We will work with each customer to accept the payment methods that are mutually agreed and acceptable to the customer.

xii. Propose the frequency of updates to the Offeror's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the Contract.

ODP Business Solutions is proposing a Discount from Web Price for its Non-Core, BSD Catalog items ore, BSD Catalog items ore, BSD Catalog items. The proposed Discount from Web price table has been included in our Appendix E price file submission.

Dept #	Class Detail	Dept/Class Description	Discount from Web Price
1	All	Furniture	20%
3	316, 326	Binding Machines, Laminating Supplies	20%
3	All Other	Binders, Report Covers, Indexes, Dividers, Sheet Protectors	25%
4	422, 683	Dated Books/Refills, Calendars	20%
4	All Other	Business Notetaking, Contact Management, Forms	30%
5	All	Paper	25%
6	All	Mailroom/Shipping	30%
7	All	School Supplies	25%
9	All	PC Accessories	15%
11	All	Writing	30%
14	All	Ink Jet Cartridges	15%
16	All	Printers	0%
17	All	Telephones	0%
19	All	Mobility	0%
21	261	Blank Media	15%
21	All Other	Memory, Drives	0%
24	All	Office Accessories	25%
25	All	Seating	20%
30	All	Filing	30%
34	All	Custom Business Essentials	0%

42	232	Electronic Labeling	15%
42	All Other	Labels	20%
43	810,812	Appliances, Beverages	10%
43	All Other	Breakroom	20%
44	440, 516, 750	Currency, Security, Chests, Paper Trimmers, Cash Registers, Time Clocks	20%
44	All Others	Office Essentials	25%
46	All	Audio and Video	0%
47	All	Clean/Personal Care	25%
48	All	Monitors & Projectors	0%
51	All	General Office Paper	30%
52	All	Specialty Paper	25%
54	All	Stationery & Cards	25%
58	All	Presentation	20%
60	All	Marketing/Visual Srvc	0%
61	All	Hard Drives	0%
63	All	Portable Computers	0%
65	All	Toners & Imaging	15%
66	181	Word Processing, Typewriters	0%
66	All Other	Calculators, Shredders	15%
69	All	Home Automation	0%
71	All	Software, Books	0%
74	All	Networking	0%
81	638, 688	Business Cases, Backpacks	15%
81	894	Luggage Sleeves	0%
85	314, 470	Storage, Corrugated, Plastic	30%
85	579	Storage, Other	0%

Pricing Updates Core and Non-Core BSD Catalog Items: Pricing for Products covered by this office supplies agreement will be adjusted as follows:

a) Core List Pricing: Pricing will be updated on a quarterly basis in January, April, July and October of each year during the term of the Agreement. Core price changes shall be implemented after thirty (30) day notice to Region 4 ESC. Region 4 ESC shall respond to the proposed price increase by the end of the thirty (30) day notice, and to the extent that Region 4 ESC does not respond within that time period, their silence shall be deemed acceptance of the proposed price change.

b) Non-Core BSD Catalog Pricing: Pricing will be updated on a quarterly basis in January, April, July and October of each year during the term of the Agreement. Items will be based upon the product assortment in the BSD Catalog at the time of order. ODP will take a snapshot of web pricing, apply category discounts and lock pricing for the quarter (until next update).

C) Non-core, Non BSD Catalog Items: Non-Core, Non BSD catalog items which are identified on www.odpbusiness.com, will be priced at the regular sales price (promotions excluded) set forth on www.odpbusiness.com at the time of the order, exclusive of bulk pricing discounts or other specials. Notwithstanding anything herein to the contrary, clearance items and promotional

items, including but not limited to, Instant Savings, Coupon Savings, and Bundled Savings (collectively "excluded categories"). Non-Core items that are not identified in the BSD catalog or on www.odpbusiness.com shall not be subject to the pricing methodology otherwise set forth in the Agreement. Rather, prices for such items, as well as Excluded Categories, will be established by ODP Business Solutions in its discretion and will be presented to the Participating Agency at the point of sale or otherwise at the time of order placement.

xiii. Describe how future product introductions will be priced and align with Contract pricing proposed.

When future product introductions are needed, we will provide Region 4 ESC with the information concerning the product and the reasons for the introduction and the proposed pricing which will be based on the then current pricing structure within the contract unless there is no precedent, in which case we will propose pricing and negotiate in good faith to reach agreement.

Product, Services & Solutions Selection. In an effort to continuously improve its overall product selection, ODP Business Solutions reserves the right to add products, services and/or categories to the Contract that are related to the scope of the RFP and the Response, and/or which are related to the business that Office Depot provides to its customers from time to time. In such event, ODP will provide at least (30) days prior notice to Region 4 ESC.

xiv. Provide any additional information relevant to this section.

Tier One Alternative: ODP Business Solutions has developed a diversity purchasing initiative ("Tier 1 Program") that can be utilized by end customers to purchase products and services from small businesses, minority-or women-owned suppliers and service-disabled veteran suppliers. We appreciate the opportunity to help our Tier 1 diversity partners while assisting Region 4 ESC Participating Agencies to achieve their diversity spending goals. Our proposed program maintains the structure of known auditable pricing that Region 4 ESC contracts provide Participating Agencies while meeting the diversity needs of the Tier 1 Partners.

In the event a Participating Agency wishes to purchase under the Region 4 ESC Contract but also elects to utilize an ODP Business Solutions Tier 1 partner in connection with such purchases, Region 4 ESC shall permit the Participating Agency to participate in ODP's Tier 1 program, provided such participation is in accordance with the terms of the Region 4 ESC Contract. The parties agree that the Participating Agency shall pay a fee in addition to the pricing offered under the Contract in order to participate in the Tier 1 Program. The final unit price for the invoice will be the Region 4 ESC contract sell price plus the Tier 1 program fee which shall be negotiated among the Tier 1 partner and ODP Business Solutions.

Special Order / Warehouse / Category Bids: For purposes of the Contract, "Special Order / Warehouse / Category Bids" are defined as warehouse, truckloads papers, recurring or non-recurring new opportunities (i.e. special projects) or other similar type of formal RFPs, RFQs or bids. ODP Business Solutions may respond to Participating Agencies who issue their own Special

Order / Warehouse / Category Bids under their own terms and conditions, including bids for quantity discounts on products that may be delivered to multiple locations and/or centralized warehouse location, in accordance with the following terms:

a. Pricing will be negotiated on a case-by-case basis.

b. If ODP Business Solutions is awarded a Special Order / Warehouse / Category Bid, a separate ODP account shall be set up for the relevant Participating Agency for those purchases made for the Special Order / Warehouse / Category Bids. Such separate account shall not be linked to the Participating Agency's Region 4 ESC account and, therefore, not subject to its volume/adjacency rebate or any other ODP Business Solutions rebate or incentives that are paid to participating agencies.

c. If, pursuant to a Special Order / Warehouse / Category Bid, a Participating Agency makes purchases of items from ODP Business Solutions, such purchases shall not be included in the quarterly calculation of Administrative Fee due to OMNIA Partners / Region 4 ESC.

d. Pricing which is offered or given by ODP Business Solutions as a result of such bids will have no effect on the pricing otherwise offered under the Contract.

e. In the event that ODP Business Solutions provides a Special Order / Warehouse / Category Bid it shall be submitted under the pricing terms and conditions of Special Order / Warehouse / Category Bid not the pricing terms and conditions of the Region 4 ESC contract.

Regional Promotions: ODP Business Solutions shall have the right to offer special promotional pricing on certain items on a national, regional, or individual Participating Agency basis. In the event of extenuating market conditions, ODP Business Solutions reserves the right to adjust Customer's prices commensurately. These items may be available in limited quantities and will be available to all Participating Agencies in the geographic region (s) identified, however, Promotions offered to individual Participating Agencies will not be extended to other agencies. Purchases of items under any Regional Promotion will be counted toward the Spend used to calculate the Agency Annual Volume and Adjacency Rebates and the Administrative Fees due to Region 4 ESC under the Contract. The terms and conditions related to Regional Promotions shall be at the sole discretion of ODP Business Solutions.

Employee Purchase Program: In an effort to continuously improve its customer-focused offering, ODP Business Solutions reserves the right to offer market-competitive pricing on select products (i.e., certain educational materials, classroom supplies, and copy and printing services) to employees of Participating Agencies (including teachers).

Employee purchases may be made at ODP Business Solutions online at www.odpbusiness.com. Employees will be required to use a personal credit card for all purchases. Notwithstanding anything herein to the contrary, the aforementioned discount shall not apply to (i) products in the following categories (as such categories are identified on www.odpbusiness.com), Technology, Business Machines and Equipment, Custom Printing, Gift Cards, Shipping Services, Warranties, and U.S. Postage; and (ii) clearance items and promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings. Items that are

not identified in the BSD Web Catalog shall not be subject to the discounts or pricing under the employee purchase program. Rather, prices for such items will be established by ODP Business Solutions in its discretion and will be presented to the relevant employee at the point of sale or otherwise at the time of order placement. Any employee account shall be subject to approval by the Participating Agency whose employee desires to open an account.

Under this program, there shall be no delivery fee for orders over $50.00, but orders below $50.00 will be subject to a small-order delivery fee consistent with ODP Business Solutions's standard delivery terms.

Not to Exceed Pricing. Region 4 ESC requests pricing be submitted as not to exceed pricing. Unlike fixed pricing, the Contractor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Contractor must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable.

Acknowledged by ODP Business Solutions.

Special Offers/Promotions

In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Contractor may conduct sales promotions involving price reductions for a specified lesser period. Contractor may offer Participating Agencies competitive pricing which is lower than the not-to-exceed price set forth herein at any time during the Contract term and such lower pricing shall not be applied as a global price reduction under the Contract.

Acknowledged by ODP Business Solutions.

Federal Funding Pricing

Due to products and services potentially being used in response to an emergency or disaster recovery situation in which federal funding may use, provide alternative pricing that does not include cost plus a percentage of cost or pricing based on time and materials; if time and materials is necessary, a ceiling price that the contract exceeds at its own risk will be needed. Products and services provided in a situation where an agency is eligible for federal funding, Offeror is subject to and must comply with all federal requirements applicable to the funding including, but not limited to the FEMA Special Conditions section located in the Federal Funds Certifications Exhibit.

Acknowledged by ODP Business Solutions.

TAB 3
PERFORMANCE AND CAPABILITY

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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b) Performance Capability

i. Include a detailed response to Appendix D, Exhibit A, National IPA Response for National Cooperative Contract. Responses should highlight experience, demonstrate a strong national presence, describe how Offeror will educate its national sales force about the Contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.

ODP Business Solutions has included our detailed response to Appendix D, Exhibit A, OMNIA Partners Response for National Cooperative Contract (Region 4 ESC), which includes Appendix D Exhibits as required.

EXPERIENCE

Founded in 1986 with the opening of its first retail store in Fort Lauderdale, Florida, the ODP Corporation has become a leading global provider of products, services and solutions for every workplace, whether that be the office, home, school or car. From the late 1980s and throughout the 1990s, ODP Business Solutions developed its structure and customer base by acquiring various office supply companies and expanding its reach to global markets. Having established its prominent e-commerce presence continuing into the new millennium, ODP Business Solutions sustained its growth by merging with OfficeMax Incorporated in late 2013 and remaining a leader in offering excellence in quality workplace products, services and solutions. In addition, ODP Business Solutions, headquartered in Boca Raton, Florida, is expanding its capabilities as a leading provider of business services and supplies, products and technology solutions.

The ODP Corporation (NASDAQ:ODP) is a leading provider of products and services through an integrated business-to-business (B2B) distribution platform and omnichannel presence, which includes world-class supply chain and distribution operations, dedicated sales professionals, a B2B digital procurement solution, online presence, and a network of Office Depot and OfficeMax retail stores. Through its operating companies Office Depot, LLC; ODP Business Solutions, LLC; Veyer, LLC; and Varis, Inc., The ODP Corporation empowers every business, professional, and consumer to achieve more every day.

ODP Business Solutions, LLC, an operating company of The ODP Corporation, is a leading B2B provider of workplace and technology solutions, combining an extensive range of products and services with a national footprint and hundreds of experienced business advisors. As a trusted partner, ODP Business Solutions supports over 140,000 corporate clients, along with the SLED and GSA divisions, in navigating the often-complex needs of today's hybrid business environment. From accessing comprehensive solutions and strategic alliances, to supply chain innovation and robust digital platforms, ODP Business Solutions helps customers achieve business results across every industry. For more information on ODP Business Solutions, visit www.odpbusiness.com or follow on LinkedIn, Twitter and Facebook.

Our customers can benefit from an assortment of technology, office supplies, print services and solutions, cleaning and breakroom products from Workspace Facilities by ODP Business Solutions, furniture and interior design services, and much more.

All of our friendly customer care professionals are dedicated to delivering the solutions, services and support you need, when you need it. Experience the cost benefits that our wide range of quality assured private brands have to offer, including our portfolio of exclusive product brands Highmark®, TUL®, Foray, Brenton Studio®, Ativa, WorkPro®, and Realspace®.

The company has combined annual sales of approximately $8.49 billion, employs approximately 27,000 associates, and serves consumers and businesses in North America and abroad with award-winning ecommerce sites, and dedicated business-to-business sales professionals and technicians – all delivered through a global network of wholly owned operations, joint ventures, franchisees, licensees and alliance partners. The company offers its customers the tools and resources they need to focus on their passion for starting, growing, and running their business.

We invite Region 4 ESC to put our dedicated associates, 25 nationwide distribution centers, 24/7 e-commerce platform and years of experience to work for you.

Strong National Presence

ODP Business Solutions employs a seamless, nationwide operating system and superior operational technologies, resulting in total quality and consistency for Region 4 ESC Participating Agencies at every step in the process: Order entry, on-time delivery, order accuracy, uniform prices/billing, and reporting integrity.

Having one single operational platform/blueprint throughout the country, affords Region 4 ESC and its Partcipating Agencies the following benefits:

- *Consistent Operations/Service:* Because every location in the ODP Business Solutions system uses the same WMS program, all of the warehouse and delivery operations are performed the same way across the country.
- *Consistent Pricing:* Because every ODP Business Solutions facility uses the same WMS program and AOPS order entry system, Region 4 ESC pricing remains consistent nationwide. Participating Agencies will share a single Custom Price List and pricing structure for all domestic locations.
- *Consistent Reporting/Integrity:* Because every ODP Business Solutions facility uses the same AOPS order entry system, report consolidation is simple and accurate. Super Users can view all order/pricing activity online throughout the country.
- *Consistent Products:* Each of ODP Business Solutions' 25 distribution centers stock similar mixes of 15,000+ products contained in our full-line, in-stock catalog. The end-user product view on the contract website will be consistent across the U.S.

ODP Business Solutions and Region 4 ESC – Working Together for Success

When it comes to business, having a go-to resource — one that understands what you need and is there to deliver when you need it — can be vital to achieving your objectives and moving your organization forward. ODP is committed to helping you and your Participating Agencies succeed.

In our quest to become Region 4 ESC's partner, we're poised to provide quality product solutions and reliable business services, all while remaining insightful and agile enough to meet your requirements as they evolve and change.

As your dedicated partner, we'll focus on supporting you and your Participating Agencies, so you can focus on your business and your customers. For starters, we'll help Participating Agencies manage their budgets by monitoring and controlling the cost of ordering, managing inventory and delivery, as well as paying invoices. Our dedicated Account Team will work with you to obtain the right choices for your budget goals.

With ODP Business Solutions by your side, you'll get the experience and reliability your business needs to succeed. Additional benefits include:

- Easy and efficient online ordering with live inventory and fast order confirmation
- Highly experienced customer care professionals and an outstanding customer experience
- Multiple payment options to meet your needs
- More than 36 years of experience providing business services and product solutions

ODP Business Solutions is excited to provide Region 4 ESC with our educational school supplies proposal. We are confident you'll find ODP has the e-commerce technology and distribution infrastructure to provide Region 4 quality products, service, and solutions at competitive prices. By selecting ODP as your preferred provider, you will find a financially solid supplier that ensures the highest quality products, high fill rates (over 99% of orders delivered on time and complete), stable operating systems, leading-edge technology, and investment in a successful partnership. For 36 years, ODP has provided our valued customers with the very best in products, solutions, and services. No other supplier will earn your business-like ODP Business Solutions.

As one of the largest North American distributors of educational school supplies and solutions, ODP is dedicated to providing the supplies and solutions that your public agency uses in a consistent, timely manner to help minimize downtime and maximize productivity and reduce cost. We offer a wide range of cleaning products, equipment and solutions tailored to the specific procurement strategies of your school. government agency, or public health care facility.

We recognize that each customer's educational requirements are unique, and we are dedicated to meeting these needs through extraordinary access to the widest assortment of products, services, and categories of any competitor within the reseller space. ODP strives to make your buying experience simple and straightforward by offering intelligent product choices, top brands, and competitive prices via ODP's eProcurement platform (www. odpbusiness.com). Our friendly, knowledgeable Education Account Managers will personally provide Region 4 ESC world-class

account management, support, and solutions all designed to help you select the products and services that will best contribute to your growth and profitability.

Our best-in-class pricing strategies are focused on bringing your Participating Agencies a cost-effective and comprehensive product assortment.

Broad vendor base and assortment optimization…We carefully evaluate all suppliers within a category and maintain ongoing strategic relationships with key educational vendors. This enables us to provide competitive pricing and an optimal assortment. Vendors include: Binney & Smith™, Carson-Dellosa, Creative Teaching Press®, Evan-Moor®, Pacon® and Scholastic.

Global sourcing and buying power…We leverage our global buying power to provide competitive pricing on everyday school essentials like paper, ink and toner, etc.

Competitive Pricing…We offer competitive pricing through our national cooperative programs.

Demand management…We help you select and manage the number of products your school purchases in order to maximize your overall cost savings.

Dedicated Education Specialists

At ODP Business Solutions, we recognize the unique needs of educators, schools, and classrooms. Our K-12 team of dedicated professionals will work to provide customized solutions that match the specific education needs of our participating agencies. In many of our markets, we have teams of Vertical Market Managers who are dedicated to serving the K-12 school market.

Training and educating our National Sales Force

Recognizing the value of the Region 4 ESC / OMNIA Partners program for our current and potential customers, ODP Business Solutions partners to position and train our national sales force, especially those serving the public sector, in the benefits of the Region 4 ESC contracts. Our dedicated team of Cooperative Contract National Account Managers will be responsible for the implementation of the Region 4 ESC Contract. This dedicated team will work closely with our local sales representatives as well as our inside sales representatives, ensuring all teams are properly trained to service customers participating in the Region 4 ESC Educational School Supplies program. Training includes webinars highlighting the details of the program and positioning the Region 4 ESC offering. Sales team training is a continuous process, commencing with the contract implementation and continuing throughout the term of the contract, including any renewals and extensions. All appropriate Sales Representatives are trained in ongoing sessions by dedicated Cooperative National Sales Account Managers. All mutually agreed special promotions and programs will be introduced during these meetings and all local Account Managers will be provided the necessary sales sheets and other promotional material appropriate for their customer base.

National Marketing Plan

Leveraging our relationships with more than 20,000 public sector entities, ODP Business Solutions will leverage our existing customer case studies and best practices and demonstrate credibility

through our associations with industry leaders and publications. In addition, we will also employ public relations efforts via interviews, news conferences and engagement with key media contacts and editorial reporters. ODP's national marketing plan includes social media announcements, direct mail campaigns, co-branded collateral materials, advertising the partnership in trade and industry publications nationwide, and participation in trade

shows. ODP's team approach to implementing and supporting a contract of this size and significance means we will align several groups within our organization to ensure the seamless execution and ongoing management of our Region 4 ESC / OMNIA Partners contract. This multi-disciplinary approach will include the following:

- Merchandising Team – focused on ensuring access to the products & services public sector requires
- Pricing Group – ensures items always reflect contract pricing
- Contract Compliance Team – ensures all bidding and pricing practices comply and uphold the Region 4 ESC / OMNIA Partners / ODP partnership agreement
- Legal Team – provides guidance on contract execution and supports ongoing regulatory needs
- Marketing Team – dedicated to providing timely communication, awareness and lead generation campaigns and supporting sales tools applicable to our public sector customers
- Green Staff – committed to supporting public agencies with the tools and knowledge necessary to meet their green objectives
- eCommerce Team – continually offers innovative solutions to answer the ever-changing demands of today's procurement professionals
- Training Organization – provides new and existing sales professionals with ongoing training solutions focused on public agency solutions
- Finance and Reporting – provide efficient reporting to meet the evolving needs of Region 4 ESC / Omnia Partners.
- Customer Care Organization – understands the nuances of large contracts and works to provide participating agencies with top-notch customer care
- Delivery Network – provides dependable next-day delivery supported by industry-leading order tracking solutions
- Sales Organization – committed to delivering solutions that are relevant and timely for public agencies and always putting the customer's needs first

ODP Business Solutions will continue to educate government and education agencies on the benefits and efficiencies of cooperative contract purchasing through the Region 4 ESC program.

Specifically, we have deployed additional resources to support business development activities and new agency acquisition in the following areas:

- Field Sales Team – Mid to large agency acquisition
- Inside Sales Team – Small agency acquisition
- Emails, web banners, pre-login content, videos, sell sheets, weekly marketing updates, Business Solutions communications

The three-prong Region 4 ESC strategy will focus on participating agencies of all sizes:

Customers:

- Develop and evolve Region 4 ESC Participating Agencies' profile for targeting and sales deployment
- Develop nurturing strategy, emphasizing Region 4 ESC optimization messaging through decision stages
- Satisfy objectives and criteria of cross-functional decision makers (i.e., Finance, IT, Purchasing)

Products & Services:

- Build a services innovation engine and transform current product-focused business culture
- Drive growth opportunities through cross-sell of supplies, other products and services

Sales & Marketing:

- Continue developing product category expertise throughout sales organization
- Implement a comprehensive marketing strategy targeting new buyers within existing accounts
- Establish processes and tools enabling effective pipeline management and predictable revenue streams
- Become a brand name associated with Region 4 ESC and Omnia Partners within the target market

OMNIA Partners Tracking and Reporting

ODP Business Solutions offers a wide range of reports available to partners and customers. We can provide reporting down to the site level based on our account hierarchy utilization. Participating Agencies are linked to the Cooperative Contract as the highest-level, allowing ODP to provide required reporting to OMNIA Partners and every Participating Agency.

ODP will provide customer-centric business reviews and reports for Region 4 ESC Participating Agencies. Our Business Review process is a high-level summary that ties together the statistical information we gather on our performance and service levels. We will provide OMNIA Partners-specific performance data by Region 4 ESC Participating Agencies, geographic location or business unit. Each business review completed will then be rolled up into a master review of for entire cooperative. This process of creating multiple reviews allows us to compare each of your participating agency locations against one another to find best practices, innovations, and ensure all locations are performing to minimum Region 4 ESC standards.

Our review will be customized to provide the specific format and metrics that Region 4 ESC would like to evaluate. The goal of these reviews is to provide you with more than "raw data." Our objective is to create documents that will show you in one page how we are doing in meeting your objectives in the following areas: Achievement of your business goals, IT and systems interface performance, delivery, service-level, customer satisfaction, compliance and rogue spend, transition success and strategic development.

The ODP Business Solutions account management team will assist each Region 4 ESC Participating Agency location by analyzing spending and usage data. This process helps by providing a consistent regular customer focus to drive greater usage to their core product list, identify rogue spend outside their endorsed contract stationer, and analyze actual product usage.

Business Reviews include:

- Our customers' initial objectives
- Previous time-period accomplishments and objectives for the next reporting period

Sales Statistics:

- Purchases by product group
- Purchases by location
- Average monthly purchases
- Special categories

Performance Measurements:

- Customer Report Card
- Customer Quarterly Review
- Customer Evaluation Survey
- ODP's plan of action to ensure customer satisfaction

Independent Business Reviews:

- Customer Focus Groups
- Customer Interviews
- Customer Telephone Surveys

Key performance indicators:

- Spend and average order analysis
- Fill rate and order accuracy

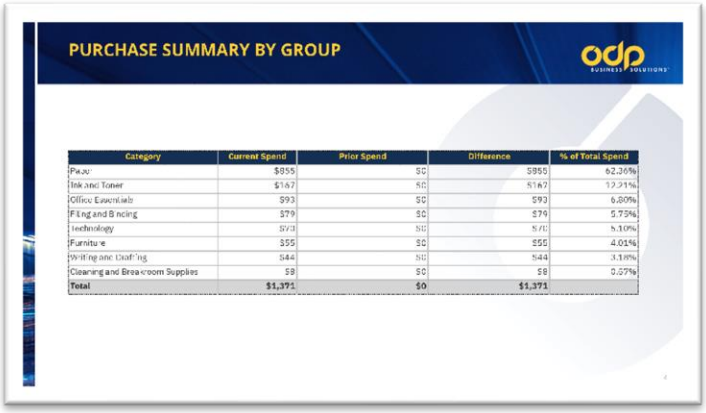
Purchasing trends and best-in-class comparison

- Net spend and product category spend
- Product category spend vs. peer group average

- ODP / Office Depot brand spend by product category
- Top product purchases
- Accounts receivable aging

Savings and solutions

- Diversity spend analysis
- Electronic orders and invoices
- Average order savings opportunities
- GreenerOffice™ Dashboard
- Customer Savings Plan



PURCHASE SUMMARY BY GROUP

Category	Current Spend	Prior Spend	Difference	% of Total Spend
Paper	$855	$0	$855	62.36%
Ink and Toner	$167	$0	$167	12.21%
Office Essentials	$93	$0	$93	6.80%
Filing and Binding	$79	$0	$79	5.75%
Technology	$70	$0	$70	5.10%
Furniture	$55	$0	$55	4.01%
Writing and Drafting	$44	$0	$44	3.18%
Cleaning and Breakroom Supplies	$8	$0	$8	0.57%
Total	**$1,371**	**$0**	**$1,371**	

ii. The successful Offeror will be required to sign Appendix D, Exhibit B, National IPA Administration Agreement prior to Contract award. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement on Appendix B, Terms and Conditions Acceptance Form.

ODP Business Solutions has reviewed Appendix D, Exhibit B, *Administration Agreement,* and outlined our proposed exceptions on the *Term and Conditions Acceptance Form* in Tab 1a as required.

iii. Include completed Appendix D, Exhibits F and G.

ODP Business Solutions has executed Appendix D, *Exhibits F and G* and has incorporated them under Appendix D of Tab 3a as required.

iv. Describe Offeror's ability and experience with E-Commerce/E-Procurement services and web-based platforms such as ESM, Jaggaer, Coupa, Workday, Lawson oracle, SAP, Peoplesoft, and all others your company has successfully interfaced with. Describe electronic online catalogue, Punch-Out Programs, purchasing authorization limits, storefront, customized product assortments, etc.

ODP Business Solutions is consistently one of the largest internet retailers worldwide. Our robust and award-winning website has been recognized for its user friendliness and high volume of activity. ODP Business Solutions has extensive third-party ERP integration experience, with over 9300 Business-to-Business Trading Network relationships

Jaggaer: ODP Business Solutions has been working with Jaggaer and its former name SciQuest for more than 16 years.

Coupa: We have supported online catalog access through Coupa's standard cXML. ODP Business Solutions also supports xcBL and OCI.

Lawson: ODP Business Solutions has implemented over 9,300 external interface relationship partnerships including 27 Integrations with customers who've *specifically* indicated that they were using Lawson ERP.

Many customers will use Lawson for their financial applications but also middleware providers such as GHX to setup an EDI exchange.

These partnerships range from a simple Hosted catalog and EDI purchase order to catalog interface (Punch-out/Round-trip), purchase order, acknowledgement, and billing. Lawson can produce electronic purchase orders in both EDI and XML format. The Lawson system supports both a Hosted Catalog and direct supplier catalog interface (Punch-out/Round-trip).

Oracle: ODP Business Solutions is a member of the Oracle Supplier Network and Oracle Exchange. We have also integrated customers using Oracle Packages such as 11i for Punch-out, Purchase Orders and Invoicing. We're also testing Transparent Punch-Out with another Oracle user.

All XML-related documents, whether from an Oracle or other backend, are centrally received into ODP Business Solutions's webMethods server, to provide greater flexibility and efficiency.

SAP: ODP Business Solutions has integrated with 51 partner relationships that have indicated they use SAP. SAP is a software company especially known for its ERP Software. Integrations were primarily integrated using OCI (Open Catalog Interface) or xCBL (Roundtrip) and the following xCBL transactions: purchase order, confirmation, advance ship notice and invoices.

Like many ERP providers, SAP developed partnerships with vendors either direct from SAP to ODP or through other middleware procure-to-pay providers.

PeopleSoft: ODP Business Solutions has integrated with customers using PeopleSoft ERP Platform for over 20 years. We have integrated 58 relationships with customers who indicate that they are using Peoplesoft ERP. Integrations vary, customers using ERP systems may integrate directly with their vendors or choose to utilize a 3rd party supply chain service provider such as GHX.

Hosted catalog content can be provided in Region 4 ESC custom format or Standard Lawson format. ODP Business Solutions supports various XML formats for direct catalog interface. We routinely implement cXML (Ariba format) xCBL (Commerce One/Perfect Commerce format). Our routine tests of Direct Connect and purchase order submit with Lawson have been very successful.

We are aware that one size does not fit all. We have demonstrated our ability to be flexible and work with our customers.

The following is a short list of companies/platforms which we've integrated:

ERP and Finance Systems:

- Banner
- Microsoft – Great Plains
- Lawson
- Munis
- Oracle including Oracle Fusion
- Ormed
- PeopleSoft
- ReqLogic
- SAP (Now SAP/Ariba)
- Customers using IBM AS400 systems

Also, many customers using ERP have also worked with various marketsite or middleware providers to integrate with ODP Business Solutions. ODP Business Solutions worked with the following such providers.

- Aeroxchange
- Allison Royce & Associates
- Ariba (now SAP/Ariba)
- BuyerQuest (now Varis)
- Coupa
- DSSI
- eSchool Mall / Mercury Commerce
- Elcom
- Epylon
- ePS (eProcurement Services)
- Hubspan/Liasion Technologies
- Hubwoo
- IBX
- Infor (aka Datastream)
- Jaggaer (Sciquest)
- JP Morgan/XIGN
- OB10 (Tungsten Network)
- Ops Technology(RealPage)
- eProcurement Services
- Periscope/NIGP Codes
- P2P Solutions
- Procurement Partners
- Puridiom
- UNSPSC.org
- Quadrem
- Skyward
- Unimarket
- Verian
- Workday
- Adelpo Captial
- Spend Management

Internet based catalog and content information:

- Round-trip – xCBL
- Punch-out – cXML (including Level II punchout)
- Open Catalog Interface (OCI) – OCI
- Oracle Direct – Transparent Punch-out
- API XML call price and availability

Static / Hosted Catalogs:

ODP Business Solutions supports all types of delimited data-feeds, (i.e., txt, csv, pipe delimited). The below lists some of mainstream standard hosted catalog formats we support:

- Ariba CIF 3.0
- Oracle Exchange
- Datastream 7i Supply
- P2P MROSoup
- Sciquest v7.1
- Skyward Systems
- Lawson Systems
- Hubwoo
- KeyMRO
- Clarus
- Epicor
- ePlus
- PeopleSoft
- SAP
- Verian Technologies
- TIES

In addition, ODP Business Solutions will partner with our customers requiring a hosted catalog that is not part of this list. Our eContent Team will work closely with your technical team and share best practices to help you create a hosted catalog solution that suits your business needs.

Electronic Catalogs

ODP Business Solutions typically updates our eCatalog on a quarterly basis. We have one major eCatalog release in conjunction with our printed catalog release on an annual basis, usually in the month of August. The other quarters are usually for minor adds and deletes to the existing catalog. Our items are sent to Dun & Bradstreet for UNSPSC code validation to ensure that it is within the current industry standard and that ODP Business Solutions is utilizing the latest version UNSPSC codes (Standard Products and Service Codes).

We are able to produce CIF files, CUP files and a variety of different formats and schemes according to our customer's needs. We are also able to customize and maintain a CIF file according to our customer's specific request.

We have a dedicated E-Commerce Team of Project Managers and IT Consultants who will take a customer through the entire Ariba Implementation process, which includes catalog content, cXML test phases and live account activation.

Punchout and Customer-hosted Catalog Experience

ODP Business Solutions has extensive experience with both punchout and customer-hosted catalogs.

We have integrated punchout with more than 4000 customer relationships. We support CXML Punchout, OCI Roundtrip, and XML (Oracle) TapOut, as well as Transparent Punchout. We have the ability to implement:

- Standard Punchout (one login and password for all of an organization's users); all users see all order history and shopping lists
- User-level Punchout (separate logins for each user, allowing for personalized shopping lists). Users also would view only their own orders on 'Order History'.
- Spend (demand) management functions such as: the custom online catalog (custom subset of full-line catalog), set default search order prioritizing Best Value , restrict items and hide restricted items.

The advantages of punchout with ODP Business Solutions include dynamic pricing, viewable real-time inventory, enhanced search functionality, access to all features and functions of the ODP Business Solutions B2B website, the ability to view icons for contract and restricted items, and the spend management capabilities described above.

ODP Business Solutions currently supports over 230 customer-hosted and third-party-hosted catalogs. Ariba CIFs, Perfect Commerce PUPs and CUPS, and formats of most other third-parties are supported. We also support any flat file specification directly from customers. Hosted catalog formats are available as Excel or delimited files.

We can also:

- Supply a CD containing an Excel file of all items and/or item changes
- Zip and email the catalog directly
- Supply images (preferably via CD) of items in .jpg or .bmp format

Punchout Capabilities

Our punchout capabilities include:

- Real Time Inventory – make intelligent choices based on real product shipping location inventory

- Best Value Icon – Contract or Core item identifier. Best Value items may be auto sorted to float to the top of all searches
- Contract Item Icon – Contract or Core item identifier. User may resort items by the Contract Item Icon
- Search Filters - Search results may be refined by Product Availability, Brand, and other common product characteristics
- Restrict Item Indicator - Items identified as restricted may be hidden, visible but prohibited from order, indicated as restricted but allowed to be placed in the shopping cart. Restricted items will be indicated as such within the PunchOutOrderMessage (Shopping Cart).
- Custom Online Catalogs- A sub-set of the full online catalog. Product categories and search results are limited only to items contained in the custom online catalog
- Shopping Lists – create corporate wide 'best value' lists and personal items lists
- Online Backorder Notification – intelligent backorder information, providing alternative options
- Order Tracking - Order Details with shipping and delivery information
- Online Returns – simplest and fastest method available for item pickup and credit
- Advanced Search – narrow your results by product, category, description, use, price, and size
- Toner/Ink Find – fast method to search by manufacturer, make, and model for those supplies that fit your machine
- Compare Items – side-by-side comparisons, describing function, and capabilities
- Live Online Chat – instant message our customer service for any questions regarding product recommendation, order status, or online web functionality

Purchasing Authorization Limits

Our system offers an approval hierarchy capability, from a single approver up to 11 approval levels that can be accomplished within an approval workflow that can be setup and managed by the customer's authorized Administrator(s). Each approval level within a workflow can be directed to one approver or to a group of approvers. If an associate tries to order something beyond his or her dollar limit, our system will automatically send an email to the person's approver or approver group for approval, and an additional email will be sent notifying the associate and approvers when the order has been approved on their approval level. A proxy approver feature allows workflow approvers who will be out to designate someone else to approve in their behalf. Optionally, each workflow can be customized to bypass the approval process for orders that fall below a minimum dollar threshold, or for orders that contain only contract items. This automated approval process is implemented in the beginning stages of your account or can be added at any time.

Within the ODP Business Solutions system, each end-user has a unique identification name and password to ensure that only that person is authorized to access the ODP Business Solutions catalog. Each unique profile is tied to your specific accounting fields, ship-to locations, purchase levels and spending limits.

The Super User sets up a "User Profile" for each new user of the system. Each user is given "permissions" during the original implementation by the designated Super User.

At the bottom part of the screen, you will see a heading "User Settings and Permissions." Under each category, the user is given permission (or denied access) to each shopping decision.

For example, you will *see* drop-down menus following the words, "This user can…"

- Select Any, Use only Default or Select from Specified list of Ship-To
- Select Any, Use only Default or Select from Specified list of PO Number
- Select Any, Use only Default or Select from Specified list of Release
- Select Any, Use only Default or Select from Specified list of Cost Center
- Place and Release Orders
- Query Any Placed Orders
- Modify Placed Orders
- Cannot purchase restricted items, etc.

This section is followed by "Dollar Limits" (Per Unit Price, Per Extended Line Item, Per Order). You can customize the permissions for a particular user using all of these criteria at the initial set up of the account.

Custom Product Assortment

ODP Business Solutions can create subset assortments of our full-line catalog. These subsets are referred to as custom online catalogs. We can create multiple custom online catalogs for an ODP Business Solutions account.

The products available to the individual user would be limited to the custom catalog associated to that user's profile.

Actual product availability (inventory status) would also be determined by the shipping location default for that user.

Items can restricted by Department, Class, Sub Class, Vendor or individual SKU levels. User level permissions determine whether the product is visible to the user while online.

ODP may also create custom online catalogs, this is basically a s sub-set of the full line catalog, Users profiled to the custom online catalogs will see, search and order only the products, and product categories for items that are featured in the custom catalog assortment.

ODP Business Solutions can systematically drive Region 4 ESC Participating Agency employees toward core items as well as track and control off-program spend via several methods listed below:

Custom Shopping Lists: Created default lists for all or specific users within Participating Agencies. A Custom Shopping List containing your core contract items can be created for all users to access when creating orders.

Auto-Substitutions: ODP Business Solutions can establish a Region 4 ESC-specific auto-substitution program, which will automatically convert *Product A* to the preferred *Product B*. (i.e., end-user request for HP OEM toner SKU can be automatically cross-referenced to the recycled ODP Business Solutions Private-Label SKU at the contracted price). Approved substitutes are built in during account implementation. This device should be used judiciously since end-users can be frustrated if they adamantly prefer their original selection. Additionally autosubstitutions cannot be over-rided unless removed from the cross-reference.

Select Cart Feature: This enhanced feature on our website will notify an end-user if a core item is available as a lower-cost alternative to what they have selected for the cart. This cost-saving feature can be set up to suggest "green" core items as alternatives to the end-user's selection.

Budget Function: The website can apply pre-set spending limits/budgets and expiration dates for a specified data field, i.e., PO, Dept, ship-to, etc. For example, to prevent business units from exceeding their corporate budget for office supplies, ODP Business Solutions can track spend for a given department number and disallow any expenditures above the budget unless/until the budget is re-set by a Super User.

Restrictions by Product Type: To prevent inappropriate expenditures, ODP Business Solutions can restrict product from being ordered by the typical user (one without permission to override restrictions). It is possible to create product restrictions based on the following product groupings:

- Product Dept (large families of products) – e.g., #02 Business Machines
- Product Class (narrower focus of products) – e.g., #229 Shredders
- Product Sub-Class (specific group of products) – e.g., #1154 Personal Shredder
- Product SKU # (specific item) – e.g., SKU #365-162 Fellows Powershred 280

Restrictions by Dollar Amount: To further discourage excessive expenditures, ODP Business Solutions can restrict product over a specific dollar amount from being ordered. Restrictions can be customized and applied at the end-user level with not-to-exceed amounts established for: a) specific single item, b) extended line item amount, and c) total order value.

Managerial Approval/Notification: To discourage excessive expenditures, ODP Business Solutions can determine on a user-by-user basis what manager, if any, needs to a) intercept the order and approve/release it, or b) receive an email notification of the order with a copy of the order content.

Custom Online Assortment: A subset of the full online catalog. User with a custom online catalog attached to their profile, are limited to search and purchase only items contained within the custom online assortment.

All Region 4 Omnia Partners contract items may be reflected as "Best Value" icons on the web also may be set to automatically sort to the top of a search result.

v. Describe how Offeror responds to emergency orders.

ODP Business Solutions provides delivery within the next two business days to over 95% of the U.S.. Our standard process routes orders for in-stock items received by 3:00 p.m. local time on a business day via phone/online or by 3:00 p.m. local time by fax will be delivered within the next two business days between 8:30 a.m. and 5:00 p.m. local time, Monday through Friday, within our local delivery areas. Most furniture items excluded.

Rush orders handling varies due to a number of factors, including current workload, type of rush order project, and delivery requirements. The rush order charges vary depending on many factors also and will be quoted at the time of order. We endeavor to meet all customer requirements.

ODP Business Solutions has an Emergency Order process with a turn-around time of 4 hours. Same-day delivery service is offered within 30 miles of our Distribution Centers at no additional charge if the emergency is due to an error. Orders must be received by 12:00 noon local time in order to perform a same-day delivery. Courier charges will be added to the customer's account for emergency orders that are not due to an ODP Business Solutions service failure. ODP will pass along applicable same-day delivery costs without mark-up.

Access your discounted contract pricing online. If you have access to a mobile device, we encourage you to register online for the Store Discount Program and download our mobile app to access the discount at checkout in an Office Depot® or OfficeMax® store.

- You can continue to get your contract pricing by placing orders on odpbusiness.com – Orders can be delivered to your home or business address, or you can place orders online for pickup at your favorite Office Depot and OfficeMax retail store locations
- Ordering online gives you more visibility, accountability, and control over what your organization orders — all at your contracted price

vi. What is Offeror's average Fill Rate?

ODP Business Solutions stocks, on average, more than 15,000 SKUs in our Delivery Centers. In addition, we consistently achieve over a 98% line item fill rate nation-wide.

- Order Fill Rate - The percentage of orders that were 100% filled on the first delivery schedule for the ship to location - 97.70%
- Line Fill Rate - The percentage of line items ordered that were 100% filled on the first delivery schedule for the ship-to location - 99.22%

vii. What is Offeror's average on time delivery rate? Describe Offeror's history of meeting the shipping and delivery timelines.

Next business day and on-time delivery has been an ODP Business Solutions commitment for years and is a highly-valued feature for our Contract customers. In response to recent customer requests for consolidation of specific orders, we're now introducing a new option for our ODP Business Solutions customers: Consolidated Delivery.

Examples of benefit to customers:

- A customer that needs to purchase a number of items for an event may want to request Consolidated Delivery so that all event items arrive together, in the right place, at the right time.
- A customer that prefers consolidated billing for a specific order can request Consolidated Delivery to avoid separate invoices.
- PLEASE NOTE: Not all deliveries can be fully consolidated – Virtual Warehouse items, alternate-source items, wholesale drop shipments, centrally-stocked items, hazmat fully-regulated items, and items produced from our Regional Print Centers (RPC) are not eligible for Consolidated Delivery.

If Region 4 Participating Agencies are interested in our Consolidated Delivery Program, please contact your ODP Business Solutions Account Management Team to discuss the program in detail to determine if it is suitable for your account.The On-Time Delivery (OTD) percentage is a calculation of overall performance to ensure all in-stock merchandise is delivered to the end customer by the delivery promise date. Overall OTD is at 93% company-wide.

- On-Time Delivery - The percentage of deliveries that were made on the promised schedule for the ship-to location - 99.13%

viii. Describe Offeror's return and restocking policy.

As outlined in Tab 2, your complete satisfaction is our primary concern. At ODP Business Solutions, we want to be sure that every purchase is the right one for you. If you are dissatisfied with your purchase for any reason, you may return most items in their original packaging within 30 days of purchase for a replacement or full refund.

To return an item, contact Customer Care at 888.263.3423 or go to our website to process it.

To place a return online, click on the Order Number under Order Tracking. Click on the Begin Return link on the Order Detail page to start the return process. For further assistance in processing your return online, or if the order does not have a Begin Return link, please contact the Technical Support Desk at 888-2OFFICE (888.263.3423) by selecting the option for "Web Support."

*Please Note: Multiple items may be submitted for return on a single Return Authorization; however, only one online Return Authorization may be submitted per order. Returns must include a return authorization number, as drivers will no longer accept any packages without the proper return authorization information.

Exceptions

- Furniture, Computers and Business Machines with accessories in original packaging can be returned within 14 days after purchase for a full refund.
- Opened Computers, Business Machines and Software (with accessories and original packaging) can be exchanged for the same item within 14-days of purchase.

- Cleaning, Sanitation, Breakroom, Safety (including personal protective equipment, masks, face coverings, face shields, gloves, goggles, gowns, thermometers), Facility, and other related products and supplies cannot be returned.
- Special Order Products cannot be returned or exchanged. This includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER.

To place a return online, click on the Order Number under Order Tracking. Click on the Begin Return link on the Order Detail page to start the return process. For further assistance in processing your return online, or if the order does not have a Begin Return link, please contact the Technical Support Desk at 800.269.6888.

*Please Note: Only one return per punch-out order may be processed online. If an additional return is required, please contact the Customer Care Desk at 888.263.3423.

ix. Describe Offeror's ability to meet service and warranty needs.

ODP will provider services to Region 4 ESC Participating Agencies to enhance their educational school supply needs as outlined in the RFP. This includes providng ordering platform, delivery, and educational support services.

ODP Business Solutions' warranties shall be limited to ODP Business Solutions branded products. For all other products, ODP Business Solutions will pass through to Region 4 ESC Participating Agencies, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties. ODP Business Solutions disclaims any implied warranties, including the warranty of fitness for a particular purpose and the warranty of merchantability.

x. Describe Offeror's customer service/problem resolution process. Include hours of operation, number of services, etc.

ODP Business Solutions operates a "One Call Resolution" process where over 80% of all calls received are resolved during the initial contact. If the Customer Care Professional (CCP) needs to call the customer back due to a need from another department (i.e., Pricing, Billing, etc.), the CCP manages the communication within that same day and communicates back to the customer within 24 hours. ODP Business Solutions strives to provide first contact resolution, whenever possible, for all Customer Care inquiries.

We offer several levels of problem resolution:

- Immediate resolution on the first contact
- Escalation to key support/research teams with final resolution typically provided within 24 hours
- Mandatory escalation to a supervisor in the unlikely event that multiple calls are made regarding an open incident

ODP Business Solutions initiates an optional post-contact survey to customers to identify whether we connected, resolved the reason for the contact, and made the end user feel valued. The results of these surveys are measured and used as a primary KPI for both our Customer Care Professionals and for our overall Customer Care Organization.

Customer Care utilizes a robust "closed loop" feedback process whereby we use survey feedback to proactively address identified service opportunities and to recognize/reward Customer Care Pros who deliver outstanding service to our customers.

Issue resolution and problem escalation will be managed through our formal Service Request (SR) process to ensure each issue is documented, tracked, and monitored until resolution. ODP's Service Request system is a case management software system that tracks every issue not resolved on the first contact. This system ensures no problem goes unresolved and also helps identify issues and trends, thereby allowing us to proactively identify and address root cause issues.

The Customer Care team will escalate any unresolved issues to the Account Manager through the SR process. Every issue that cannot be resolved on the initial phone call is identified as mission critical, urgent or important and then escalated through the SR process until resolved in our agreed upon SLA terms.

Hours of Operation

The ODP Business Solutions National, Local, and Inside Sales Teams will be available to all Participating Agency locations as follows:

- Your National Account Manager, Local Account Managers, and Inside Sales Team can be reached Monday through Friday from 8 a.m. to 5 p.m. local time.
- Executive Management can be reached Monday through Friday, 8 a.m. to 5 p.m. (ET).
- Your Implementation team can be reached Monday through Friday, 8 a.m. to 5 p.m. (ET). However, they may be available outside of these hours as they continually work additional hours to ensure all project needs and timelines are met.
- Service Consultants will be available Monday through Friday from 8 a.m. to 5 p.m. local time.
- ODP Business Solutions' Toll-Free Customer Care Desk is available Monday through Friday between the hours of 7 a.m. and 8 p.m. (ET).
- ODP Business Solutions' Online CHAT function is manned from Monday through Friday, 8 a.m. to 8 p.m. (ET).
- The ODP Business Solutions Internet Help Desk Representatives are available Monday through Friday from 8 a.m. to 8 p.m. (ET). Tech Support Agents can be reached at (888)-2OFFICE ([888] 263-3423) by selecting the option for "Web Support" at odpbusiness.com.
- Our Customer Care Centers (distribution facilities) are capable of operating Monday through Friday, 24 hours a day when necessary to meet customers' needs.

xi. Describe Offeror's invoicing process.

ODP Business Solutions is pleased to offer our Account Billing customers Electronic Billing, a billing solution that offers many immediate benefits to processing invoices for ODP purchases. Our goal is to provide you, our valued customer, with the billing method that will make managing your payables more efficient.

ODP Business Solutions' billing system is flexible, designed to provide you with invoicing compatible with your systems whenever possible. During contract implementation your requirements are identified, the formats built and reviewed during our discussions. You have four (4) fields in our invoice format for Region 4 Participating Agency use as needed (cost center, etc.) including validation capability. Different options are available, depending on whether the billing is in paper or electronic format.

E-Billing

Completely electronic billing with all the advantages of paperless operations.

Invoice Billing

An invoice is generated for each order placed by your buyers at the time of order shipment. Your invoice can be sent either in daily or weekly intervals directly to the primary address or indirectly to the "ship to" location(s).

Consolidated Billing

Consolidated or summary bills are generated for all orders reconciled within an agreed time period, weekly, semi-monthly, or in monthly intervals, directly to the primary address or indirectly to the "ship to" location(s) by paper or directly to the primary address electronically.

Payment Options

Invoices may be paid via EFT, P-Card point-of-sale purchasing, or check via electronic and/or mailed invoice (Summary or Standard).

ODP can send invoice data via an EDI 810 format. Depending on the customer requested run frequency, we can send EDI 810 invoices daily, weekly, semi-monthly or monthly.

Bill Management

Our enhanced, online self-service system puts all your billing information and time-saving account management tools right at your fingertips, 24/7. Advanced search capability enables invoices sorting by:

- Quickly accessing your account summary and detailed billing information to determine what is paid and what is outstanding.
- Searching for invoices by date, due date, purchase order or invoice number, ship to location or transaction type.
- Drilling down into invoice activities, including payments, credits and adjustments.

- Viewing, printing, or download your invoices, in a variety of formats, such as Excel, PDF, CSV, etc.

More Features for added Convenience

Use our streamlined payment and online dispute processing features:

- Pay one or multiple invoices at a time in one simple transaction.
- You can dispute an invoice online and receive a tracking number to follow its progress.
- A dedicated team will work to resolve your issue efficiently and effectively.

Electronic Billing is one of the most flexible billing methods available. It can be in one of two categories (or both, if you like):

Category 1 – Accounts Payable User Summary

There are two possible formats for this spreadsheet or summary bill document.

- The spreadsheet option allows you to quickly analyze your billing for the prior period – tell us what you need to see on a spreadsheet from your billing document and we'll send it to you as an easy to read and format ready spreadsheet attachment. We can provide this with either line item detail, or just a summary of the invoice (i.e., purchase order number, invoice date, invoice amount, and ship-to location).
- The printable summary bill copy is an unalterable PDF formatted electronic document that summarizes your purchases at an invoice level for the prior billing period. This means you can electronically store your ODP Business Solutions billing for audit purposes, as well as being able to print or route through your organization for approval. It looks just like our paper billing documents.

Category 2 – Accounts Payable System Upload

When your office receives invoices from vendors such as ODP Business Solutions, what information do you have to key into your Accounts Payable (AP) system? Do you ever wish you had time to enter more information for future analytical purposes? Well, let us do the work for you. Just tell us what information you would like to have in your AP system, and we will work with your IT team to define how you need to receive this information that will automatically upload into your system. This means that you will not have to do data entry whatsoever, and, because the data is flowing straight from our Billing system to your AP system, there will be absolutely no data entry errors.

Benefits of E-Billing

- Eliminates USPS mailing delays and/or lost invoices
- We can email the invoices to many email addresses
- 100% data entry accuracy using our AP upload
- Time and cost savings – what can you do with the time you used to spend managing ODP Business Solutions invoices?
- Easy spreadsheet format for analysis purposes that can be easily forwarded to other organizations who need information!

- Another option – access invoice information on line if you want to see more details of a particular invoice
- Customized to your business needs
- Do you file billing documents? It's significantly cheaper to save electronic documents, and makes retrieval a snap

Electronic Billing Formats

- Excel (.xls extension)
- CSV (if you use another spreadsheet program)
- PDF (must have Adobe Acrobat – most PCs do. If not, we will provide a link for a free download.)
- AP System Data Uploads - delivered via email or MFT right to your server
- Text files – either delimited or fixed length, as your IT team requests

xii. Describe Offeror's contract implementation/customer transition plan.

To begin Region 4 ESC and/or a Participating Agency selects ODP Business Solutions as its educational school supplies partner launching the transition process. Our assigned Implementation Team meets with your key personnel determining all elements of our relationship and developing the structure to ensure that the program meets your needs. Progress milestones and team member responsibilities are clearly identified and communicated.

Implementation Team Roles and Responsibilities:

- Introduce key stakeholders
- Review account performance requirements
- Identify required account set up information to be provided to the implementation team
- Review invoice and reporting requirements
- Review delivery requirements
- Review approval work flows

Implementation Project Plan and Checklist

Region 4 ESC's implementation plan establishes a jointly agreed set of activities and timetable for all significant events, from contract award to launching full-scale service delivery. The plan enables us to:

- Set project scope and requirements
- Agree on short, medium & long-term objectives, schedule reviews
- Outline roles and responsibilities for each activity
- Establish dependencies between key activities
- Control processes for monitoring and reporting progress
- Outline contract criteria between both parties

- Confirm ordering methodologies and eBusiness strategies

Figure 1-2. Implementation Made Simple. Your transition, your way.

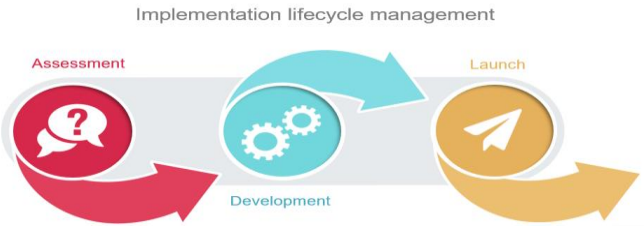


Figure 2-2. Implementation Made Simple. Enjoy a seamless transition.

Implementation Checklist

Your checklist itemizes all operational aspects of the contract, facilitating communication between all parties. It provides a key method of monitoring progress with agreed objectives, which include:

- Outlining local account structure
- Collating data
- Planning customer site visits and onsite training requirements
- Tracking logistics and warehousing requirements
- Specifying local service-level agreements

Communication Needs

Clear communication assures successful transition of suppliers and smooth implementation of your new contract including:

- A list of all stakeholders and their information requirements
- Reports, emails and newsletters

- Key pieces of information related to the contract

Program Launch and Marketing

Maximizing contract compliance and Region 4 ESC's value, ODP Business Solutions provides a detailed program launch ensuring your end users are aware of our new partnership. We launch our program with a series of marketing activities including:

- ODP Business Solutions, LLC Welcome Letter introducing the benefits of the contract
- Schedule of live training
- Easy-to-understand online user guide
- Introduce Web Site Tutorials

End-User Training

End-user training and contract awareness incorporate a range of initiatives which include:

- Website User Guides: These comprehensive guides are available online in Adobe Acrobat PDF format.
- Ongoing Support: Our eBusiness help desks and local customer care teams are available to all your end users.
- Website Tutorials: We provide end users with simple-to-use online tutorials to assist them with ordering procedures.
- Web Conferencing: Our eBusiness teams establish a net conferencing training service for remote locations as needed.

xiii. Describe the financial condition of Offeror.

ODP Business Solutions is one of the largest office products distributors in the world. The company has annual sales of approximately $8.49 billion.

ODP Business Solutions is a financially strong organization with the balance sheet to prove it. The Company stock trades publicly on the NASDAQ (ODP). We maintain the highest standards in our financial reporting with a very strong financial team that is fully engaged and dedicated to the highest standards of financial responsibility. In addition, Deloitte & Touche has audited ODP Business Solutions' balance sheets, stating our financial integrity and position in the marketplace.

Region 4 ESC can assess ODP Business Solutions's financial standing with the following details:

- ODP Business Solutions's Federal Tax Identification number: 86-2161688
- Dun & Bradstreet number: 11-865-7778

Additional financial ratings, ratios, and corporate information are available to the public. Copies of our SEC Filings and Annual Reports can be accessed through the following link:

https://investor.theodpcorp.com/financial-information/sec-filings

xiv. Provide a website link in order to review website ease of use, availability, and capabilities related to ordering, returns and reporting. Describe the website's capabilities and functionality.

ODP Business Solutions has a demonstration login. The information is as follows:

- Type in: www.odpbusiness.com
- LoginName: bid production
- Password: production
- Click: Login

To access the Online Management Dashboard:

- Near the upper right of the screen left click on the BP Icon
- Select Online Reporting from the drop down menu
- Select Dashboard on the middle right of the screen

This will display a range of dashboard options allowing you to analyze your purchasing history including:

- Dashboard
- Spend Analysis
- User Activity
- Savings Opportunities

Please note: The prices shown under this website do not reflect the prices offered in the proposal.

ONLINE ORDERING SYSTEM OVERVIEW

Region 4 ESC buyers and authorized users have access to ODP Business Solutions fully, integrated, real time, Business-To-Business e-Commerce website. You receive high reliability 24/7 availability with live inventory while ordering, a rolling 12-month order history downloadable to create your own reports, comprehensive invoice and POD review, all within a user friendly and secure environment.

ODP Business Solutions provides a modern, secure, one-stop reference/research website that enables you to increase productivity, reduce expenses, and lower your overall cost of ownership of products and services. Region 4 ESC users will have full access to the latest technology, consistent with reliability and security, to quickly and effectively do their shopping and research with us when they wish 24/7. More than 325,500 mid to large size organizations with over 1,388,000 users comprise about 75% of our contract business directly through the Internet because it the easiest and most efficient method for them.

Our Electronic Commerce Leadership and Experience:

Region 4 ESC benefits from our experience as a founding member of the OBI, advanced Internet ordering web site, and extensive third-party ERP integration experience, with over 1,500 third-party integrations and punch-out solutions. These are some of the capabilities and advantages. We look forward to the opportunity to discuss these options with you and partner to customize according to your business needs.

Excellent Management Tools:

- Online Reporting – why ask for reports when they are at your fingertips. 12 months of downloadable and exportable order history (cost center, ship-to, user, item SKU, etc.), your reports, your format
- Bulletin Board – you communicate program information to your users and post your logo
- Billing Information – POD verification, reprints of invoices or packing slips, online live
- Email Approval Release – online email approval release (HTML) with Smart Phone functionality
- Price Verification – see your contract prices on all items
- Credit Cards - Real-time credit card authorization, no order hold during authorization
- Administrator User – your management 'Super Users' have the ability to change personal profiles, add ship-to locations, approvals, add or remove users, etc.

- Create Profiles – define parameters/capabilities/permissions for each user live online
- Group Login Identities – optional single login for cost centers, locations, departments, etc.
- GPS Order Status – know exactly where your orders are from the time you 'click' your order to when the packages arrive at your desk, including electronic signature capture
- Best Value Items – your core items are identified and float to the top of all product searches
- 4 Accounting Fields – you customize/identify cost centers and billing/orders information

Easy to Use:

- Shopping Lists – create Organization wide 'best value' lists and buyers Personal items lists
- Real Time Inventory – enables intelligent choices based on live inventory while ordering
- Subscriptions –enables customers to receive automatic deliveries of your favorite products. There are no commitments, no obligations, or fees; you can cancel a subscription at any time.
- Online Backorder – intelligent backorder information, providing alternative options as you order
- Online Returns – simplest and fastest method for item return and full credit
- Order Reminders – schedule reoccurring or one-time reminders
- Future Orders – flexible delivery dates, or build your shopping cart for later orders
- Advanced Search – narrow your results by product, category, description, use, price, size, etc.

- Toner/Ink Find – fast search by manufacturer, make, and model for supplies for your machine.
- Compare Items – side-by-side comparisons, describing function, and capabilities
- Order Notification – detailed user information on your approved orders
- Live Online Chat – instant message customer service any questions on a product recommendation, order status, or online web functionality 8 AM – 11 PM ET weekdays

Many Categories – Huge Selection:

- 30K items – available next day
- Print on Demand – download your customized jobs directly on the same site and have them delivered with your supplies
- Technology Products – select from over 300,000 products from more than 500 manufacturers
- Furniture – order from over 1,000 furniture items stocked in our warehouses
- Workspace Facilities – hundreds of the most common cleaning products and janitorial supplies you need in stock
- Promotional Items – put your logo/brand or special event information on just about anything
- Brand Identity – download and create your own stationary, or pull from your private stocked items already created

Approval Routing

The optional automated order approval process is managed by Participating Agencies Super Users directly, online, live with each buyer capable of having a unique approver hierarchy or as your organization needs for your account. The notifications and approvals are handled by email and may be multi-level if desired. Proxy approvers can be assigned when the scheduled approver is unavailable.

User Profiles

Your Super User Account Management Capabilities: This option permits pre-appointed Participating Agency Super User(s) to control individual user Account Management details such as:

- Activating or disabling passwords/users
- Controlling/monitoring Blanket PO usage
- Adding Ship-To locations
- Managing Cost Centers/Departments
- Updating User profiles
- Editing or removing users
- Placing orders for otherwise restricted items (due to product type or dollar limit)
- Creating multi-tiered approval workflow templates for each user
- Formatting and running usage reports
- View online Proof of Deliveries (includes name, date, and time received)

Super User Authorized User Management: Key permissions are controllable on a user-by-user basis:

- Password
- Ability to Create Only or Place Orders
- Order Total Dollar Limit
- Management Notification/Approval Requirements (i.e., Single or multi-tiered approval process)
- Eligible and Default Ship-to location(s)
- Eligible and Default Department Number
- Eligible and Default Purchase Oder (if necessary)
- Eligible and Default Release (if necessary)
- Payment Method (i.e., specific charge card number)
- History Viewing Capabilities
- Usage Report Viewing Capabilities

Participating Agencies will gain tangible financial and budget management benefits using our online powerful tools including:

Online shopping tool helps end-users compare items, save money, and go green. Three different tools will be activated at your option as a cost-saving feature:

- Best Value - advises end users of your contract core list items during the shopping process. Example: Your end-user places a package of self-stick notes in their cart that is not part of your core list. If there is a comparable package of self-stick notes (e.g., standard yellow vs. the bright colored notes initially selected) on the core list, the cart will provide a pop-up alternative showing the item and the potential savings by changing the selected item to the core item.
- Private Brand - makes lower cost alternative suggestions during the shopping process; however, your recommended private brand, lower cost alternatives. Example: An end user places the national brand Post-It sticky notes in their cart. If you authorized comparable item in a private brand with a lower cost, that alternative will be suggested.
- Green Products- will suggest your preapproved items that have a higher initial cost. Example: An end user selects a 12 pack of AA batteries. The cart will suggest a package of rechargeable AA batteries. The rechargeable batteries may have a higher initial cost; however, due to the ability to recharge and reuse the batteries, overall cost per use goes down over the life of the battery.

Region 4 ESC Participating Agencies may select to have only one or any combination of all to your account based upon your business needs. All these tools allow end users to make better purchasing decisions to meet their business needs.

Online Dashboard: This highly innovative self-service budget management tool:

- Allows real-time access to important account information
- Displays year-to-date and monthly spend analysis by ship-to, cost center, and user

- Identifies opportunities to utilize additional ODP Business Solutions, LLC services that can result in cost savings
- Features real-time video overview of account activity and data export capability

The dashboard shows your spending patterns with at-a-glance charts and graphs, helps identify your savings and office supply benchmarks, and provides insights to online user activity and behavior.

Web Ordering System Unique Strengths and Competencies

The ODP Business Solutions ordering platform is a private website for use by pre-qualified customers only. Each customer has a unique contract with specific product requirements and preferences, pricing agreements, custom requisition forms for frequently ordered items, and individual warehousing and shipping profiles. With access secured through unique user IDs and passwords, the website is a protected place of business where users can browse the catalog, order products, check inventories and order status.

Adminstrative user access:

- Edit, add, disabled internet users,
- Bulk download and upload users
- Manage accounting fields,
- shipping addresses.
- Maintain account message board.
- Securely manage credit cards.
- Bulk/ Upload Credit cards, credit card Groups

Our system is designed to integrate readily with a variety of inventory, order, and procurement management systems already in place.

With the ODP Business Solutions online catalog, end-users have access to our order history screen, allowing them to track the status of current and past orders for up to 12 months. In addition, this feature provides order details for ship dates, order sources, open/closed/on-hold, cost centers, and purchase orders. This feature allows <<clientShort>> to easily identify the orders awaiting approval and release multiple orders at one designated time.

Integrated order status and enhanced delivery tracking. Information about your delivery status along its journey.

Mobile Applications

Mobile Applications provide customers the ability to access our site via Smart Phones and other mobile devices. Using their business.officedepot.com user id, users may: check inventory, approve orders, submit orders, and set up users. It is available anytime and anywhere.

Features:

- A simple-to-use dashboard saves you time and effort while you manage your business.
- Access your store purchasing card card right from the app and can get discounted pricing at any of our stores.
- View, manage and review pending approvals and orders on the go.
- Access company-wide and personal shopping lists wherever you go.
- Browse products, get quick access to past orders, and check out fast.
- Increase communication within your user groups with personalized messages, updates and announcements.

ODP Business Solutions for business may be downloaded from:

Download on the App Store GET IT ON Google Play

xv. Describe the Offeror's safety record.

ODP Business Solutions is committed to providing a safe environment in which our associates work and our customers shop. We continue to enhance our associates' skills, ensuring safe work practices through effective associate education, training, communication and supervision. Safety is an underlying value that we actively promote and practice every business day. The ODP Business Solutions Safety and Health program relies on each associate's active involvement to achieve our safety expectations.

The ODP safety program is led by the Director of Environmental Health and Safety along with our Environmental Health and Safety Manager Supply Chain who oversee safety processes for their respective businesses. Additionally, 45 Field Loss Prevention & Safety Managers help drive field safety leadership to our supply chain locations.

Safety training for all new associates during their orientation, in order to inform them of safe work practices, including but not limited to proper procedures when operating machinery, forklifts, and expected behaviors.

Required program maintenance and annual safety training for all associates, which includes lockout-tagout, powered industrial trucks, conveyor and dock safety, incident management, hazard communication, and behavioral safety.

Coordination of safety committees, documenting and investigating all incidents, maintaining continuous safety awareness training programs, and sharing and implementing best practices.

Performance metrics are integrated into leadership goals and compensation bonus structures. Monthly performance metrics are distributed to field and onsite leadership teams, as well as reviewed with executive management.

Safety events are reported by phone to our third party, TPA. All records are kept in accordance with Federal OSHA and Federal/State workers compensation guidelines. ODP Business Solutions has a set expectation that all incidents reported have a documented investigation and root cause analysis completed as well as accountable parties named for follow up and corrective action completion. Each week there is a root cause analysis call held in Supply Chain at which time all incidents reported for the prior week are covered in detail as a way to validate the RCA process is being completed at the location level.

ODP submits statistics to the Bureau of Labor and Statistics as well as electronically reports to OSHA as required for all locations that fall into the High Hazard category based on the standard NAICS code.

OSHA Recordable Incident Rate and Lost Workdays

The table below shows ODP Business Solutions OSHA Recordable Incident Rate (RIR) for 2017 through 2022.

Supply Chain (Veyer)								
Year	Avg. # of Employees	Hours Worked	# of Recordable Cases	Incident Rate	OSHA Recordable Rate for your Industry	Count Loss Time Cases	Loss Time Case Rate	# of Fatalities
2017	4,718	10,469,979	227	4.30	5	73	1.39	0
2018	5,227	10,102,362	254	5.02	5.2	101	2.00	0
2019	4,941	10,372,523	224	4.30	5.2	69	1.33	0
2020	4,241	7,736,756	185	4.78	4.9	82	2.12	0
2021	3,608	6,853,563	156	4.5	5.0	68	1.98	0
2022	3,630	6,245,406	160	5.1	5.6	55	1.76	0

Retail (Office Depot, LLC)								
Year	Avg # of Employees	Hours Worked	# of Recordable Cases	Incident Rate	OSHA Recordable Rate for your Industry	Count Loss Time Cases	Loss Time Case Rate	# of Fatalities
2017	28,640	33,688,242	481	2.86	2.3	145	0.86	0
2018	25,342	31,909,160	365	2.29	2.20	116	0.73	0
2019	23,245	29,615,392	340	2.30	2.00	92	0.62	0

2020	19,571	23,795,047	221	1.86	2.30	77	0.65	0
2021	16,253	21,697,204	230	2.12	2.3	189	1.74	0
2022	13,487	19,309,074	183	1.90	Not available until November			0

xvi. Describe Offeror's reporting capabilities. Provide samples of reports available and if there are any fees associated with the reports.

Region 4's Participating Agency usage information from ODP Business Solutions is accurate, reliable, current, live, and available online 24/7. Your management decisions are only as accurate as the usage data. *We focus on the success of your supply program.* We actively help you reduce costs in your program. Through Business Reviews, we measure your trends in spend, product selection, and local details to help you drive usage to your contract core aggressively priced items and ensure the core reflects your current requirements.

Online Reporting

Participating Agencies' general account and order information is live online for 12 rolling months. You can:

- Manage visibility to information based on your user roles
- Download, create, analyze, and print usage history
- Sort the history of the purchases by product type, PO, buyer, and ship-to location
- Manage and control your spending on office supplies

Your Administrator (Super User) will permit Region 4 ESC end users who will have access to view Participating Agency online history.

Ad hoc reports are emailed electronically within 48-72 hours of your request. The general format is in Excel, but Participating Agencies can be set up to receive CSV files automatically by email. ODP Business Solutions identifies desired report formats sending them on a prescheduled basis or by request.

Online Reporting Dashboard

You have a powerful self-service budget management tool available online:

- Your spending patterns with at-a-glance charts and graphs
- Your savings and office supply benchmarks
- Insights to online user activity and behavior

Our website includes a reporting dashboard. This highly innovative self-service tool:

- Allows real-time access to important account information

- Displays year-to-date and monthly spend analysis by ship-to, cost center, and user
- Identifies opportunities to utilize additional ODP Business Solutions, LLC services that can result in cost savings
- Features real-time video overview of account activity and data export capability

The dashboard shows your spending patterns with at-a-glance charts and graphs, helps identify your savings and office supply benchmarks, and provides insights to online user activity and behavior.

Report Selection

Formats and reports available include, but are not limited, to the following options:

Score Card

- Percent of orders delivered next day
- Percent of lines filled
- Average order size
- Number of backorders
- Average days to fill backorders
- Lines credited
- Misfills
- Damages

Order Method Reporting

- Internet
- Fax
- Phone
- Procurement Card

Product Reporting

- Minority products
- Recycled products
- Manufacturer name
- Product description
- Unit of measure
- Quantity sold for period
- Dollar amount sold for period

Furthermore, we also have the ability to send you your reports electronically via e-mail within 48-72 hours of your request. The general format is in Excel, but a customer can be set up to receive CSV files automatically by email.

Performance Scorecards

The Scorecard is a tool that quickly presents the high level metrics about a program as well as key drivers for improvements and is typically part of the quarterly business review. It highlights Spend, Average Order Value, Fill Rate percentage, order lines, backorder information, and return statistics. The Scorecard can represent a specified period and is often compared to previous quarterly data. Additional information can be added to the Scorecard such as Orders Under $50 and Percentage of Small Orders. Improvements may be suggested if the Average Order Value is under $150, and tools to increase this will be presented, including order consolidation.

Furthermore, our Account Managers will work with Participating Agencies to share best practices and help with change management related to buying behavior.

Tracking Usage Reports

One of the most powerful tools ODP Business Solutions offers is extensive usage and tracking reports. This information is specific to the overall program for the entire account, covering all products, orders, and spend. However, what truly makes this an effective tool is the ability to monitor specific location, item, and end-user usage.

Working with your ODP Business Solutions Account Manager and team, ODP Business Solutions and Partipating Agencies will mutually schedule a quarterly review process. During this forum, ODP Business Solutions will assist Region 4 Participating Agencies with analyzing spend and usage data. This will allow them to drive greater usage to your contract core list, identify rogue spend outside your endorsed contract stationer, and see actual product usage. Product usage information can be very helpful to manage the most effective contract core list and find greater cost savings. Together, Participating Agenies and ODP Business Solutions can review contract items and ensure they are still relevant or recommend necessary changes. Recommendations can also be made for more effective product substitution enhancements.

Specific dollar savings and percentages are dependent on a number of factors, even when you look at accounts similar in size and scope. Variables such as an exclusive endorsement, prior program initiatives, and use of eCommerce can affect the percentage of savings. However, if Participating Agencies are not currently participating in a quarterly review process, and presently does not have an organization-wide standardization and compliance program in place, the savings can be significant.

Quality Control Reports

Our internal measurement tool, the Customer Service Index (CSI), is designed to measure three key components that impact 100% Customer Satisfaction throughout each transaction.

- Our Fill Rates measure how successful ODP Business Solutions Distribution Centers fulfill your orders based on inventory availability (including wholesaler performance). We measure fill rates by orders and lines of an order. This means that the percentage of lines ordered by your end users are completely in stock and sent next day from the distribution center.
- The Quality Index measures delivery only, credit, returns, even exchanges, miscellaneous credits and damaged events. We measure the quality index by the same lines and orders we use for fill

rates. The percentage of order quality index means that all lines of your end users orders are complete and delivered to the customer with no further fulfillment or quality issues.

- The On-Time Delivery percentage measures the timeliness and completeness of orders delivered to you within the scheduled delivery time without interruption of service. Delivery information is tracked within our GPS delivery system in real time.

During Business Reviews, we present many of these quality control metrics, as well as our standard Business Review document and other relevant information regarding our performance and resolution of any issues discussed at prior meetings.

ODP Business Solutions can easily accommodate your reporting needs. Reports can be sorted up to nine levels using a combination of any of these fields:

- Customer Number
- Customer Product Code
- Customer Department Number
- ODP Business Solutions Product Code
- ODP Business Solutions Catalog vs. Non-catalog products
- Contract vs. Non-Contract Products
- End-User Name of Desktop Location
- ODP Business Solutions Merchandise Department
- Parent Number if usage is rolled up by groups
- Ship-to or Location Number
- Ship-to by City, State, or Zip
- ODP Business Solutions Product Categories
- Purchase Order Number
- Product Description
- Contact Name
- Order Source
- Customer Size

The report media type delivery can be via paper, online or email (Excel or CVS file).

See ODP Sample Reports attached at the end of this section.

xvii. Describe Offeror's green or sustainability program. What type of reporting or reviews are available to participating agencies?

ODP remains committed to supporting the health of our planet, decreasing the company's environmental impact, and helping our suppliers and customers do the same. Our environmental initiatives include our GreenerOffice™ Rating System, GreenerOffice™ Delivery Service, Greener

Purchasing Program, chemical and paper policies, which help limit waste, conserve energy, encourage recycling, and minimize the use of harmful chemicals.

Buy green, be green, and sell green

ODP Business Solutions takes social and environmental responsibility to heart. You can see it in how we cultivate, refine, and align our initiatives in our organization, our communities, and beyond. Review our current Corporate Sustainability Report for a detailed glimpse into our practices.

ODP Business Solutions's environmental strategy is "buy green, be green, and sell green." By implementing this strategy throughout our business, we've measurably improved our own environmental performance — and helped our suppliers, customers, and communities set and achieve their goals.

Since committing to our environmental strategy in 2003, our approach to sustainability has earned us contracts with environmentally conscious organizations and government agencies, including the state of California, companies in the Pacific Northwest, global corporations, and small and medium-sized businesses.

We support different levels of greener purchasing.

Going green doesn't have to be an all-or-nothing decision. ODP Business Solutions can help support you however you reduce your environmental impact, whether it's a worldwide program or one step at a time. To help you on this journey, we developed the GreenerOffice™ rating system, in which we rate products as light green, mid green and dark green. Look for this color coding on featured products.

GreenerOffice™ ratings help you make informed choices that align with your sustainability goals.

Figure 1.1. Shades of Green. *Our sustainability initiatives include Planet (environmental), People (social), and Prosperity (economic).*

Why green?

ODP Business Solutions pursues global environmental leadership for four main reasons:

- We care about taking care of the planet and want to reduce our environmental footprint.
- We believe our environmental stance is a business strategy that helps us attract and retain customers who are striving to be greener.
- We listen to our customers and aim to serve their growing environmental requirements.
- We know that environmental initiatives reduce our carbon footprint or waste outputs, which often save costs and drive long-term operational efficiency.

We prioritize our environmental policy and performance.

Our environmental policy aligns to our strategy, and we measure and report progress annually. We implement initiatives that help improve our environmental performance in the following ways:

To *buy* green, ODP Business Solutions' policy is to continuously:

- Source greener office products for resale
- Buy paper from certified well-managed forests
- Buy greener office products for internal use

To *be* green, ODP Business Solutions' policy is increasingly to:

- Reduce waste and recycle materials
- Reduce energy and greenhouse gases from facilities
- Reduce fuel and greenhouse gases from transportation

To *sell* green, ODP Business Solutions' policy is increasingly to:

- Deliver innovative greener solutions for customers such as greener products that help save resources, save energy, and use safer chemicals
- Offer several take-back programs and spend reports

The Greener Purchasing Program is a useful set of tools to help you save time and money while reducing your environmental footprint.

To *tell* green, we engage stakeholders and report performance annually in our Corporate Sustainability Report.

Customer Environmental Needs – Greener Office

Customers are at the center of ODP Business Solutions' business strategy, and they are also at the center of our environmental strategy. We go to great lengths to understand our customers' environmental needs through meetings, surveys, focus groups, and seminars. The insights gathered are then leveraged to create greener products and programs to serve our customers' needs. We call this Customer-Centric Environmentalism – and it is a central theme in our approach. We have gone to great lengths to develop a customer-centric approach that starts with the challenging task of defining 'green' office products, where there is no universal definition. We did this by first assessing over 30 major institutional purchasers environmentally preferable purchasing polices (e.g., State of California, Federal Government, USGBC etc.), and then developed an eco-rating for office products as light green, mid-green and dark green, based on their eco-attributes and eco-labels. Products with meaningful eco-attributes and eco-labels are promoted in multiple ways, including through our industry-first and still leading Green Book catalog; through our GreenerOffice website, and through onsite and online webinars, and onsite vendor shows.

Through the years we've learned that many of our customers share our environmental goals – they want to buy greener, be greener, and sell greener themselves. As such, we've designed our GreenerOffice Program with specific solutions that help our customers pursue these goals:

If greener purchasing is the customer's goal, i.e., a desire to buy greener, ODP Business Solutions offers the following solutions:

- The Green Book® online– : an exclusive digital catalog filled with our greenest products showcased in every space of a customers every-day life.
- Greener Purchasing Program: a five step guide designed for customers who are interested in purchasing greener but are not sure where to start.
- GreenerOffice store: a website with all our greener choices in one place
- ODP Business Solutions GreenerOffice Rating: ODP Business Solutions's rating system for greener products
- Greener Options Tool: a report to help identify greener options to high volume products
- Green Select Cart: online functionality that nudges end users to greener choices
- Green Purchasing Policy Templates: sample policies to accelerate environmental policy creation

If greener operations is the customer's goal, i.e. a desire to be greener by reducing waste, energy or fuel, ODP Business Solutions offers the following solutions:

- GreenerOffice™Delivery Service : office supplies delivery by paper bag instead of cardboard box
- Managed Print Services: solutions to help reduce waste associated with printing
- Recycling solutions: recycling services for ink & toner, tech, cell phones, lighting, batteries etc.
- Reusable promotional products: customizable products that help avoid waste
- Energy saving devices: power strips and other solutions that reduce energy use in other products

- Water filtering solution: drinking water solutions that serve as alternatives to bottled water
- Minimum Order Value programs: incentive programs that help consolidate orders and reduce fuel

If greener behavior is the customer's goal, i.e. a desire to sell green internally, ODP Business Solutions offers the following solutions:

- Leadership in Greener Purchasing Awards: awards by ODP Business Solutions to recognize greenest buyers
- Paper calculator reports: free reports on the benefits of switching to recycled paper

If green reporting is the customer's goal i.e. a desire to understand greener purchasing results and have credible announcements that help 'tell green,' ODP Business Solutions offers the following solutions:

- Green Business Review: a report that comprehensively documents greener purchasing results
- Custom Green Spend Reports: other reports based on the customers' needs/definition of green
- Green Customer Case Studies: customer profiles in video or print to help customers tell their story

In line with our philosophy of customer-centric environmentalism, most of the above solutions were originally created for, or in partnership with, specific ODP Business Solutions contract customers. The list expands or evolves based on the changing environmental needs of our customers.

Green Product Assortment

The idea of "green" is often talked about in a way that's very casual and conversational: More of an idea or an aspiration than something quantifiable. As a business, we need a much more stringent definition that can be translated into a set of best practices which can be put into place in the real world.

GHG Reduction Goals

Thousands of Greener Choices

The Green Book Virtual Catalog

We went to the experts and consulted their guideline documents:

- U.S. Green Building Council's Leadership in Energy & Environmental Design (LEED) standards
- EPA Comprehensive Procurement guidelines
- State of California SABRC guidelines
- Office of the Federal Environmental Executive (OFEE) documents
- GreenSeal "Choose Green" Reports"

Starting from this very comprehensive understanding of environmentally-sound business, we distilled this definition of "green" products:

Approximately 38% of our revenue is derived from eco-conscious products (up from 33%).

ODP offers its customers an assortment of greener products to add to their programs. All greener products are classified according to their environmental attributes and are assigned a Light, Mid or Dark Green shade. We have a dedicated section on the website for information, resources, and solutions that will guide you toward making greener decisions. Products classified as greener possess, and are labeled with, at least one of the following environmental attributes:

Save Resources/Avoid Waste

Recycled – contains post-consumer and/or post-industrial recycled materials

Remanufactured – made from quality components of previously used products

Recycling Solutions – designed to make recycling simple and convenient

Designed for Recyclability – easily disassembled by you after use

Helps Avoid Waste – reduces or eliminates material waste and/or chemical use

Leadership Forestry – made with fiber from Forest Stewardship Council (FSC) certified forests or sourcing programs

Responsible Agriculture – source from farms that meet specific leadership standards

Plant-Based/Biobased Materials – made using tree-free agricultural products or by-products

Compostable – made from materials that can quickly break down into organic matter (within commercial composting facilities)

Refills/Refillables – designed for continued use, helping avoid single-use disposables

Reusables and Avoid Disposables – designed to be used repeatedly, helping avoid single- use disposables

Rechargeable and Avoid Disposable – designed to be used repeatedly, helping avoid single-use disposables

Save Energy – Avoid Emissions

Energy Efficient/Helps Conserve Energy – designed to use less energy used by other products

Renewably Powered – designed to work without relying on an electric connection or disposable batteries

Made with Renewable Energy – manufactured using either solar, wind, geothermal or fuel cell energy

Carbon-Balanced – all or part of the carbon dioxide emissions have been calculated and offset with credible carbon offsets

Use Safer Chemicals/Avoid Exposure

Reduced Harsh Chemicals – made with fewer harsh chemicals, or safer chemicals than typical alternatives

Chlorine Free – unbleached or bleached with Process Chlorine Free (PCF) or Total Chlorine Free (TCF) methods

Plant-Based/Biobased Materials – made using tree-free agricultural products or by-products

Biodegradable in Water – safely breaks down in freshwater or marine environments after use

Providing our customers with greener options and education is important to Office Depot. Our sustainability solutions are below, followed by details of a few of our programs that help enable customers to purchase greener.

Summary of Greener Programs (business.officedepot.com/gpp)

Greener Purchasing Solutions:

Office Depot GreenerOffice Rating – an industry first greener product rating system

The Green Book® Digital Catalog – an interactive digital catalog where end users shop greener products by office type. See business.officedepot.com/greenbook

Greener Purchasing Program Guide – designed for customers interested in purchasing greener but not sure where to start, see http://business.officedepot.com/gpp.

Greener Office website (https://www.officedepot.com/cm/marketing/greener-office) with thousands of eco-conscious products

Greener Alternatives Tool – Greener Alternatives report with greener choices

- Green Select Cart – a web-based "Green Smart Cart" that helps end-users identify greener alternatives at the point of purchase

Greener Operations:

GreenerOffice™ Delivery Service – an innovative and industry first, reusable tote and bag delivery program

Recycling solutions – take back recycling options for products, including ink and toner and technology.

- Reusable promotional products
- Energy-saving power strips
- Water filtering solution
- Minimum Order Value Incentives

Green Reporting, Reviews & Communication:

- Green Business Review – Our Green Business Review (GBR) shows purchasing baseline so we can discuss options for improvement
- Custom Green Spend Reports – Personalized reports uniquely suited for each customer's need
- Paper calculator – We can help you understand the environmental footprint of your paper choices

Greener Office Delivery, Green Select Cart Program, Carts & Totes

- ODP Business Solutions' GreenerOffice™ program strives to reduce the packaging we utilize in our delivery system. Some amount of packaging is important to protect items; however, most of our products do not need more than the pre-existing packing from initial manufacturing. In 2011, we invested in an innovative program called GreenerOffice™ Delivery, which utilizes reusable, recycled-content plastic totes. In these totes are our recycled-content sealed shopping bags, which contain the purchased items.
- In addition to how items are delivered, we make it easier for end users to identify green items while shopping online. The introduction of our Green Cart option helps customers identify when a greener option exists (if a "less green" item is selected) and then allows them to make the choice on which item they prefer. This helps 'nudge' buyers in your organization to help move your green purchasing goals and strategies forward. Detailed explanations follow.
- GreenerOffice™Delivery tote program: We deliver orders to our customers' facilities on selected routes in a recycled-content plastic tote containing recycled-content paper bags with the items ordered. Our driver takes the tote but leaves the bag with the order. This program also reduces dunnage, air pillows, and cardboard usage.

- Green Select Cart Option: ODP Business Solutions maintains an online tool, Green Cart, which offers suggestions to Region 4 ESC buyers when they place non-Green items in their shopping cart for which Region 4 has selected approved green options. The buyer may elect to accept the alternate or keep their original selection. We can also make this a mandatory substitution if the Participating Agency desires.
- Private Cart Option: ODP Business Solutions also has an online tool, Private Cart, which will offer suggestions to Region 4 ESC buyers when they place national brand items in their shopping cart for which Region 4 has selected approved Private Brand alternates. The buyer may elect to accept the alternate or keep their original selection. We can also make this a mandatory substitution if a Participating Agency desires.

Recycled Products Catalog

ODP Business Solutions has an environmental vision to "increasingly buy green, be green and sell green." Our current assortment contains over thousands of high quality green options for contract customers across the U.S of which many contain recycled or remanufactured content.

The Green Book is a digital catalog designed to enhance customer's experience. The Green Book showcases a visual journey of product solutions for every space in your office. Whether a breakroom, boardroom or cubicle space, we've got an assortment to fit every need and style.

Example of products contained in the current Green Book assortment include:

- Recycled Paper
- Refillable Pens
- Non-Toxic markers and highlighters
- Energy Star qualified Printers and Monitors
- LED light bulbs
- Remanufactured Ink & Toner Cartridges
- Biodegradable Packing Material
- Non Toxic Cleaning Supplies

As well as showcasing products, The Green Book provides the ability to click on each product to read Features & Benefits and see color-coded green ratings, eco-attributes and eco-labels with their respective explanations. You can view videos and see other related content along the way. When you are directed to the website, you can easily identify recycled and other eco-conscious choices with an icon for each.

ODP Business Solutions's order tracking and reporting systems make it easy for customers to set goals and measure their performance to those goals for the account as a whole and all individual purchasing locations.

Detail of Selected Programs

- Green Product Assortment: Office Depot was the first in our industry to introduce a "greener" products catalog called "The Green Book™" in 2003, which has been published every year since.

Additionally, we have a dedicated greener products storefront on our website to help make finding greener choices easier, featuring products with greener attributes and eco-labels in nearly all categories from supplies to furniture and cleaning products.

- Green Reporting: You can't manage what you don't measure; hence the importance of greener spend reports and tracking for our customers. We help customers evaluate their greener spend at a glance with our Green Business Reviews (GBRs). This report shows your purchasing history according to the Office Depot GreenerOffice Rating system so customers can decide when and where to go greener.
- TreeUp Program: Office Depot has teamed up with the Arbor Day Foundation to offer TreeUp — a simple program designed to help your organization reduce its impact on the environment and meet sustainability goals. Here's how it works:

1. We use a custom paper calculator to estimate the amount of wood used and carbon emissions created by your paper purchase.
2. You choose if you want to offset your environmental impact through planting trees.
3. The Arbor Day Foundation will plant trees for $1 per tree.
4. You will also receive a certificate highlighting your impact on our planet through tree planting.

ODP Business Solutions is currently working with many of our vendors, such as TreeZero and Boise Paper, on lifecycle analysis (LCA) for their products. In order for us to offer our customers ways to improve their sustainability performance, we must have the most complete understanding of our products as possible.

We can help you address your sustainability challenges.

Mainly, our environmental innovation comes in four distinct areas:

- Locating and obtaining such products for resell to our customers
- Presenting those products to our customers and their buyers in an attractive manner, including the packaging
- Giving our customers the ability to set goals and measure the results so they can evaluate the success of their program
- Using our experience to help customers successfully meet their environmental and diversity purchasing goals

ODP Business Solutions team works with our customers' purchasing locations to help them follow their company's direction concerning purchasing certain product categories through their procurement program.

ODP Business Solutions is committed to supporting the social and environmental values of our customers through waste diversion programs, greener packaging, transportation innovations and product solutions that extend throughout the life cycle.

- Help reduce your environmental footprint by tapping into our Greener Purchasing Program and GreenerOffice™ Delivery Service
- Let us bring human sustainability solutions to life for you by leveraging our own road map and sustainability strategy
- Help create opportunities for economic prosperity and meet your supplier diversity purchasing initiatives with our robust supplier diversity program

Fast Fact

In 2018, we proudly launched our community investment mission called #depotdifference, which brings a focused, hands-on approach to empower us all to make a difference. Through #depotdifference, ODP Business Solutions drives impact in our three key focus areas: empowering education, championing entrepreneurism, and strengthening communities

Corporate Sustainability Report

Office Depot has published a Corporate Sustainability Report since 2003. The current ODP Corporation 2022 Sustainability Report is available online at http://www.business.officedepot.com/sustainability.

xviii. Describe any social diversity initiatives.

Customer Focus, Commitment, and Caring are core components of the ODP Business Solutions corporate culture and diversity strategy. We are committed to developing, establishing and accomplishing our diversity goals and helping our customers do the same.

What drives our company's success are the diverse perspectives, ideas, and experiences of our associates, suppliers, and our customers. Respect, unity, and equality are integrated within the

foundation of our corporate culture, and we're dedicated to providing equal opportunities for all—across all areas of our business. Our Community Investment program, #DepotDifference, is focused on empowering education, championing entrepreneurship, and strengthening our communities through a variety of volunteer and philanthropic initiatives. Our Associate Resource Groups (ARGs) are voluntary associate-led groups that foster awareness, education, and allyship in our workplace, marketplace, and communities.

Commitment to a Diverse Workforce

- We employ a diverse workforce reflective of the communities in which we do business
- We provide equal opportunity and encourage all employees to develop to their full potential
- We appreciate the importance of a diverse workforce at the highest levels of management
- We embrace new ideas and perspectives and respect individual differences
- We do not tolerate harassment of any sort.

Serving Diverse Communities

- We reach out to entire communities through our corporate citizenship efforts
- We focus on the health, education and welfare of all children through outreach and involvement
- We support diverse organizations and causes with funding, product donations and volunteerism

Fostering a Diverse Vendor Network

- We continually increase and strengthen our vendor diversity network to reflect the global marketplace
- We support diverse and small businesses to assist their growth so we can thrive together
- We partner with organizations committed to building diverse business ownership

Our diversity efforts are linked to our marketplace strategy of utilization of diverse vendors and suppliers who are minority, women, veteran, disabled, LGTBQ owned, and small businesses. We have a robust supplier diversity model and are committed to the economic development of the communities in which we work and live. Our Supplier Diversity Program assists diverse and small businesses in building community, business, and customer relationships that inspire organizational growth and empowerment within every aspect of our business.

Additionally, diversity is tied to our workforce strategy of recruiting top diverse talent and retention of high-performing diverse individuals as well as ensuring that our company reflects the customers we serve. It is also reflected in our workplace strategy to develop diverse talent, create an inclusive culture, and provide a work environment based on honesty and mutual respect.

Supplier Diversity Program

The ODP Corporation is committed to the economic development of the communities in which we work and live. This commitment is evident in our industry-leading multi-dimensional approach to small business development. Our Supplier Diversity Program assists diverse suppliers in building community, business, and customer relationships that inspire organizational growth and empowerment within every aspect of our business.

The goals of The ODP Corporation's Supplier Diversity Program are:

- To form strong partnerships with diverse suppliers.
- To pursue nationally certified diverse suppliers that reflect today's diverse global marketplace.
- To ensure that diverse suppliers are well represented in our product assortment and have an equal opportunity in our supplier selection process.
- To affiliate with national organizations such as the National Minority Supplier Development Council (NMSDC), the Women's Business Enterprise National Council (WBENC), the National LGBT Chamber of Commerce,), NaVoba (National Veteran Owned Business Association, Disability IN, the Small Business Administration (SBA) as well as other organizations that share our goal of making a positive impact on economic development through supplier diversity.
- To effectively highlight the products of diverse suppliers in our national full line catalog.
- To empower diverse suppliers to become self-sustaining providers of goods and services to our customers and us.

The ODP Corporation is proud to offer the most comprehensive Supplier Diversity model of its kind, in order to give diverse suppliers the best opportunities to grow and prosper. We actively seek out promising diverse suppliers, which include: Certified minority, women, disabled, veteran, LGBT, and small [SBA 8(a), SDB, and HUB Zone] enterprises to ensure equal opportunity in our supplier selection process.

Our program is made up of three dimensions: ODP Business Solutions Tier I (reseller program), Tier II (vendor diversity), and Procurement. The three dimensions of our Supplier Diversity model have set the following standards to help us to measure and maintain the success of this process:

- Enhance capabilities of diverse suppliers
- Expand the capacity of diverse suppliers to compete more effectively
- Increase turnover of all diverse supplier products
- Leverage efforts with other corporations to create large-scale diverse supplier opportunities
- Increase market reach and density
- Increase purchases from diverse suppliers
- Reduce buying costs of doing business for all suppliers and vendors

Tier II (Vendor)

The Vendor Development team is committed to satisfying our customers' needs and exceeding expectations by offering the highest quality products at the lowest delivered cost, while fulfilling their diversity purchasing needs.

To support our commitment, the vendor development process is organized into five key strategies. They include:

- Seeking out diverse suppliers through referrals, vendor fairs and tradeshows
- Offering diverse suppliers an equal opportunity in the vendor selection process
- Forming partnerships with diverse businesses and Supplier Diversity Councils including the National Minority Supplier Development Council (NMSDC), Women's Business Enterprise National Council (WBENC), the Small Business Administration (SBA), NaVoba (National Veteran Owned Business Association, Disability IN, and National LGBT Chamber of Commerce (NGLCC)
- Marketing diverse suppliers to provide them with national exposure through ODP Business Solutions' national & diversity catalogs, and various diversity magazines that focus on the business of diversity
- Empowering diverse suppliers by raising their capabilities and making them the best source from which to buy

ODP Business Solutions Tier I

The goal of the ODP Business Solutions Tier I Reseller program is committed to providing the following to interested customers. ODP Business Solutions is committed to:

- Developing an alternative growth vehicle that increases market share by providing:
- Choice – The reseller network has many certifications available to customers to help them meet their diversity corporate goals.
- Collaboration – The ODP Business Solutions Sales team, diversity reseller, and the customer work together and develop a program which meets everyone's goals.
- Innovation – The diversity reseller uses a consultative approach to provide best practices, technology, and develops new solutions to support a customer's needs.
- Strengthening our position within minority, women, and small business segments
- Initiating job creation, economic, and business development in markets served
- Facilitating establishment of new minority- and women-owned businesses

A prominent feature that sets the ODP Business Solutions Tier I program apart from our competitors is the mentor-protégé support we provide our partners. This benefit allows for training and development of our Tier I partners that leads to their long-term growth and economic viability.

ODP Business Solutions combines world-class ecommerce, distribution, and product assortment capabilities to give ODP Business Solutions Tier I partners a superior position in the marketplace and maximum opportunity for profitable growth. We provide product, order fulfillment, and a

shared services package (customer service, sales and marketing support, etc.) that benefit our Tier I partners with:

- Brand association
- Purchasing power
- Efficient supply chain
- Marketing expertise
- Training expertise
- Ecommerce platform
- Mentor-protégé support
- Customer Benefits

Our Tier I Reseller Program provides customers with a legitimate and viable solution to their supplier diversity needs. Tier I customers benefit from:

- Broader product assortment
- Easier order entry options
- Enhanced distribution capabilities
- Enhanced customer service
- MWDVE purchasing credit

xix. Provide any additional information relevant to this section.

Our code of Ethical Behavior and commitment to our 5C Culture (Customer, Commitment, Change, Caring, Creativity) continue to drive our actions and guide our company's strategic direction. They serve as our moral compass for ethical decision making and enforce our commitment to doing what is right—in every store, at our corporate headquarters, among our sales force, and across our entire supply chain.

MEASURING CUSTOMER SATISFACTION

ODP Business Solutions measures customer satisfaction in all channels. We invite customers to participate through the following methods:

- Link on the homepage of odpbusiness.com
- Digital Invitation to complete the survey after every transaction on odpbusiness.com
- Email invitations sent to customers that have shopped any channel in the prior week.
- Email invitations sent to customers after each delivery to measure Satisfaction with Delivery Experience

These results are reported in real-time via our customer satisfaction dashboard where all stakeholders can see overall satisfaction, satisfaction with specific aspects of their experience and all of the customer comments that are classified by topic and tone. Daily reports of customer comments are sent to District managers (for retail comments) and customer care (for direct comments) so that all issues can be resolved as soon as they are submitted by the customer. In order to ensure that customer satisfaction is our focus, this has been incorporated into the goals and performance objectives for retail and ecommerce associates.

Net Promoter Score

ODP Business Solutions is a customer-centric, omnichannel provider earning the trust and loyalty of our customers. Since December of 2018, we have used the Net Promoter Score, captured through retail, fulfillment, and digital experience surveys. This is one new way we will work to better understand our customers' experience in all channels, while also gaining insight as a benchmark of our performance against our competitors.

Customer Service Index

Our internal measurement tool, the Customer Service Index (CSI), is designed to measure three Key Performance Indicators (KPIs) that impact 100% Customer Satisfaction throughout each transaction.

- Fill Rates measure how successful ODP Business Solutions's Distribution Center's fulfill your orders based on inventory availability (including wholesaler performance). We measure fill rates by orders and lines of an order. This means that the percentage of lines ordered by your end users are completely in stock and sent next day from the distribution center.
- The Quality Index measures delivery only, credit, returns, even exchanges, miscellaneous credits and damaged events. We measure the quality index by the same lines and orders we use for fill rates. The percentage of order quality index means that all lines of your end users orders are complete and delivered to the customer with no further fulfillment or quality issues.
- The On-Time Delivery percentage measures the timeliness and completeness of orders delivered to you within the scheduled delivery time without interruption of service. Delivery information is tracked within our MobileCast system in real time.

Each ODP Business Solutions Distribution Center tracks and monitors the on-time performance, accuracy and completeness (OTAC) of every one of their shipped orders. Reporting is generated and additional actions are taken to ensure compliance and customer satisfaction. If an order issue occurs, a system-based service request is created, tracked, monitored and reported on. Additionally, *Net Promoter Score* (NPS) surveys are conducted with customers to monitor

performance and customer satisfaction levels. Distribution Center, support personnel and service providers are measured and held accountable against this NPS score.

IN SUMMARY, THE ODP® DIFFERENCE.

Your trusted advisor – Providing business solutions is all we do – it's not simply a part of what we do. Accessible anytime, anywhere – We offer world-class support from real humans. Be face-to-face with us. Chat with us. Text with us.

Quality control – While some mass online competitors deal directly with third-party vendors, we deal directly with our vendors so you know our products can be trusted.

Multi-channel services – Order online and pick up in store within 30 minutes. Why wait when you can get it now?

Pricing model – We offer incredible value with structured pricing you can rely on and build business plans around.

Supply chain success – We deliver to 96% of the US population next business day, including Alaska, Hawaii and Puerto Rico. Plus, you can conveniently pick up your online order at any of our stores.

Business partnership review

05/25/2023

12345678
ABC Company
Apr 2023 to Apr 2023

Meet your ODP Business Solutions™ team

Get to know your ODP Business Solutions team — dedicated consultants working behind the scenes with your account manager to provide best-in-class solutions and personalized customer service.

Title
First name Last name

Title
First name Last name

Title
First name Last name

Title
First name Last name

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Your ODP Business Solutions™ team

Meet Adam Sandler
Regional Sales Manager,
New Business Development

EXPERIENCE: 9+ years delivering high-quality products and innovative business services at a low cost

STRONG SUIT: specializes in reducing operating expenses for mid-to-large companies

"I am personally committed to giving my customers what they need to be successful."

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Your ODP Business Solutions™ team

Meet Drew Barrymore
Regional Sales Manager,
New Business Development

EXPERIENCE: 9+ years delivering high-quality products and innovative business services at a low cost

STRONG SUIT: specializes in reducing operating expenses for mid-to-large companies

"I am personally committed to giving my customers what they need to be successful."

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Agenda

1. Business update
2. Performance update
3. Areas of opportunity
4. Next steps
5. Appendix
   - Detailed data analysis
   - Detailed information on adjacencies
   - [Add additional information here]

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ABC Company mission statement

[Insert mission statement]

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ABC Company business overview

- [Insert customer business objective 1]
- [Insert customer business objective 2]
- [Insert customer business objective 3]
  - [Supporting information (if needed)]

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ODP Business Solutions in the news

The ODP Corporation Announces Appointment of David Centrella as Executive Vice President and as President of ODP Business Solutions (May 2022)

ODP Business Solutions Awarded California Statewide Mandatory PC Goods Contracts for Lenovo Technology PC Products

Elevate Together® Initiative Raises Nearly $2.3 Million in First Year to Foster Growth and Profitability for Black- and Hispanic-Owned Small Businesses (Feb. 2022)

Elevate Together® Celebrates Entrepreneurship Week and Second Year of Closing Racial Wealth Gap With $1.1M+ in Grants to Black- and Hispanic-Owned Small Businesses

SOUTH FLORIDA BUSINESS JOURNAL

SPOTLIGHT

David Centrella was promoted to executive VP and president of ODP Business Solutions.

In his new role, Centrella leads B2B solutions for small, medium and large companies, including the contract sales channel for Boca Raton-based ODP Corp. (Nasdaq: ODP). He will also be responsible for B2B operations across all customer segments and vertical markets. He reports directly to CEO Gerry Smith.

Centrella joined Office Depot in 1998 and has served in multiple leadership roles over the years.

He succeeds Stephen Mohan, who is leaving the company.

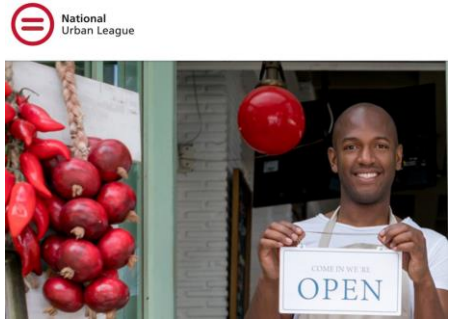
MBNUSA
MINORITY & MULTICULTURAL BUSINESS NEWS

JPMorgan Chase is newest Elevate Together™ contributor

USHCC
UNITED STATES HISPANIC CHAMBER OF COMMERCE

Elevate Together™ Initiative recommits to supporting small business growth in 2022

Program expands to six new cities and adds Chase Workshops to be offered to thousands of businesses through Elevate Together™ University and US Hispanic Chamber of Commerce affiliates



For a complete list of press releases, please visit news.theodpcorp.com.

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Initiatives since last review

Initiatives

- [Insert completed initiative since last review]
- [Insert completed initiative since last review]
- [Insert completed initiative since last review]
  - [Supporting information (if needed)]

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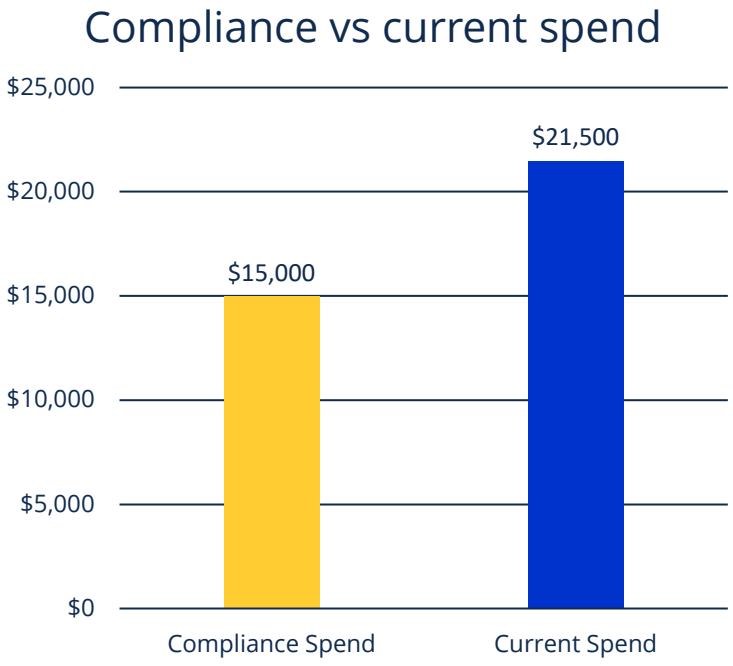
Compliance spend

- [Bullet points speak to performance against committed annual spend]
- [Add supporting copy]
  - [Add supporting copy]



12345678
ABC Company
Apr 2023 to Apr 2023

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Purchase summary by group

Category	Apr 2023 - Apr 2023	Apr 2022 - Apr 2022	Difference	% to total spend
Miscellaneous	$275	$464	-40.7%	1.3%
Paper	$4,165	$3,344	24.6%	19.4%
Writing and Drafting	$578	$626	-7.8%	2.7%
Labels and Forms	$860	$1,053	-18.3%	4.0%
Ink and Toner	$1,786	$2,611	-31.6%	8.3%
Cleaning and Breakroom Supplies	$7,765	$7,579	2.4%	36.1%
Office Essentials	$1,167	$777	50.2%	5.4%
Technology	$1,595	$1,290	23.6%	7.4%
Filing and Binding	$1,440	$1,893	-24.0%	6.7%
Furniture	$1,865	$677	175.5%	8.7%
Copy and Print Depot	$5	$0	-	0.0%
Total:	$21,500	$20,315	5.8%	100.0%

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Initiative impact

Impact year to date: $xxx,xxx

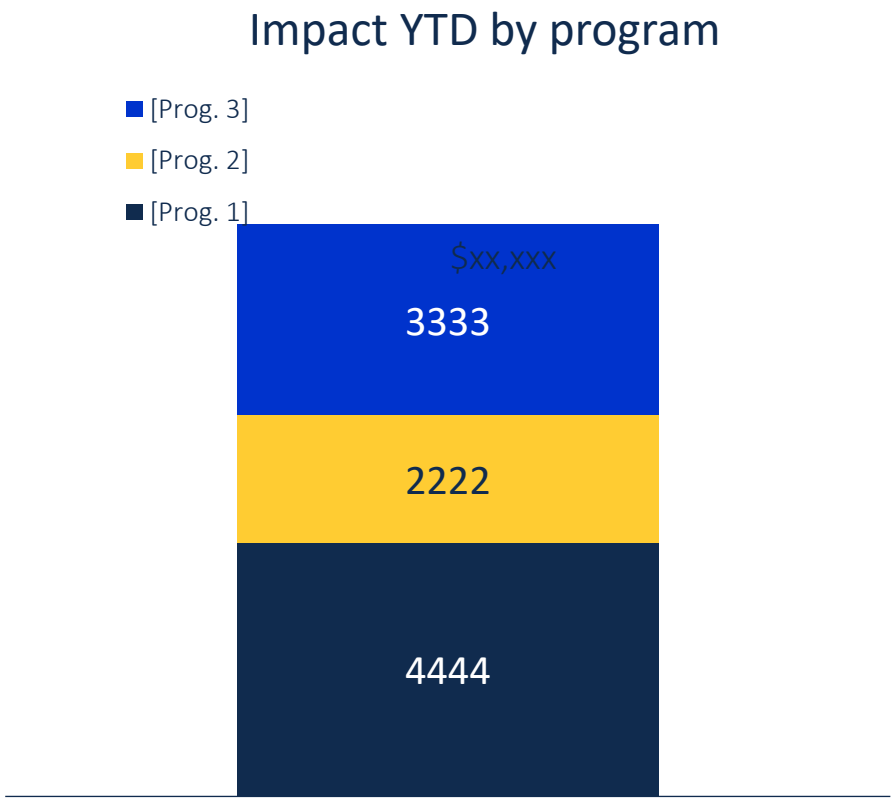
Contribution by program

[Program 1]	xx%	$xxx,xxx
[Program 2]*	xx%	$xx,xxx
[Program 3]**	xx%	$xx,xxx

X improvements for [date here]:

[Add supporting copy]

[Add supporting copy]



** Assumption*
*** Assumption two*

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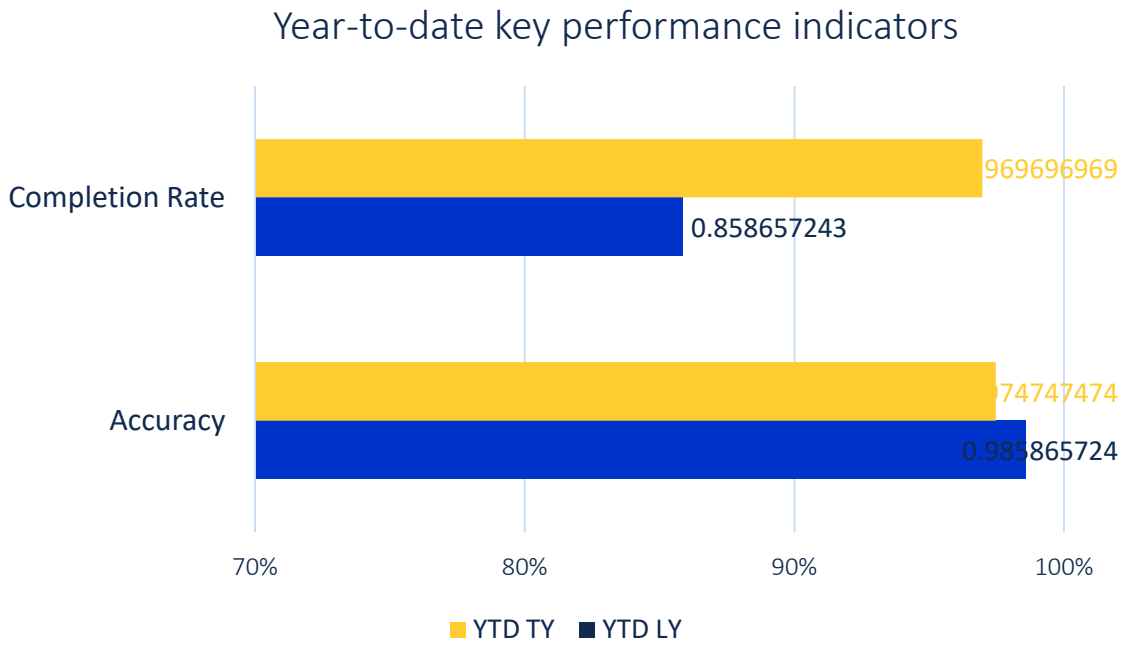
Performance this period

Objective

- Summarize performance on KPIs within 1–2 sentences for this period.
  - [KPI worthy of note]
  - [KPI worthy of note]
  - [KPI worthy of note, corrective action to be taken]



Note: Order accuracy — Orders delivered without ODP Business Solutions-related returns (e.g., item damaged, item missing, item arrived too late, etc.).

Order completion rate — Orders delivered complete without back orders.

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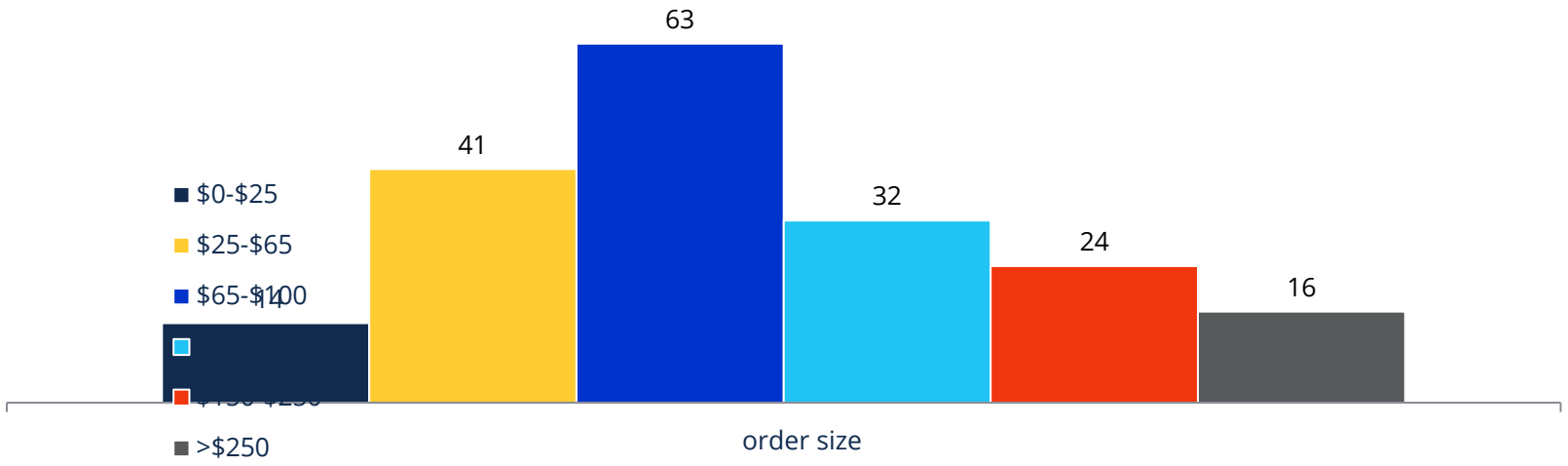
Small order breakdown



Average order size	Avg order below $65	# of orders below $65
$61	$33	55

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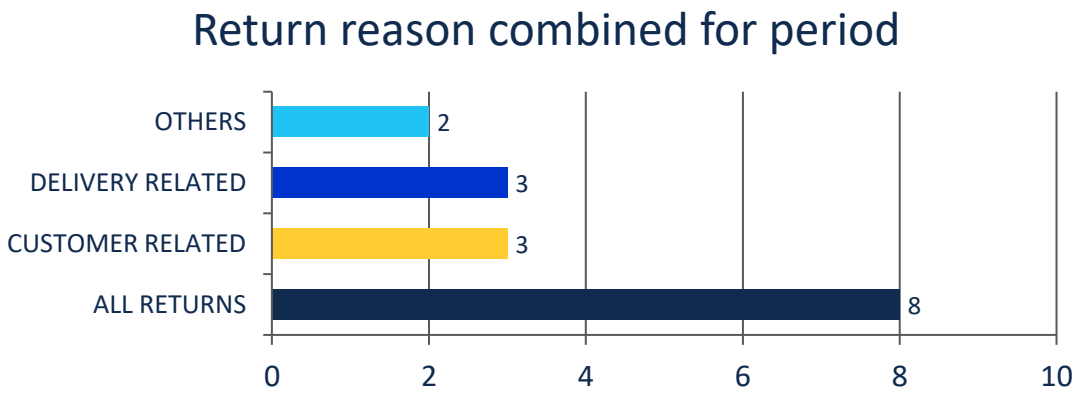
Performance this period

Objective

Minimize returns and improve your fulfillment process.

- Combined analysis for this period
  - 198 total orders for period
  - 8 returns for period
  - 4.0% return rate for period



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Accounts receivable aging

	Outstanding	% of total
Current	$24,490.45	75%
1–30 days past due	$4,442.86	14%
31–60 days past due	$14.30	0%
61–90 days past due	$1,090.67	3%
90+ days past due	$2,466.09	8%

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Performance — nonordering locations

Objective

The purpose of this slide is to identify locations that may not be aware that they should be making purchases through ODP Business Solutions.

- [Performance this reporting period — referencing summary data in table or trends]
- [Observations on the performance, what went well and what did not]
- [Suggest course of actions for next period — if required]
  - [Actions for ODP Business Solutions to take]
  - [Actions for customer to take]

Days	1-30	31–60	61–90	91–120	121+
Ship to %	10.1%	5.3%	4.1%	10.1%	70.4%
Ship to #	123	65	50	123	859

Note: "Nonordering locations" *is defined as known users or locations that did not place any orders with ODP Business Solutions during calendar year to date.*

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Performance — nonordering users

Objective

The purpose of this slide is to identify account maintenance opportunities to keep our customer accounts secure and up to date.

- [Performance this reporting period — referencing summary data in table or trends]
- [Observations on the performance, what went well and what did not]
- [Suggest course of actions for next period — if required]
  - [Actions for ODP Business Solutions to take]
  - [Actions for customer to take]

Days	1-30	31–60	61–90	91–120	121+
Users %	36.0%	7.8%	5.0%	35.7%	15.6%
Users #	305	66	42	302	132

Note: "Nonordering locations" *is defined as known users or locations that did not place any orders with ODP Business Solutions during calendar year to date.*

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Performance this period — [Initiative Name]

Objective

[Performance this reporting period — referencing summary data in table or graph]

- [Observations on the performance, what went well and what did not]
- [Suggest course of actions for next period — if required]
- [Actions for ODP Business Solutions to take]
- [Actions for customer to take]

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New initiative — next [[AdjacenciesTitle]]

The next adjacency offering selected for impact analysis

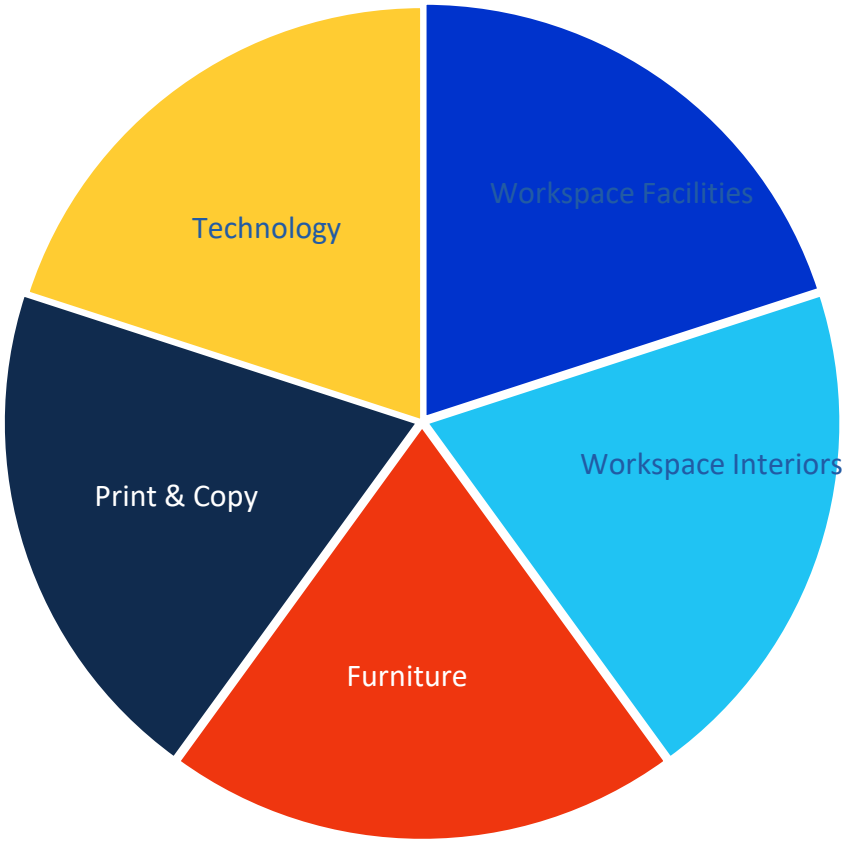
- [[SelectedAdjacencies]]

Reasons

- [why chosen]
- [why chosen]

Benefits

- [mutually agreed to metric to track]
- [mutually agreed to metric to track]
- [mutually agreed to metric to track]



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New initiative — [Product, Solution or Name of Initiative]

Situation
[Short description of the business need]

Impact
[Business performance areas impacted]

Opportunity
[Overview of suggested initiative]

Suggested course of action
[Describe approach for initiative]

KPIs to measure success
[mutually agreed-to metrics to track success of the initiative]

Next steps: [specific next steps to execute suggested course of action]

- [ODP Business Solutions™ actions]
- [customer actions]

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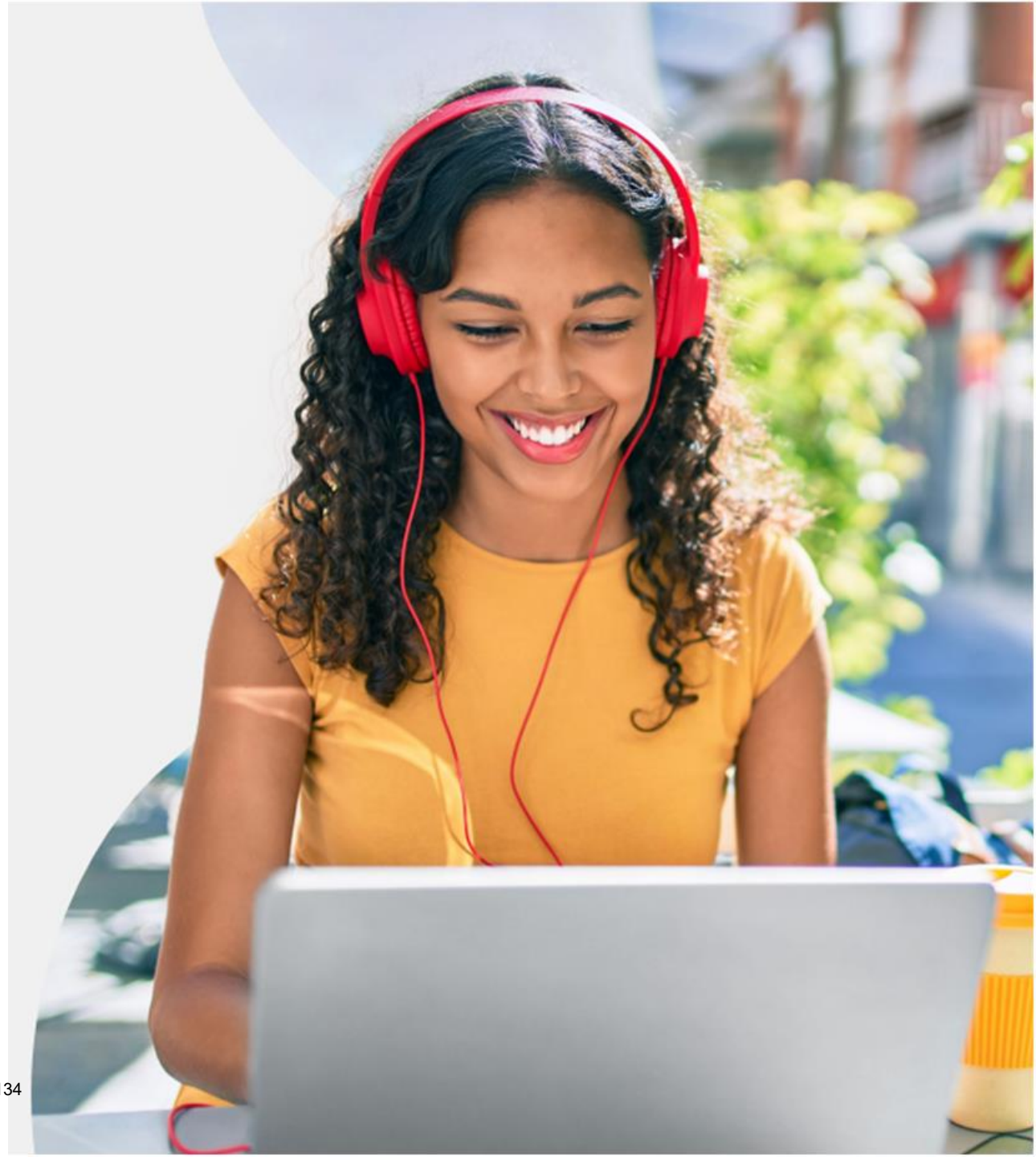
2022 ESG initiatives and Sustainability Report

Corporate Sustainability (odpbusiness.com)



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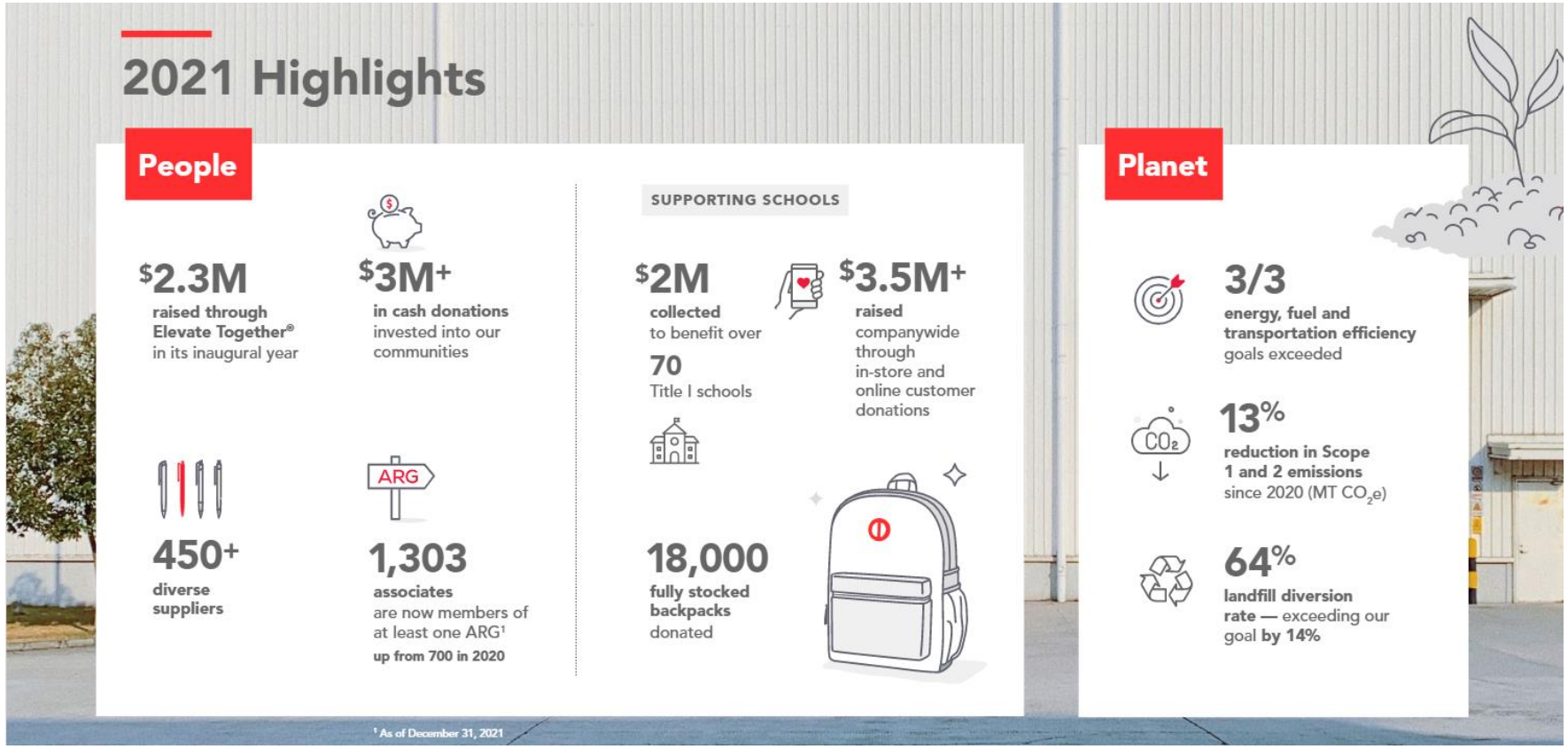
2021 Customer Sustainability Report Highlights



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ODP Business Solutions™ GreenerOffice™ solutions

Looking for a collaborator that can help you meet your environmental sustainability goals?

We not only offer a wide range of products with eco-attributes or eco-labels, but we also implement services and utilize a triple bottom line approach as the framework for our sustainability initiatives.

- The Green Book® online
- Greener Purchasing Program
- GreenerOffice™ web store
- GreenerOffice™ Delivery Service
- Greener product choices
- Recycling solutions

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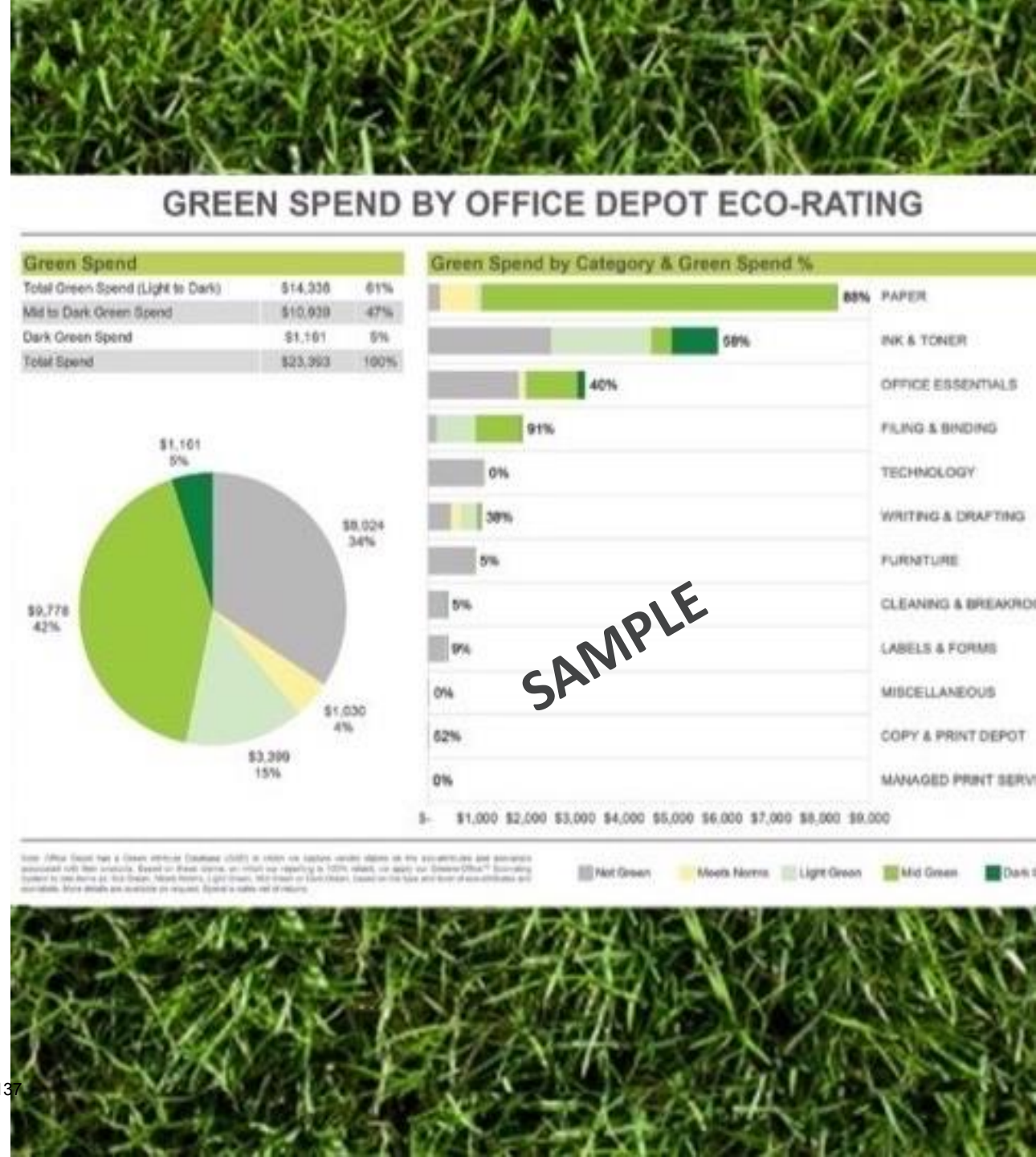
Spend analysis: Green Business Review (GBR)

Want to gain more insight to help meet your sustainability goals?

Our Green Business Review provides a detailed understanding of your quarterly greener purchasing data.



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ODP Business Solutions™ GreenerOffice™ Rating System

Since there is no universal definition of “green” for workplace products, ODP Business Solutions developed an innovative eco-rating system to help customers buy and report on greener purchases.

Light green:
Products with at least one meaningful eco-attribute or eco-label

Mid-green:
Products with a high level of one or more meaningful eco-attributes/eco-labels

Dark green:
Products with the highest level of one or more meaningful eco-attributes/eco-labels

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Eco-attributes in our eco-rating system

Save resources and avoid waste

- Recycled content
- Remanufactured
- Recycled solutions
- Designed for recyclability
- Helps avoid waste
- Leadership forestry
- Responsible agriculture
- Plant-based materials
- Compostable
- Refill/refillable
- Reusable/avoid disposables
- Rechargeable/avoid disposables

Save energy and avoid emissions

- Energy efficient/helps conserve energy
- Renewably powered
- Carbon balanced
- Made with renewable energy

Use safer chemicals and avoid exposure

- Less harsh chemicals
- Chlorine-free
- Plant-based materials
- Biodegradable in water
- Helps remove impurities

All of these attribute icons were created by ODP Business Solutions to visually depict the attributes we know our customers seek in their Greener Purchasing Policies.

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Eco-labels in our eco-rating system

- AP Non-Toxic Certified
- BIFMA level
- BPI Certified Compostable
- CarbonFree
- Cradle to Cradle Certified™
- ENERGY STAR
- epeat
- Forest Stewardship Council®
- Green Seal
- Green-e
- Safer Choice
- SCS Indoor Air Quality
- SCS Recycled Content
- UL ECOLOGO
- UL GREENGUARD
- UL VALIDATION
- USDA Certified Biobased
- USDA Certified Organic

The eco-labels above are created by third-party certification organizations.

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Ink and toner recycling

Want to help create less waste?

Properly disposing of ink and toner can help keep hazardous chemicals out of landfills. Order a FREE collection box, and send your empty cartridges to our recycling partner.

Office DEPOT greeneroffice

ECO Eco Conscious

odp BUSINESS SOLUTIONS™

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ODP Business Solutions™ collection of brands

Well designed. Well made. Well priced.

- TUL®
- WorkPro®
- Realspace®
- Highmark®
- Ativa®
- High-quality school supplies
- See Jane Work® exclusive brand partner
- Executive Suite®

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Subscription services

Tired of worrying about running out of the supplies you use most?

ODP Business Solutions™ Subscription Services are an easy way to help you manage your inventory on supplies you use frequently. Simple to set up with no fees or commitments, our subscription services can help you stay focused on what matters most: your business.

Valid credit card or account billing required. Recurring payments based upon your selected subscription frequency (weekly, monthly, quarterly, etc.) will be automatically billed to your method of payment until you cancel the subscription.

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Recap — looking forward

Let’s run through what we agreed to work on next period:

[Add new initiative 1]		X	
[Add new initiative 2]		X	
[Add new initiative 3]		X	
[Add new initiative 4]		X	
[Add new initiative 5]		X	
[Add new initiative 6]		X	

Any questions?
I will send out an email with all the action items and timing.
Thank you for your time!

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Thank you

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Appendix

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Detail spend analysis slides

Data from Apr 2023 to Apr 2023

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Our solutions

OFFICE SUPPLIES

FURNITURE

TECHNOLOGY

CLEANING AND BREAKROOM

MAILING AND SHIPPING

INK AND TONER

BACK TO APPENDIX

BACK TO SOLUTIONS

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Our services

TECHNOLOGY

COFFEE AND WATER

PRINT

MANAGED PRINT

SPACE PLANNING

BACK TO APPENDIX BACK TO SOLUTIONS

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Private Collection of Brands

Our unique collection of brands gives your business higher quality and performance with the value that you deserve.

Well made. Well designed. Well priced.

Our Brands

realspace
WORKPRO
ATIVA
TÜL
JUSTBASICS
Office DEPOT
HM HIGHMARK
HM HIGHMARK eco
EXECUTIVE SUITE COFFEE

License Brands: SHAQUILLE O'NEAL™, Serta, ELLE DECOR

Curated collection with **3,000+** SKUs

4.65*Average Customer Rating

1,500+ **SUSTAINABLE** products

3rd party tested & approved to meet/exceed leading standards

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Furniture and space planning

Want to help furnish every corner of your organization for success?

ODP Business Solutions™ Workspace Interiors offers space planning and design services, certified installation, repair, and restoration — plus easy online ordering for select in-stock furniture items.

odp BUSINESS SOLUTIONS™

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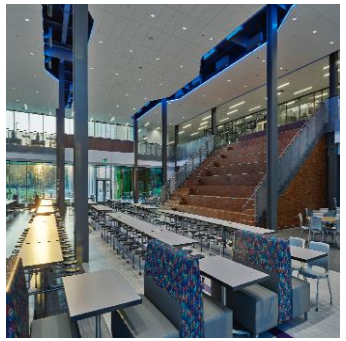
Comprehensive products and network

Looking for a nationwide network that provides access to top brands?

Our complete furniture solutions include offerings from names such as Hon, Kimball International, and Safco, and our unified network provides strategic advantages across every phase of your project.



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Print, promo, and apparel

Looking for a way to showcase your brand?

ODP Business Solutions and the ODP360 technology platform can custom-create your company store for all your branded promotional products and branded apparel for use in:

- Gifting programs
- Sales incentives
- Client gifting
- Event giveaways

Let us handle the sourcing and distribution, and you enjoy the ease of a seamless company store for all your branded products.

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Print, promo, and apparel, continued

Industries served

- Healthcare, retail, hospitality, manufacturing, financial, professional, and technology

Program control

- Program aggregation and cost management
- End-to-end online tools
- Defined user groups

National reach

- Multiple points-of-presence
- Just-in-time and timed delivery

Flexibility

- Third-party manufacturing partners
- Scaled high-volume distribution
- Highest quality apparel, promo, and print solutions

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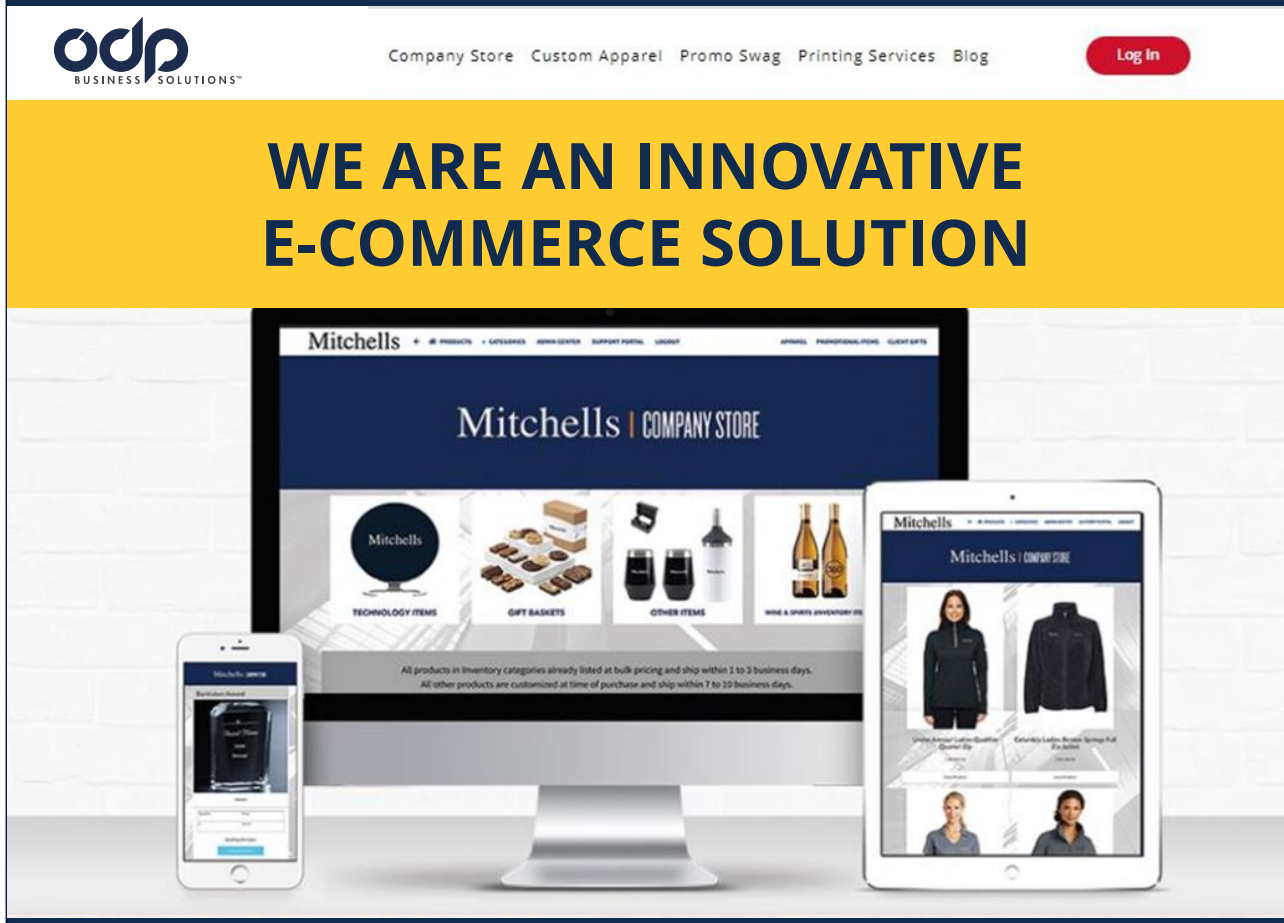
Print, promo, and apparel, continued

- Access to inventory and on-demand printed products
- Third-party vendor integration (3PV)
- Brand identity products
- Signage
- Apparel products
- Promotional products

Brand management eCommerce platform



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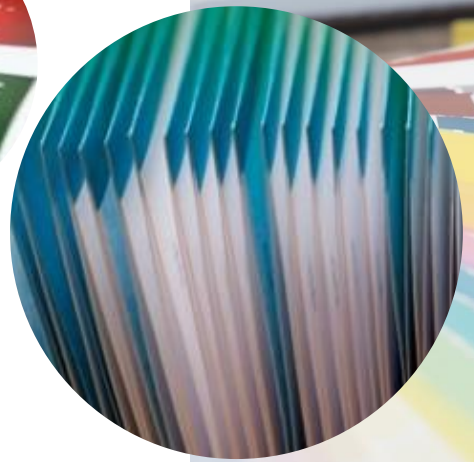
Print services

Wish you had a comprehensive resource for all of your printing objectives?

ODP Business Solutions™ Print Services can help you manage your communications life cycle from design to optimization. From presentations to promotional materials, we'll get every job done according to your exact specifications.



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Shredding and storage services

Searching for a reliable source that can help you shred or store what matters most?

ODP Business Solutions™ Shredding and Storage Services are reliable and affordable, with convenient pickup and flexible options tailored for your business. From fast in-store shredding to a scheduled bin pickup service, we have you covered.

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Managed Print Services

Want help managing your printing, so you can focus on managing your organization?

Optimize performance and reduce expenses with ODP Business Solutions™ Managed Print Services — a full-service, single-source solution for printers, printer supplies, and break-fix service and support.

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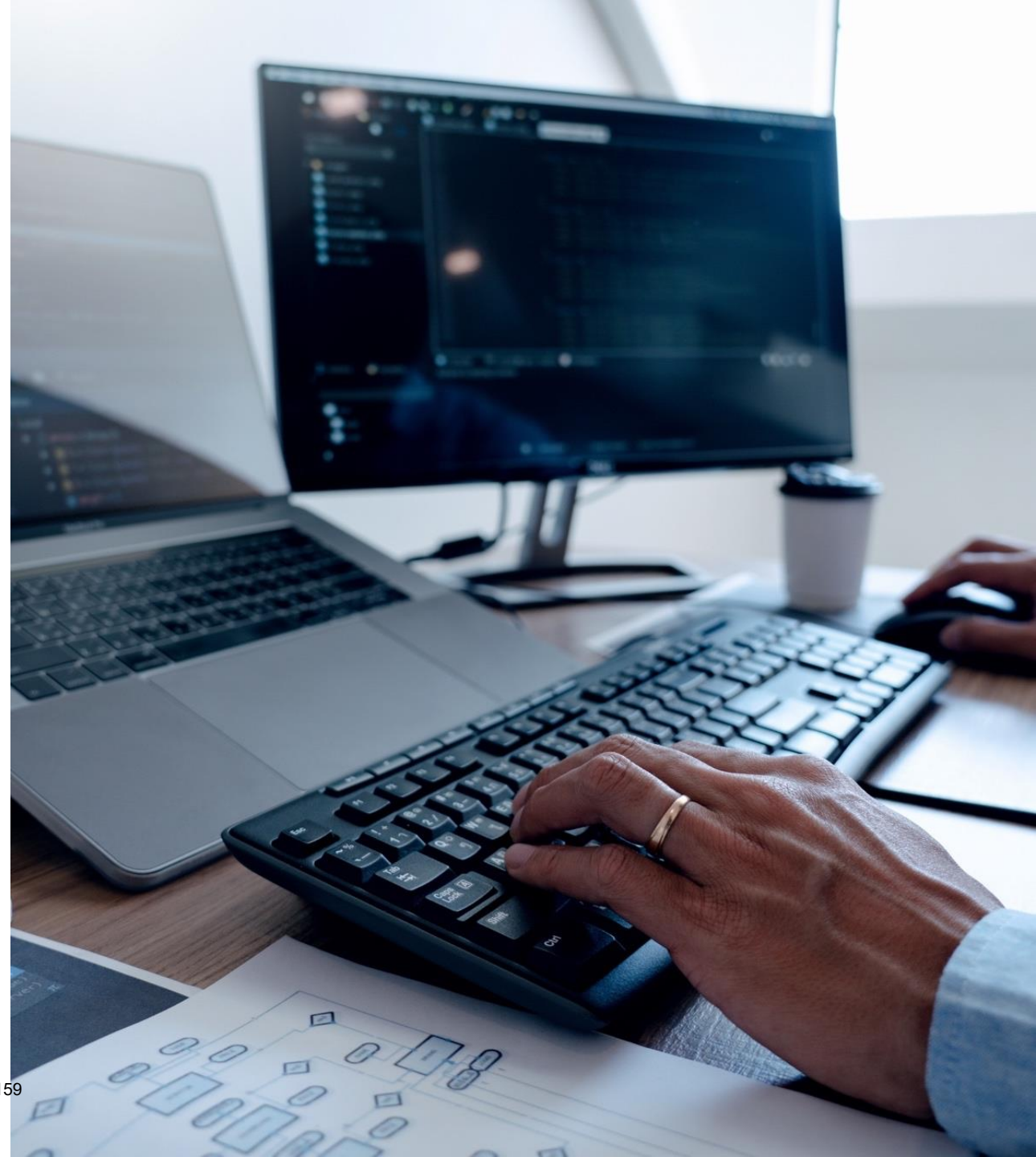
Technology solutions

Looking for more tech value and selection for your business?

Look to ODP Business Solutions to help you plan, acquire, deploy, and fund technology across every area of your business. We'll help you keep employees connected while leveraging virtual technologies to generate more ideas and promote innovation.



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Workspace Facilities — cleaning

Want to help maintain a cleaner environment while reducing labor costs and the use of harsh chemicals?

From greener cleaning supplies to data reporting to our Ready to Ship program, ODP Business Solutions can help your facility shine. We even offer free site assessments, so we can help tailor our solutions to *your* organization.

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Workspace Facilities — breakroom

Are you perking up productivity while providing some comforts of home?

Help boost your energy and morale with our wide range of breakroom supplies. From coffee and water services to customized shopping lists to individually wrapped items, we can help you keep your breakroom as refreshed as your workforce.

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Personal protective equipment (PPE) and safety

Is your supply closet stocked with solutions to help provide peace of mind?

ODP Business Solutions offers PPE that your organization can use to help maintain a cleaner and more comfortable environment while also helping to reduce the spread of germs. We also stock safety items that range from first-aid kits to spill control.

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Evolution of business

Does your workforce stay productive beyond the walls of your office?

Whether your staff is remote, hybrid, or back in the office, ODP Business Solutions can help staff members maintain productivity from any location. Count on us to provide solutions that can help your employees stay more connected and collaborative — wherever business gets done.

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Wellness in the workplace

Is it possible to increase productivity while helping reduce the spread of germs?

Absolutely. ODP Business Solutions can help you create a cleaner, more comfortable environment for your associates and visitors. From ergonomic furniture to air purification to hand sanitizer stations and more, we've got you covered.

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K–12 education

Ready for a resource that can help you address issues such as reducing absenteeism and fostering collaboration?

At ODP Business Solutions, a commitment to education is at our core. No matter the size of your district or how many schools you have, you can count on us to curate modern products, services, and solutions to help your students succeed.

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Higher education

Ready for a resource that can help support your campus and community?

At ODP Business Solutions, a commitment to education is at our core. No matter the size of your institution or how many campuses you have, you can count on us to curate modern products, services, and solutions to help propel your students into the future with lasting success.

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Customer shall not produce any of ODP Business Solutions proprietary and confidential information without ODP Business Solutions prior written consent. Upon notice to ODP Business Solutions of any request for its confidential information, Customer shall allow ODP Business Solutions to determine, in its sole discretion, the relevant material to disclose, if any. Customer shall assume all of ODP Business Solutions information provided to Customer is confidential.

Account: 12345678-ABC Company
Reporting Period: Feb 24, 2023 - May 24, 2023

Decision Maker ID	Decision Maker Name	Grand Parent	Grand Parent Name	Parent	Parent Name	Customer	Customer Name	Ship To ID	Address Key	Ship To Name	Site Address Line 1	Site Address Line 2	Site City	Site State	Site Zip Code	Customer Department
Overall																
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1234567	ABC Company	1234	ABC Company	12345678	ABC Company	12345678	ABC Company	1520	2171	ABC Company	1234 ABC Street		JACKSONVILLE	FL	32246	
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1234567	ABC Company	1234	ABC Company	12345678	ABC Company	12345678	ABC Company	1208	1801	ABC Company	1234 ABC Street		JACKSONVILLE	FL	32246	
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1234567	ABC Company	1234	ABC Company	12345678	ABC Company	12345678	ABC Company	1437	2076	ABC Company	1234 ABC Street		JACKSONVILLE	FL	32246	
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1234567	ABC Company	1234	ABC Company	12345678	ABC Company	12345678	ABC Company	1510	2159	ABC Company	1234 ABC Street		JACKSONVILLE	FL	32246	
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1234567	ABC Company	1234	ABC Company	12345678	ABC Company	12345678	ABC Company	1417	2044	ABC Company	1234 ABC Street		JACKSONVILLE	FL	32246	
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1234567	ABC Company	1234	ABC Company	12345678	ABC Company	12345678	ABC Company	1417	2044	ABC Company	1234 ABC Street		JACKSONVILLE	FL	32246	

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Upon notice to ODP Business Solutions of any request for its confidential information, Customer shall allow ODP Business Solutions to determine, in its sole discretion, the relevant material to disclose, if any. Customer shall assume all of ODP Business Solutions information provided to Customer is confidential.

Diverse Business Code Report

CUSTOMER NUMBER: 12345678

Grand Parent Account	Parent Account	Customer Account	Net Sales	MWDVE Net Sales	MBC - BSD Net Sales	MBC - DVB Net Sales	MBC - LBC Net Sales	MBC - MBE Net Sales	MBC - SBC Net Sales	MBC - WBE Net Sales
Overall			**$21,500.16**	**$66.44**	**$0.00**	**$0.00**	**$0.00**	**$20.48**	**$0.00**	**$2.98**
ABC Company	12345678 ABC Company	1032235 FOUNTAINS AT MORRESVILLE	$350.10	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	1032605 SOUTH CITY APARTMENTS	$194.68	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	11454206 BELL AT PLANTATION	$77.07	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	11616075 COMET WESTGATE	$21.70	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	12357713 THE JAMES	$98.67	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	12612629 THE METROPOLITAN	$126.39	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	13504031 PRYNNE HILLS APARTMENTS	$1,418.57	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	13505324 FIVETWO AT HIGHLAND	$464.55	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	13507585 15FIFTY5	$71.83	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	13514643 JUNCTION 1504 LUXURY APT	$570.56	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	14161731 THE TIDES	$114.04	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	14993757 GALLERIA VILLAGE	$42.09	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	15005971 GREYLYN ESTATES	$73.98	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	15310695 THE CHASE AT OVERLOOK RIDGE	$403.56	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	17483366 BELL PARTNERS CORP	$1,421.20	**$27.59**	$0.00	$0.00	$0.00	$27.59	$0.00	$0.00
ABC Company	12345678 ABC Company	2032350 JAMISON AT BRIER CREEK	$102.87	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	24391428 ANSON AT THE LAKES	$130.33	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	25585044 BELL LIGHTHOUSE POINT	$83.14	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	27003005 THE PRESERVE AT LONGLEAF	$41.10	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	27003245 FOUNTAIN VILLAS	$94.80	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	27905400 THE VILLAGES AT MCCULLERS WALK	$124.07	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	28625183 CREEKSIDE AT CRABTREE	$325.97	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	30756212 BELL FRISCO MARKET CENTER APT	$140.99	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	32040830 INTEGRA SUNRISE PARC	$65.87	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	32645136 HUDSON 5401 APARTMENTS	$408.56	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	35431358 TIMUCUAN LAKESIDE AT TOWN CENT	$342.24	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	35434771 GREYS HARBOR AT LAKE NORMAN	$111.38	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	35913312 SANDS PARC	$105.64	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	36214348 RAVENSWORTH TOWERS	$49.49	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	3893114 MAYFAIRE FLATS	$254.54	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	43840331 THE WESTERLY AT FORGE PARK	$451.52	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	43937027 119 SOUTH	($102.14)	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	43943732 ELEVATE 54	$47.40	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	43954179 WAYFARE AT GARDEN CROSSING	$49.08	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	43968507 THE GARDENS AT ANTHONY HOUSE	$94.80	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	45009547 CUE LUXURY LIVING	$85.99	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	45457252 PROMENADE AT LAS COLINAS	$63.56	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	45461031 BELL SHADY GROVE	$510.62	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	45953161 PARK AT STEELE CREEK	$50.25	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	60168591 EXCHANGE AT HOLLY SPRINGS	$74.90	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	60440785 THE ASHBOROUGH	$72.89	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	64633206 17 SOCIAL	$184.93	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	6514387 PORTIVA	$126.19	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	6609234 VINTAGE JONES FRANKLIN	$153.01	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75016548 BELL PRESTON RESERVE	$275.64	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75018060 BELL TIMACUAN	$46.86	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75024392 BELL WALKERS CROSSING	$409.46	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75027161 BELL MEADOWMONT	$290.20	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75040074 BELL KNOX DISTRICT	$301.78	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

ABC Company	12345678 ABC Company	75040555 BELL BOCA TOWN CENTER	$334.75	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75043815 BELL WATERTOWN	$26.41	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75054220 VILLAGES AT PECAN GROVE	$122.92	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75055621 BELL LAKE FOREST	$71.56	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75056698 BELL CHANNELSIDE	$50.25	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75725890 BELL APEX	$84.29	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	75736076 BELL ANNAPOLIS	$51.29	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	76192399 BELL PERIMETER	$130.02	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	76742000 DOMINION ARMS	$42.99	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	77200100 MONTICELLO FALLS CHURCH	$233.21	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	77674916 BELL CAPITOL HILL	$11.37	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	79844035 BELL GLENRIDGE	$333.75	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	80593648 BROOKLYN RIVERSIDE	$71.74	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	81277640 SAWMILL POINT	$73.38	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	82189139 BELL CHERRY HILLS	$155.79	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	83743002 BELL STONEBRIDGE	$213.80	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	84933509 BELL ANNAPOLIS ON WEST	$474.14	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	85105814 THE ALEXANDER AT SABEL POINT	$334.78	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	85105883 THE ALEXANDER AT COUNTRY SIDE	$88.80	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	85483847 BELL BUCKHEAD WEST	$81.27	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	85773017 BELL DENVER TECH CENTER	$65.73	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	86049079 BELL KEN-CARYL	$373.57	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	87083773 SATORI TOWN CENTER	$359.99	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	87421075 BELL SOUTHPARK II	($7.11)	**($7.11)**	$0.00	$0.00	$0.00	($7.11)	$0.00	$0.00
ABC Company	12345678 ABC Company	88422347 AZURE CARNES CROSSROADS	$157.81	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	89041801 LEGACY NORTH	$125.77	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	89309088 INKWELL WATTERS CREEK	$13.00	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	89974011 BELL CHAPEL HILL	$47.40	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	92650533 BOTANIC AT INGLESIDE	$27.44	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	92651019 THE ROOSEVELT AT ARLINGTON CMN	$166.26	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	92798225 WEST VILLAGE I	$603.31	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	93747535 VILLAGES AT RALEIGH BEACH	$344.79	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	95533507 RIATA	$715.82	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	95534395 MERITAGE AT STEINER RANCH	$126.63	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	95603856 TERRA	$42.16	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	96416901 CROSSTOWN AT CHAPEL HILL	$122.58	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	96418612 COURTNEY MEADOWS	$72.81	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	96421206 SOUTH SHORE DISTRICT	$68.83	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	96495267 LAKE LINGANORE APARTMENTS	$167.15	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	96495388 JEFFERSON PLACE APARTMENTS	$227.33	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	96498466 REVEL AT NOMA CNTR	$646.69	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	96827676 COMET GARNER	$25.04	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	97205040 WEST VILLAGE	$51.96	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	97750615 VIRIDIUM	$284.92	**$42.98**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98072621 KNOLL AT BRIAR CHAPEL	$213.51	**$2.98**	$0.00	$0.00	$0.00	$0.00	$0.00	$2.98
ABC Company	12345678 ABC Company	98890081 THE OLIVER LLC	$290.72	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98893643 TERRA LAGO	$85.67	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98905508 FALCON LAKES	$433.37	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98905519 EAGLE CROSSING	$200.64	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98905531 DESOTO RANCH	$189.73	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98909051 LAKESIDE LOFTS	$247.56	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98909957 MANSIONS OF MANSFIELD	$590.27	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	98917465 SONOMA COURT	$40.06	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	99354192 CARRINGTON AT PERIMETER PARK	$94.80	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	99373479 ELAN	$50.25	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	99523453 WINDSOR FALLS	$164.43	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ABC Company	12345678 ABC Company	99885768 THE RESERVE AT WHITE OAK	$65.84	**$0.00**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

[[AD_HOC:iPresentationDate]]

CUSTOM BUSINESS REVIEW

CREATED FOR

12345678
ABC Company
JANUARY – DECEMBER 2022

YOUR ODP BUSINESS SOLUTIONS™ TEAM

Get to know your ODP Business Solutions team — dedicated collaborators working behind the scenes with your Account Manager to provide best-in-class solutions and personalized customer service.

Title
First name Last name

Title
First name Last name

Title
First name Last name

Title
First name Last name

YOUR ODP BUSINESS SOLUTIONS™ TEAM

As an extension of your team, we're dedicated to understanding your objectives, so we can help you meet — and exceed — them.

Insert Customer name

First name Last name
Title

First name Last name
Title

First name Last name
Title

First name Last name
Title

ODP

First name Last name
Strategic Account Manager (SAM)

First name Last name
Strategic Account Manager (SAM)

First name Last name
Global Account Manager (GAM)

First name Last name
Vice President

Supporting Team Members

Supporting Team Members

First name Last name
Title

First name Last name
Title

First name Last name
Title

First name Last name
Title

Agenda

We're committed to helping you meet your environmental sustainability goals.

- Our definition of green: ODP Business Solutions™ eco-ratings and shades of green
- Green spend by ODP Business Solutions eco-rating
- Total spend trend by ODP Business Solutions eco-rating
- Copy paper lifecycle analysis
- Top 20 product purchases by ODP Business Solutions eco-rating
- Top 20 end users
- GreenerOffice™ solutions overview
- Questions and next steps

[[VALIDATEIDV2:CUSTOMERNAME]] MISSION STATEMENT

“[[AD_HOC:MissionStatement]]”

[[VALIDATEIDV2:CUSTOMERNAME]] BUSINESS OVERVIEW

[Customer name]

- [Insert customer business objective 1]
- [Insert customer business objective 2]
- [Insert customer business objective 3]
  - [Supporting information (if needed)]

ODP BUSINESS SOLUTIONS™ IN THE NEWS

- [Insert ODP Business Solutions news/announcement 1]
- [Insert ODP Business Solutions news/announcement 2]
- [Insert ODP Business Solutions news/announcement 3]
- [Insert ODP Business Solutions news/announcement 4]
- [Insert ODP Business Solutions news/announcement 5]

For a complete list of press releases please visit news.theodpcorp.com

ODP BUSINESS SOLUTIONS™ GREENEROFFICE™ RATING SYSTEM

Since there is no universal definition of “green” for workplace products, ODP Business Solutions developed an innovative eco-rating system to help customers buy and report on greener purchases

Light green:
products with at least one meaningful eco-attribute or eco-label

mid-green:
products with a high level of one or more meaningful eco-attributes/eco-labels

dark green:
products with the highest level of one or more meaningful eco-attributes/eco-labels

ECO-ATTRIBUTES IN OUR ECO-RATING SYSTEM

Save Resources & Avoid Waste

- Recycled Content
- Remanufactured
- Recycled Solutions
- Designed for Recyclability
- Helps Avoid Waste
- Leadership Forestry
- Responsible Agriculture
- Plant-Based Materials
- Compostable
- Refill/Refillable
- Reusable/Avoid Disposables
- Rechargeable/Avoid Disposables

Save Energy & Avoid Emissions

- Energy Efficient/Helps Conserve Energy
- Renewably Powered
- Carbon-Balanced
- Made With Renewable Energy

Use Safer Chemicals & Avoid Exposure

- Less Harsh Chemicals
- Chlorine-Free
- Plant-Based Materials
- Biodegradable in Water
- Helps Remove Impurities

All of these attribute icons were created by ODP Business Solutions™ to visually depict the attributes we know our customers seek in their Greener Purchasing Policies. The eco-labels below are created by third party certification organizations.

ECO-LABELS IN OUR ECO-RATING SYSTEM

- AP Non-Toxic Certified
- BIFMA level
- BPI Certified Compostable
- CarbonFree
- Cradle to Cradle Certified™
- ENERGY STAR
- epeat
- Forest Stewardship Council®
- Green Seal
- Green-e
- Safer Choice
- SCS Indoor Air Quality
- SCS Recycled Content
- UL ECOLOGO
- UL GREENGUARD
- UL VALIDATION
- USDA Certified Biobased
- USDA Certified Organic

GREEN DOESN'T ALWAYS MEAN "HIGHER COST"

Higher Cost

Examples:

- Paper with recycled content
- Green cleaning
- Organic coffee

Approx. Price Parity

Examples:

- Boxes
- Files
- GREENGUARD Certified furniture

Three Ways to Save by Going Greener

Higher Initial Cost → Save Re-purchase Cost

Examples:

- Refillable pens
- Reusable mugs
- Rechargeable batteries

Higher Initial Cost → Save Operating Cost

Examples:

- LED bulbs
- Power-saving strips
- Energy saving products

Save Initial Cost

Examples:

- Remanufactured cartridges
- ODP Business Solutions™ Brand

WHERE WE ARE

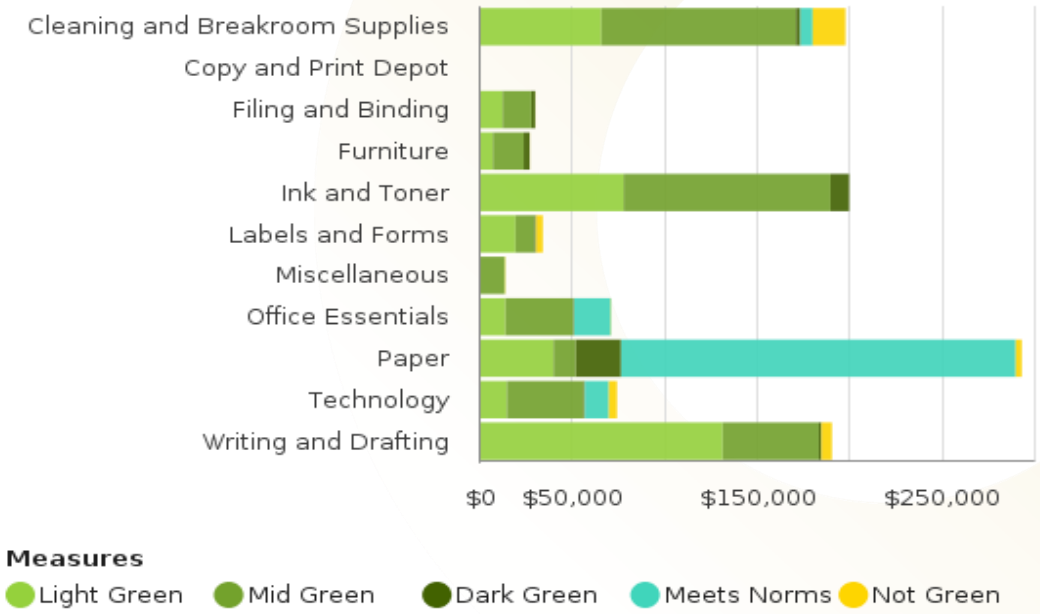
Objective:

Defined Priorities:

GREEN SPEND BY ODP BUSINESS SOLUTIONS™ ECO-RATING

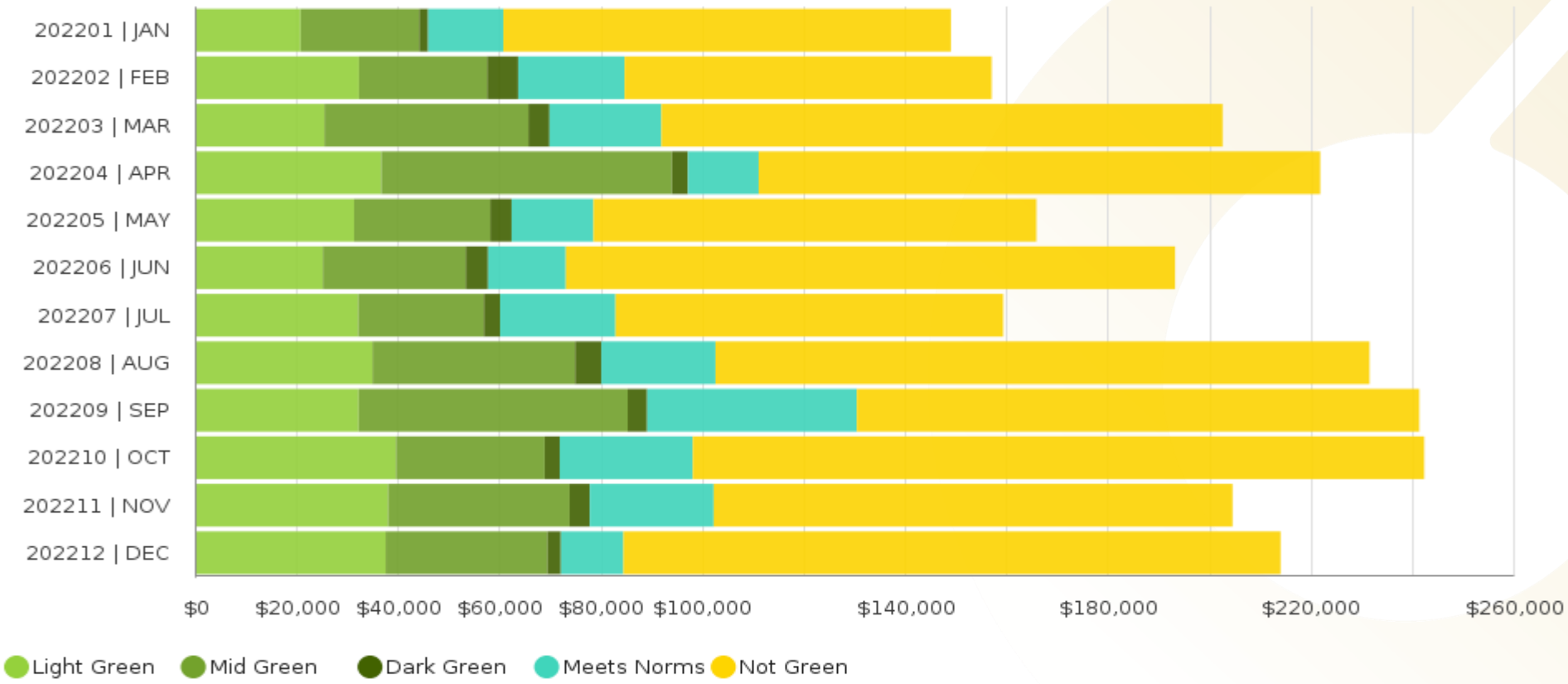
GREEN SPEND		
Light Green Spend	$387,111	16.24%
Mid Green Spend	$416,058	17.45%
Dark Green Spend	$45,518	1.91%
Total Green Spend	$848,687	35.60%
Total Spend	$2,383,903	100.00%

CATEGORY PURCHASES BY ODP BUSINESS SOLUTIONS GREENEROFFICE™ ECO-RATING



Note: ODP Business Solutions has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our GreenerOffice™ Eco-rating System to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

TOTAL SPEND TREND BY ODP BUSINESS SOLUTIONS™ ECO-RATING



Note: ODP Business Solutions has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our GreenerOffice™ Eco-rating System to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

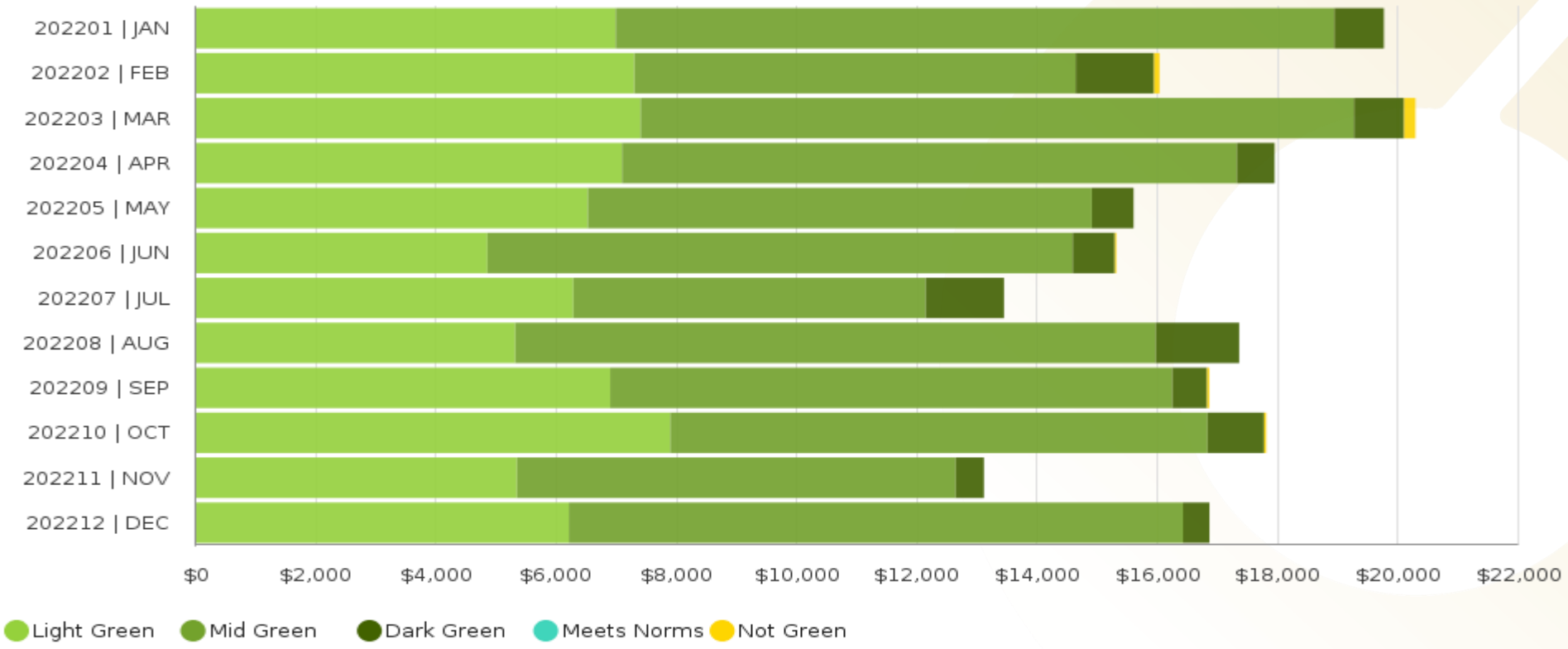
TOTAL SPEND TREND BY ODP BUSINESS SOLUTIONS™ ECO-RATING

Calendar Period	Light Green	Mid Green	Dark Green	Meets Norms	Not Green	Total Spend	Total Green Spend
202201 | JAN	$20,844	$23,419	$1,721	$14,859	$88,265	$149,108	$45,984
202202 | FEB	$32,352	$25,298	$6,099	$21,003	$72,387	$157,139	$63,749
202203 | MAR	$25,552	$40,223	$4,153	$22,080	$110,680	$202,688	$69,928
202204 | APR	$36,772	$57,302	$3,173	$13,941	$110,755	$221,942	$97,246
202205 | MAY	$31,392	$26,862	$4,203	$16,152	$87,356	$165,964	$62,456
202206 | JUN	$25,241	$28,168	$4,402	$15,350	$120,149	$193,309	$57,810
202207 | JUL	$32,221	$24,781	$3,177	$22,781	$76,445	$159,405	$60,179
202208 | AUG	$35,035	$39,954	$5,154	$22,529	$128,983	$231,655	$80,143
202209 | SEP	$32,288	$53,072	$3,822	$41,370	$110,915	$241,467	$89,183
202210 | OCT	$39,678	$29,290	$2,981	$26,253	$144,238	$242,440	$71,950
202211 | NOV	$38,112	$35,786	$3,979	$24,440	$102,334	$204,652	$77,878
202212 | DEC	$37,625	$31,902	$2,654	$12,335	$129,618	$214,133	$72,180
TOTAL	**$387,111**	**$416,058**	**$45,518**	**$253,093**	**$1,282,124**	**$2,383,903**	**$848,687**

Note: ODP Business Solutions has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our GreenerOffice™ Eco-rating System to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

Not Green | Meets Norms | Light Green | Mid Green | Dark Green

INK & TONER TREND BY ODP BUSINESS SOLUTIONS™ ECO-RATING



Note: ODP Business Solutions maintains a database of environmental attributes, specifications & certifications based on vendor claims. The spend tables shown are fully reliant on these vendor claims. Spend is defined as sales, net of returns. Recycled cartridges are made with a mixture of virgin plastic and recovered plastic from e.g. water bottles or used cartridges. ODP Business Solutions light green / mid green ratings are based on either PCR% which refers to the postconsumer recycled percentage or PCRe% which refers to postconsumer recycled equivalent. [PCRe is an concept to "normalize" recycled %'s - PCRe = postconsumer recycled % + 1/2 postindustrial recycled (PIR) % (e.g. 30% ODP Business Solutions PCR + 40% PIR = 50% PCRe).] 'Remanufactured' cartridges are made with quality components of previously used cartridges.

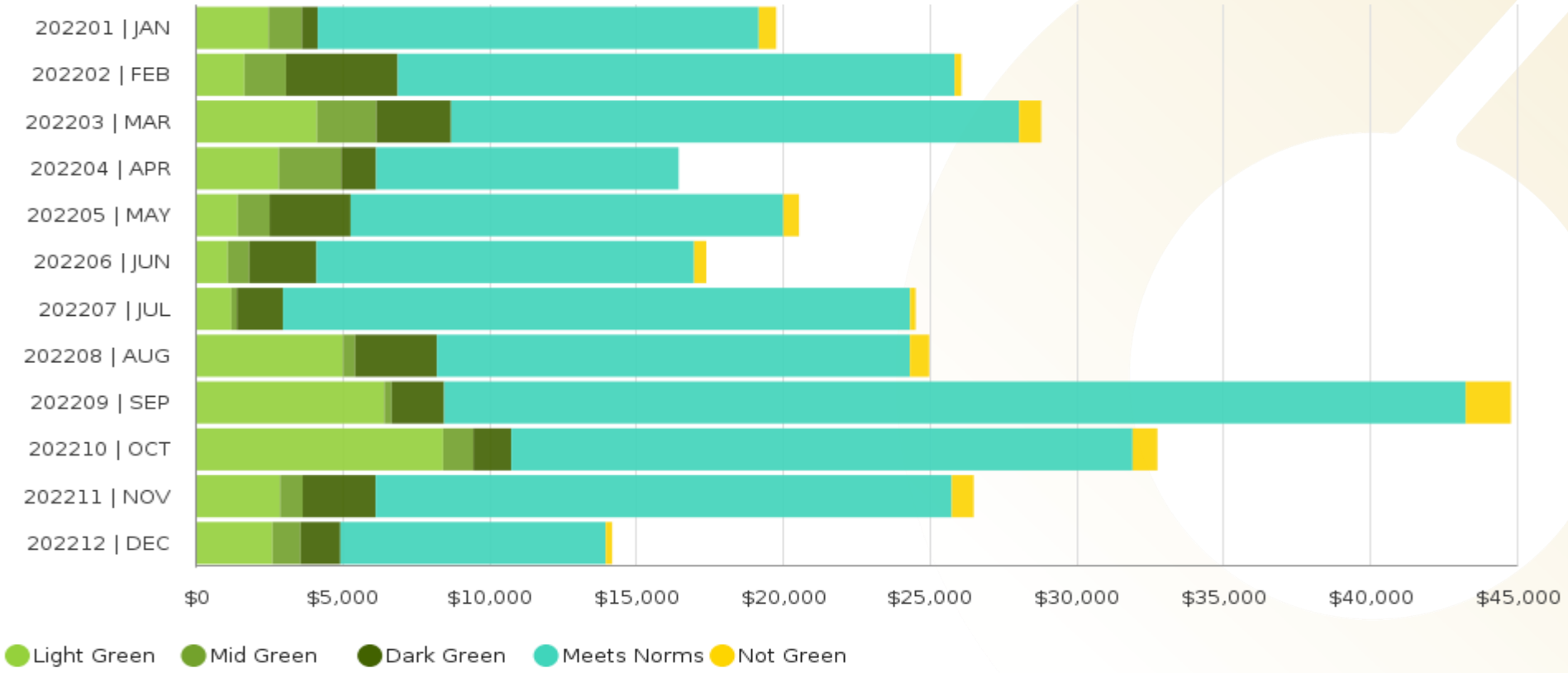
INK & TONER TREND BY ODP BUSINESS SOLUTIONS™ ECO-RATING

Calendar Period	Light Green	Mid Green	Dark Green	Meets Norms	Not Green	Total Spend	Total Green Spend
202201 | JAN	$7,003	$11,951	$825	$0	$0	$19,779	$19,779
202202 | FEB	$7,314	$7,339	$1,304	$0	$90	$16,047	$15,957
202203 | MAR	$7,417	$11,865	$833	$0	$189	$20,303	$20,114
202204 | APR	$7,110	$10,223	$627	$0	$0	$17,960	$17,960
202205 | MAY	$6,540	$8,380	$696	$0	$0	$15,616	$15,616
202206 | JUN	$4,868	$9,734	$701	$0	$25	$15,328	$15,303
202207 | JUL	$6,299	$5,861	$1,302	$0	$0	$13,462	$13,462
202208 | AUG	$5,333	$10,652	$1,388	$0	$0	$17,373	$17,373
202209 | SEP	$6,912	$9,348	$578	$0	$38	$16,876	$16,838
202210 | OCT	$7,910	$8,934	$940	$0	$38	$17,822	$17,785
202211 | NOV	$5,361	$7,296	$471	$0	$0	$13,128	$13,128
202212 | DEC	$6,224	$10,214	$441	$0	$0	$16,879	$16,879
TOTAL	**$78,291**	**$111,797**	**$10,105**	**$0**	**$380**	**$200,572**	**$200,193**

Note: ODP Business Solutions has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our GreenerOffice™ Eco-rating System to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

Not Green | Meets Norms | Light Green | Mid Green | Dark Green

PAPER TREND BY ODP BUSINESS SOLUTIONS™ ECO-RATING



Note: ODP Business Solutions maintains a database of environmental attributes, specifications & certifications based on vendor claims. The spend tables shown are fully reliant on these vendor claims. Spend is defined as sales, net of returns. Copy Paper: Includes cut-sheet paper (excludes computer paper, some specialty papers, and photo paper). * ODP Business Solutions light green / mid green ratings are based on either PCR% which refers to the postconsumer recycled percentage or PCRe% which refers to postconsumer recycled equivalent. [PCRe is an ODP Business Solutions concept to "normalize" recycled %'s - PCRe = postconsumer recycled % + 1/2 postindustrial recycled (PIR) % (e.g. 30% PCR + 40% PIR = 50% PCRe).] SFI - Sustainable Forestry Initiative; PEFC - Programme for the Endorsement of Forest Certification; FSC - Forest Stewardship Council

PAPER TREND BY ODP BUSINESS SOLUTIONS™ ECO-RATING

Calendar Period	Light Green	Mid Green	Dark Green	Meets Norms	Not Green	Total Spend	Total Green Spend
202201 | JAN	$2,497	$1,135	$543	$15,017	$593	$19,785	$4,175
202202 | FEB	$1,677	$1,418	$3,800	$18,965	$236	$26,095	$6,895
202203 | MAR	$4,145	$2,025	$2,543	$19,345	$752	$28,809	$8,713
202204 | APR	$2,846	$2,130	$1,184	$10,303	$0	$16,463	$6,160
202205 | MAY	$1,449	$1,088	$2,754	$14,738	$534	$20,562	$5,291
202206 | JUN	$1,109	$733	$2,287	$12,859	$415	$17,404	$4,129
202207 | JUL	$1,230	$190	$1,568	$21,358	$188	$24,533	$2,988
202208 | AUG	$5,035	$412	$2,784	$16,108	$655	$24,994	$8,231
202209 | SEP	$6,439	$248	$1,790	$34,789	$1,537	$44,802	$8,476
202210 | OCT	$8,441	$1,029	$1,293	$21,161	$844	$32,767	$10,762
202211 | NOV	$2,890	$769	$2,486	$19,617	$748	$26,511	$6,146
202212 | DEC	$2,631	$955	$1,359	$9,036	$219	$14,199	$4,944
TOTAL	**$40,389**	**$12,131**	**$24,391**	**$213,295**	**$6,720**	**$296,926**	**$76,910**

Note: ODP Business Solutions has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our GreenerOffice™ Eco-rating System to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

Not Green Meets Norms Light Green Mid Green Dark Green

COPY PAPER LIFECYCLE ANALYSIS[1]

Paper Calculator
presented by environmental paper network

LIFECYCLE IMPACTS		EST LIFECYCLE IMPACTS AVOIDED DUE TO RECYCLED PAPER USE	
WOOD	486 TONS	WOOD AVOIDED	37 TONS
SOLID WASTE	153,690 LBS	SOLID WASTE AVOIDED	765 LBS
ENERGY USE	3,238 MBTUS	ENERGY USE AVOIDED	94 MBTUS
GHG EMISSION	2,260,416 LBS	GHG EMISSION AVOIDED	97,159 LBS
WASTE WATER	2,788,054 GAL	WASTE WATER AVOIDED	17,956 GAL

Environmental impact estimates were made using the Environmental Paper Network Paper Calculator Version 4.0 For more information visit www.papercalculator.org.
[1]Analysis is for total cut sheet copy paper purchased (Dept. 5).
[2]The number of typical trees assumes a mix of hardwoods and softwoods 6-8 inches in diameter and 40' tall.

odp BUSINESS SOLUTIONS™

OFFSET YOUR PAPER FOOTPRINT

- Plant a tree for every one used! (Each tree produces approximately 6 tons of wood)
- ODP Business Solutions™ has partnered with the Arbor Day Foundation
- Trees planted support animal habitat and reforestation projects across the country
- Certificate provided to verify trees planted by your organization (see example)

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TOP 20 PRODUCT PURCHASES BY ECO-RATING

This slide reflects rolling 12-month data

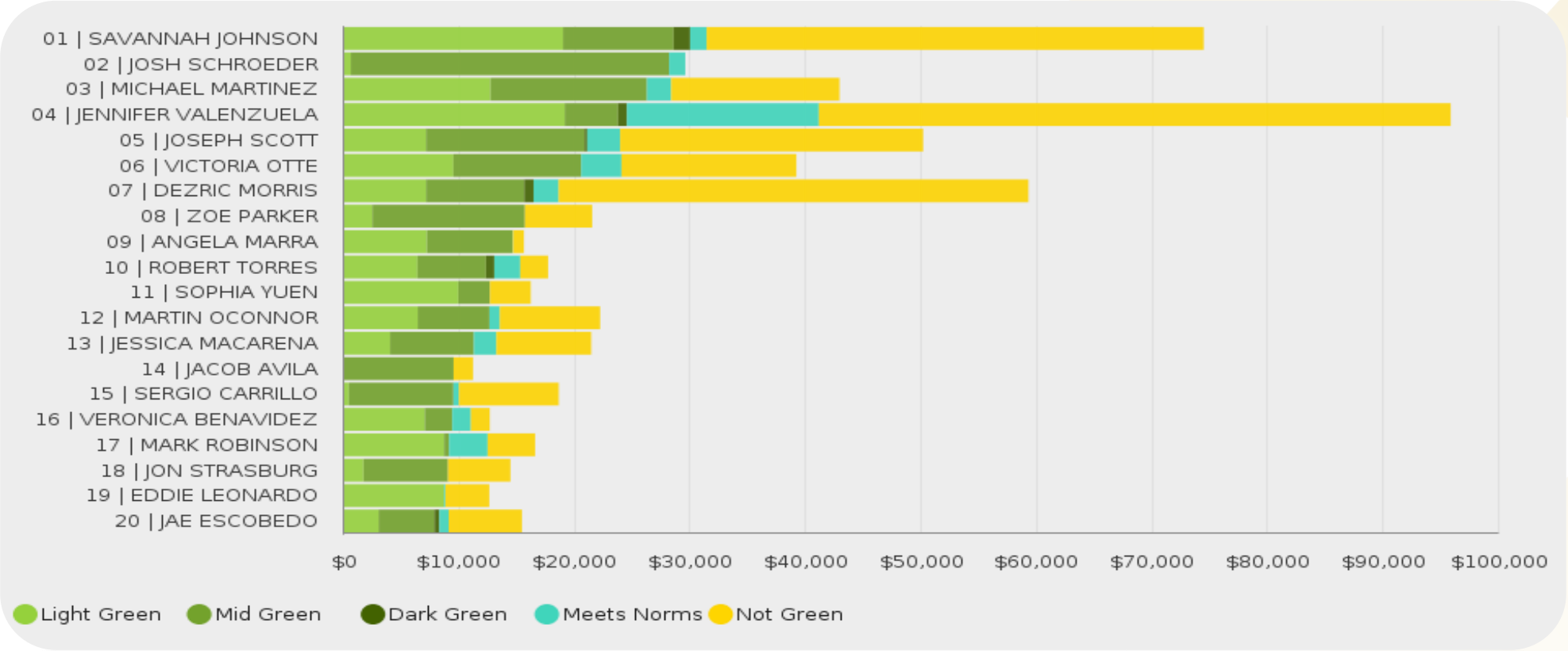
Rank	SKU	Description	Category	Spend	% of Spend	Primary Eco-Attribute	PRC %	TRC %	Certification	ODP Eco-Rating
1	348037	PAPER,COPY,OD,CASE,10-REAM_	Paper	$96,410.79	3.89%		0.00%	0.00%	SFI Certified Fiber Sourcing	Meets Norms
2	620007	WATER,BTL,NSTL PURE LIFE,24/CS	Cleaning and Breakroom	$49,218.12	1.99%		0.00%	0.00%		Unknown / None
3	196517	PAPER,X-9,8.5"X11",20LB,10CA	Paper	$44,190.96	1.78%		0.00%	0.00%	SFI Certified Fiber Sourcing	Meets Norms
4	273646	PAPER,COPY,WHITE TOP,10/CA	Paper	$30,240.05	1.22%		0.00%	0.00%	SFI Certified Fiber Sourcing	Meets Norms
5	7074540	SBUY P34HC 34IN CURVED MONITOR	Technology	$27,549.50	1.11%	Energy Efficient	0.00%	0.00%	TCO Certified Edge	Mid Green
6	125420	PAPER,BOISE,ASPEN,11",10CA,WHT	Paper	$25,430.09	1.03%	Recycled Content	100.00%	100.00%	Forest Stewardship Council (FS	Dark Green
7	431632	INK,HP,952,CMYB,COMBO	Ink and Toner	$23,810.56	0.96%	Less Harsh Chemicals;Recycling	6.00%	0.00%	EPEAT Bronze;EPEAT Silver;Blue	Mid Green
8	693397	10 x 13 x 2 White End Opening	Labels and Forms	$22,622.24	0.91%		0.00%	0.00%		Unknown / None
9	754965	PURELL ORIG 12OZ PUMP BTL	Cleaning and Breakroom	$18,903.87	0.76%	Less Harsh Chemicals	0.00%	0.00%	Cradle To Cradle - Gold	Mid Green
10	693208	9 x 12 - White Flat Tyvek Enve	Labels and Forms	$15,625.95	0.63%		0.00%	0.00%		Unknown / None
11	434207	INK,951CMY/950XL,COMBO,HP	Ink and Toner	$13,889.51	0.56%	Helps Avoid Waste;Recycling So	12.00%	12.00%		Mid Green
12	347005	PAPER,COPY PLUS,HAM,CASE,10-RM	Paper	$13,771.50	0.56%	Leadership Forestry	0.00%	0.00%	Forest Stewardship Council (FS	Light Green
13	208185	SODA,DIET COKE,12OZ 24PK	Cleaning and Breakroom	$13,356.89	0.54%		0.00%	0.00%		Unknown / None
14	9684150	INK,HP,4-PACK,962,CMY,BLK	Ink and Toner	$13,354.03	0.54%	Helps Avoid Waste;Recycling So	12.00%	12.00%	Energy Star	Mid Green
15	516125	WATER,DASANI,1/2 LITER,24/CS	Cleaning and Breakroom	$12,828.96	0.52%	Plant-Based Materials	0.00%	0.00%		Light Green
16	546318	TISSUE,KLEENEX,NATURALS,48BX	Cleaning and Breakroom	$12,717.90	0.51%	Leadership Forestry;Recycled C	20.00%	20.00%	Forest Stewardship Council (FS	Light Green
17	745506	PEN,GEL,RT,B2P,FINE,DZ,BLACK	Writing and Drafting	$12,539.16	0.51%	Refillable;Recycled Content	45.00%	89.00%		Mid Green
18	656626	CUP,10OZPERFECTOUCH 25PK/20CA	Cleaning and Breakroom	$11,971.38	0.48%		0.00%	0.00%		Unknown / None
19	536648	OD Red Top 17" 5RM CTN	Paper	$11,913.96	0.48%		0.00%	0.00%	SFI Certified Fiber Sourcing	Meets Norms
20	208206	SODA,COKE,12OZ 24PK	Cleaning and Breakroom	$9,741.15	0.39%		0.00%	0.00%		Unknown / None

Note: ODP Business Solutions has a Green Attribute Database (GAD) in which we capture vendor claims on the eco-attributes and eco-labels associated with their products. Based on these claims, on which our reporting is 100% reliant, we apply our GreenerOffice™ Eco-rating System to rate items as: Not Green, Meets Norms, Light Green, Mid Green or Dark Green, based on the type and level of eco-attributes and eco-labels. More details are available on request. Spend is sales net of returns.

TOP 20 END USERS

This slide reflects rolling 12-month data

Green Spend by TOP 20 End Users



QUESTIONS & NEXT STEPS

We've analyzed your spend in this Green Business Review using our own eco-ratings.

Does this spend analysis meet your needs or would you like to see green spend in another way or with a different definition of green?

THANK YOU

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ODP BUSINESS SOLUTIONS™ GREENEROFFICE™

1 The Green Book® Online — Our exclusive digital catalog that enhances your shopping experience

2 Greener Purchasing Program, starting with a customized analysis of your green spend

3 GreenerOffice™ web store with thousands of products with eco-attributes/eco-labels

4 GreenerOffice™ Delivery Service that replaces bulky cardboard boxes with lighter, recyclable paper bags

5 Greener product choices for cleaning, furniture, printing and technology

6 Recycling solutions for your ink/toner, small electronics and more

7 An experienced sustainability team available for support

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ADDITIONAL DATA SLIDE

Add data

Customer shall not produce any of ODP Business Solutions proprietary and confidential information without ODP Business Solutions prior written consent. Upon notice to ODP Business Solutions of any request for its confidential information, Customer shall allow ODP Business Solutions to determine, in its sole discretion, the relevant material to disclose, if any. Customer shall assume all of ODP Business Solutions information provided to Customer is confidential.

Account: 12345678 - ABC Company
Reporting Period: Apr 1, 2023 - Apr 30, 2023

Depot Product Code	Product Description	Wholesaler Product Code	UOM	Product Category Name	Item Department Id	Item Department Name	Green Shade	Primary Green Attribute	Post Recycle Pct
Overall									
196517	PAPER,X-9,8.5"X11",20LB,10CA	OX9001-CTN	CA	Paper	5	Paper	Meets Norm		0%
620007	WATER,BTL,NSTL PURE LIFE,24/CS	12273782	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
5833190	WATER,OD,.5 LITER BTLS,24PK	OFD05L24PDRPBN-CA	CA	Cleaning and Breakroom Supplies	43	Breakroom	Light Green	Recycled Content;Designed For Recyclability	0%
3770960	COFFEE,BRKFST BND F,2.5OZ,40CT	15505	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
898782	STAMP,POSTAGE,US,100/ROLL	749800	RL	Miscellaneous	94	Impulse buys	Not Green		0%
693870	TISSUE,BATH,OD,2-PLY,80/ROLLS	4299A1	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	60%
910565	TOWEL,ROLL,HARD,SCOTT	02000	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Leadership Forestry;Recycled Content	40%
908582	STAPLER,ELEC,HD,CTG	69270	EA	Office Essentials	44	Office essentials	Not Green		0%
919330	CANDY,POPS,DUM DUM,STND UP BAG	SPN1280	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
849346	TISSUE,TOILET,2PLY,80RL/CA	04460	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content;Less Harsh Chemicals	25%
908574	STAPLER,ELECT,690E,BLACK	69008	EA	Office Essentials	44	Office essentials	Not Green		0%
694170	TOWEL,PPR,2 PLY,15ROLL,WHT	4487A1	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	60%
840208	CARTRIDGE,INKJET,HP BLACK	C6602A	EA	Ink and Toner	14	Inkjet cartridges	Light Green	Recycling Solution	0%
6967043	KCUP,HOUSE BLEND,POD,70CT	5000203809	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
541545	Forever Stamp - Book of 20	688400	EA	Miscellaneous	94	Impulse buys	Not Green		0%
348037	PAPER,COPY,OD,CASE,10-REAM_	851001OD	CA	Paper	5	Paper	Meets Norm		0%
617206	PAPER,IMAGPRNT,10RM,8.5X11,WHT	1821	CA	Paper	5	Paper	Light Green	Leadership Forestry	0%
840208	CARTRIDGE,INKJET,HP BLACK	C6602A	EA	Ink and Toner	14	Inkjet cartridges	Light Green	Recycling Solution	0%
6812604	COFFEE,GMC,DARK,MAGIC,48CT	5000356566	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
9618862	COUNTER,BILL,FRNTLD,W/VLCNT	RSIRBCED250	EA	Office Essentials	44	Office essentials	Not Green		0%
108448	TISSUE,BATHROOM,ANGELSOFT,2	GEP16880	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	20%
754217	COFFEE,DUNKIN,ORIG,44KCUP	5000363545	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
485722	Logitech Wireless Combo MK270	920-004536	EA	Technology	9	Pc accessories	Meets Norm		0%
789279	COFFEE,FRAC,EXECST,BBLEND,42BX	542B	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
411855	TOWEL,HRDWND,RL,8X800,WHT,6CA	4620	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
660928	DOG BISCUITS,10LB BOX	WILDOGBONE	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
196988	WATER,.5 LITER BOTTLES,24/CASE	7304502	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
746060	CANDY,DUM DUM POPS,30LBS	SPA534	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
370698	TONER,HP P2035,CE505A,MICR	MCR05AM	EA	Ink and Toner	65	Toners/other imaging	Mid Green	Remanufactured;Recycling Solution	0%
7745245	SOAP,PURCELL,FRESH,FOAM,1.5L	8561-04	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals	0%
687520	8 1/2" X 12" Kraft Bubble Mail	B855SS	CA	Labels and Forms	6	Mailroom/shipping	Mid Green	Recycled Content	25%
508485	PLATE,PRINTED,8.75",125PK	P225BP-GPK	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
273646	PAPER,COPY,WHITE TOP,10/CA	40428	CA	Paper	5	Paper	Meets Norm		0%
840208	CARTRIDGE,INKJET,HP BLACK	C6602A	EA	Ink and Toner	14	Inkjet cartridges	Light Green	Recycling Solution	0%
7881526	FOLDER,LTR1/3,100BX,PRIMYASRTD	NFP7881526	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
256426	TOWEL,ROLL,HC,6RL,700FT,WHT	89420	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Recycled Content	0%
256426	TOWEL,ROLL,HC,6RL,700FT,WHT	89420	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Recycled Content	0%
196643	PAPER,X-9,8.5X14,20LB,10/CASE	OX9004-CTN	CT	Paper	5	Paper	Meets Norm		0%
618405	TISSUE,KLEENEX,BOUTIQUE,6PK	KCC21271	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry	0%
411890	TOWELS,PPR,MULTIFOLD,WHT,CA	4628	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	0%
7217871	BTY 1/12DR SAS WH 90CT LCP XN	30772061305	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
625966	SANITIZER,HND,PURL,1000ML	GOJ 215608EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
8900278	COFFEE,GMC,CRML,VAN,CRM,48CT	5000356568	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
656633	CUP,PERFECTOUCH,16OZ,500/CA	5356DX	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
5276821	HOT CUP,RECYCLED,12OZ,20/50	2346R	CA	Cleaning and Breakroom Supplies	43	Breakroom	Dark Green	Plant-Based Materials;Recycled Content	100%
618405	TISSUE,KLEENEX,BOUTIQUE,6PK	KCC21271	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry	0%
681112	COFFEE,KCUP,FLGRS,CLASSIC,24BX	6685	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%

411569	TISSUE,BATH,PREM,420SHT,60RL	4626	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
4394456	KCUP,BRKFST BLEND,POD,70CT	5000203807	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
794467	ENVELOPE,BANKERS,4.5X10-3/8	QUA11362	BX	Labels and Forms	6	Mailroom/shipping	Not Green		0%
251600	TISSUE,TOILET,2PLY,60RL	17713	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry;Recycled Content	20%
7501051	K-CUP,CMMTY,SIGBL,96CT	5000374328CA	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
673085	CUP,PERFTOUCH,HOT,12OZ,20/25PK	5342DX	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
760820	CANDY,DUM DUM POPS	SPA60	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
760820	CANDY,DUM DUM POPS	SPA60	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
911220	DUSTER,OFFICE DEPOT,10oz	OD15210/1-220	EA	Technology	9	Pc accessories	Not Green		0%
7304670	COFFEE,DRK ROAST FRAC,3OZ,20CT	15119	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
9317540	CANDY,WERTHER'S,HARD,30OZ,BAG	302-01012	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
5930576	SANITIZER,HAND,PURELL,8OZ	GOJ965212BD	BD	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
621160	STRAP,CURRENCY,$100,20BX,BE	400100	PK	Office Essentials	44	Office essentials	Not Green		0%
7309977	PAPER,TIDAL,HAMMERMILL,8RM	HAM162400	CT	Paper	5	Paper	Not Green		0%
618405	TISSUE,KLEENEX,BOUTIQUE,6PK	KCC21271	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry	0%
810838	FOLDER,LTR,1/3CUT,100BX,MANILA	NF810838	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
326901	CREAMER,COFFEEMATE,50CT,FR VAN	NES35170	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
676058	TISSUE,BATH,JUMBO,2PLY	13728	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	20%
678893	KIT,FIRST AID,158 PIECE	15622	EA	Cleaning and Breakroom Supplies	23	Sfty security & med	Not Green		0%
256426	TOWEL,ROLL,HC,6RL,700FT,WHT	89420	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Recycled Content	0%
735910	HOLDER,SGN,VERTICAL,8-1/2X11	735910	EA	Furniture	24	Office accessories	Not Green		0%
255876	ROUND STICK,MEDIUM BLUE 60/BX	GSM609BE	BX	Writing and Drafting	11	Writing	Light Green	Refillable	0%
6028288	PAPER,OD COPY,20LB,11,10RM,CS	ODBCP92-CTN	CT	Paper	5	Paper	Meets Norm		0%
808907	CLIP,PAPER,JUMBO,WRLDBRND,10PK	72580	PK	Office Essentials	44	Office essentials	Not Green		0%
9243686	SUGAR,CNSTR,EXC SUITE,24/CT	94212	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
561501	CANISTER,SUGAR-20 OZ.	SUG90585	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
208255	SODA,SPRITE,12OZ, 24pk	115586CA	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
836202	DUALSTAND,SIGNHOLDR,8.5X11,CLR	132714	PK	Furniture	24	Office accessories	Not Green		0%
1751482	LTX CLR/MLD FM SP 2/1200ML	1911-02	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Plant-Based Materials	0%
984856	TISS,PUFFS,LOTION,MULTI-PK,4CU	34899	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
592702	TOWELS,MULTI,BLEACH,16EA/CT	20204	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
1385290	Coppertop AA Alkaline 36 pk	MN15P36	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
883741	TONER,HP 81A,ORG LJ,BLACK	CF281A	EA	Ink and Toner	65	Toners/other imaging	Mid Green	Recycling Solution;Recycled Content	0%
909705	RUBBERBAND,SIZE 64,1LB	20645	BX	Office Essentials	44	Office essentials	Not Green		0%
490600	TONER,HP,CE505AC,BLACK	CE505AC	EA	Ink and Toner	65	Toners/other imaging	Light Green	Recycling Solution;Recycled Content	18%
6028288	PAPER,OD COPY,20LB,11,10RM,CS	4143	CT	Paper	5	Paper	Meets Norm		0%
451898	MARKER,PERM,UFINE,SHARP,DZ,BLK	37001	DZ	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
256165	TOWEL,ROLL,HICAP,6RL,800FT,WHT	26601	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Recycled Content	50%
109282	PAPER,THRML,3-1/8X230,OD,10PK	109282	PK	Paper	51	General office paper	Not Green		0%
702552	DUM DUM,POP,BAG,360CT	220-00055	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
656633	CUP,PERFECTOUCH,16OZ,500/CA	5356DX	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
9025906	8OZ HOT CUP, IND WRAPPED	5338CDWR	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
9144402	BEV,VRTY,COCONUT,18OZ	220-02012	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
468770	TOWELS,M-FOLD,NTRL,4000CT	1675A1	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Dark Green	Recycled Content	80%
108448	TISSUE,BATHROOM,ANGELSOFT,2	GEP16880	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	20%
9952896	BREWER, K-DUO,SNGL SERV&CARAFE	5000204977	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
708205	FILTER,PRIVACY,LCD,22"	PF220W1B	EA	Technology	9	Pc accessories	Meets Norm		0%
554045	PAPER,ADD,ROLL,3X150,50PK,WHT	554045	CT	Paper	51	General office paper	Not Green		0%
326901	CREAMER,COFFEEMATE,50CT,FR VAN	NES35170	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
878270	TONER,HP CE505A,BLACK	CE505A	EA	Ink and Toner	65	Toners/other imaging	Light Green	Recycling Solution;Recycled Content	18%
741995	BATTERY,PROCELL,AAA,24/BX	PC2400BKD09	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
984856	TISS,PUFFS,LOTION,MULTI-PK,4CU	34899	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
1751482	LTX CLR/MLD FM SP 2/1200ML	1911-02	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Plant-Based Materials	0%
371368	COIN,PLSTC,DBL HNDL,14.5X25	585097	PK	Labels and Forms	6	Mailroom/shipping	Not Green		0%
530238	POSTIT,ASSORTED,4X6,5PK,PASTL	MMM660-5PK-AST	PK	Office Essentials	13	Notetaking	Not Green		0%
508359	PLATE,COATED,8.75",120PK	P225AW-GPK	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
592702	TOWELS,MULTI,BLEACH,16EA/CT	20204	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
7026826	BREWER,KEURIG,EXPRESS,SGL,SER	5000368220	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%

602795	TOWELS,BLEACHED,85SH,WE	27385	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
917272	POCKET,FILE,LTR,3.5"CAP	73224	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
694185	TOWEL,PAPER,2PLY,30RL/CA,WHITE	4497A1	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	60%
952733	PEN,RT,GEL,G2,1.0MM,DZ,BLACK	31256	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
695679	CUTLERY,PLAS,150CT,CLEAR	3585490691	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
593153	CUP,PERFECT TOUCH,12OZ,1000CA	5342CD	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
621032	WRAPPER,FLAT,COIN,QRTR,OE	560666	BX	Office Essentials	44	Office essentials	Mid Green	Recycled Content	30%
208206	SODA,COKE,12OZ 24PK	115583CA	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
920884	INDEX,LGL EXH,LTR,#1-25,SIDETB	11370	ST	Filing and Binding	3	Binders	Light Green	Recycled Content	20%
268571	MARKER,EXPO2,CHISEL,8PK,AST	80678	PK	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
5721174	BD Crisp and Bake Air Fryer TO	TO3215SS	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
326921	CREAMER,COFFEEMATE,50CT,REG	NES35110	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
991152	BATTERY,COPPERTOP,AAA,36 CT	MN24P36	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
564050	TOWEL,BNTY,ESS,1RR,30CT	74657	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
726187	SOAP,GOJO,REFILL,CLEAR&MILD	GOJ 8811-03	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Plant-Based Materials	0%
426220	CUP,HOT,OD,12OZ,50/PK	12OZSWHC	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
2779338	COFFEE,KCUP,DS,CAPPUCCINO,20CT	5000361529	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
676058	TISSUE,BATH,JUMBO,2PLY	13728	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	20%
911220	DUSTER,OFFICE DEPOT,10oz	OD15210/1-220	EA	Technology	9	Pc accessories	Not Green		0%
927986	WATER,ARROWHEAD SPRNG,8OZ,48PK	11475016	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
348045	PAPER,COPY,OD,CASE,LEGAL,10RM	854001OD	CA	Paper	5	Paper	Meets Norm		0%
747336	COVERS,SEAT,TOILET,HLFFOLD	25177673	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
508506	FORK,PLASTIC,100CT,WHITE	3585490685	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
508450	SPOON,PLASTIC,100CT,WHITE	3585490686	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
696386	WIPES,DSNFCT,AL PRP,CLRX	10044600302086	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
9486176	COFFEE,HOUSE BLND FRC,3OZ,20CT	15814	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
3577937	COFFEE,CAFE SPCL FRAC,3OZ,20CT	15117	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
145271	TOWEL,NON-PERF,350'/RL,WE	GPC28000	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
6990123	1.6 CuFt. All Refrigerator, Au	DAR016B1BM	EA	Cleaning and Breakroom Supplies	43	Breakroom	Light Green	Energy Efficient	0%
621200	STRAP,CURRENCY,$2000,VT,1000PK	402000	PK	Office Essentials	44	Office essentials	Not Green		0%
699520	FLAG,AMERICAN,5'X8'	TB-5800	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
491694	SHEET PROT,OD,STD,CLR,200/BX	491694	BX	Filing and Binding	3	Binders	Not Green		0%
911220	DUSTER,OFFICE DEPOT,10oz	OD15210/1-220	EA	Technology	9	Pc accessories	Not Green		0%
723138	HIGHMARK MOIST AB LHS 7.5oz,EA	1000039761	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
7956561	CREAMER,CNSTR,EXC STE,12OZ/3PK	94213PK	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
920611	STRAP,BILL,FED,$2000,1M/PK,VIO	ICX94190065	PK	Office Essentials	44	Office essentials	Not Green		0%
554035	PAPER,ADD,ROLL,2.25X150,100PK	554035	CT	Paper	51	General office paper	Not Green		0%
210730	CUPS,LIDS,12 OZ	5342COMBO600	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
790801	PEN,RETRACT,G-2,FN,BLUE	31021	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
654521	SPRAY,LYSOL,LINEN SCNT,19OZ EA	CB748286EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
546871	EXPANDING PKT,LETTER,5 1/4"	1534G-OX	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
370698	TONER,HP P2035,CE505A,MICR	MCR05AM	EA	Ink and Toner	65	Toners/other imaging	Mid Green	Remanufactured;Recycling Solution	0%
370698	TONER,HP P2035,CE505A,MICR	MCR05AM	EA	Ink and Toner	65	Toners/other imaging	Mid Green	Remanufactured;Recycling Solution	0%
602795	TOWELS,BLEACHED,85SH,WE	27385	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
8581727	NIAGARA,BRAND,WATER, 8OZ,24PK	NDW8OZ24PDRPBN	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
621008	WRAPPER,FLAT,COIN,PNNY,RD	560663	BX	Office Essentials	44	Office essentials	Mid Green	Recycled Content	30%
750067	SIGN HERE TAPE FLAG	684-SH	PK	Office Essentials	13	Notetaking	Not Green		0%
984690	CARD,LSR,TENT,LRG,50CT	5309	BX	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
292965	STAND,PHONE,DESIGNER STES	FEL8038601	EA	Furniture	24	Office accessories	Not Green		0%
612143	CABLE TIES,8 IN,40#,YLW	CT444J	CA	Labels and Forms	6	Mailroom/shipping	Not Green		0%
621176	STRAP,CURRENCY,$500,1000PK,RD	400500	PK	Office Essentials	44	Office essentials	Not Green		0%
951774	RS,BOARD,MAG D/E,36X48,ALUM	KK0350	EA	Furniture	1	Furniture	Not Green		0%
855946	RUBBERBANDS,SZ64,1#	2464408	BG	Office Essentials	44	Office essentials	Not Green		0%
248863	15"x10"x12" Corrugated Bx	151012	BD	Labels and Forms	6	Mailroom/shipping	Not Green		0%
647695	SANITIZER PURELL ALOE 12OZ	3639-12	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
326901	CREAMER,COFFEEMATE,50CT,FR VAN	NES35170	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
696518	BATTERY,INDUSTRIAL,9V,ALK,12BX	EN22	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
431632	INK,HP,952,CMYB,COMBO	N9K28AN#140	EA	Ink and Toner	14	Inkjet cartridges	Mid Green	Less Harsh Chemicals;Recycling Solution;Tested With EPE/	12%

877664	NOTES,POST-IT,POP-UP,3X3,12PK	R330-12AN	PK	Office Essentials	13	Notetaking	Not Green		0%
252336	SPRAY,DSNFCT,CRISPLINEN 12/CT	CB748286	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
826876	TAPE,CORRECTION,WITEOUT,10PK	WOTAP10	PK	Writing and Drafting	11	Writing	Not Green		0%
8872570	DISINFECTANT CRISP LINEN12.5OZ	CB741863	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
208185	SODA,DIET COKE,12OZ 24PK	115584CA	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
7510624	CANDY,LIFESAVER,WINTERGRN,44OZ	MMM29060	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
8836726	HEATER,OP,700W,OIL	99590001M	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
595347	WATER,NESTLE PURE,8OZ,24CA	11476087	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
760820	CANDY,DUM DUM POPS	SPA60	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
196589	PAPER,X-9,3HP,20LB,10/CA	OX9001-P-CTN	CT	Paper	5	Paper	Meets Norm		0%
6142604	PEN,GEL,G2,ULTRA FINE,BE	PIL31278BD	BD	Writing and Drafting	11	Writing	Light Green	Refillable	0%
1353862	PAPER,PREMMLTI,24#,8.5X11,10RM	POL-2411-CTN	CT	Paper	5	Paper	Light Green	Leadership Forestry	0%
330888	ENVELOPE,CLASP,28LB,#97,100BX	ODP78997	BX	Labels and Forms	6	Mailroom/shipping	Light Green	Recycled Content	20%
872110	CREAMER,COFFEMATE,HZLNT,50BX	NES35180	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
527826	STRAP,BILL,FED,$10,000,1M,MUST	ICX94190057	PK	Office Essentials	44	Office essentials	Not Green		0%
544458	NOTES,POST-IT,SUPER STICKY,12P	654-12SSUC	PK	Office Essentials	13	Notetaking	Not Green		0%
603750	COFFEE-MATE,HAZELNUT,1.5L	NES 31831CT	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
791987	LINER,LD,40x46,0.80MIL,CLR,250	791987	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
3864016	COFFEE K-CUP OUR BLEND	6570CT	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
695686	CUTLERY,PLAS,KNIFE,100CT,WHT	3585490687	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
621160	STRAP,CURRENCY,$100,20BX,BE	400100	PK	Office Essentials	44	Office essentials	Not Green		0%
843796	NOTES,SELF-STICK,OD,12PK,DEEP	21332-DEEP	PK	Office Essentials	13	Notetaking	Not Green		0%
910430	TAPE,INVISIBLE,3/4"X36YD	6200-3/4X1296	RL	Office Essentials	44	Office essentials	Not Green		0%
487120	TAPE,W/DISPENSER,4/PK	3850-4RD	PK	Labels and Forms	6	Mailroom/shipping	Not Green		0%
566458	WASTEBASKET,RECT,OD,13QT,BLU	HM1358-1	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycling Solution	0%
911220	DUSTER,OFFICE DEPOT,10oz	OD15210/1-220	EA	Technology	9	Pc accessories	Not Green		0%
735965	BAG,SHOP,10X13,PPR,50,BN	COS091565	BX	Office Essentials	44	Office essentials	Not Green		0%
540421	CUP,HOT,16 OZ,50/PK	5356CD	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
7829763	BNDR,DRNG,VW,LTR,5",WE,CS,2PK	79106CS	CA	Filing and Binding	3	Binders	Light Green	Recycled Content	0%
841236	STAMP,FOR DEP ONLY,BLUE	035559	EA	Labels and Forms	6	Mailroom/shipping	Not Green		0%
272280	POUCH,LAMINATING, 5ML,50PK	FEL5204002	PK	Filing and Binding	3	Binders	Not Green		0%
656626	CUP,10OZPERFECTOUCH 25PK/20CA	5310DX	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
603745	COFFEE-MATE,FRENCH VAN,1.5L	NES31803	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
446316	FRESHENER,FBRZ,AIR,GMBRZ,2	97809	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
985108	Bag,Grocery,Kraft,12lb,Brn	80982	PK	Cleaning and Breakroom Supplies	43	Breakroom	Mid Green	Recycled Content	40%
203349	MARKER,SHARPIE,FINE,DZ,BLACK	30001	DZ	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
326921	CREAMER,COFFEEMATE,50CT,REG	NES35110	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
633984	ENVELOPE,#10,SEC,C/S,500BX	ODP77145	BX	Labels and Forms	6	Mailroom/shipping	Not Green		0%
596188	PAD,DESK, WOOD19X24, MAHOGANY	ROL23390	EA	Furniture	24	Office accessories	Not Green		0%
1693660	WATER,RGNL,12OZ,24PK	12245743	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
837499	COFFEE,BRKFST BLEND,DECAF,GMCR	7522	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
411851	TISSUE,FACIAL,UNSCNTD,WHT,30CA	4624	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
3348335	ChairMat,MP,CPT,36x48,Lip,CLR	ESR122083	EA	Furniture	25	Seating	Dark Green	Less Harsh Chemicals	0%
249225	BOWL,WISESIZE,PATHWAYS,12OZ	SXB12WSEA	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
7607739	HOT,CHOCOLATE,SWMS,44CT	5000345148	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
696386	WIPES,DSNFCT,AL PRP,CLRX	10044600302086	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
760820	CANDY,DUM DUM POPS	SPA60	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
673085	CUP,PERFTOUCH,HOT,12OZ,20/25PK	DXE5342DX	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
9035414	SANITIZER,GEL,PUMP,1L,CLR	9632-04-CMR	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
120675	PENS,MED.PT,RSVP,12PK,BLACK	BK91PC12A	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
656633	CUP,PERFECTOUCH,16OZ,500/CA	5356DX	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
620976	WRAPPER,FLAT,COIN,DIME,GN	560665	BX	Office Essentials	44	Office essentials	Mid Green	Recycled Content	30%
712694	LAMINATOR,POUCH,BIZ CARD,100PK	TP5851-100	PK	Filing and Binding	3	Binders	Not Green		0%
536373	CLENER,DSNFCT,WIPE,FRSH 6EA/CA	10044600159499	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
536373	CLENER,DSNFCT,WIPE,FRSH 6EA/CA	10044600159499	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
536373	CLENER,DSNFCT,WIPE,FRSH 6EA/CA	10044600159499	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
793060	CANDY,POPS,DUM DUM,200CT BAG	SPA71	BG	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
416235	STRAP,$50,1000/PK,DP PURPLE	400075	PK	Office Essentials	44	Office essentials	Not Green		0%

892314	TISSUE,KLEENEX,ANTI-V,WE	KCC21286	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
754441	BADGE,NAME,CLIP,SOFT,100CT	74461	PK	Labels and Forms	42	Labels	Not Green		0%
122903	TOWEL,PPR,TAS,121SHT,24RL	4343	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
491203	ENVELOPE,COIN,GUM,#7,KT,500/PK	491203	BX	Labels and Forms	6	Mailroom/shipping	Not Green		0%
196697	PAPER,POLARIS,8.5X11,20LB,CA	POL-8511-CTN	CA	Paper	5	Paper	Light Green	Leadership Forestry	0%
723688	NOTES,3X3,POP-UP,DEEP,CLR,12PK	21395-DEEP	PK	Office Essentials	13	Notetaking	Not Green		0%
566143	WASTEBASKET,PLAS,OD,28QT,BLK	HM2818BK	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
741985	BATTERY,PROCELL,AA,24PK	PC1500BKD09	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
540421	CUP,HOT,16 OZ,50/PK	5356CD	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
540421	CUP,HOT,16 OZ,50/PK	5356CD	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
878270	TONER,HP CE505A,BLACK	CE505A	EA	Ink and Toner	65	Toners/other imaging	Light Green	Recycling Solution;Recycled Content	18%
9111155	QuietSet MiniTwr Table Fan Blk	HWLHTF210B	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
955667	Rattique Baskets Set Of 3 Java	65001959JAVA	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
870999	TISSUE,ULTRA SFT,WHT	KCC12456	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
425815	pen,energel,0.7mm,dz,blk,rtx	BL77-A	DZ	Writing and Drafting	11	Writing	Mid Green	Refillable;Recycled Content	0%
699218	THREETIER,TRIFOLD,BROCHUREHOL	252303	PK	Furniture	24	Office accessories	Not Green		0%
5035790	TOWEL,SCOTT,MEGA ,6PK/4CT	KCC16447	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
952558	PEN,GEL,LIQUID,RT,DZ,BLUE	BLN77-C	DZ	Writing and Drafting	11	Writing	Mid Green	Refillable;Recycled Content	0%
621200	STRAP,CURRENCY,$2000,VT,1000PK	402000	PK	Office Essentials	44	Office essentials	Not Green		0%
545469	BATTERYCOPPERTOP,AAA,24PK	MN2400B40002	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
673085	CUP,PERFTOUCH,HOT,12OZ,20/25PK	5342DX	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
108448	TISSUE,BATHROOM,ANGELSOFT,2	GEP16880	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	20%
673085	CUP,PERFTOUCH,HOT,12OZ,20/25PK	5342DX	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
666511	TAPE,MASKING,2X60YD,HILND	2600-2	RL	Labels and Forms	6	Mailroom/shipping	Not Green		0%
603922	FLAG,USA,5 X 8	AVTMBE002270	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
893460	PENCIL,MECH,TWST ERSE,.7MM,2PK	QE517BP2-D2	PK	Writing and Drafting	11	Writing	Mid Green	Refillable;Recycled Content	0%
243671	WIPES,HND,SAN,WHT,6CT	9113-06	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
262465	TISSUE,PUFFS,FACIAL,WH	35038	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
262465	TISSUE,PUFFS,FACIAL,WH	35038	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
991240	FOLDER,LGL,TT,2-PLY,50/BX,RED	2K2-153CR-1&3	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
992271	FOLDER,LGL,TT,TWO-PLY,50BX,GRN	SMD17140	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
420782	TRASHBAG,OD,DRSTRNG,13GA,200CT	DP09288	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
605004	TAPE,PCKG,SCOTCH,SURESRT,2X800	145-6	PK	Labels and Forms	6	Mailroom/shipping	Not Green		0%
1376290	Folders File Ltr-Size Yellow	NFP1376290	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
6501375	CHARMIN STRG 18MR 242ST	01570CT	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
1400122	Lysol Spy Spring WaterFall	RAC02845	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
621200	STRAP,CURRENCY,$2000,VT,1000PK	402000	PK	Office Essentials	44	Office essentials	Not Green		0%
621024	WRAPPER,FLAT,COIN,NCKL,BE	560664	BX	Office Essentials	44	Office essentials	Mid Green	Recycled Content	30%
172777	CLEANER,DISHWSH,DAWN,38OZ	45112EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
693850	TISSUE,BATH,40/ROLL,WHITE	4087A1	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	60%
2628718	Wipes,Dis,7x8,Lem,80/PK,6PK/CT	CB997161	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
656626	CUP,10OZPERFECTOUCH 25PK/20CA	5310DX	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
189628	Holder,card,business,recycled	OD10410	EA	Furniture	24	Office accessories	Light Green	Recycled Content	0%
271501	PAPER,PRM CHOICE LASER,HP,REAM	HEW113100	RM	Paper	5	Paper	Light Green	Leadership Forestry	0%
223291	PAD,PERF,8.5X14,OD,WHT,LGL RLD	CJV202255	DZ	Office Essentials	13	Notetaking	Light Green	Recycled Content	12%
274402	HOLDER,SGN,HORIZONTAL,11x8.5	274402	EA	Furniture	24	Office accessories	Not Green		0%
541907	FILTER,COFFEE,PAPER,252/CS	21-BNN U3	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
547993	WRAPPER,PENNY,RED,1M/BX	SPRTCW01	PK	Office Essentials	44	Office essentials	Light Green	Recycled Content	0%
745133	TAPE, MASKING,1"X60,BLUE	2090-1E	RL	Labels and Forms	6	Mailroom/shipping	Light Green	Recycled Content	0%
523035	BADGE,INSERTS,PLAIN,400/BX,WHT	5390	BX	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
426225	CUP,HOT,OD,16OZ,50/PK	16OZSWHC	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
865323	TOWEL,ROLL,HC,1000FT,WHT	26100	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
892898	Highlighter,Brite LinerAST,24	BL241-AST	BX	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
202809	10"X800'EMOTION ROLL,6/CT	89460	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Plant-Based Materials	0%
952688	50 SS JIFFY 12 1/2X19	SEL64371	BX	Labels and Forms	6	Mailroom/shipping	Light Green	Recycled Content	25%
621216	STRAP,CURRENCY,$5000,BN	405000	PK	Office Essentials	44	Office essentials	Not Green		0%
727850	SOAP,FOAM,COMPLTE,PEAR,DIAL	2934	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
444970	TAPE,PKG,2"X800",6/PK,CLEAR	142-6	PK	Labels and Forms	6	Mailroom/shipping	Not Green		0%

654521	SPRAY,LYSOL,LINEN SCNT,19OZ EA	CB748286EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
2516948	BADGES,MAG, 3"X4",WHT,24	AVE8780	PK	Labels and Forms	42	Labels	Light Green	Less Harsh Chemicals	0%
872110	CREAMER,COFFEMATE,HZLNT,50BX	NES35180	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
945261	BADGE,NAME,LASER,PLAIN,WHITE	5395	BX	Labels and Forms	42	Labels	Not Green		0%
703425	MEETING NOTEBOOK	06132	EA	Office Essentials	4	Dated and forms	Mid Green	Recycled Content	30%
621176	STRAP,CURRENCY,$500,1000PK,RD	400500	PK	Office Essentials	44	Office essentials	Not Green		0%
1247752	OD HD Nostk VW 3" Bndr White	OD03083	EA	Filing and Binding	3	Binders	Light Green	Recycled Content	100%
8014316	SHARPIE,GEL,1.0MM,36CT,BLUE	SAN2096127	PK	Writing and Drafting	11	Writing	Not Green		0%
7068426	WIPES,LYSOL,VRTY,360CT	220-02111	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
865843	BANDAID,FLEXIBLE,ASTD,100BX	115078	EA	Cleaning and Breakroom Supplies	23	Sfty security & med	Not Green		0%
545071	EXPAND PKT,LETTER,5 1/4" EXP	OD63274	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
256426	TOWEL,ROLL,HC,6RL,700FT,WHT	89420	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Recycled Content	0%
4390554	TOWEL,HARDROLL,BN,100%	KCC54038	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	40%
445511	BATTERY,AAA,ENERGIZER,24/BX	EN92	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
911220	DUSTER,OFFICE DEPOT,10oz	OD15210/1-220	EA	Technology	9	Pc accessories	Not Green		0%
540421	CUP,HOT,16 OZ,50/PK	5356CD	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
540421	CUP,HOT,16 OZ,50/PK	5356CD	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
8374450	SOAP,HAND,50F/1.47L,AQUARM	US05262A	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
673065	CUP,HOT,PERFECTOUCH,8OZ	5338DXCA	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
531679	ENVELOPE,CLASP,9X12,27#,GY	QUA38590	BX	Labels and Forms	6	Mailroom/shipping	Not Green		0%
251849	CUP,PERFECTOUCH12OZ,50CT	5342CDEA	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
251849	CUP,PERFECTOUCH12OZ,50CT	5342CDEA	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
251849	CUP,PERFECTOUCH12OZ,50CT	DXE5342CD	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
5342830	CLENR,ALL-PURPSE,CLN,9EA/CA	10044600301973	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
823416	ROLL,SCOTT,CONTROL CENTER,CS6	01032	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Leadership Forestry;Recycled Content	40%
346437	CUP,PENCIL,MESH,BLACK	ST004B	EA	Furniture	24	Office accessories	Not Green		0%
539418	SWEEPER,FLR/CRPT,GY	FG421288BLA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
109317	PAPER,THERMAL,RL,OD,2.25",9PK	109317	PK	Paper	51	General office paper	Not Green		0%
3863359	COFFEE,K-CUP,DECAF,BKFST	7522CT	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
3863359	COFFEE,K-CUP,DECAF,BKFST	7522CT	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
1751482	LTX CLR/MLD FM SP 2/1200ML	1911-02	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals;Plant-Based Materials	0%
539225	KCUPS, CHAI LATTE	11007	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
6593774	NOTEBOOK,TUL,8.5X11,WRL,5W,GRY	TULLTNTBK-WLCHG-GR	EA	Office Essentials	13	Notetaking	Light Green	Refillable	0%
603740	COFFEE-MATE,ORIGINAL,1.5L	NES13799	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
546273	TISSUE,KLEENEX,NATURALS,36BX	21272	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry;Recycled Content	20%
108549	BADGE,NAME,OD,LSR/IJ,400PK,WHT	OD98844	PK	Labels and Forms	42	Labels	Not Green		0%
6855460	SPRAY,LYSOL,LINEN,3CT	220-02125	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
654521	SPRAY,LYSOL,LINEN SCNT,19OZ EA	CB748286EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
943504	SPLENDA PACKETS,400BX	20041	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
620008	WIPES,WYPALL X80,WE	KCC41041	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
189516	file,wall,letter,recycled,3pk	OD10405	PK	Furniture	24	Office accessories	Light Green	Recycled Content	0%
213031	BINDER,OD,VW,DR,5",BLACK	3585475056	EA	Filing and Binding	3	Binders	Light Green	Recycled Content	0%
6702513	PEN,SHP,SGEL,.7,MXBRL,12P,BKBL	2129832	PK	Writing and Drafting	11	Writing	Light Green	Refillable	0%
3890415	COIN,WRP,CEW,DIMES,1,000/CTN	560053	CT	Office Essentials	44	Office essentials	Not Green		0%
602795	TOWELS,BLEACHED,85SH,WE	27385	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
5318188	PTouch,TZe231,6PK,12mm,B&W	TZE2316PKB	PK	Labels and Forms	42	Labels	Not Green		0%
568419	TAPE,PACKAGING,OD,6/PK	39944-OD	PK	Labels and Forms	6	Mailroom/shipping	Not Green		0%
452913	TAPE,ECO,MAGIC,3/4"x900",10PK	812-10P	PK	Office Essentials	44	Office essentials	Mid Green	Recycled Content	0%
1588276	Sanitizr Purel Aloe 12Oz 12/CT	3639-12CT	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals	0%
305466	PAD,PERF,8.5X11,OD,LGL RLD,12P	CJV202257	PK	Office Essentials	13	Notetaking	Light Green	Recycled Content	13%
474353	SOAP,LIQUID,7.5OZ,SOFTSOAP	US04968AEA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
7934674	FOOD,CHIPS,VRTY,50CT	220-02063	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
326901	CREAMER,COFFEEMATE,50CT,FR VAN	NES35170	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
7049898	COFFEE,GMC,NANTUCKET,BLND,48CT	5000356565	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
8334319	COFFEE,MCCAFE,BRKFST BLND,CA	37468CA	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
8269530	BOX,L/L,OD,STANDARD,12PK	0800109	PK	Labels and Forms	85	Storage	Mid Green	Recycled Content	50%
865567	PEN,RETRCT,VEL GEL,.7MM,DZ,BLU	RLC11BE	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%

618405	TISSUE,KLEENEX,BOUTIQUE,6PK	KCC21271	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry	0%
536373	CLENER,DSNFCT,WIPE,FRSH 6EA/CA	10044600159499	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
251849	CUP,PERFECTOUCH12OZ,50CT	5342CDEA	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
8868449	FirstHorzBank EndorsementST	FIRSTHORZBANK ST08	BX	Copy and Print Depot	29	Custom outsourc prnt	Not Green		0%
6216762	CHARMIN STR 16MR 242ST	04167	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
754965	PURELL ORIG 12OZ PUMP BTL	GOJ365912CT	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals	0%
754965	PURELL ORIG 12OZ PUMP BTL	GOJ365912CT	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals	0%
965232	TAPE,CORRECTION,OD,12PK	RTP-002191	PK	Writing and Drafting	11	Writing	Not Green		0%
603745	COFFEE-MATE,FRENCH VAN,1.5L	NES31803	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
409557	PEN,BALL,FINE,PRECISE,PV7,BLUE	35349	DZ	Writing and Drafting	11	Writing	Not Green		0%
877467	REFILL,WARMR,SCNTDOIL,TURQO	RAC91109CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
987156	3M POST IT EASEL PAD	559-PK2	CT	Miscellaneous	13	Notetaking	Not Green		0%
326921	CREAMER,COFFEEMATE,50CT,REG	NES35110	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
326921	CREAMER,COFFEEMATE,50CT,REG	NES35110	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
449942	LABEL,ADDR,LSR,1500/BX,CLEAR	5660	BX	Labels and Forms	42	Labels	Not Green		0%
1390240	Sharpie 36CT Fine Blk Box	1884739	PK	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
603745	COFFEE-MATE,FRENCH VAN,1.5L	NES31803	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
474700	CALCULATOR,FINANCL,TI-BAII PLS	BA-II PLUS	EA	Miscellaneous	7	School supplies	Not Green		0%
311839	TRAY,LETTER,MESH,BLACK	ROL22211ELD	EA	Furniture	24	Office accessories	Not Green		0%
472198	PLATE,WISESIZE,PATHWAYS,8.5"	UX9WSEA	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
472198	PLATE,WISESIZE,PATHWAYS,8.5"	UX9WSEA	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
863487	BATTERY,C CELL BULK PKG	MN1400	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
540927	STAMP,INK,FOR DEPOSIT ONLY	XST1333	EA	Labels and Forms	6	Mailroom/shipping	Mid Green	Recycled Content	62%
346429	HOLDER,BUSINESS CARD	HY6902A-B	EA	Furniture	24	Office accessories	Not Green		0%
788169	TISSUES,ANTIVIRAL,KLEENEX	KCC21286CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
647695	SANITIZER PURELL ALOE 12OZ	3639-12	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
295620	POCKET,FILE,LTR,3.5INXP,25/BX	1524E-OX	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
445708	NOTE,POSTIT,3X3,12PK,PASTEL	R330-12AP	PK	Office Essentials	13	Notetaking	Not Green		0%
663018	TISSUE,FACIAL125SHTS,2PLY	KCC21606	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
561894	NOTE,POST-IT,1.5X2",12PK,NEON	653AN	DZ	Office Essentials	13	Notetaking	Not Green		0%
165020	TRASHCAN,MINI,1.5L,STEEL,WHT	CW2079	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
322799	MONITOR STAND, BLACK	MESHMONSTA-BLK	EA	Furniture	24	Office accessories	Not Green		0%
767891	FRAME,HNG FLDR,LEGAL,2PK	SMD64873	PK	Filing and Binding	28	Filing	Not Green		0%
161077	WIRELESS MOUSE M185	910-002225	EA	Technology	9	Pc accessories	Meets Norm		0%
4705476	CALENDAR,M,DESK,AY23-24,22X17	ODUS2233-002	EA	Office Essentials	4	Dated and forms	Not Green		0%
9531511	TAPE,SHIP,CLR,1.5",HAND TEAR	9531511	CA	Labels and Forms	6	Mailroom/shipping	Not Green		0%
542416	COLOR FF,LTR,1/3 CUT - TEAL	NFP542416	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
542578	COLOR FF,LTR,1/3 CUT - PINK	NFP542578	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
780875	CUTLERY,SPOON,HVYMED,100CT,WHT	TM207	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
9795629	NOTEBK,TUL,JR,WRLESS,5W,BLK,V2	TULJRNTBK-WLCGR-BK	EA	Office Essentials	13	Notetaking	Light Green	Refillable	0%
545080	EXPAND PKT,LEGAL,3 1/2" EXP	OD64264	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
2811534	COFFEE,KCUP,FLGRS,CLASSIC,CA	6685CA	CA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
6983581	CANDY,PEPPERMINT,LIFESAVER,44Z	MMM29056	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
7968534	CREAMER,LIQUID,SINGLE,HZLNT	ITD101522	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
808675	STAPLER,FULLSTRIP,ACCO 747,BLK	S7074711	EA	Office Essentials	44	Office essentials	Not Green		0%
5978236	EASEL,LINED,25X30,30SHTS,2PK	561WL-VAD-2PK	PK	Miscellaneous	13	Notetaking	Not Green		0%
441579	NOTES,POST-IT,3X3,24/PK,YELLOW	654-24VAD	PK	Office Essentials	13	Notetaking	Not Green		0%
508436	TOWEL,C-FOLD,RECYCLED,12/CS	1674	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Dark Green	Recycled Content	80%
6190342	SOAP GOJO ANTIB PP	GOJ1912-02	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
1386442	EnerGel NV Medium Black 12Pk	BL27A	DZ	Writing and Drafting	11	Writing	Mid Green	Recycled Content	18%
316009	ORGANIZER,DEEP DRWR, BK	21322	EA	Furniture	24	Office accessories	Not Green		0%
7281578	FOOD,HERSHEY,MARS,VRTY	600-04054	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
7886566	HILIGHTERS,PASTEL,PKT,AST	BICGBLD11AST	DZ	Writing and Drafting	11	Writing	Not Green		0%
170719	PAPER,ASTRONEON,LTR,24#,HAPPY AST	21289	RM	Paper	5	Paper	Light Green	Leadership Forestry	0%
860536	PAPER ASTRBRT24# BRIGHT 200	20008	PK	Paper	5	Paper	Light Green	Leadership Forestry	0%
372488	CLEANER,PINESL,144FL.OZ 3EA/CT	10041294354186	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
544297	PRESSBOARD,2 DIV,2",LTR,RED	OD24075R	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
300362	REFILL,AIRWICK,FRSH WATER	RAC79553CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%

7829652	CLIP,BINDER,MEDIUM,12PC	OIC99050PK	PK	Office Essentials	44	Office essentials	Not Green		0%
723824	NOTES,OD,4X6,LINED,PASTEL,PK8	21056	PK	Office Essentials	13	Notetaking	Not Green		0%
487104	TAPE,PACKAGING,SCOTCH,2/PK	3850-2ST	PK	Labels and Forms	6	Mailroom/shipping	Not Green		0%
251368	TISSUE,BATH,ANGLSFT,450 SHT	16840	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	20%
532936	ENVELOPE,EXP,10X15X2,KT	QUA93338	PK	Labels and Forms	6	Mailroom/shipping	Not Green		0%
9577993	SIGN,HOLDER,DOUBLFT,TRIFOLD	252053-2PK	BX	Furniture	24	Office accessories	Not Green		0%
795948	PAD,PERF,RECY,5X8,WHT,LGL,RLD	74830	DZ	Office Essentials	13	Notetaking	Mid Green	Recycled Content	40%
3335753	PAPER,TOILET,ULTRACLEAN,24MEGA	KCC54161	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
108610	THERMAL ROLL,2-1/4,OD,6/PK	108610	PK	Paper	51	General office paper	Not Green		0%
822663	PUNCH,ELECTRIC 3-HOLE,BK	EHP3BLK	EA	Office Essentials	44	Office essentials	Not Green		0%
603750	COFFEE-MATE,HAZELNUT,1.5L	NES 31831CT	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
780900	CUTLERY,FORK,HVYMED,100CT,WHT	FM207	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
925382	PAPER,COPY,3 REAM/CASE	1008	CA	Paper	5	Paper	Meets Norm		0%
806864	MARKER,CHISEL,36PK,ASST	1921061	PK	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
8013113	SHARPIE,GEL,0.7MM,12OS,BLACK	2096159	DZ	Writing and Drafting	11	Writing	Not Green		0%
8053100	PEN,COUNTER,REPLACEMENT,BK	ITA38646BX	BX	Writing and Drafting	11	Writing	Not Green		0%
3620683	X-9 8.5X11 Jr CTN	OX9001-JR	CT	Paper	5	Paper	Meets Norm		0%
669514	CUP,HOT,INSULATED,12OZ,50PK	12OZDW	PK	Cleaning and Breakroom Supplies	43	Breakroom	Mid Green	Recycled Content	42%
848808	BAG,TRASH,OD,13G 120CT,WHT	DP08488	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
8013496	SHARPIE,GEL,0.7MM,12OS,BLUE	2096152	DZ	Writing and Drafting	11	Writing	Not Green		0%
3970474	GLOVES,LATEX,MD,PF,CREAM	72013	CA	Cleaning and Breakroom Supplies	23	Sfty security & med	Not Green		0%
5770331	WIPE,FLUSHABLE,FRESHCARE	KCC35970CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
336080	MAILER,PADDED,14.25X20,25/PK	B811SS25PK	PK	Labels and Forms	6	Mailroom/shipping	Mid Green	Recycled Content	25%
500466	HANDWASH,FOAM,PMBRY,LTX12,2CA	1916-02	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals	0%
1373878	Gel RT 07 Blue 12pk	OM96445	DZ	Writing and Drafting	11	Writing	Not Green		0%
375667	SCISSORS,STRAIGHT,OD,8",BLACK	55872--001	EA	Office Essentials	44	Office essentials	Not Green		0%
389695	COVER,LTR,100PK,CLR	52089	PK	Filing and Binding	3	Binders	Not Green		0%
506532	Binder AD QuickFit 3" WHT	CPP870500	EA	Filing and Binding	3	Binders	Light Green	Recycled Content	42%
8575503	REFILL,AIRFRSH,PLUG,LINEN	PGC74901CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
206967	PEN,RT,LIQ,RB,V7,XFINE,DZ,BLU	26068	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
791288	LINER,HD,40x48,12MIC,NAT,250	791288	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
696559	BATTERY,SIZE D,1.5V,ALK,12BX	EN95	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
618405	TISSUE,KLEENEX,BOUTIQUE,6PK	KCC21271	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry	0%
427251	STAPLER,FULL STRIP COMBO,BLACK	8488C-1	EA	Office Essentials	44	Office essentials	Not Green		0%
912265	SIGN,SUCTIONCU,11WX8.5H,CLR	106615	PK	Furniture	24	Office accessories	Not Green		0%
449527	LABEL,LASER ADD,3-1/3X4,WE	AVE30604	BX	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
420994	NOTE OD,3X3,YLW,18PK	21007-18PK	PK	Office Essentials	13	Notetaking	Not Green		0%
206890	PEN,RT,LIQ,RB,V5,XFINE,DZ,BLUE	26063	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
621184	STRAP,CURRENCY,$1000,1000PK,YW	401000	PK	Office Essentials	44	Office essentials	Not Green		0%
621184	STRAP,CURRENCY,$1000,1000PK,YW	401000	PK	Office Essentials	44	Office essentials	Not Green		0%
328366	TOWELS,MULITFOLD,TRADITION	KCC01840	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	0%
664011	PEN,ROUND STIC,BIC,60CT,BLACK	GSM60-BLACK	BX	Writing and Drafting	11	Writing	Light Green	Refillable	0%
114226	FOLDER,SUPERTAB,HVYWEIGHT,ASTD	SMD15410	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
7107107	BTY 1/6DR SAS WH 90CT LCP XN	30772058251	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
677198	TOWEL,SCOTT,MEGA,15PK,SAS,WHT	36371	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	0%
472198	PLATE,WISESIZE,PATHWAYS,8.5"	DXEUX9WS	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
1451854	Thermal Pouch 8.9"x11.4" 200pk	TP3854-200	EA	Filing and Binding	3	Binders	Not Green		0%
759833	FABREZE,AL N SKY,8.8OZ	PGC97799	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
378471	REFILL,LAVCHAM,2PK,6.17OZ	RAC85595	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
149452	WIPES,DISINFECTING,CLOROX,3PK	10044600301126	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
149452	WIPES,DISINFECTING,CLOROX,3PK	10044600301126	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
810945	FOLDER,HNG,LGL,1/3CUT,25BX,GRN	810945OD	BX	Filing and Binding	28	Filing	Dark Green	Recycled Content	95%
9452559	FOOD,GOLDFISH,CHEEZIT	600-04053	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
828702	LIDS, DOME 12/16/20OZ	9542500DXPK	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
806864	MARKER,CHISEL,36PK,ASST	1921061	PK	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
4759546	KEYRING,COIL,WRIST,10PK	SPR02884	PK	Office Essentials	44	Office essentials	Not Green		0%
474353	SOAP,LIQUID,7.5OZ,SOFTSOAP	US04968AEA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
5876588	PEN,BP,PEARL,1.0,12PK,BLU INK	PBM12BL	PK	Writing and Drafting	11	Writing	Light Green	Refillable	0%

801160	HOLDER,CRD,BSNS,1PKT,CLEAR	70101	EA	Furniture	24	Office accessories	Not Green		0%
645611	INDEX,BNDR,LTR,5TB/ST,WE	89415	BX	Filing and Binding	3	Binders	Light Green	Recycled Content	10%
838165	ORGANIZER, MESH DESK DLX	SAF3251BL	EA	Furniture	24	Office accessories	Not Green		0%
1375192	Stand Up Sign Hldr 8.5X11 4Pk	1375192	PK	Furniture	24	Office accessories	Not Green		0%
918961	BOARD,MARKER,ALUM-FRAME,2'X3'	S533	EA	Furniture	1	Furniture	Not Green		0%
264439	ROLL,CALC,THER,2.25X85'	BSN25347	PK	Paper	51	General office paper	Light Green	Recycling Solution	0%
872110	CREAMER,COFFEMATE,HZLNT,50BX	NES35180	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
486108	MOUSEPAD,MEMORY FOAM,BLACK	30203	EA	Technology	9	Pc accessories	Not Green		0%
279376	PROTECTOR,SHT,LW,NONGLR,200BX	279376	BX	Filing and Binding	3	Binders	Not Green		0%
330960	ENVELOPE,CLASP,12X15.5,100BX	ODP78910	BX	Labels and Forms	6	Mailroom/shipping	Light Green	Recycled Content	20%
1385830	OD Durable DR VW 3 BNDR White	82360	EA	Filing and Binding	3	Binders	Mid Green	Recycled Content	59%
5035790	TOWEL,SCOTT,MEGA ,6PK/4CT	KCC16447	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
8814394	Spiral Theme Book 3-Subject	06900	EA	Miscellaneous	7	School supplies	Not Green		0%
221481	WASTEBASKET,28QT,BLK	FG295600BLA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	0%
140659	WIPES,DISINF,LL,35CT-3PK	CB821596EA	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
140659	WIPES,DISINF,LL,35CT-3PK	CB821596EA	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
9652256	PTouch,TZe231,4PK,12mm,B&W	TZE2314PKB	EA	Labels and Forms	42	Labels	Not Green		0%
486293	NOTEBOOK,STELLAR,1S,CR,100,BLU	ODDI-486293	EA	Miscellaneous	7	School supplies	Not Green		0%
8324781	DSFECT,LYSOL,SPRAY,DRFTWTR,6CA	CB982877	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
7709617	DSFECT,LYSOL,SPRAY,TROPBRZ,6CA	CB982891	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
458914	BATTERY,AA,ALKALINE,24/PK	MN1500B240001	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
854953	TRAY,CHANGE,6-DENOMNTION CNTR	500025	EA	Office Essentials	44	Office essentials	Not Green		0%
1695529	LINER SANITARY 500/CT	HOSKL	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
652175	CUP,P/T,WISESIZE,16OZ	DXE5356DX	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
604385	FRSHNR,SCNTDOIL,SUMDEL,2REFILL	RAC91112	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
346471	TOWEL,SURPSS C-FLD PPR,WE	01510	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Leadership Forestry;Less Harsh Chemicals	0%
908194	STAPLER,DESK,STD,FULL,BLACK	44401	EA	Office Essentials	44	Office essentials	Not Green		0%
943504	SPLENDA PACKETS,400BX	20041	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
7942199	TEA,TRAY,DISPLAY,8-TEA	BTC10568BD	BD	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
535720	LAMINATING POUCH, LEGAL	WZ001	PK	Filing and Binding	3	Binders	Not Green		0%
527696	PEN,GEL,RET,FINE,12PK,BLU	15002	DZ	Writing and Drafting	11	Writing	Mid Green	Refillable;Recycled Content	0%
5986723	TOWEL,PAPER,MEGAROLL,CHOOSE	KCC38869CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
7009855	LABEL,IJ/LSR,2X4,WE,1000	BSN26116	PK	Labels and Forms	42	Labels	Not Green		0%
6856096	NAPKINS,WHITE,8PK/CT	PGC96595CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
354972	DETERGENT,DISH,SEA MINERAL	MTH00734CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
243443	SANITIZER,PURELL ADVANCED	3901-36-BWL	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
810929	FOLDER,HNG,LTR,1/3CUT,25BX,GRN	810929OD	BX	Filing and Binding	28	Filing	Dark Green	Recycled Content	95%
626639	RIBBON,F/TM300A/B,U370/5,BLK	ERC-38B	EA	Ink and Toner	65	Toners/other imaging	Light Green	Recycling Solution	0%
375931	PEN,BALL,XFINE,PRECISE,PV5,BLK	35334	DZ	Writing and Drafting	11	Writing	Not Green		0%
452121	TRIMMER,12",PLASTIC	9312	EA	Office Essentials	44	Office essentials	Not Green		0%
944264	LABEL,LSR,FILE,ASTD,750CT	5266	PK	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
754381	BADGE NAME,IJ,160CT,WHITE	8395	PK	Labels and Forms	42	Labels	Not Green		0%
346014	Scotch-Brite(R) Multi-Purpose	526-5	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
341963	TAPE,INVIS,.5INX36YDS,12PK	6200-1/2X1296PK12	PK	Office Essentials	44	Office essentials	Not Green		0%
821808	CLEANER,DSNFCT,WIPES,FRSH EA	10044600159499 EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
293799	NOTEBOOK,SPRL,70S,WD,6P,10.5X8	CJV202204	PK	Miscellaneous	7	School supplies	Not Green		0%
612855	SCISSORS,8",STRT,2PK,TITANIUM	13901	PK	Office Essentials	44	Office essentials	Not Green		0%
6950482	DETERGENT,DISH,AJAX	149860	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
603745	COFFEE-MATE,FRENCH VAN,1.5L	NES31803	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
855883	RUBBERBANDS,SZ33,1#	2433408	BG	Office Essentials	44	Office essentials	Not Green		0%
672975	WIP,DISINFTING,CLOROX 12EA/CA	10044600015931	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
914097	LABEL,IJ,FILE,WHT,750CT	8066	PK	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
943504	SPLENDA PACKETS,400BX	20041	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
810994	FOLDER,HNG,LTR,1/5CUT,25BX,GRN	810994OD	BX	Filing and Binding	28	Filing	Dark Green	Recycled Content	95%
364364	LABEL,LSR,ADDR,WHT,3000CT	5160	BX	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
883344	FILE,ACCRDN,HVYDTY,LGL,A-Z	BSN26537	EA	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
5995403	Signature M650L Graphite	910-006231	EA	Technology	9	Pc accessories	Not Green		0%
6859444	ERASER,MRCLEAN,MAGIC,CT	PGC79009CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%

685506	FRESHNER,FBRZ,AIR,GAIN	PGC97810	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
685506	FRESHNER,FBRZ,AIR,GAIN	97810	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
287154	BOX,STOR/FILE,LTR/LGL,BSC,10PK	0070314	PK	Labels and Forms	85	Storage	Mid Green	Recycled Content	50%
574566	LABEL,IJ,ADDR,WHT,750PK	8160	PK	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
254089	TAPE,CORRECTION,LP DRYLINE,2PK	6624	PK	Writing and Drafting	11	Writing	Not Green		0%
7991014	Trash Can Black	ALP477-BLK	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
7121589	Trash Can Gray	ALP477-GRY	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
1291213	ENRGY WTCHCLT MCDMA 2.4OZ 12BX	CBC161009	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
302902	FOLDER,FILE,LTR,1/3,100BX,ASTD	NFP302902	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
197046	INDEX 11" LEGAL 1-10 SID	AVE11381	ST	Filing and Binding	3	Binders	Light Green	Recycled Content	20%
5042651	DISINFECTANT,CRSP LINEN,2PK	RAC89946	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
3894076	Binder RR QuickFit 5/8" WHT	STW870000	EA	Filing and Binding	3	Binders	Mid Green	Recycled Content	50%
8069264	VINYL,GLOVES,XLARGE,BOX-100	5215/XL	BX	Cleaning and Breakroom Supplies	23	Sfty security & med	Not Green		0%
761135	THERMAL POUCHES, 5 MIL, 100 PA	WZ003	PK	Filing and Binding	3	Binders	Not Green		0%
286821	POST-IT,SIGN HERE,RD ARRW,80CT	684-RDSH	PK	Office Essentials	13	Notetaking	Not Green		0%
9665518	VINYL,GLOVES,LARGE,BOX-100	5214/L	BX	Cleaning and Breakroom Supplies	23	Sfty security & med	Not Green		0%
498811	SHEET PROTECT,OD,STD,CLR,100/BX	498811	BX	Filing and Binding	3	Binders	Not Green		0%
8014288	SHARPIE,GEL,1.0MM,36CT,BLACK	SAN2096181	PK	Writing and Drafting	11	Writing	Not Green		0%
901992	LINER,DRWSTRNG BAG,13G,WE	10012587785260	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
498761	SHEET PROTECT,OD,STD,NGLR,100BX	498761	BX	Filing and Binding	3	Binders	Not Green		0%
4054114	G2 Gel Pen Fine Pt. Black 12pk	31136	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
6825484	TUL BP3 RT Fine Blk 12pk	OM05331	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
854989	RACK,CURRENCY,TWO-TIER	500013	EA	Office Essentials	44	Office essentials	Not Green		0%
794751	SPRAY,DSNFCT,LYSL,19OZ,EA	RAC04650EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
9888685	FLASHLIGHTS,LED,2SLIM&2 STD	EVEEVM5511S	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
249225	BOWL,WISESIZE,PATHWAYS,12OZ	DXESXB12WS	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
249225	BOWL,WISESIZE,PATHWAYS,12OZ	SXB12WSEA	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
479596	TAPE,BLACK ON WHITE,2PK	TZE2312PK	PK	Labels and Forms	42	Labels	Not Green		0%
128853	HIGHLIGHTER,12PK,ASSORTED	HY1066-AS	DZ	Writing and Drafting	11	Writing	Mid Green	Less Harsh Chemicals;Recycled Content	30%
393870	FLAGS,POST-IT,12/BX	680-SH12	BX	Office Essentials	13	Notetaking	Not Green		0%
472198	PLATE,WISESIZE,PATHWAYS,8.5"	UX9WSEA	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
472198	PLATE,WISESIZE,PATHWAYS,8.5"	UX9WSEA	PK	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
6853557	PEN,FRIXION CLICKR,0.5MM,BK	PIL32520	DZ	Writing and Drafting	11	Writing	Not Green		0%
3661735	FOOD,CHEWY,CHOC,30CT	220-02076	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
208025	FOLDER,LTR,1/3CUT,100BX,RED	53LR	BX	Filing and Binding	28	Filing	Light Green	Recycled Content	10%
762361	REFILL,LVNDR,TWIN SCENTED	CB784738	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
491221	ENVELOPE,COIN,GUM,#3,500/BX	491221	BX	Labels and Forms	6	Mailroom/shipping	Not Green		0%
828342	TABS,DURABLE,2",24PK,ASTD	686-ALYR	PK	Office Essentials	13	Notetaking	Light Green	Recycled Content	10%
6678893	HANDWASH,MANDARIN,12OZ	SEV22925CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
458612	SCISSORS,STRT,8",2/PK,BLK	55873--001	PK	Office Essentials	44	Office essentials	Not Green		0%
8364068	COFFEE,DUNKIN,ESPRESSO,22CT	5000367616	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
6994830	AIR,FRESHENER,PISO,CLR	SJN322826	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
792219	LINER,LD,38x58,1.5MIL,CLR,100	792219	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
8228388	BARS, MILK CHOCOLATE ALMOND	KND28351	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
5000239	SOAP,DIAL,FOAM,7.5OZ 8EA/CA	DIA05401CT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
935429	FOLDER,LTR,2TONE,1/3,ASTD	PFX15213ASST	BX	Filing and Binding	28	Filing	Mid Green	Recycled Content	30%
938678	LABELER,BROTHER,PTH110	PTH110	EA	Labels and Forms	42	Labels	Not Green		0%
548028	WRAPPER,QUARTER,ORANGE,1M/B	SPRTCW25	PK	Office Essentials	44	Office essentials	Light Green	Recycled Content	0%
326901	CREAMER,COFFEEMATE,50CT,FR VAN	NES35170	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
303968	NOTEBOOK,BUS,CAMB LIM,BLACK	06100	EA	Office Essentials	13	Notetaking	Not Green		0%
438225	FLAGS,POST IT,4/PK,BRIGHT	680-PGOP2	PK	Office Essentials	13	Notetaking	Not Green		0%
101762	WIPES,SANIT,REFRESH SCENT	GOJ912006CMRCT	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
780845	CUTLERY,KNIFE,HVYMED,100CT,WHT	KM207	BX	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
8665962	DISHRACK,BTCF,22IN,CHM	99575986M	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
790921	PEN,ROLLER,GELINK,G-2,X-FINE	31003	DZ	Writing and Drafting	11	Writing	Light Green	Refillable	0%
756620	ANGEL SOFT BATH TISSUE	16620	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Recycled Content	20%
985117	Bag,Grocery,Kraft,2lb,Brn	81006	PK	Cleaning and Breakroom Supplies	43	Breakroom	Mid Green	Recycled Content	40%
3322786	FOOD,BUENO,MINI,90CT	220-02060	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%

759465	RING,KEY,CARABINR,10PK,BK	AVT75555	PK	Office Essentials	44	Office essentials	Not Green		0%
319130	SOAP,SFT,CRISPCLN,11.25OZ	US03562AEA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
9228445	SOAP,SOFT,ALOE,7.5OZ 6EA/CA	US04968A	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
367976	LANYARDS,HORZ HLDR 50,CR	AVT75450	PK	Office Essentials	44	Office essentials	Not Green		0%
8218961	TAPE,LBL,LTAG,PLAS,.5",WE,6	2050823	PK	Labels and Forms	42	Labels	Not Green		0%
292066	TOWELS,INDUS HVY DTY,BRAWNY	GPC25070	BX	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
119960	FLDR LTR SL/PKT 1/3 POLY AS	10540	BX	Filing and Binding	28	Filing	Not Green		0%
9928085	NOTEBOOK,JR,TUL,LTHR,BROWNFOIL	TULJRNTBK-LEA-BR	EA	Office Essentials	13	Notetaking	Light Green	Refillable	0%
621320	BAG,TAMP EVD,OPQ,9X12,100PK	G73709W	PK	Office Essentials	44	Office essentials	Not Green		0%
891688	HAND SOAP,METHOD,GRAPFRUIT	MTH00039	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Less Harsh Chemicals	0%
855502	PEN,MEDIUM,36PK,BLACK	1921067	PK	Writing and Drafting	11	Writing	Not Green		0%
8363866	COFFEE,GMC,BLACK,GRANITE,24CT	5000366650	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
6667367	COIN,WRP,CEW,QUARTERS,1,000/CT	560054	CT	Office Essentials	44	Office essentials	Not Green		0%
602795	TOWELS,BLEACHED,85SH,WE	27385	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
6618670	K-CUP,CMMTY,SIGBL,24CT	5000374328EA	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
140686	WIPES,DISINF,LL,80CT-3PK	CB842515EA	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
651172	TAB,DURABLE,DIVIDING,4PK	686-PLOY	PK	Office Essentials	13	Notetaking	Not Green		0%
173336	DISPENSER,TAPE,DSKTOP,3/4",BLK	C38-BK	EA	Office Essentials	44	Office essentials	Mid Green	Recycled Content	0%
647695	SANITIZER PURELL ALOE 12OZ	3639-12	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
3029280	FrstHorBnk FirstHoriznTellerST	FRSTHORBNK ST14	BX	Copy and Print Depot	29	Custom outsourc prnt	Not Green		0%
791146	JKT,FILE,LTR,2PKT,PRO,5P	SMD89506	PK	Filing and Binding	28	Filing	Not Green		0%
696386	WIPES,DSNFCT,AL PRP,CLRX	10044600302086	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
792634	AIR-FRESHENER,SUPER,OE,ORNG	BRI900013	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
211180	AIR-FRESHENER,SUPER,OE,COOL	BRI900090EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
621176	STRAP,CURRENCY,$500,1000PK,RD	400500	PK	Office Essentials	44	Office essentials	Not Green		0%
888515	BANDS,LTX FREE,#117B,ORG	37176	BX	Office Essentials	44	Office essentials	Not Green		0%
1266454	Battery 9V 12 Pk	RAYAL9V12PPJ	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
8013113	SHARPIE,GEL,0.7MM,12OS,BLACK	2096159	DZ	Writing and Drafting	11	Writing	Not Green		0%
535704	POUCH,LAMINATING,LETTER SIZE	WZ018	PK	Filing and Binding	3	Binders	Not Green		0%
635278	SCISSORS,8" ALLPUR,2PK,BE	ACM15452	PK	Office Essentials	44	Office essentials	Not Green		0%
776944	SPRAY,DISINFECTING,CLOROX	044600385044	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
1488372	PEN,FINELINER,0.8MM,10PK,BE	RED190003	PK	Writing and Drafting	11	Writing	Not Green		0%
791823	LINER,LD,38x58,0.9MIL,BLK,100	791823	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
308957	CLIP,BINDER,LARGE,2IN,12BX	RTP-001958-HD-087-07	BX	Office Essentials	44	Office essentials	Not Green		0%
344566	TISSUE,KLEENEX FACIAL,WE,12/CT	KCC03076	CT	Cleaning and Breakroom Supplies	47	Clean/personal care	Light Green	Leadership Forestry	0%
297986	CARD,IJ,CARD,WHT,30CT	AVE8316	BX	Labels and Forms	42	Labels	Light Green	Leadership Forestry	0%
4114347	SPRAY,FEBREZE,6CT	220-02113	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
172777	CLEANER,DISHWSH,DAWN,38OZ	PGC45112EA	EA	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
6583684	FAN,KLZN,6IN,MINI,TABLE	99595713M	EA	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
270053	HIGHLIGHTER, POCKET,CHSL,YW	BL241-YEL	BX	Writing and Drafting	11	Writing	Light Green	Less Harsh Chemicals	0%
1370854	D Coppertop Batteries 8pk	MN13R8DW	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
967253	LABEL,ADDRESS,260 LABELS,WHITE	30251	BX	Labels and Forms	42	Labels	Not Green		0%
333674	STRAP,BILL,FED,PE,$50,1M/PK	ICX94190059	PK	Office Essentials	44	Office essentials	Not Green		0%
305324	TAPE,TRANS,3M,3/4x1000,12/PK	600K12	PK	Office Essentials	44	Office essentials	Not Green		0%
723832	NOTE,POST-IT,SS,4X4,ULTRA,6PK	675-6SSUC	PK	Office Essentials	13	Notetaking	Not Green		0%
489461	TAPE,MGC,SCTH,3/4"X1000",10PK	810P10K	PK	Office Essentials	44	Office essentials	Not Green		0%
489461	TAPE,MGC,SCTH,3/4"X1000",10PK	810P10K	PK	Office Essentials	44	Office essentials	Not Green		0%
489461	TAPE,MGC,SCTH,3/4"X1000",10PK	810P10K	PK	Office Essentials	44	Office essentials	Not Green		0%
3030548	ALMONDS,SS,OVEN RSTD,OTG,42CT	220-00794	CT	Cleaning and Breakroom Supplies	43	Breakroom	Not Green		0%
254076	FILE,EXPNDG,13PCKT,BE	CLI48235EA	EA	Filing and Binding	28	Filing	Not Green		0%
803111	AIR,GLADE,AUTOREFILL,LINEN,2CT	SJN329388	PK	Cleaning and Breakroom Supplies	47	Clean/personal care	Not Green		0%
458391	PAPER,ASTROBRIGHTS,65# VINTAGE AST	21003	PK	Paper	5	Paper	Light Green	Leadership Forestry	0%
563300	NOTES,3x3,REC,24PK,PASTEL	654R-24CP-AP	PK	Office Essentials	13	Notetaking	Mid Green	Recycled Content	30%
717261	POST-IT,POP-UP,DISPENSR,3X3"	DS330	EA	Office Essentials	13	Notetaking	Not Green		0%
792404	LINER,REPRO,38x58,1.5M,BK,100	792404	CA	Cleaning and Breakroom Supplies	47	Clean/personal care	Mid Green	Recycled Content	0%
899448	GLOVE,NTRL,SFSKN,LRG	KCC55083	BX	Cleaning and Breakroom Supplies	23	Sfty security & med	Not Green		0%
7666942	SIGNHOLDER,LSHAPE,3X4IN,CLR	112736	PK	Furniture	24	Office accessories	Not Green		0%
899440	GLOVE,NTRL,SFSKN,MED	KCC55082	BX	Cleaning and Breakroom Supplies	23	Sfty security & med	Not Green		0%

Customer shall not produce any of ODP Business Solutions proprietary and confidential information without ODP Business Solutions prior written consent.
Upon notice to ODP Business Solutions of any request for its confidential information, Customer shall allow ODP Business Solutions to determine, in its sole discretion, the relevant material to disclose, if any. Customer shall assume all of ODP Business Solutions information provided to Customer is confidential.

POS Rebate Report (Detail-All Orders)

Parent Id: 123456789

Parent Id	Parent Name	Customer Account Id	Customer Account Name	Reporting Calendar Date	BSD Order Parent Order Id	BSD AOPS Order Id	Net Sales	Rebate Sales
123456789	ABC Company	123456789	ABC Company	04/04/2019	302015429	302015429	$100.79	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	302015429	302015456	$272.78	$0.00
123456789	ABC Company	123456789	ABC Company	04/01/2019	302141706	302141711	$28.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	302265320	302265320	($7.11)	$0.00
123456789	ABC Company	123456789	ABC Company	04/01/2019	302617396	302627982	$34.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	303167414	303167414	$26.08	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	303250661	303250661	$50.25	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	303888004	303888004	$29.89	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	303904137	303904137	$23.13	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	303904137	303905785	$15.09	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	303985137	303985141	$104.97	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	303999214	303999214	$124.03	$0.00
123456789	ABC Company	123456789	ABC Company	04/19/2019	304187198	304187198	$42.19	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	304197963	304197963	$51.38	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	304286975	304286975	$50.25	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	304310386	304310386	$104.02	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	304357208	304357208	$15.59	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	304386358	304386358	$170.32	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	304386358	304386363	$62.89	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	304426397	304426397	$184.93	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	304514345	304514345	$126.19	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	304615678	304615678	$75.41	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	304760271	304760271	$80.59	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	304827556	304827556	$71.56	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	304829610	304829610	$44.17	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	304872221	304872221	$47.40	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	305090896	305208132	$61.23	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	305090896	305090896	$43.76	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	305206474	305206474	$65.73	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	305239833	305239833	$111.84	$0.00
123456789	ABC Company	123456789	ABC Company	04/15/2019	305299632	305299633	$8.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	305299632	305299632	$4.44	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	305379089	305379089	$22.47	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	305379196	305379196	$66.65	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	305379196	305379197	$63.89	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	305401334	305401334	$72.81	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	305461743	305461743	($39.14)	$0.00

123456789	ABC Company	123456789	ABC Company	04/17/2019	305557890	305557890	$84.29	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	305558467	305558468	$20.45	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	305558467	305558472	$34.38	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	305558467	305558469	$61.88	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	305558467	305558467	$47.72	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	305642420	305642420	$69.57	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	305835765	305835765	$102.87	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	305845062	305845062	$66.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	305845062	305845077	$21.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	305994224	305994224	$36.87	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	305994889	305994889	$47.40	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	306017319	306017319	$27.44	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	306028400	306028400	$38.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	306088585	306088585	$94.80	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	306163355	306163355	($90.11)	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	306191953	306191953	$40.06	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	306223090	306223090	$88.80	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	306283520	306283520	$11.05	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	306403645	306403645	$47.40	$0.00
123456789	ABC Company	123456789	ABC Company	04/22/2019	306409993	306409993	$42.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	306422999	306423009	$21.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	306422999	306422999	$126.60	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	306422999	306423023	$302.94	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	306434272	306434272	$126.63	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	306517254	306517254	$65.30	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	306524579	306524579	$106.52	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	306538689	306538689	$51.29	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	306565163	306565172	$45.19	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	306565163	306565163	$17.37	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	306565163	306565165	$23.43	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	306721498	306721498	$47.40	$0.00
123456789	ABC Company	123456789	ABC Company	04/22/2019	306740724	306829921	$29.49	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	306740724	306740724	$255.19	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	306752408	306752408	$130.02	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	306780632	306780632	$58.94	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	306789699	306789699	$152.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	306818794	306818794	$44.94	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	306825226	306825226	$200.64	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	306853562	306853562	$122.92	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	306871285	306871285	$34.03	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	306908843	306908843	$26.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	306931671	306931671	$84.29	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	307000502	307000502	$94.80	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	307046261	307046261	$130.76	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	307080312	307080312	$99.36	$0.00
123456789	ABC Company	123456789	ABC Company	04/22/2019	307099513	307099518	$69.76	$0.00

123456789	ABC Company	123456789	ABC Company	04/24/2019	307099513	307099513	$118.94	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	307099513	307099522	$125.26	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	307099513	307099517	$20.82	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	307118861	307118871	$29.00	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	307118861	307118861	$439.02	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	307118861	307118876	$35.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	307118861	307118866	$99.31	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	307152029	307152030	$28.29	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	307152029	307152029	$14.80	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	307246705	307246705	$94.80	$0.00
123456789	ABC Company	123456789	ABC Company	04/07/2019	307265039	307265039	$65.44	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	307308218	307308218	$4.62	$0.00
123456789	ABC Company	123456789	ABC Company	04/03/2019	307316705	307316705	$46.86	$0.00
123456789	ABC Company	123456789	ABC Company	04/04/2019	307346475	307346475	$32.79	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307461607	307461607	$71.36	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307498541	307498541	$180.22	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307528428	307528428	$152.88	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307528569	307528569	$43.23	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307528569	307528571	$103.81	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	307528569	307528573	$20.82	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307568809	307568809	$152.07	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307575430	307575430	$116.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307575430	307575517	$142.76	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307597408	307597408	$5.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	307618920	307618920	$96.20	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307624539	307624539	$65.87	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307692221	307692221	$77.07	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307692551	307692551	$8.58	$0.00
123456789	ABC Company	123456789	ABC Company	04/05/2019	307692551	307692553	$194.55	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307728437	307728438	$265.08	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307728437	307728437	$170.45	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307769196	307769196	$100.50	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307809291	307809291	$35.14	$0.00
123456789	ABC Company	123456789	ABC Company	04/06/2019	307821774	307821774	$18.29	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	307857013	307857013	$201.24	$0.00
123456789	ABC Company	123456789	ABC Company	04/14/2019	307870491	307870491	$53.79	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	307881653	307881653	$403.56	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307881671	307881671	$49.08	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307884301	307884303	$49.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	307884301	307884301	$9.34	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	307939927	307939927	$122.58	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	307949613	307949613	$110.93	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	307949613	307949614	$26.89	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	307966890	307966890	$68.24	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	307972087	307972087	$72.45	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	307972087	307974138	$29.31	$0.00

123456789	ABC Company	123456789	ABC Company	04/10/2019	307983301	307983301	$129.11	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	307983301	307983303	$42.09	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	307983301	307983302	$20.82	$0.00
123456789	ABC Company	123456789	ABC Company	04/14/2019	307990159	307990159	$29.87	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	308011076	308011076	$46.19	$0.00
123456789	ABC Company	123456789	ABC Company	04/14/2019	308037608	308037608	$83.14	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	308057382	308057382	$11.16	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	308057382	308057383	$19.15	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	308057382	308057384	$4.39	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	308133737	308133737	$49.49	$0.00
123456789	ABC Company	123456789	ABC Company	04/10/2019	308190909	308190909	$26.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	308238937	308238937	$359.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	308238941	308238941	$68.83	$0.00
123456789	ABC Company	123456789	ABC Company	04/14/2019	308308752	308308752	$25.04	$0.00
123456789	ABC Company	123456789	ABC Company	04/14/2019	308308753	308308753	$37.45	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	308319296	308319296	$32.68	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	308319296	308321785	$13.80	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	308319296	308321780	$16.31	$0.00
123456789	ABC Company	123456789	ABC Company	04/14/2019	308334875	308334875	$125.77	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	308397151	308397151	$146.48	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	308411159	308411160	$83.86	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	308411159	308411159	$93.77	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	308460846	308460846	$50.25	$0.00
123456789	ABC Company	123456789	ABC Company	04/14/2019	308472959	308472966	$29.05	$0.00
123456789	ABC Company	123456789	ABC Company	04/15/2019	308472959	308472969	$7.59	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	308472959	308472959	$73.04	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	308499130	308499130	$4.62	$0.00
123456789	ABC Company	123456789	ABC Company	04/15/2019	308521452	308521454	$8.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	308521452	308521452	$17.42	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	308557339	308557339	$125.79	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	308615807	308615810	$89.88	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	308615807	308615811	$56.67	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	308615807	308615808	$68.88	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	308615807	308615807	$197.15	$0.00
123456789	ABC Company	123456789	ABC Company	04/12/2019	308615807	308615809	$17.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	308615807	308615812	$139.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	308627301	308627301	$98.67	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	308631228	308631228	$122.17	$0.00
123456789	ABC Company	123456789	ABC Company	04/22/2019	308631584	308631584	$49.49	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	308700640	308700640	$83.09	$0.00
123456789	ABC Company	123456789	ABC Company	04/11/2019	308884891	308884891	($40.02)	$0.00
123456789	ABC Company	123456789	ABC Company	04/13/2019	308997244	308997244	$55.06	$0.00
123456789	ABC Company	123456789	ABC Company	04/19/2019	309015830	309015830	$81.27	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	309030874	309030874	$158.76	$0.00
123456789	ABC Company	123456789	ABC Company	04/19/2019	309117562	309117562	$96.12	$0.00
123456789	ABC Company	123456789	ABC Company	04/19/2019	309117562	309117564	$253.98	$0.00

123456789	ABC Company	123456789	ABC Company	04/27/2019	309192142	309192142	$124.15	$0.00
123456789	ABC Company	123456789	ABC Company	04/22/2019	309231468	309234071	$11.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	309231468	309231468	$52.39	$0.00
123456789	ABC Company	123456789	ABC Company	04/22/2019	309249181	309249183	$22.48	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	309249181	309249181	$63.19	$0.00
123456789	ABC Company	123456789	ABC Company	04/19/2019	309266276	309266276	$35.53	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	309347645	309347645	$71.74	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	309409283	309409283	$47.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	309448496	309448496	$69.77	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	309448496	309449281	$22.09	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	309501882	309501882	$42.16	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	309568572	309568572	$169.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/18/2019	309583899	309583899	$29.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	309612475	309612477	$45.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	309612475	309612475	$169.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	309659642	309659642	$108.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	309779349	309779349	$170.90	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	309779349	309779354	$22.69	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	309779349	309779351	$66.31	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	309779349	309779353	$20.82	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	309811091	309811091	$14.81	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	309811091	309811095	$26.29	$0.00
123456789	ABC Company	123456789	ABC Company	04/19/2019	309863406	309863406	$51.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	309892529	309892530	$81.33	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	309892529	309892529	$252.42	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310030515	310030515	$105.64	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	310032199	310032199	$51.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310049244	310049244	($7.49)	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310083574	310083575	$48.51	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310083574	310083578	$118.79	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310083574	310083574	$161.91	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310116740	310116740	$58.77	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310128700	310128703	$34.49	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310128700	310128700	$42.11	$0.00
123456789	ABC Company	123456789	ABC Company	04/15/2019	310128724	310128739	$55.78	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310128724	310128724	$1,213.60	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310131637	310131801	$74.30	$0.00
123456789	ABC Company	123456789	ABC Company	04/17/2019	310131637	310131637	$50.44	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310176256	310176256	$49.38	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	310184925	310184926	$63.20	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310184925	310184925	$50.40	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310214870	310214870	$63.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310214926	310214926	$21.27	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310214926	310214927	$63.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/20/2019	310224912	310224912	($7.49)	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310257132	310257132	$35.59	$0.00

123456789	ABC Company	123456789	ABC Company	04/28/2019	310265157	310265157	$26.55	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310265272	310265272	$32.18	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310297163	310297163	$73.38	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310315781	310315781	$27.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310352240	310352240	$140.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310406306	310406306	$66.58	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310434581	310434584	$9.64	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310434581	310434581	$69.35	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543737	310543737	$42.09	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543739	310543739	$50.25	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543741	310543741	$73.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543742	310543742	$35.67	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543744	310543744	$234.37	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543745	310543745	$85.31	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543747	310543747	$76.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543747	310543749	$136.82	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543764	310543766	$9.25	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543764	310543768	$23.49	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543764	310543765	$16.75	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543764	310543764	$80.23	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310543764	310543767	$46.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543772	310543772	$138.74	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543772	310543773	$16.78	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310543957	310543957	$71.50	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310603580	310603580	$32.58	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310603625	310603626	$28.49	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310603625	310603625	$70.42	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310649032	310649032	$116.35	$0.00
123456789	ABC Company	123456789	ABC Company	04/26/2019	310750623	310750623	($7.49)	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	310785248	310785248	$155.18	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310846470	310846470	$60.55	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310857997	310857997	$16.36	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310873612	310873612	$13.00	$0.00
123456789	ABC Company	123456789	ABC Company	04/23/2019	310899562	310899565	$15.74	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310899562	310899562	$84.17	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310912157	310912525	$25.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	310912157	310912157	$208.13	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310916203	310916203	$26.69	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310957377	310957377	$82.32	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310957377	310957379	$254.98	$0.00
123456789	ABC Company	123456789	ABC Company	04/21/2019	310964877	310964878	$60.48	$0.00
123456789	ABC Company	123456789	ABC Company	04/24/2019	310964877	310964880	$20.68	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	310964877	310964877	$79.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	310964877	310964879	$46.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/23/2019	311004710	311004710	$88.99	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311030771	311030771	$50.25	$0.00

123456789	ABC Company	123456789	ABC Company	04/28/2019	311030774	311030774	$94.18	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	311030797	311030797	$64.59	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311030797	311030799	$7.24	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311030810	311030810	$114.04	$0.00
123456789	ABC Company	123456789	ABC Company	04/25/2019	311172945	311172945	($102.14)	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311227190	311227190	$61.04	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311227190	311227191	$16.75	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311227190	311227195	$33.59	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311280684	311280684	$70.42	$0.00
123456789	ABC Company	123456789	ABC Company	04/27/2019	311524258	311524259	$22.48	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311524258	311524258	$105.96	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311524258	311524269	$61.29	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311645414	311645414	$72.89	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311741232	311741232	$131.56	$0.00
123456789	ABC Company	123456789	ABC Company	04/28/2019	311847973	311847973	$102.52	$0.00
123456789					**298**		**$21,584.51**	**$0.00**

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Upon notice to ODP Business Solutions of any request for its confidential information, Customer shall allow ODP Business Solutions to determine, in its sole discretion, the relevant material to disclose, if any. Customer shall assume all of ODP Business Solutions information provided to Customer is confidential.

Summary - Customer Id

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Customer Id	Customer Name	$0 - $25	$25 - $65	$65 - $100	$100 - $150	$150 - $250	> $250	Total Order Count	$0 - $65 Order Count	$0 - $65 Spend	AOV Under $65 Customer
11111111	ABC Company 1	0	9	2	4	1	2	18	9	$395.80	$43.98
2222222	AAA Company	0	7	1	0	0	0	8	7	$275.62	$39.37
33333333	AAB Company	1	2	0	0	1	0	4	3	$87.59	$29.20
44444444	AAC Company	0	3	1	2	0	0	6	3	$145.52	$48.51
55555555	ABA Company	0	3	1	1	1	0	6	3	$104.32	$34.77
66666666	ABF Company	0	2	1	0	1	1	5	2	$114.63	$57.32
77777777	AAA Company	0	2	0	0	1	0	3	2	$62.45	$31.23
88888888	AAB Company	1	1	0	0	0	0	2	2	$65.84	$32.92
99999999	AAC Company	0	2	0	0	0	0	2	2	$74.90	$37.45
11111119	ABA Company	0	2	0	1	0	1	4	2	$62.66	$31.33
11111112	ABF Company	1	1	0	0	0	0	2	2	$63.56	$31.78
11111113	AAA Company	1	0	0	0	0	0	1	1	$16.36	$16.36
11111114	AAB Company	0	1	0	0	0	0	1	1	$50.25	$50.25
11111115	AAC Company	0	1	1	0	0	0	2	1	$58.77	$58.77
11111116	ABA Company	0	1	0	0	2	0	3	1	$47.40	$47.40
11111117	ABF Company	0	1	0	0	0	0	1	1	$46.86	$46.86
11111118	AAA Company	0	1	1	0	1	0	3	1	$37.45	$37.45
22222221	AAB Company	0	1	0	0	0	0	1	1	$26.41	$26.41
22222223	AAC Company	1	0	1	0	1	1	4	1	$5.99	$5.99
22222224	ABA Company	0	1	0	1	1	0	3	1	$51.96	$51.96
27777776	ABF Company	0	1	0	0	0	0	1	1	$50.25	$50.25
31111108	AAA Company	0	1	0	1	0	0	2	1	$53.79	$53.79
34444440	AAB Company	0	1	0	0	0	0	1	1	$49.08	$49.08
37777772	AAC Company	0	1	1	0	0	0	2	1	$47.40	$47.40
41111104	ABA Company	0	1	0	0	0	0	1	1	$47.40	$47.40
44444436	ABF Company	0	1	0	0	0	0	1	1	$40.06	$40.06
47777768	AAA Company	0	1	0	0	0	0	1	1	$27.44	$27.44
51111100	AAB Company	1	0	0	2	0	0	3	1	$18.29	$18.29
54444432	AAC Company	0	1	1	0	0	1	3	1	$29.89	$29.89

57777763	ABA Company	1	0	0	1	0	0	2	1	$22.47	$22.47
61111095	ABF Company	0	1	0	0	0	0	1	1	$26.69	$26.69
64444427	AAA Company	1	0	0	0	0	0	1	1	$13.00	$13.00
67777759	AAB Company	0	1	0	0	0	0	1	1	$50.25	$50.25
71111091	AAC Company	0	1	0	0	0	0	1	1	$49.49	$49.49
74444423	ABA Company	0	1	0	0	0	0	1	1	$25.04	$25.04
77777755	ABF Company	0	1	1	0	0	1	3	1	$63.96	$63.96
81111087	AAA Company	0	1	0	0	0	0	1	1	$42.09	$42.09
84444419	AAB Company	0	1	0	0	0	0	1	1	$42.99	$42.99
87777751	AAC Company	0	1	0	0	0	0	1	1	$41.10	$41.10
91111082	ABA Company	0	1	0	0	0	0	1	1	$51.96	$51.96
94444414	ABF Company	0	1	0	0	0	0	1	1	$51.29	$51.29
97777746	AAA Company	0	1	0	1	1	0	3	1	$43.09	$43.09
101111078	AAB Company	1	0	2	0	3	0	6	1	$11.05	$11.05
104444410	AAC Company	1	0	1	1	1	0	4	1	$4.62	$4.62
107777742	ABA Company	0	1	0	1	0	0	2	1	$34.70	$34.70
111111074	ABF Company	0	1	0	0	0	0	1	1	$42.16	$42.16
114444406	AAA Company	0	1	0	0	0	0	1	1	$47.40	$47.40
117777738	AAB Company	0	0	0	1	0	0	1	0	$0.00	
121111070	AAC Company	0	0	0	0	1	0	1	0	$0.00	
124444401	ABA Company	0	0	1	0	0	0	1	0	$0.00	
127777733	ABF Company	0	0	1	0	0	0	1	0	$0.00	
131111065	AAA Company	0	0	1	0	0	1	2	0	$0.00	
134444397	AAB Company	0	0	1	0	0	0	1	0	$0.00	
137777729	AAC Company	0	0	1	0	0	0	1	0	$0.00	
141111061	ABA Company	0	0	1	0	1	0	2	0	$0.00	
144444393	ABF Company	0	0	0	1	0	0	1	0	$0.00	
147777725	AAA Company	0	0	0	0	0	1	1	0	$0.00	
151111057	AAB Company	0	0	0	0	1	0	1	0	$0.00	
154444389	AAC Company	0	0	0	1	0	0	1	0	$0.00	
157777720	ABA Company	0	0	0	0	1	0	1	0	$0.00	
161111052	ABF Company	0	0	1	0	0	0	1	0	$0.00	
164444384	AAA Company	0	0	0	1	0	0	1	0	$0.00	
167777716	AAB Company	0	0	0	0	0	1	1	0	$0.00	
171111048	AAC Company	0	0	0	1	0	0	1	0	$0.00	
174444380	ABA Company	0	0	1	0	0	0	1	0	$0.00	
177777712	ABF Company	0	0	1	0	0	0	1	0	$0.00	
181111044	AAA Company	0	0	0	1	1	0	2	0	$0.00	

184444376	AAB Company	0	0	0	0	0	1	1	0	$0.00
187777708	AAC Company	0	0	1	1	0	0	2	0	$0.00
191111039	ABA Company	0	0	0	1	0	0	1	0	$0.00
194444371	ABF Company	0	0	0	0	0	1	1	0	$0.00
197777703	AAA Company	0	0	0	1	0	0	1	0	$0.00
201111035	AAB Company	0	0	1	1	0	0	2	0	$0.00
204444367	AAC Company	0	0	0	0	0	1	1	0	$0.00
207777699	ABA Company	0	0	1	0	1	0	2	0	$0.00
211111031	ABF Company	0	0	1	0	0	0	1	0	$0.00
214444363	AAA Company	0	0	0	0	0	1	1	0	$0.00
217777695	AAB Company	0	0	1	0	0	0	1	0	$0.00
221111027	AAC Company	0	0	1	0	0	0	1	0	$0.00
224444358	ABA Company	0	0	1	0	0	0	1	0	$0.00
227777690	ABF Company	0	0	1	0	0	0	1	0	$0.00
231111022	AAA Company	0	0	2	0	0	0	2	0	$0.00
234444354	AAB Company	0	0	0	0	0	1	1	0	$0.00
237777686	AAC Company	0	0	0	0	1	0	1	0	$0.00
241111018	ABA Company	0	0	1	0	0	0	1	0	$0.00
244444350	ABF Company	0	0	0	1	0	0	1	0	$0.00
247777682	AAA Company	0	0	1	0	0	0	1	0	$0.00
251111014	AAB Company	0	0	0	0	1	0	1	0	$0.00
254444346	AAC Company	0	0	0	0	0	1	1	0	$0.00
257777677	ABA Company	0	0	1	0	0	0	1	0	$0.00
261111009	ABF Company	0	0	2	0	0	0	2	0	$0.00
264444341	AAA Company	0	0	1	0	0	0	1	0	$0.00
267777673	AAB Company	0	0	0	0	1	0	1	0	$0.00
271111005	AAC Company	0	0	0	1	0	0	1	0	$0.00
274444337	ABA Company	0	0	0	1	0	0	1	0	$0.00
277777669	ABF Company	0	0	1	0	0	0	1	0	$0.00
281111001	AAA Company	0	0	1	0	0	0	1	0	$0.00
284444333	AAB Company	0	0	1	0	0	0	1	0	$0.00
287777665	AAC Company	0	0	0	1	0	0	1	0	$0.00
291110996	ABA Company	0	0	1	0	0	0	1	0	$0.00
294444328	ABF Company	0	0	1	0	1	0	2	0	$0.00
297777660	AAA Company	0	0	1	0	0	0	1	0	$0.00
301110992	AAB Company	0	0	0	0	0	1	1	0	$0.00
304444324	AAC Company	0	0	0	1	0	0	1	0	$0.00

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Account: 12345678-ABC Company
Reporting Period: May 1, 2022 - Apr 30, 2023

Product Description	Depot Product Code	Wholesaler Product Code	Primary Supplier Id	Primary Supplier Name	Merch Dept
Overall					
WATER,BTL,NSTL PURE LIFE,24/CS	620007	12273782	4623	BLUETRITON BRANDS INC	43-Breakroom
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	466174	BOISE PAPER	05-Paper
WATER,BTL,NSTL PURE LIFE,24/CS	620007	12273782	4623	BLUETRITON BRANDS INC	43-Breakroom
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	466174	BOISE PAPER	05-Paper
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	466174	BOISE PAPER	05-Paper
PAPER,OD COPY,20LB,11,10RM,CS	6028288	ODBCP92-CTN	466174	BOISE PAPER	05-Paper
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	466174	BOISE PAPER	05-Paper
TONER LASERJET 26A BLACK	246428	CF226A	3061	HP INC	65-Toners/other imaging
PAPER,COPY,OD,CASE,10-REAM_	348037	851001OD	417381	DOMTAR PAPER CO LLC	05-Paper
NON SKU ITEM	000000		0		00-Unknown department 0
DESK,ELEC,RISER,36x24ANDBLACK	850530	OD7643624-00-01	1189914	VERSA PRODUCTS INC	01-Furniture
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	466174	BOISE PAPER	05-Paper
TOWEL,PPR,2 PLY,15ROLL,WHT	694170	4487A1	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
SHREDDER,12SHT,FELLOWES,X-CUT	350197	4601001	709002	FELLOWES INC	27-Shredders
SHREDDER,12SHT,FELLOWES,X-CUT	350197	4601001	709002	FELLOWES INC	27-Shredders
Serta Exect Chr Lthr Blk 43672	1851031	43672OSS	991597	TRUE INNOVATIONS & DESIGNS USA	25-Seating
PAPER,COPY,WHITE TOP,10/CA	273646	40428	417381	DOMTAR PAPER CO LLC	05-Paper
WATER,BTL,NSTL PURE LIFE,24/CS	620007	12273782	4623	BLUETRITON BRANDS INC	43-Breakroom
COVER,PORTFOLIO,11.75X9.5,DBLU	698878	ODV698878	19549001	THREE COLOR STONE MANUFACTURE	03-Binders
PAPER,COPY,OD,CASE,LEGAL,10RM	348045	854001OD	417381	DOMTAR PAPER CO LLC	05-Paper
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	466174	BOISE PAPER	05-Paper
ENVELOPE,COIN,GUM,#7,KT,500/PK	491203	491203	70925801	RUN BAO INTERNATIONAL HONGKONG	06-Mailroom/shipping
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	466174	BOISE PAPER	05-Paper
CUP,PERFECTOUCH12OZ,50CT	251849	5342CDEA	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
INK,HP,4-PACK,962,CMY,BLK	9684150	3JB34AN#140	3061	HP INC	14-Inkjet cartridges
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	466174	BOISE PAPER	05-Paper
PAPER,OD COPY,20LB,11,10RM,CS	6028288	4143	417381	DOMTAR PAPER CO LLC	05-Paper
TONER,HP,414A,4 CLR,CMYK	5753919	HP414ASET-OD	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
BAG,TRASH,OD,13G 120CT,WHT	848808	DP08488	462271	TRANS WESTERN POLYMERS YANBIAN	47-Clean/personal care
TOWEL,PPR,2 PLY,15ROLL,WHT	694170	4487A1	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
PRINTER,HP,M428FDW,MFP,LASER	7930555	W1A30A#BGJ	1499	HP INC	16-Printers
TOWELS,MULTIFOLD,2-PLY,PREM	592768	21000	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
PAPER,COPY,WHITE TOP,10/CA	273646	40428	417381	DOMTAR PAPER CO LLC	05-Paper
NIAGARA,BRAND,WATER, 8OZ,24PK	8581727	NDW8OZ24PDRPBN	443042	NIAGARA BOTTLING LLC	43-Breakroom
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
TOWEL,PPR,2 PLY,15ROLL,WHT	694170	4487A1	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
BATTERY,ALKALINE,MAX,AA,16/PK	210106	E91LP-16	520	ENERGIZER LLC	47-Clean/personal care
TONER,HP,30A,BLACK,LASERJET	565832	CF230A	3061	HP INC	65-Toners/other imaging

ENVELOPE,COIN,GUM,#7,KT,500/PK	491203	491203	70925801	RUN BAO INTERNATIONAL HONGKONG	06-Mailroom/shipping
GMCR BREAKFAST BLEND KCUP	864750	6520	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
WATER,BTL,NSTL PURE LIFE,24/CS	620007		0		43-Breakroom
STAMP,POSTAGE,US,100/ROLL	898782	749800	8902	AMERICAN BANKNOTE CO	94-Impulse buys
COVER,PORTFOLIO,11.75X9.5,DBLU	698878	ODV698878	19549001	THREE COLOR STONE MANUFACTURE	03-Binders
FOLDER,2PK,DARK BLUE,25PK	6843133	ODV6843133	19549001	THREE COLOR STONE MANUFACTURE	03-Binders
PAPER,COPY,WHITE TOP,10/CA	273646	40428	417381	DOMTAR PAPER CO LLC	05-Paper
WATER,BTL,NSTL PURE LIFE,24/CS	620007	12273782	4623	BLUETRITON BRANDS INC	43-Breakroom
KEYBOARD/MOUSE,WRLS,MK320,BLK	470796	920-002836	8180	LOGITECH INC	09-Pc accessories
TONER 26X BLACK HIGH YIELD	553571	3A1364	8765	INGRAM MICRO INC	14-Inkjet cartridges
TOWELS,MULTI,BLEACH,16EA/CT	592702	20204	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
STAMP,POSTAGE,US,100/ROLL	898782	749800	8902	AMERICAN BANKNOTE CO	94-Impulse buys
WATER,SPRKLING,VARIETY,LACROIX	5495225	15114428	895335	SHASTA BEVERAGES	43-Breakroom
GMCR BREAKFAST BLEND KCUP	864750	6520	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
BAG,TRASH,OD,13G 120CT,WHT	848808	DP08488	462271	TRANS WESTERN POLYMERS YANBIAN	47-Clean/personal care
PAPER,LASER,28#,WE,PPD	1812817	BPL-0211-CTN	466174	BOISE PAPER	05-Paper
TONER,HP,CF230X,32A,BDL	5977400	CF230X32A-OD	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
STAMP,POSTAGE,US,100/ROLL	898782	749800	8902	AMERICAN BANKNOTE CO	94-Impulse buys
KEURIG,K2500,BREWER,WKIT	7137663	5000350602	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	466174	BOISE PAPER	05-Paper
WATER,SPRKLING,VARIETY,LACROIX	5495225	15114428	895335	SHASTA BEVERAGES	43-Breakroom
INDEX,11X8.5,JAN-DEC	933291	AVE11328	100	SP RICHARDS	03-Binders
TONER,HP,26A,BLACK,2PK	3655952	CF226A2PK-OD	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
PAPER,HAMM,TIDAL,8.5X14,20#,WH	421248	HAM105015CT	100	SP RICHARDS	05-Paper
FOLDER,FSTR,LGL,1/3CT,50BX,MNA	207464	2K2-153C-1&3	466	SMEAD MFG CO	28-Filing
MFC-L8610CDW CLR P/S/C/F	275036	BRTMFCL8610CDW	100	SP RICHARDS	16-Printers
WATER,OD,.5 LITER BTLS,24PK	5833190	OFD05L24PDRPBN-CA	443042	NIAGARA BOTTLING LLC	43-Breakroom
SHREDDER,12SHT,FELLOWES,X-CUT	350197	4601001	709002	FELLOWES INC	27-Shredders
SHREDDER,12SHT,FELLOWES,X-CUT	350197	4601001	709002	FELLOWES INC	27-Shredders
TONER,HP,305A,CMYBLK,4PK	6796751	HEWCE305AQ1	100	SP RICHARDS	65-Toners/other imaging
TONER LASERJET 26A BLACK	246428	CF226A	3061	HP INC	65-Toners/other imaging
TOWELS,PPR,MULTIFOLD,WHT,CA	411890	4628	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
PAPER,COPY,WHITE TOP,10/CA	273646	40428	417381	DOMTAR PAPER CO LLC	05-Paper
COFFEE,GMCR,BRKFST,48KCUP	241068	5000081909	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
CABINET,FILE,2DR,26.5",LTR,BLK	450029	HID16946	100	SP RICHARDS	01-Furniture
TONER,410A,HP,4PK,BLK,COMBO	8108934	CF410AQ	419894	HP INC	65-Toners/other imaging
GMCR REGULAR VARIETY KCUP	865079	5000374159	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
MONITOR,PORTABLE,MB14AC,14	7376077	MB14AC	916731	ASUS COMPUTER INTL	48-Display
NOTES,POST-IT,POP-UP,3X3,12PK	877664	R330-12AN	373	3M CO	13-Notetaking
PAPER,COPY,OD,CASE,10-REAM_	348037	851001OD	417381	DOMTAR PAPER CO LLC	05-Paper
DESK,ELEC,RISER,36x24ANDBLACK	850530	OD7643624-00-01	1189914	VERSA PRODUCTS INC	01-Furniture
PAPER,HAMM,TIDAL,8.5X14,20#,WH	421248	HAM105015CT	100	SP RICHARDS	05-Paper
CREAMER,COFFEMATE,HZLNT,50BX	872110	NES35180	1180892	SP RICHARDS	43-Breakroom
HP 83A BLK LJ TNR 2-PK	143291	CF283AD	419894	HP INC	65-Toners/other imaging
TONER,HP,58A,BLACK,2 PK	6867153	CF258A2PK-OD	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
TONER,LJ CE278A,HP,BLACK	231822	CE278A	3061	HP INC	65-Toners/other imaging
TONER 26X BLACK HIGH YIELD	553571	CF226X	3061	HP INC	14-Inkjet cartridges
TONER,HP 80A,BLACK	385702	CF280A	3061	HP INC	65-Toners/other imaging

WATER,SPRKLING,VARIETY,LACROIX	5495225	15114428	895335	SHASTA BEVERAGES	43-Breakroom
INK,HP,951,COMBO,ALL COLORS	781602	CR314FN#140	3061	HP INC	14-Inkjet cartridges
CUP,PERFECTOUCH12OZ,50CT	251849	DXE5342CD	100	SP RICHARDS	43-Breakroom
TISSUE,TOILET,2PLY,60RL	251600	17713	1160699	KIMBERLY CLARK PROFESSIONAL	47-Clean/personal care
TOWEL,PAPER,2PLY,30RL/CA,WHITE	694185	4497A1	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
Aspen 30 Lsr 24# 8.5x11 4000cs	1423747	BPL-2411-RC-CTN	466174	BOISE PAPER	05-Paper
purell prof original	854656	GOJ962504	1044878	GOJO INDUSTRIES INC	47-Clean/personal care
WATER,NESTLE PURE,8OZ,24CA	595347		0		43-Breakroom
ENVELOPE,#10,C/S,500BX	633904	ODP77146	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
CHAIR,SERTA,SMRTLRS,BRNKLY,WHT	9393644	52153-WHT	47296103	LIVING STYLE SINGAPORE PTE LTD	25-Seating
BOX,OD,QKSTP,STRG/BTN,12",12PK	481563	0800703	705030	FELLOWES INC	85-Storage
KEYBOARD/MOUSE,WRLS,MK320,BLK	470796	920-002836	8180	LOGITECH INC	09-Pc accessories
GMCR REGULAR VARIETY KCUP	865079	5000374159	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
BATTERY,ALKALINE,MAX,AA,16/PK	210106	E91LP-16	520	ENERGIZER LLC	47-Clean/personal care
JUICE,GATRDE,BLUE,20OZ,24CA	623123	QUA32481	450983	VISTAR CORP	43-Breakroom
CHAIR,MFTC200,TASK,BLACK	493876	MC-1068M-BLACK	46584701	YONGRUI FURNITURE TRADING FZE	25-Seating
CUP,PERFECT TOUCH,12OZ,1000CA	593153	5342CD	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
TONER,HP,30X,BLACK,HY,LASERJET	920489	CF230X	3061	HP INC	65-Toners/other imaging
CREAMER,COFFEMATE,HZLNT,50BX	872110	NES35180	1180892	SP RICHARDS	43-Breakroom
CUP, HOT, 10OZ, 50PK	669442	YCC10PK	1220144	HUHTAMAKI HONG KONG LIMITED	43-Breakroom
TONER,HP,201A,BLK,CMY,4PK	7047104	CF400AQ1	419894	HP INC	65-Toners/other imaging
DIVIDER,INDEX,8TAB,6PK	391401	11186	139	AVERY PRODUCTS CORPORATION	03-Binders
CHAIR,TASK COMMERCIAL,BLACK	604924	SL-D7	1200528	FUH SHYAN CO LTD	25-Seating
COKE ZERO,12OZ,24/CAN	887913	00049000042849	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
CHAIR,TASK, MESH	433716	BSXVL521VA10	100	SP RICHARDS	25-Seating
ANGEL SOFT ULTRA BATHROOM	153693	16560	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
PAPER,OFFICE COPY,HP,CASE,10RM	333465	112101CTN	3640	SYLVAMO NORTH AMERICA LLC	05-Paper
COFFEE,KCUP,EXSUITE,VARIETYPK	6182331	5000357938	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
COKE ZERO,12OZ,24/CAN	887913	00049000042849	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
POST-IT,MIAMI,3x3,24PK	336977	65424SSMIACP	373	3M CO	13-Notetaking
CREAMER,COFFEEMATE,50CT,FR VAN	326901	NES35170	100	SP RICHARDS	43-Breakroom
CUP, HOT, 10OZ, 50PK	669442	YCC10PK	1220144	HUHTAMAKI HONG KONG LIMITED	43-Breakroom
NOTES,POST-IT,POP-UP,3X3,12PK	877664	R330-12AN	373	3M CO	13-Notetaking
TONER,TN227,BNDL,CMY	8105321	TN227CMY-OD	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
TONER,HY,58X,HP,CONTRACT,BLACK	8943293	CF258XC	3061	HP INC	65-Toners/other imaging
TONER,CARTRIDGE,HY,58X,HP,BLCK	6407107	CF258X	3061	HP INC	65-Toners/other imaging
BATTERY,ALKALINE,MAX,AA,16/PK	210106	E91LP-16	520	ENERGIZER LLC	47-Clean/personal care
SUGAR,PACKET,EXEC SUITE,1000CT	5245328	83976	745	SUGAR FOODS CORP	43-Breakroom
BINDER,VALUE,3",YELLOW	132398	SAM18581	100	SP RICHARDS	03-Binders
PAPER,HAMM,TIDAL,8.5X14,20#,WH	421248	HAM105015CT	100	SP RICHARDS	05-Paper
Logitech Wireless Combo MK270	485722	920-004536	8180	LOGITECH INC	09-Pc accessories
SNACKBOX,HEALTHY,1BX	889592	700-00025	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
NIAGARA,BRAND,WATER, 8OZ,24PK	8581727	NDW8OZ24PDRPBN	443042	NIAGARA BOTTLING LLC	43-Breakroom
PAPER,OFFICE COPY,HP,CASE,10RM	333465	112101CTN	3640	SYLVAMO NORTH AMERICA LLC	05-Paper
BAG,TRASH,OD,13G 120CT,WHT	848808	DP08488	462271	TRANS WESTERN POLYMERS YANBIAN	47-Clean/personal care
NOTES,PSTIT,3X3,14PK,ULTRA CLR	506424	654-14AU	373	3M CO	13-Notetaking
GATORADE,FRUIT PUNCH 20OZ	197573	QUA32866	450983	VISTAR CORP	43-Breakroom
GATORADE LEMON LIME 20 OZ	197559	QUA32868	450983	VISTAR CORP	43-Breakroom

27IN LED CURVED 1920X1080 3K:1	115287	1Y8839	8765	INGRAM MICRO INC	48-Display
Cups Perfect Touch 16oz	2647755	DXE5356CDCT	100	SP RICHARDS	43-Breakroom
CUP,PERFECTOUCH,16OZ,500/CA	656633	5356DX	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
SUGAR,PACKET,EXEC SUITE,1000CT	5245328	83976	745	SUGAR FOODS CORP	43-Breakroom
CREAMER,COFFEEMATE,50CT,FR VAN	326901	NES35170	1180892	SP RICHARDS	43-Breakroom
TOWELS,MULTI,BLEACH,16EA/CT	592702	20204	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
PRINTER,LASER,MFC-L2710DW,MONO	285674	MFC-L2710DW	583	BROTHER INTL CORP	16-Printers
Forever Stamp - Book of 20	541545	688400	8902	AMERICAN BANKNOTE CO	94-Impulse buys
FOLDER,FSTR,LGL,1/3CT,50BX,MNA	207464	2K2-153C-1&3	466	SMEAD MFG CO	28-Filing
ENVELOPE,#10,SEC,C/S,500BX	633984	ODP77145	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
LASERJET PRO MFP M227FDN MONO	760805	12467815	994289	TECH DATA CORP	16-Printers
CREAMER,COFFEEMATE,50CT,FR VAN	326901	NES35170	1180892	SP RICHARDS	43-Breakroom
SOAP,LIQUID,7.5OZ,SOFTSOAP	474353	US04968AEA	17244801	COLGATE PALMOLIVE CO	47-Clean/personal care
TONER,HP,26A,BLACK,2PK	3655952	CF226A2PK-OD	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
CRTDG,LSR,400,500,BK,15.2K	984563	CNMGPR48	100	SP RICHARDS	65-Toners/other imaging
HP 26A Black Toner	8178700	CF226AD	3061	HP INC	65-Toners/other imaging
RS CHASESINGLE PED DESK - GREY	6628583	9335296DP	1365957	DOREL HOME FURNG INC	01-Furniture
WATER,BTL,NSTL PURE LIFE,24/CS	620007		0		43-Breakroom
TONER,HP CE505A,BLACK	878270	CE505A	3061	HP INC	65-Toners/other imaging
CREAMER,MINI-MOOS,192/CT	779577	ITD100718	100	SP RICHARDS	43-Breakroom
NOTES,PSTIT,3X3,14PK,ULTRA CLR	506424	654-14AU	373	3M CO	13-Notetaking
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
GMCR REGULAR VARIETY KCUP,CA	5502047	5000374159CA	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
PEN,RETRACT,G-2,FN,BLUE	790801	31021	406	PILOT CORP OF AMERICA	11-Writing
22IN MON MM DISP 19X10 2MS	988526	142004	1052857	ASI CORP	48-Display
REFILL,TIMEMIST,CLEAN&FRESH	883672	TMS1042771	100	SP RICHARDS	47-Clean/personal care
CUP,HOT,OD,16OZ,50/PK	426225	YCC16PK	1220144	HUHTAMAKI HONG KONG LIMITED	43-Breakroom
WATER,SPRKLING,VARIETY,LACROIX	5495225	15114428	895335	SHASTA BEVERAGES	43-Breakroom
CREAMER,COFFEEMATE,50CT,REG	326921	NES35110	1180892	SP RICHARDS	43-Breakroom
TONER,BROTHER,TN660,BLACK	576090	TN660	1614	BROTHER INTL CORP	65-Toners/other imaging
PAPER,COPY,OD,CASE,LEGAL,10RM	348045	854001OD	417381	DOMTAR PAPER CO LLC	05-Paper
Beverage Dove Hot Choclte	1315828	MDRA117	450983	VISTAR CORP	43-Breakroom
GATORADE LEMON LIME 20 OZ	197559	QUA32868	450983	VISTAR CORP	43-Breakroom
SODA,SPRITE,12OZ, 24pk	208255	115586CA	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
TOWEL,C-FOLD,RECYCLED,12/CS	508436	1674	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
COFFEE,GMC,CRML,VAN,CRM,48CT	8900278	5000356568	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
WIPES,DISINFECTING,CLOROX,3PK	149452	10044600301126	70416501	CLOROX SALES COMPANY	47-Clean/personal care
INDEX,RNG-BK,A-Z,11X8.5,RED	933283	11323	139	AVERY PRODUCTS CORPORATION	03-Binders
SIT-STAND RISER 42 INCH BLACK	8712449	M7L-E-US	1231474	LOCTEK INC	01-Furniture
CHAIR,MFTC200,TASK,BLACK	493876	MC-1068M-BLACK	46584701	YONGRUI FURNITURE TRADING FZE	25-Seating
CABINET,FILE,2DR,26.5",LTR,BLK	450029	HID16946	100	SP RICHARDS	01-Furniture
CABINET,FILE,2DR,26.5",LTR,BLK	450029	HID16946	100	SP RICHARDS	01-Furniture
BATTERY,ALKALINE,MAX,AAA,16/PK	210142	E92LP-16	520	ENERGIZER LLC	47-Clean/personal care
DEJORI WRITING DESK	5548694	JIX-OF-2079	1360439	HOMENATIONS INC	01-Furniture
WIPES,DISINFECTING,CLOROX,3PK	149452	10044600301126	70416501	CLOROX SALES COMPANY	47-Clean/personal care
TONER,CE252A,HP,YELLOW	866545	CE252A	419894	HP INC	65-Toners/other imaging
ENVELOPE,#10,C/S,500BX	633904	ODP77146	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
FOLDER,2PK,LIGHT BLUE,25PK	6843160	ODV6843160	19549001	THREE COLOR STONE MANUFACTURE	03-Binders

CHAIR,OFFICE,ERGO,ADULT,BLACK	9073519	HL00161BKBK	909039	FLASH FURNITURE	25-Seating
MINT,LIFESAVER WINTOGREN	757170	WMW21524	478402	LIBERTY DISTRIBUTION CO LLC	43-Breakroom
TOWELS,MULTI,BLEACH,16EA/CT	592702	20204	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
TISSUE,TOILET,2PLY,60RL	251600	17713	1160699	KIMBERLY CLARK PROFESSIONAL	47-Clean/personal care
GMCR NANTUCKET BLEND,K-CUP	864715	6663	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
TAPE,BLACK ON WHITE,2PK	479596	TZE2312PK	1614	BROTHER INTL CORP	42-Labels
CREAMER,COFFEEMATE,50CT,REG	326921	NES35110	1180892	SP RICHARDS	43-Breakroom
CUPS,LIDS,10 OZ	197203	DXE5310COMBO600	976429	ESSENDANT CO	43-Breakroom
PEN,RETRACT,G-2,BK,FN	790761	31020	406	PILOT CORP OF AMERICA	11-Writing
SOAP,LIQD DIAL GLD,1GL	890471	DIA88047	1180892	SP RICHARDS	47-Clean/personal care
PTouch,TZe231,4PK,12mm,B&W	9652256	TZE2314PKB	1614	BROTHER INTL CORP	42-Labels
BOARD,PLNR,36X48 GRID,WH	734737	BVCMA0592830A	8471	ESSENDANT CO	01-Furniture
WATER,DASANI,1/2 LITER,24/CS	516125	00049000031652	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
ENVELOPE,#10,C/S,500BX	633904	ODP77146	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
PRINTER,LASER,DCP-L2550DW,MONO	913895	DCPL2550DW	583	BROTHER INTL CORP	16-Printers
SHREDDER,CROSS,CUT,LX65,BLK	6690854	FEL4400301	100	SP RICHARDS	27-Shredders
TONER 26X BLACK HIGH YIELD	553571	CF226X	3061	HP INC	14-Inkjet cartridges
TONER 26X BLACK HIGH YIELD	553571	CF226X	3061	HP INC	14-Inkjet cartridges
PAPER,X-9,WE,8.5X11,24#	3620377	CC2241-CTN	466174	BOISE PAPER	05-Paper
MARKER,SHARPIE,FINE,DZ,BLACK	203349	30001	451	NEWELL BRANDS DISTRIBUTION LLC	11-Writing
INK,HP,950,XL,BLACK	781692	CN045AN#140	3061	HP INC	14-Inkjet cartridges
CHAIR,TRESWELL,HB,BLACK	8638586	CS-2120E-BLACK	46584701	YONGRUI FURNITURE TRADING FZE	25-Seating
CHAIR,MFIBER,OFFICE,STD,GRY	667479	GO-725-GY-GG	909039	FLASH FURNITURE	25-Seating
TOWEL,PAPER,SPARKLE,PERFORATED	683707	2717201	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
TONER,REMAN,REPL,HP,26A,BLACK	402146	OD26A	1005539	CLOVER IMAGING GROUP LLC	65-Toners/other imaging
PEN,PROFILE,PM,BOLD,DZ,BLACK	307928	89465	451	NEWELL BRANDS DISTRIBUTION LLC	11-Writing
PAPER,COPY,OD,CASE,10-REAM_	348037	851001OD	8324	DOMTAR PAPER CO LLC	05-Paper
BAG,TRASH,OD,13G 120CT,WHT	848808	DP08488	462271	TRANS WESTERN POLYMERS YANBIAN	47-Clean/personal care
ENVELOPE,#10,SEC,C/S,500BX	633984	ODP77145	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
SHREDDER,MC,SUPER,ATIVA,14SH	9320853	C242-A	1368975	TEMPUS ELECTRONICS LIMITED	27-Shredders
NOTEBOOK,BUS,CAMB LIM,BLACK	303968	06100	880	ACCO BRANDS USA LLC	13-Notetaking
CANDY,LIFESAVER,WINTERGRN,44OZ	7510624	MMM29060	450983	VISTAR CORP	43-Breakroom
FOLDER,HNG,LGL,1/5CUT,25BX,GRN	811018	811018OD	274	TOPS PRODUCTS LLC	28-Filing
TONER LASERJET 26A BLACK	246428	HEWCF226A	100	SP RICHARDS	65-Toners/other imaging
TONER LASERJET 26A BLACK	246428	CF226A	3061	HP INC	65-Toners/other imaging
TONER LASERJET 26A BLACK	246428	CF226A	3061	HP INC	65-Toners/other imaging
GMCR,TEA,GREEN K-CUP	864743	14734	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
WEBCAM,C920S,PRO,HD,BLK	4904248	960-001257	8180	LOGITECH INC	09-Pc accessories
WEBCAM,C920S,PRO,HD,BLK	4904248	960-001257	8180	LOGITECH INC	09-Pc accessories
FILE,STOR,LGL,24"FSTFLD,12PK	106401	00702	705030	FELLOWES INC	85-Storage
SPLENDA PACKETS,400BX	943504	20041	945280	HEARTLAND FOOD PRODUCTS GROUP	43-Breakroom
22IN LED 1920X1080 VG2239SMH	596331	VEWVG2239SMH	100	SP RICHARDS	48-Display
TONER,HIGH YIELD,TN750	478402	TN750	1614	BROTHER INTL CORP	65-Toners/other imaging
WATER,ARROWHEAD SPRNG,8OZ,48PK	927986	11475016	4623	BLUETRITON BRANDS INC	43-Breakroom
Canon GPR-42 - toner cartridge	648118	CNMGPR42	100	SP RICHARDS	65-Toners/other imaging
INDEX,11X8.5,JAN-DEC	933291	AVE11328	100	SP RICHARDS	03-Binders
PAPER,MULTIPURPOSE20,3RM	5015423	HEW112530	100	SP RICHARDS	05-Paper
SODA,COKE,12OZ 24PK	208206	115583CA	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom

TAPE,CORRECTION,WITEOUT,10PK	826876	WOTAP10	157	BIC CORP	11-Writing
SODA,SPRITE ZERO,12OZ,24CT	207786	00049000037111	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
WATER,LACROIX,CRANRAS,2/12PKS	843767	15021238	895335	SHASTA BEVERAGES	43-Breakroom
COFFEE,EMERIL BOLD,K-CUP	398709	TWCPB4137	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
BOARD,MARKER,MAGNETIC,WHITE	7795610	YU90X150WHITE	909039	FLASH FURNITURE	01-Furniture
INDEX,IM,5TAB,50/BX,WHT	210759	11556	139	AVERY PRODUCTS CORPORATION	03-Binders
OD,BOARD,CORK,4'x6',ALUM FRAME	836652	KK0262	814965	NINGBO DELI IMP & EXP CO LTD	01-Furniture
TOWEL,RL,250 SHEET PERF	659650	27700	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
TONER,BROTHER,TN660,BLACK	576090	TN660	1614	BROTHER INTL CORP	65-Toners/other imaging
DRUM,REPL,BRO,DR630	917009	200835P	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
TONER,STANDARD,BROTHER,BLACK	604349	TN730	1614	BROTHER INTL CORP	65-Toners/other imaging
Forever Stamp - Book of 20	541545	688400	8902	AMERICAN BANKNOTE CO	94-Impulse buys
LID,DOME,12-16OZ,WHT,500PK	669586	LGT12/16	1220144	HUHTAMAKI HONG KONG LIMITED	43-Breakroom
LID,DOME,12-16OZ,WHT,500PK	669586	LGT12/16	1220144	HUHTAMAKI HONG KONG LIMITED	43-Breakroom
JUICE,GATRDE,BLUE,20OZ,24CA	623123	QUA32481	450983	VISTAR CORP	43-Breakroom
TAPE,CORRECTION,WITEOUT,10PK	826876	WOTAP10	157	BIC CORP	11-Writing
GMCR BREAKFAST BLEND KCUP	864750	6520	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
TOWEL,C-FOLD,RECYCLED,12/CS	508436	1674	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
BOARD,MARKER,ALUM-FRAME,3'X4'	918979	QRTS534	100	SP RICHARDS	01-Furniture
BOARD,MARKER,ALUM-FRAME,3'X4'	918979	S534	467413	ACCO BRANDS USA LLC	01-Furniture
BOARD,MARKER,ALUM-FRAME,3'X4'	918979	QRTS534	100	SP RICHARDS	01-Furniture
BINDER,ODP,VW,RR,0.5",WHITE	208243	82352	139	AVERY PRODUCTS CORPORATION	03-Binders
FOOD,DOGGIE BISCUITS	328389	OFX00041	1021593	ESSENDANT CO	43-Breakroom
TOWEL,MULTIFOLD,RECY PPR,16CS	508415	1670	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
TONER,HP,30X,BLACK,HY,LASERJET	920489	CF230X	3061	HP INC	65-Toners/other imaging
TONER,HP,30X,BLACK,HY,LASERJET	920489	CF230X	3061	HP INC	65-Toners/other imaging
TONER,HP,30A,BLACK,LASERJET	565832	CF230A	3061	HP INC	65-Toners/other imaging
COFFEE,K-CUP,DARK MAGIC,24/BOX	479415	4061	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
BOARD,CORK,24"X36",ALUM FRAME	836638	KK0260	814965	NINGBO DELI IMP & EXP CO LTD	01-Furniture
DISPLAY,12WX7.75DX6H,CLR	438010	515311	1132264	AZAR DISPLAYS	24-Office accessories
COFFEE,HAZELNUT,K-CUP,24BX	864673	6792	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
MARS MIX,62.60 OZ,205-PIECE	949769	220-00016	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
STAMP,POSTAGE,US,100/ROLL	898782	749800	8902	AMERICAN BANKNOTE CO	94-Impulse buys
CHIPS,FRITO,VARIETY,30PK	623006	FRI70227	7227	VISTAR CORP	43-Breakroom
TONER,BROTHER,DR630,BLACK	576108	DR630	1614	BROTHER INTL CORP	65-Toners/other imaging
COFFEE,STRBKS,PIKEPLC,K-CUP,24	279673	12434812	71005401	NESTLE COFFEE PARTNERS	43-Breakroom
COFFEE,STRBKS,PIKEPLC,K-CUP,24	279673	12434812	71005401	NESTLE COFFEE PARTNERS	43-Breakroom
PLANNERNOTES,8X11,VERA,RY23,WM	6800501	139694	404275	BLUE SKY COLOR OF IMAGINATION	04-Dated and forms
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
PAPER,COPY,OD,8.5X11,5/CA,WHT	250983	851201CS	417381	DOMTAR PAPER CO LLC	05-Paper
Deflecto Cm13113com Chair Mat	203039	DEFCM13113COM	993376	PETRA INDUSTRIES INC	25-Seating
PAPER,OFFICE COPY,HP,CASE,10RM	333465	112101CTN	3640	SYLVAMO NORTH AMERICA LLC	05-Paper
STARLIGHT MINTS,5LB BAG	823542	31360	4127	NUTREX CORP	43-Breakroom
CUP,10OZPERFECTOUCH 25PK/20CA	656626	5310DX	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
TISSUE,KLEENEX,BOUTIQUE,6PK	618405	KCC21271	1180892	SP RICHARDS	47-Clean/personal care
HP,OJ PRO,8025E,AIO	5083118	1K7K3A#B1H	1499	HP INC	16-Printers
PEN,Z-GRIP,BP,RTRCT,MED,DZ,BLK	288517	22210D	1509	ZEBRA PEN CORP	11-Writing
CUP,PERFTOUCH,HOT,12OZ,20/25PK	673085	5342DX	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom

Envelope, Bus, RdSl,#10WW, Sec	671773	QUA11218	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
COKE ZERO,12OZ,24/CAN	887913	00049000042849	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
FOLDER,HNG,LTR,1/5,GRN,RCY,50	5498532	5498532	466	SMEAD MFG CO	28-Filing
SIGNHOLDER,TAPE,8.5WX11H,CLR	559686	122021	1132264	AZAR DISPLAYS	24-Office accessories
NOTES,POST-IT,POP-UP,3X3,12PK	442792	R330-12AU	373	3M CO	13-Notetaking
ICE MAKER,PORTABLE,WHITE	8528925	IGLICEB26WH	1028201	ENGLEWOOD MARKETING GROUP	43-Breakroom
CUSHION,SEAT,MEMORYFOAM,BLK	309942	MF-SEAT-004	466123	WELL LANDS ENT CO LTD	09-Pc accessories
SOAP,LIQD DIAL GLD,1GL	890471	DIA88047	1180892	SP RICHARDS	47-Clean/personal care
PAPER,COPY PLUS,HAM,CASE,10-RM	347005	HAM105007-CTN	3640	SYLVAMO NORTH AMERICA LLC	05-Paper
PEN,PROFILE,PM,BOLD,DZ,BLACK	307928	89465	451	NEWELL BRANDS DISTRIBUTION LLC	11-Writing
PORTFOLIO,LAM,2-PCKT,10PK,BLK	433490	ODV433490	19549001	THREE COLOR STONE MANUFACTURE	03-Binders
SIGNHOLDER,MAGNET,8.5WX11H,CLR	911531	129921	1132264	AZAR DISPLAYS	24-Office accessories
CART,2SHELF,TUBSHELF,BLACK	280118	EC11-B	1896	EBSCO INDUSTRIES	01-Furniture
TOWELS,MULTIFOLD,2-PLY,PREM	592768	21000	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
NOTE,POST-IT,POP-UP,SS,18PK,CT	514228	R330-18CTCP	373	3M CO	13-Notetaking
FOOTREST,STOOL,DESK,18IN	2603069	MI-7801	1357684	MOUNT IT	25-Seating
NOTEBOOK, CAMB LIM 9.5X6 80CT	161360	MEA06672	100	SP RICHARDS	13-Notetaking
FOOD,NUTS,SWT N SLTY,24PK	741135	KAR08387	450983	VISTAR CORP	43-Breakroom
TONER,HY,58X,HP,CONTRACT,BLACK	8943293	CF258XC	419894	HP INC	65-Toners/other imaging
TONER,CARTRIDGE,HY,58X,HP,BLCK	6407107	CF258X	3061	HP INC	65-Toners/other imaging
OD Blue Top 96B 11" 10RM CTN	940593	OC9011	402860	SOUTHCOAST SOLUTIONS LLC	05-Paper
FILE,R-KIVE,DZ,BLUE	361427	07243	705030	FELLOWES INC	85-Storage
FOOD,GLDFISH CHDDR,1.5OZ	618152	CAM13539	450983	VISTAR CORP	43-Breakroom
TONER,TN7602PK,BRTHR,HY,BLK	9317685	TN7602PK	1614	BROTHER INTL CORP	65-Toners/other imaging
TONER,TN7602PK,BRTHR,HY,BLK	9317685	TN7602PK	1614	BROTHER INTL CORP	65-Toners/other imaging
CUP,HOT,12OZ,PATHWAYS,1000/CA	249135	DXE2342PATHCT	100	SP RICHARDS	43-Breakroom
LIDS, DOME 12/16/20OZ	828702	9542500DXPK	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
FOLDER, 2FST,100%REC,LGL,2",GY	768585	20004	466	SMEAD MFG CO	28-Filing
PAPER,HAMM,TIDAL,8.5X14,20#,WH	421248	HAM105015CT	100	SP RICHARDS	05-Paper
OD Red Top 14" RM	317339	854001ODRM	417381	DOMTAR PAPER CO LLC	05-Paper
FOLDER,2PK,DARK BLUE,25PK	6843133	ODV6843133	19549001	THREE COLOR STONE MANUFACTURE	03-Binders
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
CLEANER,DSNFCT,WIPES,LMN	984560	044600159485	70416501	CLOROX SALES COMPANY	47-Clean/personal care
FILE,WALL,PKT,UNBREAK,LGL,BLK	867662	65192	8655	ADVANTUS CORP	24-Office accessories
RUG,ANDES,2'6"X8',IVORY	9871991	AMB0338-0268	1000999	ANJI MOUNTAIN	25-Seating
BOARD,CORK,24"X36",ALUM FRAME	836638	KK0260	814965	NINGBO DELI IMP & EXP CO LTD	01-Furniture
NOTES,POST-IT,POP-UP,3X3,12PK	442792	R330-12AU	373	3M CO	13-Notetaking
COCOA,POWDER,1.75LB,4CT	998786	416818	450983	VISTAR CORP	43-Breakroom
CHOCOLATE,MILK,MIN,67.20OZ	6160104	209-00379	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
ENVELOPE,#10,WIN,24#,500CT,WHT	634000	ODP78170	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
TONER,LJ CE278A,HP,BLACK	231822	CE278A	3061	HP INC	65-Toners/other imaging
TONER,LJ CE278A,HP,BLACK	231822	CE278A	3061	HP INC	65-Toners/other imaging
DOGTREAT,MLKBNE,FLAVOR,6.61LB	620027	220-00649	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
chairmat,advntg,36x48,std lip	475627	OD40580	208	DEFLECTO LLC	25-Seating
MARKER,SHARPIE,FINE,DZ,BLACK	203349	30001	451	NEWELL BRANDS DISTRIBUTION LLC	11-Writing
BATTERY,ALKALINE,MAX,AAA,16/PK	210142	E92LP-16	520	ENERGIZER LLC	47-Clean/personal care
NOTEBOOK, CAMB LIM 9.5X6 80CT	161360	06672	880	ACCO BRANDS USA LLC	13-Notetaking
COFFEE,COL,DECAF,WB,2LBS	535994	262101	1054419	COPPER MOON COFFEE LLC	43-Breakroom

TISSUE,KLEENEX,NATURALS,36BX	546273	21272	1160699	KIMBERLY CLARK PROFESSIONAL	47-Clean/personal care
Forever Stamp - Book of 20	541545	688400	8902	AMERICAN BANKNOTE CO	94-Impulse buys
TONER,REMAN,REPL,HP,26A,BLACK	402146	OD26A	1005539	CLOVER IMAGING GROUP LLC	65-Toners/other imaging
PAPER,LTR,20#,RECY,MULTI	680017	HAM86700	976429	ESSENDANT CO	05-Paper
PAPER,LASER,OD,CASE,3-REAM	876860	3892	417381	DOMTAR PAPER CO LLC	05-Paper
HAND SANTZR,PURELL,8OZ,PUMP	450073	3015-12-CMR01	1044878	GOJO INDUSTRIES INC	47-Clean/personal care
SODA,SPRITE,12OZ, 24pk	208255	115586CA	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
SODA,COKE,12OZ 24PK	208206	115583CA	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
TOWELS,PPR,MULTIFOLD,WHT,CA	411890	4628	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
SHREDDER,MC,UPGRADE,ATIVA,12SH	9320664	C241-A	1368975	TEMPUS ELECTRONICS LIMITED	27-Shredders
CREAMER,COFFEEMATE,50CT,FR VAN	326901	NES35170	1180892	SP RICHARDS	43-Breakroom
COFFEE,K-CUP DECAF DKMG	918900	4067	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
TOWELS,MULTIFOLD,2-PLY,PREM	592768	21000	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
WATER,POLAND SPRINGS,24/CA	760903	NLE075720004096	100	SP RICHARDS	43-Breakroom
INDEX,11X8.5,JAN-DEC	933291	AVE11328	100	SP RICHARDS	03-Binders
COCOA,MILK CHOCOLATE,KCUP,24BX	100953	6801	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
TOWEL,C-FOLD,RECYCLED,12/CS	508436	1674	463495	CASCADES TISSUE GROUP SALES	47-Clean/personal care
STAPLER,DESK,STD,FULL,BLACK	908194	44401	467527	ACCO BRANDS USA LLC	44-Office essentials
MOUSE,WRLS,M310,OPTICAL,SILVER	262107	910-001675	8180	LOGITECH INC	09-Pc accessories
MOUSE,WRLS,M310,OPTICAL,SILVER	262107	910-001675	8180	LOGITECH INC	09-Pc accessories
FOOD,DOGGIE BISCUITS	328389	OFX00041	1021593	ESSENDANT CO	43-Breakroom
BOX,STOR/FILE,LTR/LGL,BSC,10PK	287154	0070314	705030	FELLOWES INC	85-Storage
COFFEE,HZLNT,ALTRA,FLAVIA	200015	MDRA185	450983	VISTAR CORP	43-Breakroom
FRUIT,SNACK,BOX	9046935	700-00112	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
TONER,REMAN,AFICIO 1022,BLACK	477255	200850	460088	CLOVER IMAGING GROUP LLC	65-Toners/other imaging
REFILL,FOAM,FIT,TF,HNDSN,1L	8376177	DIA16694	100	SP RICHARDS	47-Clean/personal care
PAPER,COPY PLUS,HAM,CASE,10-RM	347005	HAM105007-CTN	3640	SYLVAMO NORTH AMERICA LLC	05-Paper
PAPER,COPY PLUS,HAM,CASE,10-RM	347005	HAM105007-CTN	3640	SYLVAMO NORTH AMERICA LLC	05-Paper
WALL,SIGNHOLD,11WX8.5H,CLR	650663	162715	1132264	AZAR DISPLAYS	24-Office accessories
CREAMER,COFFEEMATE,50CT,FR VAN	326901	NES35170	100	SP RICHARDS	43-Breakroom
COFFEE,DONUT SHOP K-CUP	3862729	60052101CT	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
CUP,HOT,12 OZ,WHITE,1000/CS	4609808	PLC-12	1374074	ASEAN CORPORATION	43-Breakroom
LAMINATOR,FUSIONTM,1100L,9"	186334	1703074	467527	ACCO BRANDS USA LLC	03-Binders
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
TOWELS,MULTI,BLEACH,16EA/CT	592702	20204	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
HUB,HP,USBC,MULTIPORT,UNIV	6004947	50H98AA#ABL	3950	HP INC	09-Pc accessories
PRINTER,CAN,TR4720,WRLS,WHT	8686560	6367469	7219	TD SYNNEX CORPORATION	16-Printers
T31 X-TALKER 2WAY RADIOS GMRS	8216279	6MD355	8765	INGRAM MICRO INC	46-Audio and video
GRANOLA,SWEET,SALTY,48,CT	426803	220-00449	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
ASSORTED PARTY MIX,5LB BAG	823609	31361	4127	NUTREX CORP	43-Breakroom
PAPER,OFFICE COPY,HP,CASE,10RM	333465	112101CTN	3640	SYLVAMO NORTH AMERICA LLC	05-Paper
BOX,SUGGESTION,STEEL,BK	655380	4232BL	3432	SAFCO PRODUCTS CO	44-Office essentials
COFFEE,EMERIL BOLD,K-CUP	398709	TWCPB4137	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
COFFEE,EMERIL BOLD,K-CUP	398709	TWCPB4137	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
FOOD,NUTS,SWT N SLTY,24PK	741135	KAR08387	450983	VISTAR CORP	43-Breakroom
SIGNHLDR,WALLMOUNT,7X11IN,CLR	7676860	162716	1132264	AZAR DISPLAYS	24-Office accessories
CUPS,LIDS,12 OZ	210730	5342COMBO600	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
ACID FREE TAPE	347702	TZEAF231	1614	BROTHER INTL CORP	42-Labels

TONER,BROTHER,HIGH YIELD,BLACK	334901	TN760	1614	BROTHER INTL CORP	65-Toners/other imaging
TONER,TN450,BLK,2PK	1490775	TN450-2PKOD	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
BOARD,CORK,ALUM FRAME,3'X5'	919779	2305	467413	ACCO BRANDS USA LLC	01-Furniture
BOARD,CORK,ALUM FRAME,3'X5'	919779	QRT2305	8471	ESSENDANT CO	01-Furniture
BOARD,CORK,ALUM FRAME,3'X5'	919779	2305	467413	ACCO BRANDS USA LLC	01-Furniture
BOARD,CORK,ALUM FRAME,3'X5'	919779	QRT2305	8471	ESSENDANT CO	01-Furniture
NOTES,POST-IT,LINED,SS,4x4,6PK	286912	675-SST	373	3M CO	13-Notetaking
NOTEBOOK,BUS,CAMB LIM,BLACK	303968	06100	880	ACCO BRANDS USA LLC	13-Notetaking
BOARD,MARKER,ALUM-FRAME,2'X3'	918961	S533	467413	ACCO BRANDS USA LLC	01-Furniture
CHAIR HURSTON EXEC BLACK	219491	CS-2169E-BLACK	46584701	YONGRUI FURNITURE TRADING FZE	25-Seating
TONER,DELL 2335DN,HY,6K,BLACK	446933	HX756	455461	DELL MARKETING LP	65-Toners/other imaging
INK,HP 61XL,BLACK	523959	CH563WN#140	3061	HP INC	14-Inkjet cartridges
CREAMER,COFFEEMATE,50CT,REG	326921	NES35110	100	SP RICHARDS	43-Breakroom
FOLDER, CLASS, 1DIV, LGL, GY	768210	18722	466	SMEAD MFG CO	28-Filing
FOLDER, CLASS, 1DIV, LGL, GY	768210	18722	466	SMEAD MFG CO	28-Filing
TISSUE,BATHROOM,ANGELSOFT,2	108448	GEP16880	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
COLOR FAST FLDR,1/3,LTR,BLU	543496	NFP543496	1385067	FAIRTON ASIA LIMITED	28-Filing
CUP,PERFECT TOUCH,12OZ,1000CA	593153	DXE5342CDCT	100	SP RICHARDS	43-Breakroom
CUP,PERFECT TOUCH,12OZ,1000CA	593153	5342CD	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
CUP,PERFECT TOUCH,12OZ,1000CA	593153	5342CD	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
CALCULATOR,PRINTING,EL2630PIII	398503	EL2630P111	1004217	VICTOR TECHNOLOGY	07-School supplies
COFFEE,DS,ORIGNAL,48KCUP	744377	5000356558	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
TONER,CARTRIDGE,58A,HP,BLACK	7093346	CF258A	3061	HP INC	65-Toners/other imaging
TONER,HP,30A,BLACK,LASERJET	565832	CF230A	3061	HP INC	65-Toners/other imaging
TONER,HP,30A,BLACK,LASERJET	565832	CF230A	3061	HP INC	65-Toners/other imaging
GMCR BREAKFAST BLEND KCUP	864750	6520	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
TEA,KCUP,GREEN 4BX/CT	132289	14734CT	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
FOLDER,2 POCKET,UNLAMINATED	773677	AVE47985	139	AVERY PRODUCTS CORPORATION	03-Binders
HEATER,LASKO,CERAMIC	9714031	CD08500	994280	D&H DISTRIBUTING	43-Breakroom
TOWEL,PAPER CENT.PULL,WE	661813	28124	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
CREAMER,ID,H&H,0.4OZ,192CT	8015834	902-00456	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
INK,951CMY/950XL,COMBO,HP	434207	C2P01FN#140	3061	HP INC	14-Inkjet cartridges
Stand Up Sign Hldr 8.5X11 4Pk	1375192	1375192	783890	DEFLECTO LLC	24-Office accessories
CHAIR,TASK,COMMGRD,MESH	5532696	B605	409527	NORSTAR OFFICE PRODUCTS	25-Seating
SOFTSOAP,ANTIBACTERIAL,GALLON	327677	CPC201903	100	SP RICHARDS	47-Clean/personal care
SOFTSOAP,ANTIBACTERIAL,GALLON	327677	201903EA	17244801	COLGATE PALMOLIVE CO	47-Clean/personal care
Aspen 30 Lsr 24# 8.5x11 4000cs	1423747	BPL-2411-RC-CTN	466174	BOISE PAPER	05-Paper
FOOD,GLDFISH CHDDR,1.5OZ	618152	CAM13539	450983	VISTAR CORP	43-Breakroom
KM5221W Wrls KB Mouse Combo	7340700	8VW810	8765	INGRAM MICRO INC	09-Pc accessories
TISSUE,TOILET,2PLY,60RL	251600	KCC17713	1180892	SP RICHARDS	47-Clean/personal care
TISSUE,TOILET,2PLY,60RL	251600	17713	1160699	KIMBERLY CLARK PROFESSIONAL	47-Clean/personal care
COFFEE,STRBKS,PIKEPLC,K-CUP,24	279673	SBK12434812	100	SP RICHARDS	43-Breakroom
TAPE,3/4X1000",12RL	875250	810K12	373	3M CO	44-Office essentials
INDEX,RNG-BK,A-Z,11X8.5,RED	933283	11323	139	AVERY PRODUCTS CORPORATION	03-Binders
TONER,HIGH,MONO,YIELD	275534	TN-850	1614	BROTHER INTL CORP	65-Toners/other imaging
LIDS, DOME 12/16/20OZ	828702	9542500DXPK	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
NOTE,PST-IT(R),POP-UP,3X3,PK12	272176	R330-N-ALT	373	3M CO	13-Notetaking
NOTE,PST-IT(R),POP-UP,3X3,PK12	272176	R330-N-ALT	373	3M CO	13-Notetaking

TOWELS,MULTIFOLD,2-PLY,PREM	592768	21000	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
CUP,PERFECTOUCH12OZ,50CT	251849	5342CDEA	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
FOLDER,2POCKET,LAMINATED,NY	9379043	BSN44430	100	SP RICHARDS	03-Binders
LABELER,BROTHER,PTH110	938678	PTH110	583	BROTHER INTL CORP	42-Labels
LABELER,BROTHER,PTH110	938678	PTH110	583	BROTHER INTL CORP	42-Labels
STORAGE,ORGNZR,LIT,24 COMPTMT	334099	25041	705030	FELLOWES INC	85-Storage
INK,HP,952,CMYB,COMBO	431632	N9K28AN#140	3061	HP INC	14-Inkjet cartridges
CUPS,LIDS,10 OZ	197203	DXE5310COMBO600	976429	ESSENDANT CO	43-Breakroom
INDEX,RNG-BK,A-Z,11X8.5,RED	933283	11323	139	AVERY PRODUCTS CORPORATION	03-Binders
TONER LASERJET 26A BLACK	246428	CF226A	3061	HP INC	65-Toners/other imaging
CUP,10OZPERFECTOUCH 25PK/20CA	656626	5310DX	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
CREAMER,COFFEEMATE,50CT,REG	326921	NES35110BX	8471	ESSENDANT CO	43-Breakroom
PAPER, WHITE, 20LB. 8.5X14	665773	1836	417381	DOMTAR PAPER CO LLC	05-Paper
HOLDER,SLNT,SIGN,8.5X11CR	373896	DEF590101	100	SP RICHARDS	24-Office accessories
CUP,HOT,OD,12OZ,50/PK	426220	12OZSWHC	71254201	AUHUI PANDO EP TECHNOLOGY CO L	43-Breakroom
HANDHELD,VACUUM,WHITE	6299808	99595268M	70397901	MEGAGOODS INC	43-Breakroom
WATER,DASANI,1/2 LITER,24/CS	516125	00049000031652	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
22IN MON MM DISP 19X10 2MS	988526	142004	1052857	ASI CORP	48-Display
SODA,DIET COKE,12OZ 24PK	208185	115584CA	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
PAPER,ASTRONEON,LTR,24#,HAPPY AST	170719	21289	5503	NEENAH INC	05-Paper
PLANNER,AY23,WM,9X11,OASIS,MLT	7697897	1617-901A-23	996859	ACCO BRANDS USA LLC	04-Dated and forms
COFFEE,K-CUP,DARK MAGIC,24/BOX	479415	4061	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
WATER,RGNL,12OZ,24PK	1693660	12245743	4623	BLUETRITON BRANDS INC	43-Breakroom
GRANOLA,VARIETY,CHEWY,60CT	490054	220-00434	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
CANDY,WERTHER'S,HARD,34 OZ BAG	165114	SUL335248	478402	LIBERTY DISTRIBUTION CO LLC	43-Breakroom
CALCULATOR,12DGT,SOLAR/BATTRY	917740	SHRQS2130	8471	ESSENDANT CO	07-School supplies
BATTERY,ALKALINE,MAX,AAA,16/PK	210142	E92LP-16	520	ENERGIZER LLC	47-Clean/personal care
PAPERTOWEL,DISPBX,MARCAL,12RL	574839	MRC06183	100	SP RICHARDS	47-Clean/personal care
WATER,OD,.5 LITER BTLS,24PK	5833190	OFD05L24PDRPBN-CA	443042	NIAGARA BOTTLING LLC	43-Breakroom
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
BOARD,BULLETIN,4X3	260813	2304B	467413	ACCO BRANDS USA LLC	01-Furniture
CUP,PERFECTOUCH12OZ,50CT	251849	5342CDEA	889924	DIXIE CONSUMER PRODUCTS LLC	43-Breakroom
LID,CUP,HOT,WHITE,1000	667612	DXED9542	976429	ESSENDANT CO	43-Breakroom
PORTFOLIO,2PKT,ORANGE	981273	57510EE	274	TOPS PRODUCTS LLC	03-Binders
OEM Toner Black 25000	3898319	TK-8307K	1069337	DISTRIBUTION MANAGEMENT INC	65-Toners/other imaging
STARLIGHT MINTS,5LB BAG	823542	31360	4127	NUTREX CORP	43-Breakroom
COCOA,MILK CHOCOLATE,KCUP,24BX	100953	6801	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
CREAMER,SINGLE,VARIETY,4PK	333174	283-00012	1060404	GREEN RABBIT HOLDINGS INC	43-Breakroom
CREAMER,COFFEMATE,HZLNT,50BX	872110	NES35180	1180892	SP RICHARDS	43-Breakroom
COFFEE,DUNKIN,ORIG,44KCUP	754217	5000363545	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
KYO TK-8307M toner (magenta)	1607032	KYOTK8307M	100	SP RICHARDS	65-Toners/other imaging
BINDER,OD,VIEW,RR,1.5",WHITE	396251	73907	139	AVERY PRODUCTS CORPORATION	03-Binders
GRANOLA BARS,OATS N HONEY,18BX	534728	AVTSN3353	8471	ESSENDANT CO	43-Breakroom
CRTDG,LSR,GPR58,C256,BK,23K	8202257	CNM2182C003	100	SP RICHARDS	65-Toners/other imaging
NOTES,POST-IT,SUPER-STICKY,24P	386151	654-24SSAU	373	3M CO	13-Notetaking
TOOTSIE ROLL,MIDGEES,360 PIECE	107850	TOO7806	478402	LIBERTY DISTRIBUTION CO LLC	43-Breakroom
CREAMER,MINI-MOOS,192/CT	779577	ITD100718	100	SP RICHARDS	43-Breakroom
EASEL INSTANT,W/CARRYING CASE	472430	FLX04301-001AA	707141	BI SILQUE VISUAL COMM	13-Notetaking

TOWELS,MULTI,BLEACH,16EA/CT	592702	20204	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
22 x 14 x 12 Corrugated Carto	549199	221412	4310	BOX PARTNERS	06-Mailroom/shipping
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	466174	BOISE PAPER	05-Paper
TONER LASERJET 26A BLACK	246428	CF226A	3061	HP INC	65-Toners/other imaging
COFFEE,WHLEBEAN,VERONA,1LB	431643	SBK12411949	100	SP RICHARDS	43-Breakroom
PAPER,COPY,OD,CASE,10-REAM_	348037	851001OD	8324	DOMTAR PAPER CO LLC	05-Paper
TONER,HP 305A,LASERJET,YELLOW	756724	CE412A	419894	HP INC	65-Toners/other imaging
TONER,HP 305A,LASERJET,CYAN	756706	CE411A	419894	HP INC	65-Toners/other imaging
TONER,HP 305A,LASERJET,MAGENTA	756769	CE413A	419894	HP INC	65-Toners/other imaging
TONER,HP 305A,LASERJET,CYAN	756706	CE411A	419894	HP INC	65-Toners/other imaging
INDEX,11X8.5,JAN-DEC	933291	AVE11328	100	SP RICHARDS	03-Binders
CUPS,LIDS,10 OZ	197203	DXE5310COMBO6	100	SP RICHARDS	43-Breakroom
FILE,STOR,LGL,24"FSTFLD,12PK	106401	00702	705030	FELLOWES INC	85-Storage
FILE,STOR,LGL,24"FSTFLD,12PK	106401	00702	705030	FELLOWES INC	85-Storage
NOTE,POPUP,SPR STCKY,4/PK	583875	DS440-SSVP	373	3M CO	13-Notetaking
ENVELOPE,COIN,#7,KT	335581	50762	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
ENVELOPE,COIN,#7,KT	335581	50762	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
SNACK, MIDGEES, 5LB	547509	TOO884580	100	SP RICHARDS	43-Breakroom
WATER,NESTLE PURE,8OZ,24CA	595347	11476087	4623	BLUETRITON BRANDS INC	43-Breakroom
SLEEVES,HOT,CUP,HGHMRK,CMPST	628226	EG-3762	785342	ECO-PRODUCTS INC	43-Breakroom
CREAMER,COFFEMATE,HZLNT,50BX	872110	NES35180	1180892	SP RICHARDS	43-Breakroom
Envelope, Bus, RdSl,#10WW, Sec	671773	QUA11218	274	TOPS PRODUCTS LLC	06-Mailroom/shipping
HyperX Alloy Core Keyboard	8499108	4P4F5AA#ABA	3950	HP INC	09-Pc accessories
MK470 WRLS SLIM KB COMBO WHITE	2142247	5792972	7219	TD SYNNEX CORPORATION	09-Pc accessories
WASTEBASKET,RECT,OD,13QT,BLU	566458	HM1358-1	911973	CONTINENTAL COMMERCIAL PROD	47-Clean/personal care
TONER,HIGH YIELD,TN750	478402	TN750	1614	BROTHER INTL CORP	65-Toners/other imaging
CLEANER,SWIFFER WET,12BX	758278	95531	1040446	PROCTER AND GAMBLE DISTRIBUTIN	47-Clean/personal care
CREAMER,COFFEEMATE,50CT,FR VAN	326901	NES35170BX	8471	ESSENDANT CO	43-Breakroom
SUGAR,PACKET,EXEC SUITE,1000CT	5245328	83976	745	SUGAR FOODS CORP	43-Breakroom
24"x18"x12" Double Wall Bx	253246	HD241812DW	4310	BOX PARTNERS	06-Mailroom/shipping
UPS BATTERY BACK-UP,ES 650	660678	BE650G1	3328	SCHNEIDER ELECTRIC IT USA	09-Pc accessories
ANGEL SOFT ULTRA BATHROOM	153693	16560	735795	GEORGIA PACIFIC CONSUMER PRODT	47-Clean/personal care
SODA,DIET COKE,12OZ 24PK	208185	115584CA	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
SODA,COKE,12OZ 24PK	208206	115583CA	980821	COCA COLA BOTTLERS SALES SVCS	43-Breakroom
TRASH CAN,SLIM,23GAL,GRY	8735449	TCN2030	1338867	SUNCAST COMMERCIAL	47-Clean/personal care
PORTFOLIO,LAM,2-PCKT,10PK,WHT	433474	ODV433474	19549001	THREE COLOR STONE MANUFACTURE	03-Binders
FOLDER,2PK,DARK BLUE,25PK	6843133	ODV6843133	19549001	THREE COLOR STONE MANUFACTURE	03-Binders
TONER,HP,LSRJT,26A,M402,BLACK	211709	845-26H-ODP	416242	IMAGE PROJECTIONS WEST INC	65-Toners/other imaging
POUCH,LAMINATING,LETTER SIZE	535704	WZ018	70181501	YIXING WANGZHE LAMINATING FILM	03-Binders
FOLDERS,BOXBTM,STD,GRN,LGL	952384	406090OD	274	TOPS PRODUCTS LLC	28-Filing
HP410A,TONER,CYAN	934547	CF411A	419894	HP INC	65-Toners/other imaging
HP410A,TONER,MAGENTA	493274	CF413A	419894	HP INC	65-Toners/other imaging
HP410A,TONER,YELLOW	675732	CF412A	419894	HP INC	65-Toners/other imaging
HP410A,TONER,YELLOW	675732	CF412A	419894	HP INC	65-Toners/other imaging
CHAIR,RUZZI,RS,MID-BACK,BLK	161444	HLC-0499L-1	47539001	MIDE INTERNATIONAL LIMITED	25-Seating
MOUSE,MX MASTER 3,WIRELESS,BLK	7789173	910-005647	8180	LOGITECH INC	09-Pc accessories
COFFEE,K-CUP,DARK MAGIC,24/BOX	479415	4061	447198	KEURIG GREEN MOUNTAIN	43-Breakroom
BOX,BNKR,RKIVE,LTR/LGL,4PK,BLU	288314	FEL0724303	100	SP RICHARDS	85-Storage

TAB 3A
APPENDIX D
OMNIA PARTNERS
DOCUMENTS
(EXHIBITS A-H)

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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Appendix D

PPA ATTACHMENT D

Requirements for National Cooperative Contract To Be Administered by OMNIA Partners

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

Exhibit A – Response for National Cooperative Contract

Exhibit B – Administration Agreement, Example

Exhibit C – Master Intergovernmental Cooperative Purchasing Agreement, Example

Exhibit D – Principal Procurement Agency Certificate, Example

Exhibit E – Contract Sales Reporting

Template Exhibit F – Federal Funds

Certifications Exhibit G – New Jersey

Business Compliance

Exhibit H – Advertising Compliance Requirement

Exhibit A

Response for National Cooperative Contract

1.1 Scope of National Cooperative Contract

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Administration Agreement between Supplier and OMNIA Partners.

1.2 Requirement

The Region 4 ESC (hereinafter defined and referred to as "Principal Procurement Agency"), on behalf of itself and the National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector ("OMNIA Partners"), is requesting proposals for Educational School Supplies, Instructional Solutions, and Related Products. The intent of this Request for Proposal is any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal ("Master Agreement") be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with OMNIA Partners, an example of which is included as Exhibit D, and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners as a Participating Public Agency in OMNIA Partners' cooperative purchasing program. Registration with OMNIA Partners as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C, and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of the Master Intergovernmental Purchasing Cooperative Agreement or as otherwise agreed to. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through OMNIA Partners.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither OMNIA Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency. Supplier is responsible for knowing the tax laws in each state.

This Exhibit A defines the expectations for qualifying Suppliers based on OMNIA Partners' requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through OMNIA Partners.

These requirements are incorporated into and are considered an integral part of this RFP. OMNIA Partners reserves the right to determine whether to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies, in its sole and absolute discretion, and any party submitting a response to this RFP acknowledges that any award by the Principal Procurement Agency does not obligate OMNIA Partners to make the Master Agreement available to Participating Procurement Agencies.

1.3 Marketing, Sales and Administrative Support

During the term of the Master Agreement OMNIA Partners intends to provide marketing, sales, partnership development and administrative support for Supplier pursuant to this section that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

OMNIA Partners will assign the Supplier a Director of Partner Development who will serve as the main point of contact for the Supplier and will be responsible for managing the overall relationship between the Supplier and OMNIA Partners. The Director of Partner Development will work with the Supplier to develop a comprehensive strategy to promote the Master Agreement and will connect the Supplier with appropriate stakeholders within OMNIA Partners including, Sales, Marketing, Contracting, Training, and Operations & Support.

The OMNIA Partners marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through channels that may include:

A. Marketing collateral (print, electronic, email, presentations)

B. Website

C. Trade shows/conferences/meetings

D. Advertising

E. Social Media

The OMNIA Partners sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through initiatives that may include:

A. Individual sales calls

B. Joint sales calls

C. Communications/customer service

D. Training sessions for Public Agency teams

E. Training sessions for Supplier teams

The OMNIA Partners contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
B. Training sessions for Public Agency teams
C. Training sessions for Supplier teams
D. Regular business reviews to monitor program success
E. General contract administration

Suppliers are required to pay an Administrative Fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B). At Supplier's option, Suppliers may pay additional fees beyond administrative fees, such as technology fees, to OMNIA Partners and/or a third party for additional support and/or access to OMNIA Partners' technology platform.

1.4 Estimated Volume

The dollar volume purchased under the Master Agreement is estimated to be approximately $75 million annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and OMNIA Partners.

1.5 Award Basis

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will, at OMNIA Partners' option, be the basis of award on a national level through OMNIA Partners. If multiple Suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same Suppliers will be required to extend the Master Agreement to Participating Public Agencies through OMNIA Partners. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency (e.g., governing law) are subject to modification for each Participating Public Agency as Supplier and such Participating Public Agency may agree without being in conflict with the Master Agreement as a condition of the Participating Agency's purchase and not a modification of the Master Agreement applicable to all Participating Agencies. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (e.g., governing law, invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, etc.) ("Supplemental Agreement"). It shall be the responsibility of the Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of the Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of the Master Agreement and adjust wage rates accordingly. In instances where supplemental terms and conditions create risk and cost for Supplier, Supplier and Participating Public Agency may

negotiate additional pricing above and beyond the stated contract not-to-exceed pricing so long as the added price is commensurate with the additional cost incurred by the Supplier. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to OMNIA Partners).

All signed Supplemental Agreements and purchase orders issued and accepted by the Supplier may survive expiration or termination of the Master Agreement. Participating Agencies' purchase orders may exceed the term of the Master Agreement if the purchase order is issued prior to the expiration of the Master Agreement. Supplier is responsible for reporting all sales and paying the applicable Administrative Fee for sales that use the Master Agreement as the basis for the purchase order, even though Master Agreement may have expired.

1.6 Objectives of Cooperative Program

This RFP is intended to achieve the following objectives regarding availability through OMNIA Partners' cooperative program:

A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;

B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;

C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;

D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

2.1 REPRESENTATIONS AND COVENANTS

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and OMNIA Partners designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

2.2 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

2.3 Pricing Commitment

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

2.4 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

3.1 SUPPLIER RESPONSE

Supplier must supply the following information for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners.

As a continuation of Tab 3, Performance Capability, ODP Business Solutions includes our detailed response as follows to Appendix D, Exhibit A, Response for National Cooperative Contract (Region 4 ESC), which includes Appendix D Exhibits as required. Due to similar or identical questions, our responses may also mirror previous responses in Tab 3 or other tabs.

3.2 Company

A. Brief history and description of Supplier to include experience providing similar products and services.

Founded in 1986 with the opening of its first retail store in Fort Lauderdale, Florida, the ODP Corporation has become a leading global provider of products, services and solutions for every workplace, whether that be the office, school, home, or transportation. From the late 1980s and throughout the 1990s, ODP Business Solutions developed its structure and customer base by acquiring various office supply companies and expanding its reach to global markets. Having established its prominent e-commerce presence continuing into the new millennium, ODP Business Solutions (then "Office Depot") sustained its growth by merging with OfficeMax Incorporated in late 2013 and remaining a leader in offering excellence in quality workplace products, services and solutions. In addition, ODP Business Solutions, headquartered in Boca Raton, Florida, is expanding its capabilities as a leading provider of business services and supplies, products and educational solutions.

The ODP Corporation (NASDAQ:ODP) is a leading provider of products and services through an integrated business-to-business (B2B) distribution platform and omnichannel presence, which includes world-class supply chain and distribution operations, dedicated sales professionals, a B2B digital procurement solution, online presence, and a network of Office Depot and OfficeMax retail stores. Through its operating companies Office Depot, LLC; ODP Business Solutions, LLC; Veyer, LLC; and Varis, Inc., The ODP Corporation empowers every business, professional, and consumer to achieve more every day.

ODP Business Solutions, LLC, an operating company of The ODP Corporation, is a leading B2B provider of workplace and technology solutions, combining an extensive range of products and services with a national footprint and hundreds of experienced business advisors. As a trusted partner, ODP Business Solutions supports over 140,000 corporate clients, along with the SLED and GSA divisions, in navigating the often-complex needs of today's hybrid business environment. From accessing comprehensive solutions and strategic alliances, to supply chain innovation and robust digital platforms, ODP Business Solutions helps customers achieve business results across every industry. For more information on ODP Business Solutions, visit www.odpbusiness.com or follow on LinkedIn, Twitter and Facebook.

Our K-12 service support philosophy is uncomplicated: We believe in high quality education through strong business frameworks. We build our team and select our partners around this philosophy. We feel its inherent simplicity will continue to move us toward the future. We commit to providing our district partners our creative and professional best and upholding our company's reputation for excellence.

Supported by a team of K-12 specialists, consultants, and innovators: We provide solutions that are responsive to learner needs and an experience that combines the creativity and insight of our district partners. ODP Business Solutions' team collaborates to provide instructional tools that best facilitate your Participating Agencies' intended learning goals.

Comprehensive K-12 Solutions

- Holistic approach
- Instructional technology
- Collaborative classrooms/furniture
- Instructional resources
- Early learning
- Healthy schools
- School supplies
- School improvement
- Online Store – Fundraising/Promo

One reflection of a company's reputation in the marketplace is its ability to retain customers over many contract terms and product categories. ODP Business Solutions has an enviable retention rate for our larger customers (Region 4 ESC and its Participating Agencies are among our largest) even in this highly competitive economic situation. Customers understand that the very lowest price sometimes comes at considerable expense in service

and support. ODP provides the total package, equaling a highly competitive Total Cost of Ownership.

B. Total number and location of salespersons employed by Supplier.

ODP Business Solutions has approximately 1,200 Sales Representatives and Sales Support Team members working with our BSD contract customers. This includes those who would be covered by the proposed contract.

Our public sector customers and this contract are supported directly by a special team of the most highly qualified and experienced representatives on our Sales Team located across the country.

C. Number and location of support centers (if applicable) and location of corporate office.

ODP Business Solutions has approximately 55 sales offices located around the U.S. as indicated in the following chart. In addition, we also have sales representatives operating out of their homes in more remote locations. We do not publish those addresses.

Our corporate headquarters is located at 6600 North Military Drive, Boca Raton, FL 33496.

State	City	Address	Zip Code
AL	Birmingham	124 Green Springs Highway	35209
AZ	Phoenix	602 South 63rd Avenue	85043
CA	Burbank	3500 W. Olive Ave., Ste 322,322a,322b&324	91505
CA	Menlo Park	1315 O'Brien Drive	94025
CA	San Francisco	303 Second Street, South Towner, Suite 450	94017
CA	San Diego	6170 Cornerstone Court East, Suite 180	92121
CA	Fremont	6700 Automall Parkway	94538
CA	Signal Hill	3366 East Willow Street	90755
CA	Sacramento	4720 Northgate Boulevard	95834
CA	Santa Rosa	1960 Santa Rosa Avenue	95407
CA	Irvine	2855 Michelle Drive	92606
CA	San Ramon	3000 Executive Parkway, Suite 175	94583
CO	Denver	4600 Havana Street	80239
CO	Denver	4690 Geneva St	80238
CT	Naugatuck	50 Rado Drive	06770
FL	Boca Raton – Corporate Office	6600 North Military Trail	33496
FL	Tampa	1907 US Highway 301 N. Suite 190	33619
FL	Weston	2925 West Corporate Lakes Boulevard	33331
FL	Tallahassee	4300-2 West Tennessee Street	32395
FL	Orlando	1801 Cypress Lake Drive	32837
FL	Miramar	10004 Premier Parkway	33025
GA	Norcross	190 Technology Parkway	30092
HI	Hilo	280 Makaala Street	96720

HI	Lihue	3145 Oihana St	96766
HI	Kahului	80 S. Hana Highway	96732
IL	Chicago	300 West Hubbard Street, Suite 202	60654
IL	Carol Stream	515 Kehoe Blvd	60188
IL	Lombard	455 Eisenhower Lane South	60173
IL	Itasca	800 West Bryn Mawr	60143
IN	Clarksville	706 E Lewis and Clark	47129
IN	Indianapolis	3233 N. Post Road	46226
KS	Edwardsville	2401 Midpoint Drive	66111
KY	Louisville	2700 Stanley Gault Parkway	40245
LA	Metairie	6851 Veterans Memorial Blvd.	70003
MA	Billerica	16 Progress Rd.	01821
MD	Columbia	6304 Woodside Court, Suite 6304-A	21046
ME	Caribou	84 Access Highway	04736
MI	Northville	17335 Haggerty Road	48168
MN	Plymouth	1105 Xenium Lane	55441
MN	Maple Grove	7500 Meridian Circle North	55369
MO	Manchester	79 National Way Shopping Center	63011
NC	Charlotte	8658 J. W. Clay Boulevard	28262
NE	Omaha	2809 South 125th Avenue, Suites 390 & 395	68144
NJ	Clifton	4 Brighton Road	07012
NM	Albuquerque	1409 Renaissance Boulevard, NE	87107
OH	Hamilton	4700 Mulhauser Road	45069
OH	Cleveland	3200 Euclid Avenue	44115
OR	Portland	3621 NW Yeon Avenue	97210
PA	Moon Township	200 Cherrington Corporate Center	15108
PA	Bristol	3001 Frost Rd.	19007
PA	Cranberry	250 W Kensinger	16066
TX	Houston	6225 West by Northwest Boulevard	77040
TX	Frisco	3880 Parkwood Blvd, Suite 406	75034
TX	Austin	9501 Amberglen Boulevard- Ste 100 & 200 & 150	78729
TX	El Paso	1313 George Dieter Drive, Unit B	79936
TX	Brownsville	585 East Morrison Road	78526
TX	Houston	1990 Post Oak Blvd.	77056
TX	Houston	1246 Silber Road	77055
UT	South Salt Lake City	300 West 2100 South	84115
VA	Bristol	380 Bonham Road	24201
VA	Chesapeake	520A Woodlake Circle	23320
VA	Richmond	7870 Villa Park Drive	23228
WA	Kent	6805 S. 217th Street	98032
WA	Seattle	1016 1st Ave South, Suite 300	98134
WI	Brookfield	16085 West Bluemound Road	53005

D. Annual sales for the three previous fiscal years.

As stated, the ODP Corporation is a financially stable organization.

2022 Annual Sales	$8,491,000,000
2021 Annual Sales	$8,465,000,000
2020 Annual Sales	$9,710,000,000

a. Submit FEIN and Dunn & Bradstreet report.

ODP Business Solutions FEIN: 86-2161688

We have attached a recent Dun & Bradstreet report as *Exhibit 3A.1 Dun & Bradstreet Report* at the end of Tab 3A.

E. Describe any green or environmental initiatives or policies.

As described in Tab 3, ODP continues to expand and lead the marketplace with our green or environmental initiatives and policies.

Our environmental innovation focuses on four distinct areas:

- Locating and obtaining such products for resell to our customers
- Presenting those products to our customers and their buyers in an attractive manner, including the packaging
- Giving our customers the ability to set goals and measure the results so they can evaluate the success of their program
- Using our experience to help customers successfully meet their environmental and diversity purchasing goals
- ODP Business Solutions team works with our customers' purchasing locations to help them follow their company's direction concerning purchasing certain product categories through their procurement program.

ODP Business Solutions is committed to supporting the social and environmental values of our customers through waste diversion programs, greener packaging, transportation innovations and product solutions that extend throughout the life cycle.

- Help reduce your environmental footprint by tapping into our Greener Purchasing Program and GreenerOffice™ Delivery Service

- Let us bring human sustainability solutions to life for you by leveraging our own road map and sustainability strategy
- Help create opportunities for economic prosperity and meet your supplier diversity purchasing initiatives with our robust supplier diversity program

ODP Business Solutions team works with our customers' purchasing locations to help them follow their company's direction concerning purchasing certain product categories through their procurement program.

Customer Environmental Needs – Greener Office

2023 HP Inc. Sustainable Impact Partner of the Year Award

Customers are at the center of ODP Business Solutions' business strategy, and they are also at the center of our environmental strategy. We go to great lengths to understand our customers' environmental needs through meetings, surveys, focus groups, and seminars. The insights gathered are then leveraged to create greener products and programs to serve our customers' needs. We call this Customer-Centric Environmentalism – and it is a central theme in our approach. We have gone to great lengths to develop a customer-centric approach that starts with the challenging task of defining 'green' office products, where there is no universal definition. We did this by first assessing over 30 major institutional purchasers environmentally preferable purchasing polices (e.g., State of California, Federal Government, USGBC etc.), and then developed an eco-rating for office products as light green, mid-green and dark green, based on their eco-attributes and eco-labels. Products with meaningful eco-attributes and eco-labels are promoted in multiple ways, including through our industry-first and still leading Green Book catalog; through our GreenerOffice website, and through onsite and online webinars, and onsite vendor shows.

Through the years we've learned that many of our customers share our environmental goals – they want to buy greener, be greener, and sell greener themselves. As such, we've designed our GreenerOffice Program with specific solutions that help our customers pursue these goals:

If greener purchasing is the customer's goal, i.e., a desire to buy greener, ODP Business Solutions offers the following solutions:

- The Green Book® online– : an exclusive digital catalog filled with our greenest products showcased in every space of a customers every-day life.
- Greener Purchasing Program: a five step guide designed for customers who are interested in purchasing greener but are not sure where to start.
- GreenerOffice store: a website with all our greener choices in one place

- ODP Business Solutions GreenerOffice Rating: ODP Business Solutions's rating system for greener products
- Greener Options Tool: a report to help identify greener options to high volume products
- Green Select Cart: online functionality that nudges end users to greener choices
- Green Purchasing Policy Templates: sample policies to accelerate environmental policy creation

If greener operations is the customer's goal, i.e., a desire to be greener by reducing waste, energy or fuel, ODP Business Solutions offers the following solutions:

- GreenerOffice™Delivery Service : office supplies delivery by paper bag instead of cardboard box
- Managed Print Services: solutions to help reduce waste associated with printing
- Recycling solutions: recycling services for ink & toner, tech, cell phones, lighting, batteries etc.
- Reusable promotional products: customizable products that help avoid waste
- Energy saving devices: power strips and other solutions that reduce energy use in other products
- Water filtering solution: drinking water solutions that serve as alternatives to bottled water
- Minimum Order Value programs: incentive programs that help consolidate orders and reduce fuel

If greener behavior is the customer's goal, i.e., a desire to sell green internally, ODP Business Solutions offers the following solutions:

- Leadership in Greener Purchasing Awards: awards by ODP Business Solutions to recognize greenest buyers
- Paper calculator reports: free reports on the benefits of switching to recycled paper

If green reporting is the customer's goal, i.e., a desire to understand greener purchasing results and have credible announcements that help 'tell green,' ODP Business Solutions offers the following solutions:

- Green Business Review: a report that comprehensively documents greener purchasing results
- Custom Green Spend Reports: other reports based on the customers' needs/definition of green
- Green Customer Case Studies: customer profiles in video or print to help customers tell their story

In line with our philosophy of customer-centric environmentalism, most of the above solutions were originally created for, or in partnership with, specific ODP Business Solutions customers. The list expands or evolves based on the changing environmental needs of our customers.

Green Product Assortment

The idea of "green" is often talked about in a way that's very casual and conversational: More of an idea or an aspiration than something quantifiable. As a business, we need a much more stringent definition that can be translated into a set of best practices which can be put into place in the real world.

We went to the experts and consulted their guideline documents:

- U.S. Green Building Council's Leadership in Energy & Environmental Design (LEED) standards
- EPA Comprehensive Procurement guidelines
- State of California SABRC guidelines
- Office of the Federal Environmental Executive (OFEE) documents
- GreenSeal "Choose Green" Reports"

Starting from this very comprehensive understanding of environmentally-sound business, we distilled this definition of "green" products:

Light green:

products with at least one meaningful eco-attribute or eco-label

mid-green:

products with a high level of one or more meaningful eco-attributes/eco-labels

dark green:

products with the highest level of one or more meaningful eco-attributes/eco-labels

Approximately 38% of our revenue is derived from eco-conscious products (up from 33%).

ODP offers its customers an assortment of greener products to add to their programs. All greener products are classified according to their environmental attributes and are assigned a Light, Mid or Dark Green shade. We have a dedicated section on the website for information, resources, and solutions that will guide you toward making greener decisions. Products classified as greener possess, and are labeled with, at least one environmental attribute, such as recycled content, remanufactured, and energy-efficient, and ecolabels such as FSC (Forest Stewardship Council), GREENGUARD, Green Seal, and more.

The Eco-labels above are created by third party certification organizations.

AP Non-Toxic Certified	EPEAT	SCS Recycled Content
BIFMA level	Forest Stewardship Council®	UL ECOLOGO
BPI Certified Compostable	Green Seal	UL GREENGUARD
CarbonFree	Green-e	UL VALIDATION
Cradle to Cradle Certified™	Safer Choice	USDA Certified Biobased
ENERGY STAR	SCS Indoor Air Quality	USDA Certified Organic

Detail of Selected Programs

- Green Product Assortment: Office Depot was the first in our industry to introduce a "greener" products catalog called "The Green Book™" in 2003, which has been published every year since. Additionally, we have a dedicated greener products storefront on our website to help make finding greener choices easier, featuring products with greener attributes and eco-labels in nearly all categories from supplies to furniture and cleaning products.
- Green Reporting: You can manage what you measure; hence the importance of greener spend reports and tracking for our customers. We help customers evaluate their greener spend at a glance with our Green Business Reviews (GBRs). This report shows your purchasing history according to the Office Depot GreenerOffice Rating system so customers can decide when and where to go greener.
- TreeUp Program: Office Depot has teamed up with the Arbor Day Foundation to offer TreeUp — a simple program designed to help your organization reduce its impact on the environment and meet sustainability goals. Here's how it works:
    1. We use a custom paper calculator to estimate the amount of wood used and carbon emissions created by your paper purchase.
    2. You choose if you want to offset your environmental impact through planting trees.
    3. The Arbor Day Foundation will plant trees for $1 per tree.
    4. You will also receive a certificate highlighting your impact on our planet through tree planting.

Paper user. TREE PLANTER. TreeUp planted by Arbor Day Foundation

ODP Business Solutions is currently working with many of our vendors, such as TreeZero and Boise Paper, on lifecycle analysis (LCA) for their products. In order for us to offer our customers ways to improve their sustainability performance, we must have the most complete understanding of our products as possible.

We can help Region 4 ESC and its Partner Agencies address sustainability challenges. Also see our responses to ii. in Tab 2 and xvii. in Tab 3 for more information on our greener products and programs.

F. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications.

ODP Business Solutions provides a wide range of diversity programs for consideration by the Participating Agencies as described in G. immediately following. When selecting products from Tier II Diversity Suppliers there is no effect on the quoted pricing. When electing to involve a Tier I Diversity Partner, there is usually a cost increase based on the discussions with the Partner. These increases can vary by region and by Diversity Partner and will be discussed during the negotiations with the selected Partner. ODP does not dictate those increases. Our diversity programs and partners will be available to Participating Agencies through the Master Agreement.

We rely on third party Certification from M/WBE member organizations. We partner with the Supplier GATEWAY and potential and active suppliers that are required to register in the Supplier Diversity portal, which tracks and monitors certification status. We also manage an internal database with all active suppliers along with certification information, which is updated quarterly.

Fostering a Diverse Vendor Network

- We continually increase and strengthen our vendor diversity network to reflect the global marketplace
- We support diverse and small businesses to assist their growth so we can thrive together
- We partner with organizations committed to building diverse business ownership

Our diversity efforts are linked to our marketplace strategy of utilization of diverse vendors and suppliers who are minority, women, veteran, disabled, LGTBQ owned, and small businesses. We have a robust supplier diversity model and are committed to the economic development of the communities in which we work and live. Our Supplier Diversity Program assists diverse and small businesses in building community, business, and customer relationships that inspire organizational growth and empowerment within every aspect of our business.

Additionally, diversity is tied to our workforce strategy of recruiting top diverse talent and retention of high-performing diverse individuals as well as ensuring that our company reflects the customers we serve. It is also reflected in our workplace strategy to develop diverse talent, create an inclusive culture, and provide a work environment based on honesty and mutual respect.

Pricing varies by the Participating Agency's needs. Diversity Programs such as Tier 2 programs may be available at comparable pricing, with diversity reporting provided at no extra cost. Diverse Partner alliances such as Tier 1 programs, will be available, but in many cases, these partnerships are an investment where the cost is higher but is offset by the benefit of the diverse partnership.

Supplier Diversity Program

The ODP Corporation is committed to the economic development of the communities in which we work and live. This commitment is evident in our industry-leading multi-dimensional approach to small business development. Our Supplier Diversity Program assists diverse suppliers in building community, business, and customer relationships that inspire organizational growth and empowerment within every aspect of our business.

The goals of The ODP Corporation Supplier Diversity Program are:

- To form strong partnerships with diverse suppliers.
- To pursue nationally certified diverse suppliers that reflect today's diverse global marketplace.
- To ensure that diverse suppliers are well represented in our product assortment and have an equal opportunity in our supplier selection process.
- To affiliate with national organizations such as the National Minority Supplier Development Council (NMSDC), the Women's Business Enterprise National Council (WBENC), the National LGBT Chamber of Commerce), NaVoba (National Veteran Owned Business Association, Disability IN, the Small Business Administration (SBA) as well as other organizations that share our goal of making a positive impact on economic development through supplier diversity.
- To effectively highlight the products of diverse suppliers in our national full line catalog.
- To empower diverse suppliers to become self-sustaining providers of goods and services to our customers and us.

The ODP Corporation is proud to offer the most comprehensive Supplier Diversity model of its kind, in order to give diverse suppliers the best opportunities to grow and prosper. We actively seek out promising diverse suppliers, which include: Certified minority, women, disabled, veteran, LGBT, and small [SBA 8(a), SDB, and HUB Zone] enterprises to ensure equal opportunity in our supplier selection process.

Our program is made up of three dimensions: ODP Business Solutions Tier I (reseller program), Tier II (vendor diversity), and Procurement. The three dimensions of our Supplier Diversity model have set the following standards to help us to measure and maintain the success of this process:

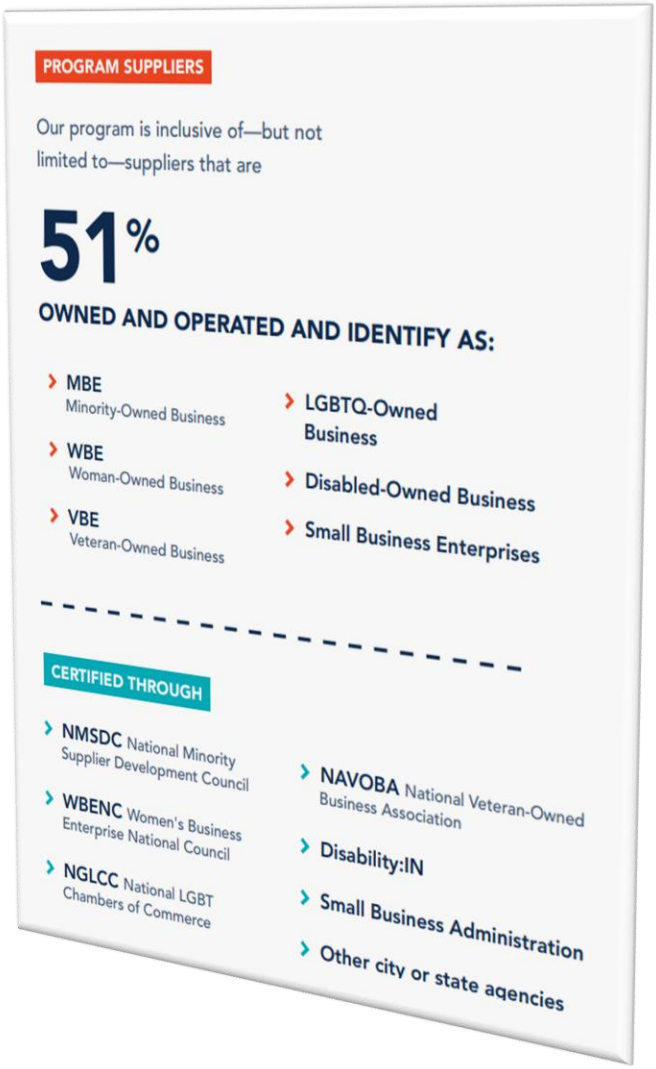
- Enhance capabilities of diverse suppliers
- Expand the capacity of diverse suppliers to compete more effectively
- Increase turnover of all diverse supplier products
- Leverage efforts with other corporations to create large-scale diverse supplier opportunities
- Increase market reach and density
- Increase purchases from diverse suppliers
- Reduce buying costs of doing business for all suppliers and vendors

Tier II (Vendor)

The Vendor Development team is committed to satisfying our customers' needs and exceeding expectations by offering the highest quality products at the lowest delivered cost, while fulfilling their diversity purchasing needs.

To support our commitment, the vendor development process is organized into five key strategies. They include:

- Seeking out diverse suppliers through referrals, vendor fairs and tradeshows
- Offering diverse suppliers an equal opportunity in the vendor selection process
- Forming partnerships with diverse businesses and Supplier Diversity Councils including the National Minority Supplier Development Council (NMSDC), Women's Business Enterprise National Council (WBENC), the Small Business Administration (SBA), NaVoba (National Veteran Owned Business Association, Disability IN, and National LGBT Chamber of Commerce (NGLCC)
- Marketing diverse suppliers to provide them with national exposure through ODP Business Solutions' national & diversity catalogs, and various diversity magazines that focus on the business of diversity
- Empowering diverse suppliers by raising their capabilities and making them the best source from which to buy



We can help empower your business with our supplier diversity program.

ODP Business Solutions offers innovative products and services through our robust program. ODP Business Solutions Tier I suppliers sell directly to customers, and we fulfill their orders —

providing maximum diversity credit. When customers purchase Tier II solutions from us, a percentage of their total spend is allocated to diverse vendor products.

- Help meet your supplier diversity purchasing initiatives while also providing opportunities for small and diverse-owned supplier businesses to grow
- Get ODP Business Solutions Tier I supplier experience in the form of partner vetting, executive support, mentoring and field sales support
- Choose from 1,700 products in our catalog that have been sourced from ODP Business Solutions Tier II suppliers
- Access reporting by company name, certification and product details

G. Indicate if supplier holds any of the below certifications in any classified areas and include proof of such certification in the response:

a. Minority Women Business Enterprise

Yes ☐ No ☒

If yes, list certifying agency: N/A

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

Yes ☐ No ☒

If yes, list certifying agency: N/A

c. Historically Underutilized Business (HUB)

Yes ☐ No ☒

If yes, list certifying agency: N/A

d. Historically Underutilized Business Zone Enterprise (HUBZone)

Yes ☐ No ☒

If yes, list certifying agency: N/A

e. Other recognized diversity certificate holder

Yes ☐ No ☒

If yes, list certifying agency: N/A

H. List any relationships with subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.

ODP Business Solutions does not hold any historically underutilized business certifications; however, we offer the availability of our partnerships with numerous regionally located historically underutilized businesses certified by recognized agencies as applicable to each in all categories. These partnerships are Tier 1 diversity relationships, and the participating public agency may choose which, if any, they wish to include in their relationship with ODP to meet their specific Diversity Goals.

For purposes of this RFP, the term "subcontractor" does not include those parties involved in ODP Business Solutions's day-to-day business operations, including, but not limited to, third-party logistics vendors, delivery carriers, and customer service providers.

ODP Business Solutions is committed to the economic development of the communities in which we work and live. This commitment is evident in our industry-leading multi-dimensional approach to small business development. Our Supplier Diversity Program assists diverse suppliers in building community, business, and customer relationships that inspire organizational growth and empowerment within every aspect of our business.

Identifying Potential Small Business Vendors

ODP is proud to offer the most comprehensive Supply Chain Diversity model of its kind, in order to give diverse suppliers, the best opportunities to grow and prosper. We actively seek out promising diverse suppliers which include Certified, Minority, Women, Disabled, Veteran, and Small [SBA 8(a), SDB, and HUB Zone] enterprises) to ensure equal opportunity in our supplier selection process. Please note that for Office Depot consider diverse businesses as 51% ownership and certified by an accepted third-party certifying body. The third-party certifications we accept include Women's Business Enterprise National Council (WBENC), National Minority Supplier Development Council (NMSDC), National LGBT Chamber of Commerce (NGLCC), National Veteran-Owned Business Association (NAVOBA), Small Business Administration (SBA), and state or national disabled and/or veteran certification.

The following databases are utilized for small business group sourcing requirements:

- Women's Business Enterprise National Council
- National Minority Supplier Development Council
- National LGBT Chambers of Commerce
- US Business Leadership Network
- National Veteran-Owned Business Association

ODP Business Solution' Supplier Chain Diversity Director and staff actively seek new companies to add to our Supplier Chain Diversity Program both through involvement in various organizations, as well as through attendance at national and regional conferences. Various Managers within Supply Chain Diversity serves on the Board of leading Supplier Diversity organizations.

I. Describe how supplier differentiates itself from its competitors.

ODP Business Solutions' unique educational school supplies offerings bring incredible value to Participating Agencies in areas which may be highly important to those Agencies, providing them opportunities not available from other suppliers. Some of the key advantages of our program include the following:

- A significant assortment of items to choose from, including green alternatives
- Next business day deliveries, direct to the school
- Complete transparency on items being ordered
- Auto-shipments available
- Order controls within our system

Our Account Management Team will work with Region 4 ESC to review usage quarterly and ensure the right items are on the core list at all times.

Certificates for trees planted or carbon offsets purchased in the Agency's name, which they can post or publish under the TreeUp program based on purchasing thresholds of paper by the Agency. ODP will purchase the trees or carbon offsets and provide the Agency the Certificates. The Arbor Day Foundation TreeUp program is described in our sustainability program under *3.1.F*.

A new group at ODP specializes in customer satisfaction. The emphasis is on Participating Agencies and their satisfaction is monitored by new tools and techniques that are highly sensitive to customer inputs and takes quick action in response to anything less that complete satisfaction.

ODP Business Solutions conducts regular surveys of each end-user to confirm that we are meeting their expectations and to identify any short-falls or areas that require attention. Being proactive in this area guarantees end-user support and ultimate program compliance.

ODP Business Solutions measures customer satisfaction in all channels. We invite customers to participate through the following methods:

- Link on the homepage of odpbusiness.com
- Digital Invitation to complete the survey after every transaction on odpbusiness.com
- Email invitations sent to customers that have shopped any channel in the prior week
- Email invitations sent to customers after each delivery to measure satisfaction with the delivery experience

These results are reported in real-time via our customer satisfaction dashboard where all stakeholders can see overall satisfaction, satisfaction with specific aspects of their experience and all of the customer comments that are classified by topic and tone. Daily reports of customer comments are sent to District managers (for retail comments) and customer care (for direct comments) so that all issues can be resolved as soon as they are submitted by the customer. In order to ensure that customer satisfaction is our focus, this has been incorporated into the goals and performance objectives for retail and ecommerce associates.

Net Promoter Score

ODP Business Solutions is a customer-centric, omnichannel provider earning the trust and loyalty of our customers. Since December of 2018, we have used the Net Promoter Score, captured through retail, fulfillment, and digital experience surveys. This is one new way we will work to better understand our customers' experience in all channels, while also gaining insight as a benchmark of our performance against our competitors.

Each ODP Business Solutions Distribution Center tracks and monitors the on-time performance, accuracy, and completeness (OTAC) of every one of their shipped orders. Reporting is generated and additional actions are taken to ensure compliance and customer satisfaction. If an order issue occurs, a system-based service request is created, tracked, monitored and reported on. Additionally, *Net Promoter Score* (NPS) surveys are conducted with customers to monitor performance and customer satisfaction levels. Distribution Center, support personnel and service providers are measured and held accountable against this NPS score.

Some of the customer care and delivery related performance metrics we track include:

- Total number of orders
- Total number of order lines
- Total dollar amount purchased
- Percent of order delivered next-day
- Fill rate
- Back-order lines
- Total number of returns
- Types of returns
- Reason codes for returns
- Abandoned call rate
- Hold Time
- Average Speed of answer rate
- Talk Time
- Calls Offered

For more areas of differentiation, please see Tab 5.

J. Describe any present or past litigation, bankruptcy or reorganization involving supplier.

The ODP Corporation / ODP Business Solutions is a large, publicly traded company with many operations, which subjects it to legal proceedings and business litigation of many types. However, there are no pending legal proceedings or any pending business litigation that would affect ODP Business Solutions' ability to support our customers or affect our ability to meet the stated requirements in this RFP.

ODP Business Solutions is one of the largest office products distributors in the world. On June 30, 2020, Office Depot, Inc., the predecessor of The ODP Corporation, implemented a holding

company reorganization (the "Reorganization"), which resulted in The ODP Corporation becoming the parent company of, and the successor issuer to, Office Depot, Inc. The company has combined annual sales of approximately $8.49 billion.

Region 4 ESC and its participating Agencies have been customers of the Business Solutions Division of Office Depot, LLC, for years. In June 2022, The ODP Corporation went through an internal reorganization which has resulted in the company being organized across four (4) separate business units. One such unit is ODP Business Solutions, LLC, whose focus will be exclusively on our customers in the B2B business sector. So, although the entity that is responding to this Bid/RFP is ODP Business Solutions, LLC, a portion of the responses provided, and the information that is provided herein, is based on the Office Depot-related entity that oversaw our B2B business in the past (Office Depot, LLC). We believe that providing the requested information in this fashion provides the greatest insight into our business and provides the clearest picture on who we are. To be clear, there are no other changes but for the change in entity resulting from the internal reorganization.

Furthermore, ODP Business Solutions has never declared bankruptcy and does not believe there have been any material changes in operating performance or financial position that would impact the services offered.

K. Felony Conviction Notice: Indicate if the supplier

a. is a publicly held corporation and this reporting requirement is not applicable; ☒

b. is not owned or operated by anyone who has been convicted of a felony; or

c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

a. ODP Business Solutions, LLC is a subsidiary of the ODP Corporation, a publicly held corporation and this reporting requirement is not applicable.

L. Describe any debarment or suspension actions taken against supplier

ODP Business Solutions is not subject to debarment or suspension actions to the best of our knowledge.

ODP Business Solutions is party to thousands of contracts. The majority of these contracts contain provisions allowing the agency to terminate the contract at any time, for convenience. There are myriad of reasons why an agency would elect to terminate a contract with ODP Business Solutions prior to the scheduled expiration date. There have been no contract terminations that would adversely affect ODP's ability to perform under this contract if selected as a vendor.

3.3 Distribution, Logistics

A. Each offeror awarded an item under this solicitation may offer their complete product and service offering/a balance of line. Describe the full line of products and services offered by supplier.

With 36 years of experience partnering with local government and school districts, ODP Business Solutions continues to evolve our portfolio. We continue as Region 4 ESC and Omnia Partners' trusted supply partner, but we recognize that modern supplies are beyond tradition. Therefore, we invest in partners and resources to best identify and offer a new spectrum of supply curations and solutions. From tools to tech to interiors to healthy school solutions; our goal is to offer "modern supplies" and services that best drive our belief in high-quality teaching, learning, and business frameworks. With this, we look forward to our work with Region 4 ESC and a future of empowering modern districts and learners across the country.

True to our mission of helping our customers work better, ODP Business Solutions has invested in understanding the challenges of working in the modern Education landscape. Our organization continues to expand and refine our services to Education through our Committed to Learning™ initiatives! In this, ODP is better equipped to listen and understand key educational insights to best support the work of learners and educators across the country.

As described in detail in *Tab 2 item a, i*, ODP Business Solutions offers a full line of educational school supplies and solutions. We also provide other products and services; which Region 4 ESC Participating Agencies can take advantage of. At the risk of repeating this content, we have added some of the details here.

ODP Business Solutions is proud to serve our nation's educational institutions with specialized solutions, services, people, and products that address each school's educational and operational needs for over 25 years with more than 10,000 unique education customers.

Extensive Product Assortment

ODP Business Solutions' extensive product assortment includes many of the tools necessary to help you engage students and improve the efficiency of administrators and teachers. Some of our most popular education supplies include:

- Classroom-specific product
- Teacher Aids
- Arts & Crafts supplies
- School Instructional Reference Books & Workbooks

Additionally, ODP Business Solutions offers quality furniture pieces that help add to the comfort and appearance of school offices and classrooms, and technology products that help simplify difficult tasks and improve organization. Furthermore, fundraising and school-branded merchandise is available for building school spirit and generating revenue for school projects.

Access to 150,000+ products – Summary Listing of Products and Services (a sampling):

Collaborative Classroom Design & Build

- Design, furnishings, and support materials
- Integration of Technology

MakerSpace Design & Build

- Design, furnishings, and support materials
- 3D printers and technology

Customized Professional Development

- Technology use and solution training
- English language arts
- Science

Supplemental Materials

- Digital library resources
- Custom printing for digital curriculum
- Traditional supplemental resources

Healthy Classroom Environments

- Curriculum for healthy habits and germ control
- Materials to suppress germs and infections in classrooms
- Environmentally friendly products for germ control

Traditional classroom Supplies at Lowest Cost

ODP Business Solutions has partnered with leading educational suppliers such as:

- Binney & Smith "Crayola Crayons"
- Carson Dellosa
- Creative Teaching
- Pacon
- Scholar Craft
- Scholastic

These partnerships will allow our customers to have access, through ODP Business Solutions' online ordering system, to thousands of instructional materials and classroom products, including:

- Arts and crafts supplies
- Teacher resources
- Classroom decorations
- Puzzles, games, and flash cards
- Boards and school equipment
- Classroom supplies

- Customized instructional materials

ODP Business Solutions also offers comfortable, quality furniture and products that help simplify difficult tasks, improve organization, and contribute directly to an improved learning environment. Additionally, we carry a wide range of fundraising and school-branded merchandise to help build school spirit and generate revenue.

ODP has provided details on our offering for these school supply categories. In addition, we offer our customers several categories of products and services.

Give your business an edge with products and services from ODP Business Solutions.

ODP Business Solutions has the products and services to support your business in adapting to today's changing marketplace. You'll find everything from office, cleaning, and breakroom supplies to technology, furniture, and tech and print services. Trust ODP Business Solutions to help you stay competitive through constant change.

Office supplies

ODP Business Solutions can help customize and curate the right mix of supplies to help boost productivity whether employees are in the office or working remotely. We offer next business-day delivery, eco-conscious options, name brands, products from a range of diverse suppliers, plus our curated collection of brands that deliver value for your business.

Furniture

Is your workplace furnished for productivity? From ergonomic seating, sit-stand desks, shelving, and storage to accessories like mobile partitions, lighting, and décor, ODP Business Solutions can help you furnish your space in comfort and style — with commercial-grade quality that won't break your budget.

Technology equipment

We live and work in a hybrid world now. ODP Business Solutions is uniquely positioned as an experienced partner and problem solver that can provide you with tech products and security solutions to support your team and changing workplace, so employees can stay connected no matter where they are.

Cleaning and breakroom supplies

As one of North America's largest distributors of cleaning and breakroom supplies, ODP Business Solutions has a reliable network that provides next business-day delivery. You can depend on our eco-conscious solutions, coffee and water service, equipment rental, and more.

Start with a free site assessment, which enables us to be there in person to discuss your challenges and objectives and develop a tailored program that works for your business.

Performance protective equipment (PPE) and safety supplies

Tap into PPE such as disposable masks and gloves, hand sanitizer stations, social distancing signage, commercial air purifiers, and UV lighting to help reduce the spread of germs. We also offer a wide variety of safety equipment such as first-aid and COVID-19 test kits; hand, ear, and eye protection; foot covers; spill control; and more.

Mailing and shipping solutions

You can send some things via email, but not everything. Whether you're looking for a wide variety of envelopes, mailing labels, asset tags, or corrugated boxes, ODP Business Solutions can help you stay well stocked, so you can pack and ship quickly and conveniently.

Ink and toner

Make a lasting impression with quality ink and toner that can help your printed materials shine. Looking for a greener way to print? ODP Business Solutions offers remanufactured ink and toner as well as our ink and toner recycling program to help you address your sustainability objectives.

Tech services

Tap into our comprehensive managed IT services to help keep your business running smoothly and help remote employees stay connected and productive. We can support all your tech needs with full life cycle management and end-to-end services — backed by nearly 36 of experience. We'll conduct a free technology assessment, develop a customized program based on your objectives, and lend support with capabilities in functions like networking, storage, digital protection, and life cycle management.

Coffee and water

Looking for a way to perk up productivity and provide some of the comforts of home in your workspace? Equipping your breakroom with innovative brewers and single-serve coffee options can help your staff stay energized and help reduce the spread of germs by eliminating shared coffee pots, etc. We have a wide assortment of coffee accessories, such as hot lids, creamers and stirrers. In addition, we offer water services, including bottled water, a five-gallon delivery service that delivers great-tasting water right to your workplace, and water filtration systems, which we can install and maintain for you.

Print services

Boost brand management and build awareness through our single-source platform. From compliance signs to promotional posters, signs, and banners to apparel for your team, our online web platform gives you access to easy customization of hundreds of products.

Managed print services

In today's challenging economy, businesses often look for ways to increase productivity and decrease expenses. For many of these businesses, the printing environment represents an untapped resource for significant savings. Our Managed Print Services offers a complete, comprehensive print solution that delivers complete visibility and control over print activity at all levels of an organization.

Space planning and more

Whether you're expanding or downsizing spaces, including for hybrid working, ODP Business Solutions can help create productive work environments that keep your employees engaged wherever they work. We offer rental furniture, ergonomic evaluations, furniture decommissioning, space planning evaluations, and more. From conception to execution, our fully integrated service can handle the entire process or support you in any way you need. We offer the experience,

customized solutions, tailored approach, and overall capabilities to deliver what your organization requires, everywhere you want it.

B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.

ODP Business Solutions proposes to provide products and services offered to all 50 U.S. states and the territories of Puerto Rico and U.S. Virgin Islands.

Our single, nationwide, IT platform handles all U.S. customer-facing information and covers all ordering channels. This ensures all Region 4 ESC Participating Agency locations are provided the same products, contract pricing, and the order history information.

Our Business-to-Business Delivery Network allows us to maintain a local, regional, and national presence. Our delivery network consists of our own trucks, UPS, and contracted and dedicated third-party carriers to ensure complete nationwide delivery coverage.

ODP Business Solutions provides delivery within the next business day to over 95% of the U.S. We fill and deliver more than 100,000 deliveries a day with an on-time delivery rate of 93%. This accuracy is possible because of its fully integrated warehousing/distribution and delivery network.

C. Describe how Participating Agencies are ensured they will receive the Master Agreement pricing; include all distribution channels such as direct ordering, retail or in-store locations, through distributors, etc. Describe how Participating Agencies verify and audit pricing to ensure its compliance with the Master Agreement.

ODP Business Solutions employs a seamless, nationwide operating system and superior operational technologies, resulting in total quality and consistency for Region 4 ESC Participating Agencies at every step in the process: Order entry, on-time delivery, order accuracy, uniform prices/billing, and reporting integrity.

Having one single operational platform/blueprint throughout the country, affords Region 4 and Omnia Partners the following benefits:

- *Consistent Operations/Service:* Because every location in the ODP Business Solutions system uses the same WMS program, all of the warehouse and delivery operations are performed the same way across the country.
- *Consistent Pricing:* Because every ODP Business Solutions facility uses the same WMS program and AOPS order entry system, Region 4 ESC pricing remains consistent nationwide. Region 4 ESC will share a single Custom Price List and pricing structure for all domestic locations.
- *Consistent Reporting/Integrity:* Because every ODP Business Solutions facility uses the same AOPS order entry system, report consolidation is simple and accurate. Super Users can view all order/pricing activity online throughout the country.
- *Consistent Products:* Each of ODP Business Solutions' 25 distribution centers stock similar mixes of 15,000+ products contained in our full-line, in-stock catalog. The end-user product view on the contract website will be consistent across the U.S.

Access your discounted contract pricing online.

- You can continue to get your contract pricing by placing orders on odpbusiness.com – Orders can be delivered to your home or business address, or you can place orders online for pickup at your favorite Office Depot and OfficeMax retail store locations
- Ordering online gives you more visibility, accountability, and control over what your organization orders — all at your contracted price

Contract Auditing

ODP Business Solutions agrees to provide Region 4 ESC and Omnia Partners the necessary information to verify contract compliance throughout the life of the agreement. We have made a significant investment in creating an organization dedicated to ensuring accurate customer set-up, timely maintenance of customer pricing, and protecting the integrity of our agreements with our customers. To carry out those important responsibilities, we developed an online document management system to calendarize the significant milestones of our legal agreements. This provides us with visibility to time sensitive commitments. In addition to our system enhancements, our Contract Compliance Organization monitors all customer agreements and is responsible for establishing a consistent schedule of inspection, ensuring that Region 4 ESC end users receive the service and pricing ODP Business Solutions has committed to provide. We are the only major supplier that has developed this solution for our customers.

We provide 12-month online order history with complete pricing information so you can review it at any time. This history can be downloaded to an Excel file and used for reporting and audit purposes. We also provide a live, online Bill Management tool as an efficient method to manage your billing.

With our online reporting offerings, customers can audit or pull a report that tells them who performed certain tasks within the system, i.e., add new users, create user ids, etc.

D. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.

ODP Business Solutions will process orders. Shipping and handling with be in conjunction with ODP business unit Veyer and/or UPS or carrier. For purposes of this RFP, the term "subcontractor" does not include those parties involved in ODP Business Solutions' day-to-day business operations, including, but not limited to, third-party logistics vendors, delivery carriers, and customer service providers.

ODP uses a combination of its own Private Fleet delivery vehicles, contracted regional third-party carriers or UPS to ensure complete nationwide delivery coverage. The UPS tracking number will appear on the ODP Business Solutions order tracking screen to enable shipment tracking.

ODP Business Solutions uses our own vehicles and third-party carriers for most of our outsourced deliveries. Several of these carriers have worked with us for 10 years or more. Our primary third-party carriers are:

- Ryder Final Mile
- TForce Final Mile
- Courier Express
- Express Courier
- Capital Express
- Lasership

While each ODP delivery center maintains inventory based on local customer requirements, nationwide ODP Business Solutions ships about 95% of all items ordered from its own inventory and about 5% are shipped from our wholesaler partners, Essendant and S.P. Richards. Special orders may be shipped by the manufacturer.

E. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.

ODP Business Solutions owns and operates a nationwide network of 25 distribution centers (warehouses) for customer delivery. Our distribution centers have a state-of-the-art Warehousing System. We offer two business day delivery in most delivery areas and a goal of high fill rates. Our distribution centers are located in the following cities across the United States.

ODP Business Solutions has 25 distribution centers, numerous cross docks, and our headquarters comprising more than 10,000,000 square feet in the USA. Our distribution centers, ranging in size from 20,000 to over 600,000 square feet, all use a state-of-the-art Warehousing System.

Also see 3.2 C. for locations.

The following is list of ODP Business Solutions distribution centers, organized by state:

Alaska:

- Anchorage DS #557, 201 E 6TH Avenue, Anchorage, AK 99501
- Fairbanks DS #6466, 24 College Road, Fairbanks, AK 99701
- Juneau DS #6858, 8745 Glacier Highway #103, Juneau, AK 99801

Arizona:

- Phoenix DC #5101, 602 South 63rd Avenue, Phoenix, AZ 85043

California:

- Fremont DC #1135, 6700 Automall Parkway, Fremont, CA 94538
- Los Angeles (Signal Hill) DC #5125, 3366 East Willow Street, Signal Hill, CA 90755

Colorado:

- Denver DC #1080, 4600 Havana Street, Denver, CO 80239

Florida:

- Orlando DC #6876, 1801 Cypress Lake Drive, Orlando, FL 32837
- Ft. Lauderdale (Weston) DC #1165, 2925 West Corporate Lake Boulevard, Weston, FL 33331
- ODP Corp HQ, 6600 North Military Trail, Boca Raton, FL 33496

Georgia:

- Atlanta (Buford) DC #1214, 2500 Mill Center Parkway, Buford, GA 30518

Hawaii:

- Waipahu DC #96797, 94-1489 Moaniani Street, Waipahu, HI 96797
- Hilo DC #6888, 280 Maka'ala Street, Hilo, HI 96720
- Lihue DC #6889, 3145 Oiahana Street, Lihue, HI 96766
- Kahului DC #6890, 80 South Hana Highway, Kahului, HI 96732

Illinois:

- Chicago (Itasca) DC #6869, 800 W. Bryn Mawr Avenue, Itasca, IL 60143

Kansas:

- Kansas City (Edwardsville) DC #6874, 2401 Midpoint Drive, Edwardsville, KS 66111

Minnesota:

- Minneapolis (Plymouth) DC #1090, 1105 Xenium Lane #100, Plymouth, MN 55441

Ohio:

- Columbus DC #6877, 1331 Boltonfield Street, Columbus, OH 43228
- Cincinnati DC #1170, 4700 Mulhauser Road, Hamilton, OH 45011

Pennsylvania:

- Bristol DC #6871, 3001 Frost Road, Bristol, PA 19007
- Newville DC #5910, 950 Centerville Road, Newville, PA 17241

Puerto Rico:

- Carolina DC #6891, 887 Km 3.0 Barrio San Anton, Carolina, PR 00984

Texas:

- Dallas (Grand Prairie) DC #1079, 2220 North Highway 360, Grand Prairie, TX 75050
- Houston DC #1127, 6225 West by Northwest Boulevard, Houston, TX 77040

Washington:

- Seattle (Kent) DC #1078, 6805 South 217th Street, Kent, WA 98032

The ODP Corporation operates 1,000 Office Depot and OfficeMax Retail Stores in the USA. Participating Agency end users can place their orders online at www.odpbusiness.com and pick up their orders at any of our stores. Retail stores average 20,000 square feet in size. Participating Agencies can find the closest retail location by using our online store locater: https://www.officedepot.com/storelocator/findStore or by calling 1.888.GO.DEPOT.

3.4 Marketing and Sales

A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:

Upon award of the contract, ODP Business Solutions has a detailed ninety-day plan with our go-to-market strategy to implement the Master Agreement as a supplier and make Public Agencies aware of the contract award.

ODP Business Solutions has implemented tools for sales reps to access collateral and sales related materials. The system, called HighSpot, will allow sales reps to easily locate and send, via email, contract-related collateral as well as offers and sales materials.

Our proposed 90-day strategic nationwide plan is detailed in our response to *Appendix D question 3.3 B. viii.* Sales reps will be made aware of the contact award through corporate announcements, conference calls, email announcements, and regional sales meetings.

i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days

ODP Business Solutions will involve executive regional and local leadership to endorse the award of the contract and communicate to the entire sales team the go-to-market strategy within the first 10 days of the contract. Executive leadership is kept fully informed of this opportunity and will be prepared with their go-to-market strategy.

ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

ODP Business Solutions will begin training and educating the sales force within the first 20 days by utilizing Microsoft Teams meetings, conference calls, regional meetings, Corporate communications, executive leadership announcements, and our collateral management system, HighSpot, which will make training materials accessible to all field reps at any time needed, thus furthering the reach of the training materials.

B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:

Upon award of the contract, ODP Business Solutions has a detailed 90-day plan to market the contract to all participating Public Agencies, both existing agencies as well as customers who are not yet cooperative members. ODP Business Solutions has implemented new tools for Public Sector reps to access collateral and sales related materials.

The new system, called HighSpot, will allow sales reps to easily locate and send out contract related collateral as well as offers and sales materials to both new and perspective customers. Please see our proposed 90 day plan in this section under *3.3.B.viii*.

i. Creation and distribution of a co-branded press release to trade publications

ODP Business Solutions will create a press release with quotes from OMNIA/Region 4 ESC and ODP Business Solutions executives announcing the contract and highlighting benefits of the partnership. ODP will create and distribute a co-branded press release both internally and to trade publications – including, but not limited to, American City & County, Government Procurement.

ii. Announcement, Master Agreement details and contact information published on the Supplier's website within first 90 days

ODP Business Solutions will create a press release with quotes from OMNIA/Region 4 ESC and ODP executives announcing the contract and highlighting benefits of the partnership. We will create and distribute a co-branded press release both internally and to trade publications – including, but not limited to, American City & County, Government Procurement.

iii. Design, publication and distribution of co-branded marketing materials within first 90 days

ODP Business Solutions is committed to providing our sales teams with the tools they need to successfully communicate the values of this contract upon award. Our marketing team has developed a robust plan to ensure we deliver these elements.

To better serve sales representatives' ability to search, locate and send collateral to new and perspective customers, we have adopted a collateral management system. HighSpot collateral management has expanded search capabilities and will allow materials to be sent via email directly from Salesforce – our CRM system.

iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement

ODP Business Solutions is committed to supporting OMNIA Partners at all national events, including the NIGP Annual Forum, NPI Conference, as well as regional events, including Chapter Meetings, Regional Summits, etc.

ODP has already committed to our NIGP Sponsorship and our place at the NIGP Annual Forum in August 2023 and OMNIA Connections in September 2023. Additionally, we support the

Region 4 ESC Teacher, Principal, and Superintendent recognition events through direct Platinum sponsorship and supplying give-way items for the teachers and principals who attend the events.

v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.

ODP Business Solutions has already committed to participate in the NIGP Annual Forum and has selected our booth space, which will be staffed by ODP representatives, including support from Marketing and local area sales representatives.

As in the past, ODP Business Solutions will assist with promotion and marketing efforts for the Forum, including advertising in trade publications as well as direct support for the sponsor lounge and other projects as directed by OMNIA Partners. In the past we provided technical assistance with the sponsor lounge, involving our vendors to supply monitors, etc.

ODP historically has procured a 20x20 booth at the NIGP Forum, served refreshments in the booth, and provided games and give away items for the show attendees. Our booth continues to be one of the most popular at the show.

ODP Business Solutions also attends Business Council events at the NIGP Forum, including panel discussions and planning meetings.

ODP has also historically participated in the following conferences to drive public sector awareness of solutions available including the use of cooperative agreements; ASBO, CASBO, AESA, Ed Spaces & ITSE. Each year participation is determined based on a variety of factors.

vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement

Arrangements are already in place for advertising in trade publications to support the contract throughout various terms of the agreement. Additional advertising will be purchased to support various marketing efforts in conjunction with OMNIA Partners. These publications include, for example, American City & County and Government Procurement.

vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)

ODP Business Solutions is committed to providing our sales teams with ongoing marketing and promotional materials to support the contract throughout its term. Collateral pieces will be newly designed to support initiatives and updated to continue the support of existing programs. All collateral will be presented to OMNIA Partners for approval before distribution. Our new collateral management system, HighSpot, will be key in allowing sales reps unhindered access to presentations and promotional materials, as well as an efficient way to send to customers directly from Salesforce, our standard CRM tool.

viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:

- OMNIA Partners standard logo;
- Copy of original Request for Proposal;
- Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier;
- Summary of Products and pricing;
- Marketing Materials
- Electronic link to OMNIA Partners' website including the online registration page;
- A dedicated toll-free number and email address for OMNIA Partners

ODP Business Solutions currently maintains a dedicated OMNIA Partners web-based home page on our www.odpbusiness.com website.

https://www.odpbusiness.com/l/prelogin/industry-solutions/government?promo_name=marketing&promo_id=industry_solutions&promo_creative=government

ODP Business provides content to OMNIA Partners to keep our product and solution offering current on their website:

https://www.omniapartners.com/suppliers/odp-business-solutions/public-sector/contract-documents

ODP commits to keep content fresh and relevant.

We will use a logo that OMNIA Partners / Region 4 ESC has pre-approved and it will include all of the items listed under viii. above, as requested..

D. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.

ODP Business Solutions agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo(s) in marketing communication and promotions within the logo guidelines we will specify. We agree that our use of the OMNIA Partners logo will only be done with your permission.

E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:

   i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
   ii. Best government pricing
   iii. No cost to participate
   iv. Non-exclusive

ODP Business Solutions acknowledges and agrees to E. within the terms of our final agreement.

F. Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:

   i. Key features of Master Agreement
   ii. Working knowledge of the solicitation process
   iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
   iv. Knowledge of benefits of the use of cooperative contracts

ODP Business Solutions understands. Immediate mobilization of ODP's cross-functional departments responsible for the successful launch and support of the new program will include:

Sales Training

ODP's dedicated team of Cooperative Contract National Account Managers will be responsible for the implementation of the OMNIA Region 4 ESC Contract. This dedicated team of people will work closely with our local sales representatives as well as our inside sales representatives, ensuring all teams are properly trained to service customers participating in the OMNIA Region 4 ESC contracts. Training will include webinars highlighting the details of the program and positioning of the OMNIA Region 4 ESC furniture & installation offering.

Sales team training is a continuous process commencing with the contract implementation and continuing through the term of the contract, including any renewals and extensions. All appropriate Sales Representatives are trained in special sessions or during the weekly regional

sales meetings by the dedicated Cooperative National Sales Account Managers. All mutually agreed special promotions and programs will be introduced during these meetings and all local Account Managers will be provided the necessary Sales Sheets and other promotional material appropriate for their customer base.

G. Provide the name, title, email and phone number for the person(s), who will be responsible for:
   i. Executive Support

Executive Support

David Centrella

President, ODP Business Solutions; EVP, The ODP Corporation

- 25+ Years w/ ODP
- University of Florida's Fisher School of Accounting, B.A.
- (561) 438.4800 | David.centrella@odpbusiness.com

David was named President of ODP Business Solutions in May 2022. In this role, he is responsible for core B2B sales and operations across all customer segments and vertical markets, including through Grand & Toy and ODP's Federation Entities.He has held various roles, the most recent as Sr. VP of FP&A.

Steve Blyth

Sr. Vice President, Public

- 3 Years w/ ODP
- 22 years with Cintas Corporation
- (630) 418-0217 | Steven.blyth@odpbusiness.com

Steve was named SVP of the Business Service Division in February 2020. He is responsible for ODP's growth strategy in North America for the mid-market and strategic customer segment which includes acquisition and retention. Before taking on this current role, Steve served in various Senior leadership roles over a 22-year career with Cintas.

ii. Marketing

Marketing

Josie Sandoval

Senior Marketing Analyst

- 6+ Years w/ ODP
- BS – University of Florida
- (561) 438-6084 | josie.sandoval@odpbusiness.com

Josie Sandoval manages Public Sector marketing for ODP Business Solutions. In this role, she is responsible for developing the marketing strategy and executing campaigns to grow and support public sector. Josie joined the company in 2017 and has held previous roles in Private Brand. She received her Bachelor of Science degree in Advertising from the University of Florida.

iii. Sales

Program Sales Team

Valya Broyer

Vice President, Public Sector

- 30+ Years w/ ODP
- (303) 704-8107 | valya.broyer@odpbusiness.com

Responsible for the public sector organization and development of public sector customers. Cultivates and manages the OMNIA partnership to increase organizational engagement and grow the cooperative portfolio.

Drew Tuller

Program Manager, Public Sector Education, and Government

- 15+ Years industry experience
- BS – Daniel Webster College
- (518) 538-1948 | drew.tuller@odpbusiness.com

Responsible for the growth and management of OMNIA Partner contracts with a focus on Region 4 ESC contracts.

Drives growth by working with the agency, cooperative partner, and local sales teams.

Jennifer Jimenez

National Program Manager, Public Sector

- 15+ Years w/ Office Depot
- BS – San Jose State University
- (408) 603-9011 I Jennifer.jimenez@odpbusiness.com

Responsible for the cultivation & management of contracts partnered with OMNIA Partners with a focus on the Region 4 ESC & Oregon State University contracts. Foster dialogue with the agency, cooperative partner and local sales teams for optimal outcomes.

Krystal Gilbert Schafer

Program Manager, Public Sector Education, and Government

- 14+ Years Industry experience
- BS – University of Arkansas
- (870) 703-0454 | krystal.gilbert@odpbusiness.com

Responsible for the cultivation & management of contracts partnered with OMNIA Partners with a focus on Region 4 ESC, Florida International University and City of Tamarac cooperative contracts. Foster dialogue with the agency, cooperative partner and local sales teams for optimal outcomes.

iv. Sales Support

Sales Support

Les Levy

Service Consultant- Public Sector & International

- 25+ Years – Office Industry Experience (5 years with ODP)
- (646) 573-1004 | les.levy@odpbusiness.com

Responsible for supporting the OMNIA partner contracts and clients in the Public Sector.

Diane Turley

Global Service Consultant

- 16 + Years w/ ODP
- BA – University of Texas (Arlington)
- (817) 475-2079 | diane.turley@officedepot.com

Responsible for supporting the OMNIA partner contracts and clients.

Diane Turley
Global Service Consultant
16 + Years w/ Office Depot
BA – University of Texas (Arlington)
(817) 475-2079 | diane.turley@odpbusiness.com
Responsible for supporting the OMNIA partner contracts and clients.

Shannon Hunter

Vice President Sustainability

- 9 Years w/ ODP Corporation
- BS – Truman State University
- shannon.hunter@veyerlogistics.com

Lead the Sustainability program at The ODP Corporation including strategy development and implementation focused on supporting the company roadmap and helping customers reach their goals.

v. Financial Reporting

Financial Reporting

Richard Calhoun

Sr. Manager, Customer Rebates

- 10 Years w/ ODP
- BS in Accounting, Northeastern University
- (561) 395-4001 | richard.calhoun@officedepot.com

Rich manages the Customer Rebate Team for the Business Solutions Division. He works closely with the Sales Team to develop pricing and rebate structures best suited to the customer's served under the Region 4 Program and with his team, Sales, Accounting and Finance to assure that all rebate calculations and reporting are accurate and payments are made on a timely basis.

vi. Accounts Payable

Accounts Payable Team

Accounts Payable Team

- Hours of Operation: 8 am – 5 pm Eastern
- Location: ODP Corporate Headquarters
- (844) 259-9131

Two groups in Accounts Payable provide support to our Vendors. The AP Rep group provides support for Expense Vendors. The AP Tech group provides support for Merchandise Vendors.

vii. Contracts

Contracts & Contract Compliance

Valya Broyer

Vice President, Public Sector

- 30+ Years w/ ODP
- (303) 704-8107 | valya.broyer@odpbusiness.com

Responsible for the public sector organization and development of public sector customers. Cultivates and manages the OMNIA partnership to increase organizational engagement and grow the cooperative portfolio.

H. Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.

ODP Business Solutions recognizes that an important aspect of a successful relationship is ensuring consistent fanatical customer service. That is why we have divided our Business Services Division (BSD) team into regions across the U.S., with our Boca Raton, Florida based corporate headquarters as the operations site for BSD Program Support Services and the national Help Desk. Our team consists of over 50 field-based Strategic Business Development Managers (BDMs) that target new customers and Strategic Account Managers (SAMs) that work with strategic existing customers to ensure customer satisfaction and grow the partnerships where mutually beneficial.

Field Account Management Team

We have over 1,200 Sales Representatives to help design and deliver a facilities program to meet business requirements. In addition, we have 1,300 Customer Care Representatives, 55+ sales

offices and 25 distribution warehouses/delivery stores nationwide to support our national account program.

Onsite Field Support and Education

We will provide each participating agency with ongoing, cost-effective analysis of the products purchased and recommendations of the best assortment based on your buying trends. In addition, your end-users will receive our BSD Internet User's Guide, a professional training guide with step-by-step instructions that supports both our direct ordering customers and punchout systems.

Your account team will help Participating Agency locations improve efficiencies and lower costs through customer education shows, product knowledge events, and other educational seminars for BSD customers. Also, we offer Business Reviews to ensure the right products are being ordered for the Member's organization, that costs are minimized, recycled or MWDVE spend rates are on target, and value-added services are being provided.

State-of-the-Art Technology

We offer demand management to help Participating Agencies purchase best value products by electronically routing purchases of items that are a better value. We also offer a solution-oriented eProcurement platform, using third party software systems such as Ariba, Commerce One, and Oracle that profile and maintain ordering channels of your account. Other customer offerings include customized billing, EDI mapping, and other electronic solutions.

I. Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.

ODP Business Solutions has a loyal, long-standing cooperative public agency base of more than 20,000 public and non-profit agencies. The cooperative customer platform has historically been one of our best performing customer segments from an overall growth perspective. ODP will launch the OMNIA/Region 4 ESC program and position itself as a leader in this space by leveraging the following strengths:

- A powerful brand name and loyal ODP customers
- Extensive K-12 knowledge and large customer base
- Efficient marketing and sales capabilities and execution
- Long term customer relationships
- Breadth of vendors/brands and vast selection of supplies and equipment
- Collaborative Marketing with industry leaders
- Showcase quality private brand program and environmentally preferable options

We will use the following marketing vehicles to communicate the benefits of the Region 4 ESC contract, the value ODP provides and our commitment to public sector:

- Email
- Web
- Social Media
- Direct Mail
- Co-branded on-line catalogs
- DemoFlick video – An infographic style video

I. (I2) Explain in detail how Supplier will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.

Leveraging our relationships with more than 20,000 public sector entities, ODP Business Solutions will utilize our existing customer case studies and best practices, as well as demonstrate credibility through our associations with industry leaders and publications. We will also employ public relations efforts via interviews, news conferences and engagement with key media contacts and editorial reporters.

ODP Business Solutions takes a team approach to implementing and supporting a contract of this size and significance. Several groups within the ODP organization will be aligned to ensure the seamless execution and ongoing management of our OMNIA/Region 4 ESC/ODP contract. This multi-disciplinary approach will include the following:

- Merchandising Team – goes to market focused specifically on the public sector
- Pricing Group – ensures that items reflect contract pricing at all times
- Contract Compliance Team – ensures that all bidding and pricing practices are in compliance and uphold the OMNIA/Region 4 ESC/ODP partnership agreement
- Legal Team – provides guidance on contract execution and supports ongoing regulatory needs
- Marketing Team – dedicated to providing timely communication, awareness and lead generation campaigns and supporting sales tools applicable to our public sector customers
- Green Staff – committed to supporting public agencies with the tools and knowledge necessary to meet their green objectives
- Ecommerce Team – continually offers innovative solutions to answer the ever-changing demands of today's procurement professionals
- Training Organization – provides new and existing sales professionals with ongoing training solutions focused on public agency solutions
- Finance and Billing Departments – provide efficient reporting and billing solutions to meet the evolving needs of our OMNIA/Region 4 ESC Participating Agencies
- Customer Service Organization – understands the nuances of large contracts and works to provide participating agencies with top notch customer care

- Delivery Network – provides dependable next-day delivery supported by industry-leading order tracking solutions
- Sales Organization – committed to delivering solutions that are relevant and timely for public agencies and always putting the customer's needs first

J. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

As ODP Business Solutions does not publicly report account specific data, it is our approach to maintain continuity is this reporting practice and elect to not provide that information in this response. As ODP and OMNIA Partners have developed a significant partnership, we will continue to provide agency reporting as required and outlined in *Appendix D, Exhibit E*.

K. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

As described in our response to *Tab 3, xii.* and *xv.*, ODP Business Solutions employs a seamless, nationwide operating system and superior operational technologies, resulting in total quality and consistency for Participating Agencies at every step in the process – order entry, on-time delivery, order accuracy, uniform prices/billing, and reporting integrity.

Having one single operational platform/blueprint throughout the country, affords Participating Agencies the following benefits:

- *Consistent Operations/Service*: Because every location in the ODP Business Solutions system uses the same WMS program, all of the warehouse and delivery operations are performed the same way across the country.
- *Consistent Pricing*: Because every ODP Business Solutions facility uses the same WMS program and AOPS order entry system, OMNIA Region 4 ESC pricing remains consistent nationwide. Participating Agencies will share a single Custom Price List and pricing structure for all domestic locations.
- *Consistent Reporting/Integrity*: Because every ODP Business Solutions facility uses the same AOPS order entry system, report consolidation is simple and accurate. Super Users can view all order/pricing activity online throughout the country.
- *Consistent Products*: Each of ODP Business Solutions' 25 distribution centers stock similar mixes of 15,000+ products contained in our full-line, in-stock catalog. The end-user product view on the contract website will be consistent throughout the country.

Because of our integrated computer systems, national account customers are guaranteed that they will receive consistent service nationwide. Pricing structures, billing, and usage formatting are all password protected; only authorized ODP Business Solutions Associates in our National Account Maintenance Group can make changes to the structures of national accounts. Order processing nationwide is uniform in execution, and we encourage the use of our password

protected Internet site odpbusiness.com, which provides all end users instant access to their national pricing as well as live inventory levels.

The ODP Business Solutions website is available to our customers 24 hours, 7 days a week.

Order Management / Restrictions

In order to assist you in controlling costs, ODP Business Solutions has created a variety of order restrictions to support standardization of product purchases and control the dollar purchases for a specified period.

Product standardization can be accomplished at the account level by restricting users to a specified list of items or by presenting a standardized list to the user first, before allowing them to purchase outside the list. Furthermore, we can place restrictions at the account level and allow individual users the ability to override the restrictions either with or without approval, but the item will appear to be restricted when viewing it on the site.

Restrictions can be setup to exclude purchases of:

- A specific set of items identified by item number
- All items made by one or more Manufacturers
- All items belonging to one or more Product Categories
- All items belonging to one or more Product Classes
- All of the above

A maximum dollar amount restriction can be specified by:

- Account
- Department
- Order
- Line
- All of the above

Payment Options

Transactions may be paid via EFT, P-Card, Point-of-Sale Purchasing, credit card, or check via electronic and/or mailed invoice (Summary or Standard). Note: P-Card and credit card are only accepted at time of order placement.

eCheck payments are accepted by ODP Business Solutions over the phone. Participating Agencies can call the ODP Business Solutions customer service line, their AR contact, or self-service via our on-line Bill Management system. They will need to have their ACH routing number and checking account number as well as a list of invoices to be paid. Before making the first eCheck payment, Participating Agencies should contact their bank to list ODP Business Solutions as approved to electronically debit their checking account. This method of payment will apply to the invoices immediately and is the fastest, cheapest and most reliable method of payment for ODP Business Solutions.

ACH payments are accepted by ODP Business Solutions if the Participating Agency's bank transmits those payments in industry-standard format CTX-820. This is the only format that reliably allows our bank to receive the remittance information for the payment and to transmit it to ODP Business Solutions so that the payment will apply without manual intervention. If a Participating Agency is not familiar with CTX-820, their AP department or bank will be. This method typically shows on your account within 1-2 business days and is applied to the invoice the same day that the payment is received if the Participating Agency sends full invoice numbers and dollar amounts as remittance with the payments.

If a Participating Agency cannot/prefers not to pay through either of the two electronic methods, then paper check is an acceptable method of payment that works well for ODP Business Solutions. Participating Agencies can send a check to the lockbox address referenced on their invoice, along with a list of invoices and dollar amounts to be paid by the check. The checks are typically received through the mail in 5-10 business days and are applied to your account the same day that the check is received at our bank when the proper remittance is included with the payment. To reiterate, to apply your payments timely and accurately, we simply need the invoice number(s) and amount you are paying for each invoice.

ODP Business Solutions supports the following electronic transactions:

- Purchase orders:
  - CXML
  - xCBL
  - XML
  - XML Direct
  - EDI – 850 ANSI X12
- Electronic Purchase Order Confirmations:
  - EDI – 855
  - cXML
  - xCBL
  - Email (if the email contact is sent on a purchase order or to a customer specified default central email address)
- Advance Ship Notices
  - EDI 856
  - cXML
  - xCBL
- Invoicing:
  - Online Billing (Available via internet)
  - cXML – Invoicing
  - xCBL
  - EDI – 810 ASNI X12

- Electronic invoices in Flat files (format customized) in text, csv or Excel, Lotus & Access format. Data can be sent via the following media: email or FTP direct to customer's server, delivered on

- Electronic Payments:
  - EDI – 820 – EFT Payment/Remittance Advice via Automated Clearing House

P-Cards vs Ghost Cards

ODP Business Solutions can accept payments by using a corporate credit card. We do not handle ghosted cards. We provide Level III reporting to the credit card company. Our customers can use Visa, MasterCard, American Express and Discover cards for payment. Credit card payments are completed at the time of delivery and are not accepted to pay invoices on account billing statements.

ODP Business Solutions can accept P-Card as at purchase form of payment. The P-Card may be preset as a default form of payment (Virtual Card) or provided on the purchase order, through Ariba.

ODP Business Solutions uses a secured website and encrypted emails as a minimum. In addition, ODP Business Solutions safeguards payment card information according to applicable Payment Card Industry Data Security Standard requirements. Finally, ODP Business Solutions has a data transmission standard which applies to the transmission of any data outside of its' networks, including PII and confidential/restricted information. Additionally, we conform to the principles outlined in the Payment Card Industry Data Security Standard ("PCI DSS") where applicable. Please see the Information Security Posture Statement for details.

Billing Accuracy Tracked and Reported

Our goal is to maintain a 100% billing accuracy rate. Anything below this is unacceptable! Our system enhancements prevent the occurrence of billing errors common in the industry.

ODP Business Solutions holds a key advantage over its competitors on the management and billing of our accounts. As we are one of the few companies to operate on a single platform with centralized control, we do not experience billing issues that were common with agreements in years past.

At the start of the agreement the contract is loaded into our AOPS system and audited for accuracy. Participating Agency locations are loaded into the systems and tied to the contract. Once this is done the system is locked down. Any changes to the system must then go through our accounts department and be approved by the Participating Agencies.

ODP Business Solutions monitors the Daily Outstanding Balances (DOB) of each individual customer. Lengthy payment trends are analyzed to determine the measures needed to bring our customer's account back to the agreed upon payment cycle.

Our measurement of the accuracy is manual and can take place several ways. Depending on the pricing methodology, we may agree to an audit of our customer bills by the Participating Agency or a designated third party.

Billing and Invoicing Options Overview

The ODP Business Solutions billing system is flexible, designed to provide you with invoicing compatible with your systems whenever possible. During contract implementation your requirements are identified, and the formats built and reviewed during our discussions. You have four (4) fields in our invoice format for Participating use as needed (cost center, etc.) including validation capability. Different options are available, depending on whether the billing is in paper or electronic format.

E-Billing

Completely electronic billing with all the advantages of paperless operations.

Invoice Billing

An invoice is generated for each order placed by your buyers at the time of order shipment. Your invoice can be sent either in daily or weekly intervals directly to the primary address or indirectly to the "ship to" location(s).

Consolidated Billing

Consolidated or summary bills are generated for all orders reconciled within an agreed time period, weekly, semi-monthly, or in monthly intervals, directly to the primary address or indirectly to the "ship to" location(s) by paper or directly to the primary address electronically.

Payment Options

Invoices may be paid via EFT, P-Card point-of-sale purchasing, or check via electronic and/or mailed invoice (Summary or Standard).

Bill Management

Our enhanced, online self-service system puts all your billing information and time-saving account management tools right at your fingertips, 24/7. Advanced search capability enables invoices sorting by:

- Quickly accessing your account summary and detailed billing information to determine what is paid and what is outstanding.
- Searching for invoices by date, due date, purchase order or invoice number, ship to location or transaction type.
- Drilling down into invoice activities, including payments, credits and adjustments.
- Viewing, printing, or download your invoices, in a variety of formats, such as Excel, PDF, CSV, etc.

More Features for added Convenience

- Use our streamlined payment and online dispute processing features:
- Pay one or multiple invoices at a time in one simple transaction.
- You can dispute an invoice online and receive a tracking number to follow its progress.
- A dedicated team will work to resolve your issue efficiently and effectively.

Our Billing department can help you with all billing issues. You will be given a contact name and phone number of the Sales associate who will be managing your account. They can engage a Billing Analyst to assist with any billing questions or concerns you may have.

PLATFORMS

ODP is an industry leader in external integrations and has been working with many customers using cXML transaction format. Many customers take advantage of user-level punchout which allows users to have an individualized experience.

Also, our Punchout platform has a responsive design which will accommodate users who are connecting via mobile, tablet or PC.

For customers integrating with ODP Business Solutions through an ERP or Marketsite provider, a testing platform and credentials are always provided by ODP Business Solutions.

Because of our integrated computer systems, national account customers are guaranteed that they will receive consistent service nationwide. Order processing nationwide is uniform in execution, and we encourage the use of our password protected Internet site odpbusiness.com, which provides all end users instant access to their national pricing as well as live inventory levels.

The ODP Business Solutions website is available to our customers 24 hours, 7 days a week.

ODP Business Solutions' products are all identified by a unique "Stock Keeping Unit" (SKU) number. Our centralized Item Setup and Replenishment Department is located at our headquarters in Boca Raton, FL, to create and maintain our item product files. Both our ordering system and our warehouse system operate on a single platform nationwide, allowing for product consistency regardless of store or distribution center.

ODP Business Solutions constantly improves the user experience. Enhancements occur on a regular Agile Sprint cycle, approximately every 2 weeks.

In 2020 ODP Business Solutions responded to the needs of our mobile customers, by launching the site in responsive format. This approach makes the ODP Business Solutions website render well on a variety of devices and window or screen sizes from minimum to maximum display size to ensure optimum user experience.

ORDERING METHODS

With 36 years of experience continually driving improved ordering processes, ODP Business Solutions has developed several ordering tools for our customers. We offer significant order entry flexibility and automation. Available options are discussed below.

Phone, Fax, Email

ODP Business Solutions provides nationwide toll-free service for both phone and fax orders. Our Customer Care Professionals are empowered professionals who have complete product knowledge and a drive for providing exceptional service. Requisition forms are also available; you need only to write in the requested quantities.

Internet Ordering

The ODP Business Solutions internet ordering system stands out in the industry for how easily it can be configured to meet workflow requirements. Our internet ordering system offers a full online catalog, as well as ordering tools such as live inventory, order history and custom shopping lists. The website is secure and encrypted from the time of login to the time of exit for any ODP Business Solutions customer who orders via the internet. Please find a description of our online ordering website provided in our proposal.

Electronic Data Interchange (EDI)

EDI technology has been used since 1989 by ODP Business Solutions customers to speed purchasing, invoicing, and banking. Typically, EDI systems employed by our customers are often linked directly to corporate accounting systems. EDI users have the option to create their order in an interactive mode using the search and browse capabilities of the ODP Business Solutions Internet catalog. After you create the order, it is routed back to your EDI system. There, it is converted to the universally accessible ANSI x.12 format before being sent through the standard EDI processing.

E-Procurement Integration

ODP Business Solutions processes well over 100,000 orders per week via third-party e-procurement platforms. We can integrate through EDI or XML for a dynamic punch-out experience. We are one of the largest suppliers on the Ariba network and the Perfect Commerce platform. We have agreements with all of the major players in the third-party e-procurement market, including PeopleSoft, Jaggaer (SciQuest), Oracle, Data Stream, and SAP.

ONLINE ORDERING OVERVIEW

ODP Business Solutions offers a fully integrated, real-time, business-to-business website. The site is owned, managed, and maintained by ODP Business Solutions. As an E-Commerce pioneer, ODP Business Solutions has connected more than 325,500 mid-to-large corporations with over 1,388,000 users. Over 84% of our contract business comes via the internet.

Today's competitive business climate requires efficient, lean operations by doing more with less. The ever-evolving architecture of the site is designed to provide a one-stop reference/research tool, increase productivity, reduce expenses, and lower the overall cost of managing the office products commodities. With the constant updates/enhancements to the site, ODP Business Solutions continually offers added value and convenience with our world class E-Commerce solutions.

Our contract customer website offers the following advantages:

Excellent Management Tools:

- Dashboard – Spend analyses tool at your fingertips. Compare month to month spend, User buying behavior, spend by ship-to, or accounting fields such as cost center or department. Data updated monthly to provide rapid response and easy download.
- Bulletin Board – to communicate program information and post your logo
- Billing Information – reprints of invoices or packing slips

- Order Tracking – 12 months of Order History, Order delivery tracking
- Set Spending Limits – create hierarchy restrictions, approvals, workflow process levels
- Email Approval Release – online email approval release (HTML)
- Price Verification – see your contract prices on all items
- Administrator User – approved management 'super users' have the ability to create and manage user profiles, ship-tos, restrictions, approvals, etc.
- Group Login Identities – optional single login for cost centers, locations, departments, etc.
- SUMA (Single User Multiple Accounts)– Access to multiple linked identities through single login.
- Core/Contract item identification - Best Value Best Value or Contract Items Contract Items icons, Items identified with these icons may be resorted to the top of the search results to help direct users toward your preferred items
- Four Accounting Fields – for customization and identification of cost centers and billing/orders information

Easy to Use:

- Shopping Lists – create Corporate-wide and Personal shopping lists
- Real Time Inventory – make informed choices based on real product shipping location inventory
- Online Backorder – backorder information, providing alternative options
- Online Returns – simplest and fastest method available for item pickup and credit
- Subscriptions – Receive products on a recurring basis, frequency cycle options from weekly to every 6 months. —a convenient and personalized way to buy what you want and need. Subscriptions may be quickly and easily cancelled
- Order Reminders – schedule reoccurring or one-time reminders
- Future Orders – flexible delivery dates, or build your shopping cart for later orders
- Advanced Search – narrow your results by product, category, description, use, price, size, etc.
- Toner/Ink Find – fast method to search by manufacturer, make, and model for those supplies that fit your machine.
- Compare Items – side-by-side comparisons, describing function, and capabilities
- Order Notification – detailed user and order information on your approved orders includes order delivery status
- Live Online Chat – instant message our customer service for any questions you may have on a product recommendation, order status, or online web functionality

Many Categories – Huge Selection:

- Print on Demand – download your customized jobs directly on the same site and have them delivered with your supplies
- Technology Products – we offer over 300,000 products from more than 500 manufacturers
- Furniture – we stock over 1,000 furniture items in our warehouses
- Janitorial and Breakroom – hundreds of the most common items you need

- Promotional Items – put your logo/brand or special event information on just about anything
- Brand Identity – download and create your own stationery, or pull from your private warehoused items we have already created

L. Provide the Contract Sales (as defined in Section 12 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

$_____.00 in year one
$_____.00 in year two
$_____.00 in year three

To the extent Supplier guarantees minimum Contract Sales, the Administrative Fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

ODP Business Solutions has demonstrated over the years we have been partnering with Region 4 ESC & OMNIA Partners that we will produce strong results within the framework of the economic structures under which our Public Sector customers operate. We do not believe it is within our ability to in any way control the funding of our customers' budgets and have determined to actually guarantee any level of sales is not a step we can take as faithful representatives of our shareholders. We will consider discussing this with OMNIA Partners if you believe it is necessary.

M. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).

ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.

iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).

iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail Supplier's strategies under these options when responding to a solicitation.

ODP Business Solutions is unable to comply with the above Paragraph M (ii). ODP will respond to all Public Participating Agency solicitations and requests respecting the commitments made in this offer and any subsequent contract based on this offer. Agencies requesting a specific program will receive an offer for that program and, if they request a second offer, we may propose this program should we receive an award. Most agencies do not accept multiple offers from a single vendor.

Exhibit C
Master Intergovernmental Cooperative Purchasing Agreement, Example

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MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (this "**Agreement**") is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate ("**Principal Procurement Agencies**") with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector, Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities, and/or NCPA LLC, a Texas limited liability company d/b/a National Cooperative Purchasing Alliance (collectively, "**OMNIA Partners**"), in its capacity as the cooperative administrator, to be appended and made a part hereof and such other public agencies ("**Participating Public Agencies**") who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the "**OMNIA Partners Parties**") by either registering on the OMNIA Partners website (www.omniapartners.com/publicsector or any successor website), or by executing a copy of this Agreement.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into "**Master Agreements**" (herein so called) to provide a variety of goods, products and services ("**Products**") to the applicable Principal Procurement Agency and the Participating Public Agencies;

WHEREAS, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.

2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(j), as may be amended from time to time. The Participating Public Agencies further

acknowledge and agree that they are solely responsible for their compliance with all applicable "safe harbor" regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider; provided that the foregoing shall not prohibit Participating Public Agency from furnishing health care services so long as the furnishing of health care services is not in furtherance of a primary purpose of the Participating Public Agency.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program, provided that the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency's sole discretion.

7. The Participating Public Agencies (each a "**Procuring Party**") that procure Products through any Master Agreement or GPO Product supply agreement (each a "**GPO Contract**") will make timely payments to the distributor, manufacturer or other vendor (collectively, "**Supplier**") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS

AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) registration on the OMNIA Partners website or the execution of this Agreement by a Participating Public Agency, as applicable.

Participating Public Agency:	**OMNIA Partners, as the cooperative administrator on behalf of Principal Procurement Agencies:** **NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY COMMUNITIES PROGRAM MANAGEMENT, LLC**
Authorized Signature	Signature Sarah E. Vavra
Name	Name Sr. Vice President, Public Sector Contracting
Title and Agency Name	Title
Date	Date

Exhibit D
Principal Procurement Agency Certificate, Example

PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

In its capacity as a Principal Procurement Agency (as defined below) for National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector ("**OMNIA Partners**"), [PPA Name] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as _____of and on behalf of **[PPA Name] ("Principle Procurement Agency")**, that I have read and hereby agree to the general terms and conditions set forth in the attached Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through OMNIA Partners.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PPA Name]_____

_____
Signature

_____
Name

_____
Title

_____
Date

Exhibit E
Contract Sales Reporting Template

Contract Sales Report submitted electronically in Microsoft Excel:

OMNIA PARTNERS			Supplier Name:		Total Sales	$0.00										
			Contract Number:		Admin Fee %											
			Reporting Period:		Total Admin Fee	$0.00							FOR OMNIA USE ONLY			
Supplier Internal ID	ID	Name	Street Address	Street Address 2	City	State	Postal Code	Transaction Date	Sales Amount	Admin Fee %	Admin Fee	Notes	Wildcard	UniqueId	Rebate Due	Rebate Name

Exhibit F
Federal Funds Certifications

FEDERAL CERTIFICATIONS

ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.

DEFINITIONS

Contract means a legal instrument by which a non–Federal entity purchases property or services needed to carry out theproject or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non–Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award orsubaward

Contractor means an entity that receives a contract as defined in Contract.

Cooperative agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non–Federal entity that, consistent with 31 U.S.C. 6302–6305:

(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non–Federal entity to carry out a public purpose authorized by a law ofthe United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;

(b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non–Federal entity in carrying out the activity contemplated by the Federal award.

(c) The term does not include:

(1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or

(2) An agreement that provides only:

(i) Direct United States Government cash assistance to an individual;

(ii) A subsidy;

(iii) A loan;

(iv) A loan guarantee; or

(v) Insurance.

Federal awarding agency means the Federal agency that provides a Federal award directly to a non–Federal entity

Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

(a)(1) The Federal financial assistance that a non–Federal entity receives directly from a Federal awarding agency orindirectly from a pass-through entity, as described in § 200.101 Applicability; or

(2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non–Federal entityreceives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §
200.101 Applicability.

(b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).

(d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

Non–Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Nonprofit organization means any corporation, trust, association, cooperative, or other organization, not including IHEs,that:

(a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
(b) Is not organized primarily for profit; and
(c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

Obligations means, when used in connection with a non–Federal entity's utilization of funds under a Federal award, orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non–Federal entity during the same or a future period.

Pass-through entity means a non–Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Recipient means a non–Federal entity that receives a Federal award directly from a Federal awarding agency to carry outan activity under a Federal program. The term recipient does not include subrecipients.

Simplified acquisition threshold means the dollar amount below which a non–Federal entity may purchase property orservices using small purchase methods. Non–Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by theFederal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is $250,000, but this threshold is periodically adjusted for inflation.(Also see definition of § 200.67 Micro-purchase.)

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individualthat is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non–Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Termination means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

The following provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Per FAR 52.204-24 and FAR 52.204-25, solicitations and resultant contracts shallcontain the following provisions.

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment(Oct 2020)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered

telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

(a) *Definitions.* As used in this provision—

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) *Representation.* The Offeror represents that—

(1) It □ will, □ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It □ does, □ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer.

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

If the service is related to item maintenance: A description of all covered telecommunications services offered (include on

the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(A) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020).

(a) *Definitions.* As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (*e.g.*, connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (*e.g.*, fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means–

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means–

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(5) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (*e.g.*, connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (*e.g.*, voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition*.

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements;

or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at https://dibnet.dod.mil. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at https://dibnet.dod.mil.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the

order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

The following certifications and provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of $10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES VB Initials of Authorized Representative of offeror

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations

(29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti- Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES_____VB_____Initials of Authorized Representative of offeror

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree? YES_____VB_____Initials of Authorized Representative of offeror

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES_____VB_____Initials of Authorized Representative of offeror

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the

Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA)

In the event Federal Transit Administration (FTA) or Department of Transportation (DOT) funding is used by Participating Public Agency, Offeror also agrees to include Clean Air and Clean Water requirements in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA.

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the Executive Office of the President Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

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

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? YES VB Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition. Additionally:

(1) The Contractor agrees to comply with 49 USC 5323(j) and 49 CFR Part 661, which provide that federal funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7.A general public interest waiver from the Buy America requirements applies to microprocessors, computers, microcomputers, software or other such devices, which are used solely for the purpose of processing or storing data. This general waiver does not extend to a product or device that merely contains a microprocessor or microcomputer and is not used solely for the purpose of processing or storing data. Separate requirements for rolling stock are set out at 5323(j)(2)(C) and 49 CFR 661.11.

(2) A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

The following certificates titled FTA and DOT Buy America Certification should be completed and returned with the response as part of FTA and DOT requirements.

FEDERAL TRASIT ADMINISTRATION (FTA) AND DEPARTMENT OF TRANSPORTATION (DOT)- BUY AMERICA: CERTIFICATION REQUIREMENT FOR PROCUREMENTOF ROLLING STOCK

CERTIFICATE OF COMPLIANCE
(select one of the two options, NOT BOTH)
Certificate of Compliance with 49 USC §5323(j)
The proposer hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j), and the applicable regulations of 49 CFR 661.11.

Check for YES: ☐

OR

Certificate of Non-Compliance with 49 USC §5323(j)
The proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but may qualify for an exception to the requirement consistent with 49 U.S.C. 5323(j)(2)(C), and the applicable regulations in 49 CFR 661.7.
Check for YES: ☐

FEDERAL TRASIT ADMINISTRATION (FTA) AND DEPARTMENT OF TRANSPORTATION (DOT)- BUY AMERICA: CERTIFICATION REQUIREMENT FOR PROCUREMENT OF STEEL OR MANUFACTURED PRODUCTS

CERTIFICATE OF COMPLIANCE (select one of the two options, NOT BOTH)
Certificate of Compliance with 49 USC §5323(j)(1)
The proposer hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR part 661.
Check for YES: ☒

OR

Certificate of Non-Compliance with 49 USC §5323(j)(1)
The proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 CFR 661.7.
Check for YES: ☐

Does offeror agree? YES VB Initials of Authorized Representative of offeror

Offeror's Name: ODP Business Solutions, LLC
Address, City, State, and Zip Code: 6600 N Military Trail, Boca Raton, FL 33496
Phone Number: 561.438.4800
Fax Number: 888.813.7272

Printed Name and Title of Authorized Representative: Valya Broyer, VP, Public Sector
Email Address: Valya.broyer@odpbusiness.com

Signature of Authorized Representative: Valya Broyer
Date: 07-17-2023

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely

and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

COMMUNITY DEVELOPMENT BLOCK GRANTS

Purchases made under this contract may be partially or fully funded with federal grant funds. Funding for this work may include Federal Funding sources, including Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development. When such funding is provided, Offeror shall comply with all terms, conditions and requirements enumerated by the grant funding source, as well as requirements of the State statutes for which the contract is utilized, whichever is the more restrictive requirement. When using Federal Funding, Offeror shall comply with all wage and latest reporting provisions of the Federal Davis-Bacon Act. HUD-4010 Labor Provisions also applies to this contract.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Offeror's Name:
ODP Business Solutions, LLC

Address, City, State, and Zip Code:
6600 N Military Trail, Boca Raton, FL 33496

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Signature of Authorized Representative: Valya Broyer
Date: 07-17-2023

employee of an 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

The Contractor, ODP Business Solutions, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Valya Broyer

Signature of Contractor's Authorized Official

Valya Broyer, VP, Public Sector

Name and Title of Contractor's Authorized Official

07-17-2023

Date

Offeror agrees to comply with all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.

Offeror's Name: ODP Business Solutions, LLC

Address, City, State, and Zip Code: 6600 N Military Trail, Boca Raton, FL 33496

Phone Number: 561.438.4800 Fax Number: 888.813.7272

Printed Name and Title of Authorized Representative:

Valya Broyer, VP, Public Sector

Email Address: Valya.broyer@odpbusines.com

Signature of Authorized Representative: Valya Broyer

Date: 07-17-2023

order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

The following certifications and provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of $10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES VB Initials of Authorized Representative of offeror

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations

(29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti- Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the

Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA)

In the event Federal Transit Administration (FTA) or Department of Transportation (DOT) funding is used by Participating Public Agency, Offeror also agrees to include Clean Air and Clean Water requirements in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA.

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the Executive Office of the President Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

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

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? YES VB Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition. Additionally:

(1) The Contractor agrees to comply with 49 USC 5323(j) and 49 CFR Part 661, which provide that federal funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7.A general public interest waiver from the Buy America requirements applies to microprocessors, computers, microcomputers, software or other such devices, which are used solely for the purpose of processing or storing data. This general waiver does not extend to a product or device that merely contains a microprocessor or microcomputer and is not used solely for the purpose of processing or storing data. Separate requirements for rolling stock are set out at 5323(j)(2)(C) and 49 CFR 661.11.

(2) A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

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CERTIFICATE OF COMPLIANCE
(select one of the two options, NOT BOTH)
Certificate of Compliance with 49 USC §5323(j)
The proposer hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j), and the applicable regulations of 49 CFR 661.11.

Check for YES: ☐

OR

Certificate of Non-Compliance with 49 USC §5323(j)
The proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but may qualify for an exception to the requirement consistent with 49 U.S.C. 5323(j)(2)(C), and the applicable regulations in 49 CFR 661.7.
Check for YES: ☐

FEDERAL TRASIT ADMINISTRATION (FTA) AND DEPARTMENT OF TRANSPORTATION (DOT)- BUY AMERICA: CERTIFICATION REQUIREMENT FOR PROCUREMENT OF STEEL OR MANUFACTURED PRODUCTS

CERTIFICATE OF COMPLIANCE (select one of the two options, NOT BOTH)
Certificate of Compliance with 49 USC §5323(j)(1)
The proposer hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR part 661.
Check for YES: ☒

OR

Certificate of Non-Compliance with 49 USC §5323(j)(1)
The proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 CFR 661.7.
Check for YES: ☐

Does offeror agree? YES VB Initials of Authorized Representative of offeror

Offeror's Name: ODP Business Solutions, LLC
Address, City, State, and Zip Code: 6600 N Military Trail, Boca Raton, FL 33496
Phone Number: 561.438.4800
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Printed Name and Title of Authorized Representative: Valya Broyer, VP, Public Sector
Email Address: Valya.broyer@odpbusiness.com

Signature of Authorized Representative: Valya Broyer
Date: 07-17-2023

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely

and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

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CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

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Purchases made under this contract may be partially or fully funded with federal grant funds. Funding for this work may include Federal Funding sources, including Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development. When such funding is provided, Offeror shall comply with all terms, conditions and requirements enumerated by the grant funding source, as well as requirements of the State statutes for which the contract is utilized, whichever is the more restrictive requirement. When using Federal Funding, Offeror shall comply with all wage and latest reporting provisions of the Federal Davis-Bacon Act. HUD-4010 Labor Provisions also applies to this contract.

Does offeror agree? YES VB Initials of Authorized Representative of offeror

Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

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Printed Name and Title of Authorized Representative:
Valya Broyer, VP, Public Sector

Email Address:
Valya.broyer@odpbusiness.com

Signature of Authorized Representative: Valya Broyer
Date: 07-17-2023

2) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

3) The Contractor further agrees to include the above clause in each subcontract, at every tier, financed in whole or in part with Federal assistance provided by the FTA.

Public Policy

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:

a. Equal opportunity and nondiscrimination laws

b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV-7

c. Applicable prevailing wage laws, regulations, and executive orders

Affirmative Steps

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Prevailing Wage Requirements

When applicable, the awarded Contractor (s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

Federal Requirements

If products and services are issued in response to an emergency or disaster recovery the items below, located in this FEMA Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses

1. CONTRACT REMEDIES

Contracts for more than the federal simplified acquisition threshold (SAT), the dollar amount below which an NFE may purchase property or services using small purchase methods, currently set

at $250,000 for procurements made on or after June 20, 2018,4 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and must provide for sanctions and penalties as appropriate.

1.1 Applicability
This contract provision is required for contracts over the SAT, currently set at $250,000 for procurements made on or after June 20, 2018. Although not required for contracts at or below the SAT, FEMA suggests including a remedies provision.

1.2 Additional Considerations
For FEMA's Assistance to Firefighters Grant (AFG) Program, recipients must include a penalty clause in all contracts for any AFG-funded vehicle, regardless of dollar amount. In that situation, the contract must include a clause addressing that non-delivery by the contract's specified date or other vendor nonperformance will require a penalty of no less than $100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the recipient. This penalty clause should, however, account for force majeure or acts of God. AFG recipients should refer to the applicable year's Notice of Funding Opportunity (NOFO) for additional information, which can be accessed at FEMA.gov.

2. TERMINATION FOR CAUSE AND CONVENIENCE

a. Standard. All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be effected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II(B).

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

3. EQUAL EMPLOYMENT OPPORTUNITY

When applicable:

a. Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60- 1.4(b), in accordance with Executive Order 11246**,** *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 11246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II(C).

b. Key Definitions.

Federally Assisted Construction Contract. The regulation at 41 C.F.R. § 60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving

such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

i. Construction Work. The regulation at 41 C.F.R. § 60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

c. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

d. Required Language. The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

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

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. 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 setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided,* That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the

administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

4. DAVIS-BACON ACT

a. Standard. All prime construction contracts in excess of $2,000 awarded by non- Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). See 2 C.F.R. Part 200, Appendix II(D). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

b. Applicability. The Davis-Bacon Act applies to the Emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program.

c. Requirements. If applicable, the non-federal entity must do the following:

i. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

ii. Additionally, pursuant 2 C.F.R. Part 200, Appendix II(D), contracts subject to the Davis-Bacon Act, must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

iii. Include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

Suggested Language. The following provides a sample contract clause: Compliance with the Davis-Bacon Act.

a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and

the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141- 3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.

b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

c. Additionally, contractors are required to pay wages not less than once a week.

5. COPELAND ANTI-KICKBACK ACT

a. Standard. Recipient and subrecipient contracts must include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

b. Applicability. This requirement applies to all contracts for construction or repair work above
$2,000 in situations where the Davis-Bacon Act also applies. It DOES NOT apply to the FEMA Public Assistance Program.

c. Requirements. If applicable, the non-federal entity must include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). Each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA. Additionally, in accordance with the regulation, each contractor and subcontractor must furnish each week a statement with respect to the wages paid each of its employees engaged in work covered by the Copeland Anti-Kickback Act and the Davis Bacon Act during the preceding weekly payroll period. The report shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work.

Sample Language. The following provides a sample contract clause:

Compliance with the Copeland "Anti-Kickback" Act.

a. Contractor. The contractor shall comply with 18 U.S.C. §874, 40 U.S.C.§ 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. §5.12."

6. CONTRACT WORK HOURS AND SAFETY STANDARDSACT

a. Standard. Where applicable (see 40 U.S.C. §§ 3701-3708), all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II(E). Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further, no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.

b. Applicability. This requirement applies to all FEMA contracts awarded by the non- federal entity in excess of $100,000 under grant and cooperative agreement programs that involve the employment of mechanics or laborers. It is applicable to construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

c. Suggested Language. The regulation at 29 C.F.R. § 5.5(b) provides contract clause language concerning compliance with the Contract Work Hours and Safety Standards Act. FEMA suggests including the following contract clause:

Compliance with the Contract Work Hours and Safety Standards Act.

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such work week.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of $27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The Federal agency or loan/grant recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any

moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT ORAGREEMENT

a. Standard. If the FEMA award meets the definition of "funding agreement" under 37C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the non- Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II(F).

b. Applicability. This requirement applies to "*funding agreements*," but it DOES NOT apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of "funding agreement."

c. Funding Agreements Definition. The regulation at 37 C.F.R. § 401.2(a) defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROLACT

a. Standard. If applicable, contracts must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II(G).

b. Applicability. This requirement applies to contracts awarded by a non-federal

entity of amounts in excess of $150,000 under a federal grant.

c. Suggested Language. The following provides a sample contract clause.

Clean Air Act

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

2. The contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

2. The contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. DEBARMENT AND SUSPENSION

a. Standard. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension).

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

c. Requirements.

i. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for

participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II(H); and 2 C.F.R. § 200.213. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. §180.530.

ii. In general, an "excluded" party cannot receive a Federal grant award or a contract within the meaning of a "covered transaction," to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a "covered transaction," which is any non-procurement transaction (unless excepted) at either a "primary" or "secondary" tier. Although "covered transactions" do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS's implementing regulations, it does include some contracts awarded by recipients and subrecipients.

iii. Specifically, a covered transaction includes the following contracts for goods or services:

1. The contract is awarded by a recipient or subrecipient in the amount of at least $25,000.

2. The contract requires the approval of FEMA, regardless of amount.

3. The contract is for federally-required audit services.

4. A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of$25,000.

d. Suggested Language. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified.

Suspension and Debarment

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. §180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by the Participating Public Agency. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Participating Public Agency, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

10. BYRD ANTI-LOBBYING AMENDMENT

a. Standard. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. FEMA's regulation at 44 C.F.R. Part 18 implements the requirements of 31 U.S.C. § 1352 and provides, in Appendix A to Part 18, a copy of the certification that is required to be completed by each entity as described in 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Federal awarding agency.

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs. Contractors that apply or bid for a contract of $100,000 or more under a federal grant must file the required certification. See 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part18.

c. Suggested Language.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

d. Required Certification. If applicable, contractors must sign and submit to the non-federal entity the following certification.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or

employee of an 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

The Contractor, ODP Business Solutions, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Valya Broyer

Signature of Contractor's Authorized Official

Valya Broyer, VP, Public Sector

Name and Title of Contractor's Authorized Official

07-17-2023

Date

11. PROCUREMENT OF RECOVERED MATERIALS

a. Standard. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. See 2 C.F.R. Part 200, Appendix II(J); and 2 C.F.R. §200.322.

b. Applicability. This requirement applies to all contracts awarded by a non- federal entity under FEMA grant and cooperative agreement programs.

c. Requirements. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

d. Suggested Language.

i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

ii. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.

iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

12. **DOMESTIC PREFERENCES FOR PROCUREMENTS**

As appropriate, and to the extent consistent with law, CONTRACTOR should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States. This includes, but is not limited to, iron, aluminum, steel, cement, and other manufactured products.

Applicability For purchases in support of FEMA declarations and awards issued on or after November 12, 2020, all FEMA recipients and subrecipients are required to include in all contracts and purchase orders for work or products a contract provision encouraging domestic preference for procurements.

Domestic Preference for Procurements As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase,

acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber."

13. ACCESS TO RECORDS

a. Standard. All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. Recipients must give DHS/FEMA access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance. See DHS Standard Terms and Conditions: Version 8.1 (2018). Additionally, Section 1225 of the Disaster Recovery Reform Act of 2018 prohibits FEMA from providing reimbursement to any state, local, tribal, or territorial government, or private non-profit for activities made pursuant to a contract that purports to prohibit audits or internal reviews by the FEMA administrator or Comptroller General.

Access to Records. The following access to records requirements apply to this contract:

i. The Contractor agrees to provide Participating Public Agency, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

ii. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

iii. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

iv. In compliance with the Disaster Recovery Act of 2018, the Participating Public Agency and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

14. CHANGES

a. Standard. To be eligible for FEMA assistance under the non-Federal entity's FEMA grant or cooperative agreement, the cost of the change, modification, change

order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope.

b. Applicability. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

15. DHS SEAL, LOGO, AND FLAGS

a. Standard. Recipients must obtain permission prior to using the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials. See DHS Standard Terms and Conditions: Version 8.1 (2018).

b. Applicability. FEMA recommends that all non-Federal entities place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

"The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

16. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

a. Standard. The recipient and its contractors are required to comply with all Federal laws, regulations, and executive orders.

b. Applicability. FEMA recommends that all non-Federal entities place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable Federal law, regulations, executive orders, and FEMA policies, procedures, and directives.

c. "This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives."

17. NO OBLIGATION BY FEDERAL GOVERNMENT

a. Standard. FEMA is not a party to any transaction between the recipient and its contractor. FEMA is not subject to any obligations or liable to any party for any matter relating to the contract.

b. Applicability. FEMA recommends that the non-Federal entity include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

c. "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."

18. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

a. Standard. Recipients must comply with the requirements of The False Claims Act (31 U.S.C.
§§ 3729-3733) which prohibits the submission of false or

fraudulent claims for payment to the federal government. See DHS Standard Terms and Conditions: Version 8.1 (2018); and 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

b. Applicability. FEMA recommends that the non-Federal entity include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

c. "The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract."

d. In the event FTA or DOT funding is used by a Participating Public Agency, Contractor further acknowledges U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, and apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to me made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to me made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Offeror agrees to comply with all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.

Offeror's Name: ODP Business Solutions, LLC

Address, City, State, and Zip Code: 6600 N Military Trail, Boca Raton, FL 33496

Phone Number: 561.438.4800 Fax Number: 888.813.7272

Printed Name and Title of Authorized Representative:

Valya Broyer, VP, Public Sector

Email Address: Valya.broyer@odpbusines.com

Signature of Authorized Representative: Valya Broyer

Date: 07-17-2023

Exhibit G
New Jersey Business Compliance

NEW JERSEY BUSINESS COMPLIANCE

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statues. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners' ability to promote the Master Agreement in the State of New Jersey.

DOC #1 Ownership Disclosure Form

DOC #2 Non-Collusion Affidavit

DOC #3 Affirmative Action Affidavit

DOC #4 Political Contribution Disclosure Form

DOC #5 Stockholder Disclosure Certification

DOC #6 Disclosure of Investment Activities in Iran, Russia and Belarus

DOC #7 New Jersey Business Registration Certificate

DOC #8 EEOAA Evidence

DOC #9 MacBride Principals Form

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

- all anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- Bid and Performance Security, as required by the applicable municipal or state statutes.

DOC #1

STATEMENT OF OWNERSHIP DISCLOSURE
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: ODP Business Solutions, LLC

Organization Address: 6600 N Military Trail, Boca Raton, FL 33496

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☒ For-Profit Corporation (any type) ☒ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
The ODP Corporation (ODP Business Solutions, LLC is wholly owned by the ODP Corporation)	6600 N Military Trail, Boca Raton, FL 33496

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed**.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s
N/A	N/A

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
Blackrock, Inc.	New York, NY
The Vanguard Group, Inc.	Valley Forge, PA

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***<name of contracting unit>*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***<type of contracting unit>*** to notify the ***<type of contracting unit>*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to

criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***<type of contracting unit>*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Valya Broyer	Title:	VP, Public Sector
Signature:	Valya Broyer	Date:	07-12-2023

DOC #2

NON-COLLUSION AFFIDAVIT

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-H
Name of Form:	**NON-COLLUSION AFFIDAVIT**
Statutory Reference:	No specific statutory reference State Statutory Reference N.J.S.A. 52:34-15
Instructions Reference:	Statutory and Other Requirements VII-H
Description:	The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Douglas ss:

I, Valya Broyer (name of affiant) residing in Castle Rock (name of municipality)

in the County of Douglas and State of Colorado
of full age, being duly sworn according to law on my oath depose and say that:

I am Vice President, Pubic Sector (title or position) of the firm ODP Business Solutions, LLC (name of firm)

_____ the bidder making this Proposal for the bid

entitled 23-03 Educational School Supplies (title of bid proposal), and that I executed the said proposal with

full authority to do so that said bidder 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 named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Omnia Partners Region 4 ESC (name of contracting unit) 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 project.

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 ODP Business Solutions, LLC.

Subscribed and sworn to

before me this day
July 17, 2023

Signature

Valya Broyer
(Type or print name of affiant under signature)

Notary public of Colorado

My Commission expires 11/14/2026

(Seal)

LINDSEY CHIZEK
Notary Public
State of Colorado
Notary ID: 20184043816
My Commission Expires Nov. 14, 2026

DOC #3

AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)

Company Name: ODP Business Solutions, LLC
Street: 6600 N Military Trail
City, State, Zip Code: Boca Raton, FL 33496

Proposal Certification:

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is 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 photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

   OR

2. ☒ A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

   OR

3. A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

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 project contract ID number will be assigned to your firm upon receipt of the completed Initial Project Workforce Report (AA201) for this contract.

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.

07-17-2023
Date

Vadya Bragl Vice President, Public Sector
Authorized Signature and Title

region4 OMNIA PARTNERS

DOC #3, continued

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 statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

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, affectional 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

Certification **67402**

CERTIFICATE OF EMPLOYEE INFORMATION REPORT **INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-May-2022** to **15-May-2025**

ODP BUSINESS SOLUTIONS, LLC
6600 NORTH MILITARY TRAIL
BOCA RATON FL 33496

ELIZABETH MAHER MUOIO
State Treasurer

DOC #4

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 (http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

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 http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12. 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.

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 at http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). 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.

DOC #4, continued

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."

DOC #4, continued

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:	ODP Business Solutions, LLC		
Address:	6600 N Military Trail		
City:	Boca Raton	State: Florida	Zip: 33496

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.

Valya Broyer	Valya Broyer	VP, Public Sector
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

Contributor Name	Recipient Name	Date	Dollar Amount
NONE	N/A	N/A	$ 0

☐ Check here if the information is continued on subsequent page(s)

DOC #4, continued

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: N/A

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 THE PAY TO PLAY SECTION OF THE DLGS WEBSITE A COUNTY-BASED, CUSTOMIZABLE FORM.

DOC #5

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:

Name: The ODP Corporation Home Address: Boca Raton, FL	Name: Home Address:
Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:

Subscribed and sworn before me this 17 day of July, 2023

(Notary Public)

My Commission expires: 11/14/2026

Valya Broyer, VP, Public Sector

~~(Affiant)~~ Notary

(Print name & title of affiant)

LINDSEY CHIZEK
Notary Public
State of Colorado
Notary ID: 20184043816
My Commission Expires Nov. 14, 2026

DOC #6

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN, RUSSIA AND BELARUS
N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) and N.J.S.A. 52:32-60.1

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) and N.J.S.A. 52:32-60.1 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran, Russia or Belarus. The Chapter 25 list is found on the Division's website at https://www.state.nj.us/treasury/purchase/. Vendors/Bidders must review this list prior to completing the below certification. If the Qualified Purchasing Agent of the Atlantic County Utilities Authority finds a person or entity to be in violation of the law, he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☒ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), and N.J.S.A. 52:32-60.1 that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran, Russia or Belarus.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities N/A

Relationship to Vendor/ Bidder N/A

Description of Activities N/A

Duration of Engagement N/A

Anticipated Cessation Date N/A

Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the ACUA is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the ACUA to notify the Qualified Purchasing Agent in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the ACUA, I am permitting the ACUA to declare any contract(s) resulting from this certification void and unenforceable.

Valya Broyer
Printed Name of Authorized Agent

Valya Broyer
Signature of Authorized Agent

VP, Public Sector
Title

07-17-2023
Date

ODP Business Solutions, LLC
Company Name

region4

OMNIA PARTNERS

DOC #7

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

https://www.njportal.com/DOR/BusinessRegistration/

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	ODP BUSINESS SOLUTIONS LLC
Trade Name:	
Address:	P.O. BOX 5029 BOCA RATON, FL 33431
Certificate Number:	2690742
Effective Date:	May 11, 2022
Date of Issuance:	May 05, 2023

For Office Use Only:

20230505104127865

DOC #8

EEOAA EVIDENCE

Equal Employment Opportunity/Affirmative Action Goods,
Professional Services & General Service Projects

EEO/AA Evidence

Vendors are required to submit evidence of compliance with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 in order to be considered a responsible vendor.

One of the following must be included with submission:

- Copy of Letter of Federal Approval
- Certificate of Employee Information Report
- Fully Executed Form AA302
- Fully Executed EEO-1 Report

See the guidelines at: https://www.state.nj.us/treasury/contract_compliance/documents/pdf/guidelines/pa.pdf for further information.

I certify that my bid package includes the required evidence per the above list and State website.

Name: Valya Broyer Title: Vice President

Signature: Valya Broyer Date: 07-17-2023

DOC #9

MACBRIDE-PRINCIPLES

STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

MACBRIDE PRINCIPALS FORM

BID SOLICITATION #: 23-03 **VENDOR/BIDDER:** ODP Business Solutions

VENDOR'S/BIDDER'S REQUIREMENT TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH THE MACBRIDE PRINCIPALS AND NORTHERN IRELAND ACT OF 1989

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principals that are the subject of this law, he/she shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

CHECK THE APPROPRIATE BOX

☐ ☒ The Vendor/Bidder has no business operations in Northern Ireland; or

OR

☐ The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principals of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principals.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of **my** agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification to be void and unenforceable.

Signature Valya Broyer Date 07-17-2023

Valya Broyer, VP, Public Sector
Print Name and Title

Exhibit H
Advertising Compliance Requirement

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.210, Chapter 279A.220, and other related provisions, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with OMNIA Partners and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama	State of Hawaii	Commonwealth of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma	Commonwealth of Virginia
State of Connecticut	Commonwealth of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	Commonwealth of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states / districts may be found at http://www.usa.gov/state-governments and https://www.usa.gov/local-governments.

Certain Public Agencies and Political Subdivisions:

CITIES, TOWNS, VILLAGES AND BOROUGHS INCLUDING BUT NOT LIMITED TO:

BAKER CITY GOLF COURSE, OR
CITY OF ADAIR VILLAGE, OR CITY OF ASHLAND, OR
CITY OF AUMSVILLE, OR
CITY OF AURORA, OR CITY OF BAKER, OR
CITY OF BATON ROUGE, LA
CITY OF BEAVERTON, OR
CITY OF BEND, OR
CITY OF BOARDMAN, OR
CITY OF BONANAZA, OR CITY OF BOSSIER CITY, LA CITY OF BROOKINGS, OR CITY OF BURNS, OR
CITY OF CANBY, OR
CITY OF CANYONVILLE, OR
CITY OF CLATSKANIE, OR
CITY OF COBURG, OR
CITY OF CONDON, OR CITY OF COQUILLE, OR CITY OF CORVALLI, OR
CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR
CITY OF COTTAGE GROVE, OR
CITY OF DONALD, OR
CITY OF EUGENE, OR
CITY OF FOREST GROVE, OR CITY OF GOLD HILL, OR
CITY OF GRANTS PASS, OR
CITY OF GRESHAM, OR CITY OF HILLSBORO, OR
CITY OF INDEPENDENCE, OR
CITY AND COUNTY OF HONOLULU, HI CITY OF KENNER, LA
CITY OF LA GRANDE, OR CITY OF LAFAYETTE, LA CITY OF LAKE CHARLES, OR CITY OF LEBANON, OR
CITY OF MCMINNVILLE, OR
CITY OF MEDFORD, OR CITY OF METAIRIE, LA CITY OF MILL CITY, OR CITY OF MILWAUKIE, OR CITY OF MONROE, LA
CITY OF MOSIER, OR
CITY OF NEW ORLEANS, LA
CITY OF NORTH PLAINS, OR
CITY OF OREGON CITY, OR
CITY OF PILOT ROCK, OR
CITY OF PORTLAND, OR CITY OF POWERS, OR
CITY OF PRINEVILLE, OR
CITY OF REDMOND, OR
CITY OF REEDSPORT, OR
CITY OF RIDDLE, OR
CITY OF ROGUE RIVER, OR
CITY OF ROSEBURG, OR
CITY OF SALEM, OR
CITY OF SANDY, OR
CITY OF SCAPPOOSE, OR CITY OF SHADY COVE, OR CITY OF SHERWOOD, OR CITY OF SHREVEPORT, LA CITY OF SILVERTON, OR CITY OF SPRINGFIELD, OR CITY OF ST. HELENS, OR
CITY OF ST. PAUL, OR CITY OF SULPHUR, LA CITY OF TIGARD, OR CITY OF TROUTDALE, OR
CITY OF TUALATIN, OR CITY OF WALKER, LA
CITY OF WARRENTON, OR CITY OF WEST LINN, OR CITY OF WILSONVILLE, OR CITY OF WINSTON, OR CITY OF WOODBURN, OR
LEAGUE OF OREGON CITES
THE CITY OF HAPPY VALLEY OREGON
ALPINE, UT
ALTA, UT ALTAMONT, UT
ALTON, UT AMALGA, UT
AMERICAN FORK CITY, UT
ANNABELLA, UT ANTIMONY, UT
APPLE VALLEY, UT
AURORA, UT BALLARD, UT
BEAR RIVER CITY, UT
BEAVER, UT BICKNELL, UT
BIG WATER, UT
BLANDING, UT
BLUFFDALE, UT
BOULDER, UT
CITY OF BOUNTIFUL, UT
BRIAN HEAD, UT
BRIGHAM CITY CORPORATION, UT BRYCE CANYON CITY, UT CANNONVILLE, UT
CASTLE DALE, UT CASTLE VALLEY, UT CITY OF CEDAR CITY, UT CEDAR FORT, UT
CITY OF CEDAR HILLS, UT
CENTERFIELD, UT
CENTERVILLE CITY CORPORATION, UT
CENTRAL VALLEY, UT
CHARLESTON, UT CIRCLEVILLE, UT CLARKSTON, UT CLAWSON, UT CLEARFIELD, UT
CLEVELAND, UT
CLINTON CITY CORPORATION, UT
COALVILLE, UT
CORINNE, UT CORNISH, UT
COTTONWOOD HEIGHTS, UT
DANIEL, UT
DELTA, UT DEWEYVILLE, UT
DRAPER CITY, UT
DUCHESNE, UT EAGLE MOUNTAIN, UT EAST CARBON, UT ELK RIDGE, UT

ELMO, UT ELSINORE, UT ELWOOD, UT
EMERY, UT ENOCH, UT
ENTERPRISE, UT EPHRAIM, UT
ESCALANTE, UT EUREKA, UT
FAIRFIELD, UT FAIRVIEW, UT
FARMINGTON, UT FARR WEST, UT
FAYETTE, UT FERRON, UT FIELDING,
UT FILLMORE, UT FOUNTAIN GREEN,
UT FRANCIS, UT
FRUIT HEIGHTS, UT GARDEN CITY, UT
GARLAND, UT GENOLA, UT
GLENDALE, UT GLENWOOD, UT
GOSHEN, UT GRANTSVILLE, UT
GREEN RIVER, UT GUNNISON, UT
HANKSVILLE, UT HARRISVILLE, UT
HATCH, UT
HEBER CITY CORPORATION, UT HELPER, UT
HENEFER, UT HENRIEVILLE, UT
HERRIMAN, UT HIDEOUT, UT
HIGHLAND, UT HILDALE, UT
HINCKLEY, UT HOLDEN, UT
HOLLADAY, UT HONEYVILLE, UT
HOOPER, UT HOWELL, UT
HUNTINGTON, UT HUNTSVILLE, UT
CITY OF HURRICANE, UT HYDE PARK, UT
HYRUM, UT INDEPENDENCE, UT
IVINS, UT
JOSEPH, UT JUNCTION, UT
KAMAS, UT KANAB, UT
KANARRAVILLE, UT KANOSH, UT
KAYSVILLE, UT KINGSTON, UT
KOOSHAREM, UT LAKETOWN, UT
LA VERKIN, UT LAYTON, UT
LEAMINGTON, UT LEEDS, UT
LEHI CITY CORPORATION, UT LEVAN, UT
LEWISTON, UT LINDON, UT
LOA, UT
LOGAN CITY, UT
LYMAN, UT LYNNDYL,
UT MANILA, UT MANTI,
UT MANTUA, UT
MAPLETON, UT
MARRIOTT-SLATERVILLE, UT
MARYSVALE, UT
MAYFIELD, UT
MEADOW, UT
MENDON, UT
MIDVALE CITY INC., UT
MIDWAY, UT
MILFORD, UT MILLVILLE,
UT MINERSVILLE, UT
MOAB, UT
MONA, UT MONROE, UT
CITY OF MONTICELLO, UT
MORGAN, UT
MORONI, UT
MOUNT PLEASANT, UT
MURRAY CITY CORPORATION, UT
MYTON, UT
NAPLES, UT NEPHI, UT
NEW HARMONY, UT
NEWTON, UT NIBLEY, UT
NORTH LOGAN, UT
NORTH OGDEN, UT
NORTH SALT LAKE CITY, UT
OAK CITY, UT
OAKLEY, UT
OGDEN CITY CORPORATION, UT OPHIR, UT
ORANGEVILLE, UT
ORDERVILLE, UT OREM,
UT PANGUITCH, UT
PARADISE, UT
PARAGONAH, UT PARK
CITY, UT PAROWAN, UT
PAYSON, UT PERRY, UT
PLAIN CITY, UT
PLEASANT GROVE CITY, UT
PLEASANT VIEW, UT PLYMOUTH, UT
PORTAGE, UT PRICE, UT
PROVIDENCE, UT PROVO,
UT RANDOLPH, UT
REDMOND, UT
RICHFIELD, UT
RICHMOND, UT
RIVERDALE, UT RIVER
HEIGHTS, UT RIVERTON
CITY, UT ROCKVILLE, UT
ROCKY RIDGE, UT
ROOSEVELT CITY
CORPORATION, UT
ROY, UT
RUSH VALLEY, UT
CITY OF ST. GEORGE, UT
SALEM, UT
SALINA, UT
SALT LAKE CITY CORPORATION, UT
SANDY, UT
SANTA CLARA, UT SANTAQUIN,
UT SARATOGA SPRINGS, UT
SCIPIO, UT
SCOFIELD, UT SIGURD,
UT SMITHFIELD, UT
SNOWVILLE, UT
CITY OF SOUTH JORDAN, UT SOUTH
OGDEN, UT
CITY OF SOUTH SALT LAKE, UT SOUTH
WEBER, UT
SPANISH FORK, UT SPRING
CITY, UT SPRINGDALE, UT
SPRINGVILLE, UT STERLING,
UT STOCKTON, UT
SUNNYSIDE, UT SUNSET
CITY CORP, UT SYRACUSE,
UT TABIONA, UT
CITY OF TAYLORSVILLE, UT
TOOELE CITY CORPORATION, UT
TOQUERVILLE, UT
TORREY, UT
TREMONTON CITY, UT

TRENTON, UT TROPIC, UT
UINTAH, UT
VERNAL CITY, UT
VERNON, UT
VINEYARD, UT
VIRGIN, UT WALES, UT
WALLSBURG, UT
WASHINGTON CITY, UT
WASHINGTON TERRACE, UT
WELLINGTON, UT
WELLSVILLE, UT
WENDOVER, UT
WEST BOUNTIFUL, UT
WEST HAVEN, UT
WEST JORDAN, UT
WEST POINT, UT
WEST VALLEY CITY, UT
WILLARD, UT
WOODLAND HILLS, UT
WOODRUFF, UT
WOODS CROSS, UT

COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:
ASCENSION PARISH, LA
ASCENSION PARISH, LA, CLEAR OF COURT
CADDO PARISH, LA
CALCASIEU PARISH, LA
CALCASIEU PARISH SHERIFF'S OFFICE, LA CITY AND COUNTY OF HONOLULU, HI CLACKAMAS COUNTY, OR
CLACKAMAS COUNTY DEPT OF TRANSPORTATION, OR
CLATSOP COUNTY, OR
COLUMBIA COUNTY, OR
COOS COUNTY, OR
COOS COUNTY HIGHWAY DEPARTMENT, OR
COUNTY OF HAWAII, OR
CROOK COUNTY, OR
CROOK COUNTY ROAD DEPARTMENT, OR
CURRY COUNTY, OR
DESCHUTES COUNTY, OR
DOUGLAS COUNTY, OR
EAST BATON ROUGE PARISH, LA
GILLIAM COUNTY, OR
GRANT COUNTY, OR
HARNEY COUNTY, OR
HARNEY COUNTY SHERIFFS OFFICE, OR
HAWAII COUNTY, HI
HOOD RIVER COUNTY, OR
JACKSON COUNTY, OR
JEFFERSON COUNTY, OR
JEFFERSON PARISH, LA
JOSEPHINE COUNTY GOVERNMENT, OR
LAFAYETTE CONSOLIDATED GOVERNMENT, LA
LAFAYETTE PARISH, LA
LAFAYETTE PARISH CONVENTION & VISITORS COMMISSION
LAFOURCHE PARISH, LA
KAUAI COUNTY, HI
KLAMATH COUNTY, OR
LAKE COUNTY, OR
LANE COUNTY, OR
LINCOLN COUNTY, OR
LINN COUNTY, OR
LIVINGSTON PARISH, LA
MALHEUR COUNTY, OR
MAUI COUNTY, HI
MARION COUNTY, SALEM, OR
MORROW COUNTY, OR
MULTNOMAH COUNTY, OR
MULTNOMAH COUNTY BUSINESS AND COMMUNITY SERVICES, OR
MULTNOMAH COUNTY SHERIFFS OFFICE, OR
MULTNOMAH LAW LIBRARY, OR
ORLEANS PARISH, LA
PLAQUEMINES PARISH, LA
POLK COUNTY, OR
RAPIDES PARISH, LA
SAINT CHARLES PARISH, LA
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA
SAINT LANDRY PARISH, LA
SAINT TAMMANY PARISH, LA
SHERMAN COUNTY, OR
TERREBONNE PARISH, LA
TILLAMOOK COUNTY, OR
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR
TILLAMOOK COUNTY GENERAL HOSPITAL, OR
UMATILLA COUNTY, OR
UNION COUNTY, OR
WALLOWA COUNTY, OR
WASCO COUNTY, OR
WASHINGTON COUNTY, OR
WEST BATON ROUGE PARISH, LA
WHEELER COUNTY, OR
YAMHILL COUNTY, OR COUNTY OF BOX ELDER, UT COUNTY OF CACHE, UT
COUNTY OF RICH, UT COUNTY OF WEBER, UT
COUNTY OF MORGAN, UT
COUNTY OF DAVIS, UT
COUNTY OF SUMMIT, UT
COUNTY OF DAGGETT, UT
COUNTY OF SALT LAKE, UT
COUNTY OF TOOELE, UT
COUNTY OF UTAH, UT
COUNTY OF WASATCH, UT
COUNTY OF DUCHESNE, UT
COUNTY OF UINTAH, UT
COUNTY OF CARBON, UT
COUNTY OF SANPETE, UT
COUNTY OF JUAB, UT
COUNTY OF MILLARD, UT
COUNTY OF SEVIER, UT
COUNTY OF EMERY, UT
COUNTY OF GRAND, UT
COUNTY OF BEVER, UT
COUNTY OF PIUTE, UT
COUNTY OF WAYNE, UT
COUNTY OF SAN JUAN, UT

COUNTY OF GARFIELD, UT
COUNTY OF KANE, UT
COUNTY OF IRON, UT COUNTY
OF WASHINGTON, UT

OTHER AGENCIES INCLUDING ASSOCIATIONS, BOARDS, DISTRICTS, COMMISSIONS, COUNCILS, PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT AUTHORITIES, RESERVATIONS AND UTILITIES INCLUDING BUT NOT LIMITED TO:

ADAIR R.F.P.D., OR
ADEL WATER IMPROVEMENT DISTRICT, OR
ADRIAN R.F.P.D., OR
AGNESS COMMUNITY LIBRARY, OR
AGNESS-ILLAHE R.F.P.D., OR
AGRICULTURE EDUCATION SERVICE EXTENSION DISTRICT, OR
ALDER CREEK-BARLOW WATER DISTRICT NO. 29, OR
ALFALFA FIRE DISTRICT, OR
ALSEA R.F.P.D., OR
ALSEA RIVIERA WATER IMPROVEMENT DISTRICT, OR
AMITY FIRE DISTRICT, OR
ANTELOPE MEADOWS SPECIAL ROAD DISTRICT, OR
APPLE ROGUE DISTRICT IMPROVEMENT COMPANY, OR
APPLEGATE VALLEY R.F.P.D. #9, OR ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT, OR
ARCH CAPE SANITARY DISTRICT, OR
ARNOLD IRRIGATION DISTRICT, OR
ASH CREEK WATER CONTROL DISTRICT, OR
ATHENA CEMETERY MAINTENANCE DISTRICT, OR
AUMSVILLE R.F.P.D., OR
AURORA R.F.P.D., OR AZALEA R.F.P.D., OR
BADGER IMPROVEMENT DISTRICT, OR
BAILEY-SPENCER R.F.P.D., OR
BAKER COUNTY LIBRARY DISTRICT, OR BAKER R.F.P.D., OR
BAKER RIVERTON ROAD DISTRICT, OR
BAKER VALLEY IRRIGATION DISTRICT, OR
BAKER VALLEY S.W.C.D., OR
BAKER VALLEY VECTOR CONTROL DISTRICT, OR
BANDON CRANBERRY WATER CONTROL DISTRICT, OR
BANDON R.F.P.D., OR
BANKS FIRE DISTRICT, OR
BANKS FIRE DISTRICT #13, OR
BAR L RANCH ROAD DISTRICT, OR
BARLOW WATER IMPROVEMENT DISTRICT, OR
BASIN AMBULANCE SERVICE DISTRICT, OR
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT, OR
BATON ROUGE WATER COMPANY
BAY AREA HEALTH DISTRICT, OR
BAYSHORE SPECIAL ROAD DISTRICT, OR BEAR VALLEY SPECIAL ROAD DISTRICT, OR BEAVER CREEK WATER CONTROL DISTRICT, OR
BEAVER DRAINAGE IMPROVEMENT COMPANY, INC., OR
BEAVER SLOUGH DRAINAGE DISTRICT, OR
BEAVER SPECIAL ROAD DISTRICT, OR
BEAVER WATER DISTRICT, OR
BELLE MER S.I.G.L. TRACTS SPECIAL ROAD DISTRICT, OR
BEND METRO PARK AND RECREATION DISTRICT
BENTON S.W.C.D., OR
BERNDT SUBDIVISION WATER IMPROVEMENT DISTRICT, OR
BEVERLY BEACH WATER DISTRICT, OR
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6, LA
BIG BEND IRRIGATION DISTRICT, OR
BIGGS SERVICE DISTRICT, OR
BLACK BUTTE RANCH DEPARTMENT OF POLICE SERVICES, OR
BLACK BUTTE RANCH R.F.P.D., OR
BLACK MOUNTAIN WATER DISTRICT, OR
BLODGETT-SUMMIT R.F.P.D., OR
BLUE MOUNTAIN HOSPITAL DISTRICT, OR
BLUE MOUNTAIN TRANSLATOR DISTRICT, OR
BLUE RIVER PARK & RECREATION DISTRICT, OR
BLUE RIVER WATER DISTRICT, OR
BLY R.F.P.D., OR
BLY VECTOR CONTROL DISTRICT, OR
BLY WATER AND SANITARY DISTRICT, OR
BOARDMAN CEMETERY MAINTENANCE DISTRICT, OR
BOARDMAN PARK AND RECREATION DISTRICT
BOARDMAN R.F.P.D., OR
BONANZA BIG SPRINGS PARK & RECREATION DISTRICT, OR
BONANZA MEMORIAL PARK CEMETERY DISTRICT, OR
BONANZA R.F.P.D., OR
BONANZA-LANGELL VALLEY VECTOR CONTROL DISTRICT, OR
BORING WATER DISTRICT #24, OR
BOULDER CREEK RETREAT SPECIAL ROAD DISTRICT, OR
BRIDGE R.F.P.D., OR
BROOKS COMMUNITY SERVICE DISTRICT, OR
BROWNSVILLE R.F.P.D., OR
BUELL-RED PRAIRIE WATER DISTRICT, OR
BUNKER HILL R.F.P.D. #1, OR
BUNKER HILL SANITARY DISTRICT, OR
BURLINGTON WATER DISTRICT, OR BURNT RIVER IRRIGATION DISTRICT, OR BURNT RIVER S.W.C.D., OR
CALAPOOIA R.F.P.D., OR
CAMAS VALLEY R.F.P.D., OR
CAMELLIA PARK SANITARY DISTRICT, OR

CAMMANN ROAD DISTRICT, OR
CAMP SHERMAN ROAD DISTRICT, OR
CANBY AREA TRANSIT, OR
CANBY R.F.P.D. #62, OR
CANBY UTILITY BOARD, OR
CANNON BEACH R.F.P.D., OR
CANYONVILLE SOUTH UMPQUA FIRE DISTRICT, OR
CAPE FERRELO R.F.P.D., OR
CAPE FOULWEATHER SANITARY DISTRICT, OR
CARLSON PRIMROSE SPECIAL ROAD DISTRICT, OR
CARMEL BEACH WATER DISTRICT, OR
CASCADE VIEW ESTATES TRACT 2, OR CEDAR CREST SPECIAL ROAD DISTRICT, OR CEDAR TRAILS SPECIAL ROAD DISTRICT, OR CEDAR VALLEY - NORTH BANK R.F.P.D., OR CENTRAL CASCADES FIRE AND EMS, OR CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA
CENTRAL LINCOLN P.U.D., OR
CENTRAL OREGON COAST FIRE & RESCUE DISTRICT, OR
CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
CENTRAL OREGON IRRIGATION DISTRICT, OR
CHAPARRAL WATER CONTROL DISTRICT, OR
CHARLESTON FIRE DISTRICT, OR
CHARLESTON SANITARY DISTRICT, OR
CHARLOTTE ANN WATER DISTRICT, OR
CHEHALEM PARK & RECREATION DISTRICT, OR
CHEHALEM PARK AND RECREATION DISTRICT
CHEMULT R.F.P.D., OR
CHENOWITH WATER P.U.D., OR
CHERRIOTS, OR
CHETCO COMMUNITY PUBLIC LIBRARY DISTRICT, OR
CHILOQUIN VECTOR CONTROL DISTRICT, OR
CHILOQUIN-AGENCY LAKE R.F.P.D., OR
CHINOOK DRIVE SPECIAL ROAD DISTRICT, OR
CHR DISTRICT IMPROVEMENT COMPANY, OR
CHRISTMAS VALLEY DOMESTIC WATER DISTRICT, OR
CHRISTMAS VALLEY PARK & RECREATION DISTRICT, OR
CHRISTMAS VALLEY R.F.P.D., OR
CITY OF BOGALUSA SCHOOL BOARD, LA
CLACKAMAS COUNTY FIRE DISTRICT #1, OR
CLACKAMAS COUNTY SERVICE DISTRICT #1, OR
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT, OR
CLACKAMAS RIVER WATER CLACKAMAS RIVER WATER, OR CLACKAMAS S.W.C.D., OR
CLATSKANIE DRAINAGE IMPROVEMENT COMPANY, OR
CLATSKANIE LIBRARY DISTRICT, OR
CLATSKANIE P.U.D., OR
CLATSKANIE PARK & RECREATION DISTRICT, OR
CLATSKANIE PEOPLE'S UTILITY DISTRICT
CLATSKANIE R.F.P.D., OR
CLATSOP CARE CENTER HEALTH DISTRICT, OR
CLATSOP COUNTY S.W.C.D., OR
CLATSOP DRAINAGE IMPROVEMENT COMPANY #15, INC., OR
CLEAN WATER SERVICES
CLEAN WATER SERVICES, OR
CLOVERDALE R.F.P.D., OR
CLOVERDALE SANITARY DISTRICT, OR CLOVERDALE WATER DISTRICT, OR COALEDO DRAINAGE DISTRICT, OR COBURG FIRE DISTRICT, OR
COLESTIN RURAL FIRE DISTRICT, OR
COLTON R.F.P.D., OR
COLTON WATER DISTRICT #11, OR
COLUMBIA 911 COMMUNICATIONS DISTRICT, OR
COLUMBIA COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR
COLUMBIA DRAINAGE VECTOR CONTROL, OR
COLUMBIA IMPROVEMENT DISTRICT, OR
COLUMBIA R.F.P.D., OR
COLUMBIA RIVER FIRE & RESCUE, OR
COLUMBIA RIVER PUD, OR
COLUMBIA S.W.C.D., OR
COLUMBIA S.W.C.D., OR
CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
COOS COUNTY AIRPORT DISTRICT, OR
COOS COUNTY AIRPORT DISTRICT, OR
COOS COUNTY AREA TRANSIT SERVICE DISTRICT, OR
COOS COUNTY AREA TRANSIT SERVICE DISTRICT, OR
COOS FOREST PROTECTIVE ASSOCIATION
COOS S.W.C.D., OR
COQUILLE R.F.P.D., OR
COQUILLE VALLEY HOSPITAL DISTRICT, OR CORBETT WATER DISTRICT, OR
CORNELIUS R.F.P.D., OR
CORP RANCH ROAD WATER IMPROVEMENT, OR
CORVALLIS R.F.P.D., OR
COUNTRY CLUB ESTATES SPECIAL WATER DISTRICT, OR
COUNTRY CLUB WATER DISTRICT, OR
COUNTRY ESTATES ROAD DISTRICT, OR
COVE CEMETERY MAINTENANCE DISTRICT, OR COVE ORCHARD SEWER SERVICE DISTRICT, OR
COVE R.F.P.D., OR
CRESCENT R.F.P.D., OR
CRESCENT SANITARY DISTRICT, OR
CRESCENT WATER SUPPLY AND IMPROVEMENT DISTRICT, OR
CROOK COUNTY AGRICULTURE EXTENSION SERVICE DISTRICT, OR
CROOK COUNTY CEMETERY DISTRICT, OR
CROOK COUNTY FIRE AND RESCUE, OR

CROOK COUNTY PARKS & RECREATION DISTRICT, OR
CROOK COUNTY S.W.C.D., OR
CROOK COUNTY VECTOR CONTROL DISTRICT, OR
CROOKED RIVER RANCH R.F.P.D., OR
CROOKED RIVER RANCH SPECIAL ROAD DISTRICT, OR
CRYSTAL SPRINGS WATER DISTRICT, OR
CURRY COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR
CURRY COUNTY PUBLIC TRANSIT SERVICE DISTRICT, OR
CURRY COUNTY S.W.C.D., OR
CURRY HEALTH DISTRICT, OR
CURRY PUBLIC LIBRARY DISTRICT, OR
DALLAS CEMETERY DISTRICT #4, OR DARLEY DRIVE SPECIAL ROAD DISTRICT, OR DAVID CROCKETT STEAM FIRE COMPANY #1, LA
DAYS CREEK R.F.P.D., OR
DAYTON FIRE DISTRICT, OR
DEAN MINARD WATER DISTRICT, OR
DEE IRRIGATION DISTRICT, OR
DEER ISLAND DRAINAGE IMPROVEMENT COMPANY, OR
DELL BROGAN CEMETERY MAINTENANCE DISTRICT, OR
DEPOE BAY R.F.P.D., OR
DESCHUTES COUNTY 911 SERVICE DISTRICT, OR
DESCHUTES COUNTY R.F.P.D. #2, OR
DESCHUTES PUBLIC LIBRARY DISTRICT, OR
DESCHUTES S.W.C.D., OR
DESCHUTES VALLEY WATER DISTRICT, OR
DEVILS LAKE WATER IMPROVEMENT DISTRICT, OR
DEXTER R.F.P.D., OR
DEXTER SANITARY DISTRICT, OR
DORA-SITKUM R.F.P.D., OR
DOUGLAS COUNTY FIRE DISTRICT #2, OR
DOUGLAS S.W.C.D., OR
DRAKES CROSSING R.F.P.D., OR DRRH SPECIAL ROAD DISTRICT #6, OR
DRY GULCH DITCH DISTRICT IMPROVEMENT COMPANY, OR
DUFUR RECREATION DISTRICT, OR DUMBECK LANE DOMESTIC WATER SUPPLY, OR
DUNDEE R.F.P.D., OR
DURKEE COMMUNITY BUILDING PRESERVATION DISTRICT, OR
EAGLE POINT IRRIGATION DISTRICT, OR
EAGLE VALLEY CEMETERY MAINTENANCE DISTRICT, OR
EAGLE VALLEY R.F.P.D., OR
EAGLE VALLEY S.W.C.D., OR
EAST FORK IRRIGATION DISTRICT, OR
EAST MULTNOMAH S.W.C.D., OR
EAST SALEM SERVICE DISTRICT, OR
EAST UMATILLA CHEMICAL CONTROL DISTRICT, OR
EAST UMATILLA COUNTY AMBULANCE AREA HEALTH DISTRICT, OR
EAST UMATILLA COUNTY R.F.P.D., OR EAST VALLEY WATER DISTRICT, OR
ELGIN COMMUNITY PARKS & RECREATION DISTRICT, OR
ELGIN HEALTH DISTRICT, OR
ELGIN R.F.P.D., OR
ELKTON ESTATES PHASE II SPECIAL ROAD DISTRICT, OR
ELKTON R.F.P.D., OR
EMERALD P.U.D., OR
ENTERPRISE IRRIGATION DISTRICT, OR
ESTACADA CEMETERY MAINTENANCE DISTRICT, OR
ESTACADA R.F.P.D. #69, OR
EUGENE R.F.P.D. # 1, OR
EUGENE WATER AND ELECTRIC BOARD
EVANS VALLEY FIRE DISTRICT #6, OR
FAIR OAKS R.F.P.D., OR
FAIRVIEW R.F.P.D., OR
FAIRVIEW WATER DISTRICT, OR
FALCON HEIGHTS WATER AND SEWER, OR
FALCON-COVE BEACH WATER DISTRICT, OR
FALL RIVER ESTATES SPECIAL ROAD DISTRICT, OR
FARGO INTERCHANGE SERVICE DISTRICT, OR
FARMERS IRRIGATION DISTRICT, OR
FAT ELK DRAINAGE DISTRICT, OR
FERN RIDGE PUBLIC LIBRARY DISTRICT, OR
FERN VALLEY ESTATES IMPROVEMENT DISTRICT, OR
FOR FAR ROAD DISTRICT, OR
FOREST GROVE R.F.P.D., OR
FOREST VIEW SPECIAL ROAD DISTRICT, OR
FORT ROCK-SILVER LAKE S.W.C.D., OR
FOUR RIVERS VECTOR CONTROL DISTRICT, OR
FOX CEMETERY MAINTENANCE DISTRICT, OR
GARDINER R.F.P.D., OR
GARDINER SANITARY DISTRICT, OR
GARIBALDI R.F.P.D., OR
GASTON R.F.P.D., OR
GATES R.F.P.D., OR
GEARHART R.F.P.D., OR
GILLIAM S.W.C.D., OR
GLENDALE AMBULANCE DISTRICT, OR
GLENDALE R.F.P.D., OR
GLENEDEN BEACH SPECIAL ROAD DISTRICT, OR
GLENEDEN SANITARY DISTRICT, OR
GLENWOOD WATER DISTRICT, OR
GLIDE - IDLEYLD SANITARY DISTRICT, OR
GLIDE R.F.P.D., OR
GOLD BEACH - WEDDERBURN R.F.P.D., OR
GOLD HILL IRRIGATION DISTRICT, OR
GOLDFINCH ROAD DISTRICT, OR
GOSHEN R.F.P.D., OR
GOVERNMENT CAMP ROAD DISTRICT, OR
GOVERNMENT CAMP SANITARY DISTRICT, OR

GRAND PRAIRIE WATER CONTROL DISTRICT, OR
GRAND RONDE SANITARY DISTRICT, OR
GRANT COUNTY TRANSPORTATION DISTRICT, OR
GRANT S.W.C.D., OR
GRANTS PASS IRRIGATION DISTRICT, OR
GREATER BOWEN VALLEY R.F.P.D., OR
GREATER ST. HELENS PARK & RECREATION DISTRICT, OR
GREATER TOLEDO POOL RECREATION DISTRICT, OR
GREEN KNOLLS SPECIAL ROAD DISTRICT, OR
GREEN SANITARY DISTRICT, OR GREENACRES R.F.P.D., OR
GREENBERRY IRRIGATION DISTRICT, OR
GREENSPRINGS RURAL FIRE DISTRICT, OR
HAHLEN ROAD SPECIAL DISTRICT, OR HAINES CEMETERY MAINTENANCE DISTRICT, OR
HAINES FIRE PROTECTION DISTRICT, OR
HALSEY-SHEDD R.F.P.D., OR
HAMLET R.F.P.D., OR HARBOR R.F.P.D., OR
HARBOR SANITARY DISTRICT, OR
HARBOR WATER P.U.D., OR
HARNEY COUNTY HEALTH DISTRICT, OR
HARNEY S.W.C.D., OR
HARPER SOUTH SIDE IRRIGATION DISTRICT, OR
HARRISBURG FIRE AND RESCUE, OR
HAUSER R.F.P.D., OR
HAZELDELL RURAL FIRE DISTRICT, OR HEBO JOINT WATER-SANITARY AUTHORITY, OR
HECETA WATER P.U.D., OR
HELIX CEMETERY MAINTENANCE DISTRICT #4, OR
HELIX PARK & RECREATION DISTRICT, OR
HELIX R.F.P.D. #7-411, OR
HEPPNER CEMETERY MAINTENANCE DISTRICT, OR
HEPPNER R.F.P.D., OR
HEPPNER WATER CONTROL DISTRICT, OR
HEREFORD COMMUNITY HALL RECREATION DISTRICT, OR
HERMISTON CEMETERY DISTRICT, OR
HERMISTON IRRIGATION DISTRICT, OR HIDDEN VALLEY MOBILE ESTATES IMPROVEMENT DISTRICT, OR
HIGH DESERT PARK & RECREATION DISTRICT, OR
HIGHLAND SUBDIVISION WATER DISTRICT, OR
HONOLULU INTERNATIONAL AIRPORT
HOOD RIVER COUNTY LIBRARY DISTRICT, OR
HOOD RIVER COUNTY TRANSPORTATION DISTRICT, OR
HOOD RIVER S.W.C.D., OR
HOOD RIVER VALLEY PARKS & RECREATION DISTRICT, OR
HOODLAND FIRE DISTRICT #74
HOODLAND FIRE DISTRICT #74, OR
HORSEFLY IRRIGATION DISTRICT, OR
HOSKINS-KINGS VALLEY R.F.P.D., OR
HOUSING AUTHORITY OF PORTLAND
HUBBARD R.F.P.D., OR
HUDSON BAY DISTRICT IMPROVEMENT COMPANY, OR
I N (KAY) YOUNG DITCH DISTRICT IMPROVEMENT COMPANY, OR
ICE FOUNTAIN WATER DISTRICT, OR IDAHO POINT SPECIAL ROAD DISTRICT, OR
IDANHA-DETROIT RURAL FIRE PROTECTION DISTRICT, OR
ILLINOIS VALLEY FIRE DISTRICT ILLINOIS VALLEY R.F.P.D., OR
ILLINOIS VALLEY S.W.C.D., OR
IMBLER R.F.P.D., OR
INTERLACHEN WATER P.U.D., OR
IONE LIBRARY DISTRICT, OR
IONE R.F.P.D. #6-604, OR
IRONSIDE CEMETERY MAINTENANCE DISTRICT, OR
IRONSIDE RURAL ROAD DISTRICT #5, OR
IRRIGON PARK & RECREATION DISTRICT, OR
IRRIGON R.F.P.D., OR
ISLAND CITY AREA SANITATION DISTRICT, OR
ISLAND CITY CEMETERY MAINTENANCE DISTRICT, OR
JACK PINE VILLAGE SPECIAL ROAD DISTRICT, OR
JACKSON COUNTY FIRE DISTRICT #3, OR
JACKSON COUNTY FIRE DISTRICT #4, OR
JACKSON COUNTY FIRE DISTRICT #5, OR
JACKSON COUNTY LIBRARY DISTRICT, OR
JACKSON COUNTY VECTOR CONTROL DISTRICT, OR
JACKSON S.W.C.D., OR
JASPER KNOLLS WATER DISTRICT, OR
JEFFERSON COUNTY EMERGENCY MEDICAL SERVICE DISTRICT, OR
JEFFERSON COUNTY FIRE DISTRICT #1, OR
JEFFERSON COUNTY LIBRARY DISTRICT, OR
JEFFERSON COUNTY S.W.C.D., OR
JEFFERSON PARK & RECREATION DISTRICT, OR
JEFFERSON R.F.P.D., OR
JOB'S DRAINAGE DISTRICT, OR
JOHN DAY WATER DISTRICT, OR
JOHN DAY-CANYON CITY PARKS & RECREATION DISTRICT, OR
JOHN DAY-FERNHILL R.F.P.D. #5-108, OR
JORDAN VALLEY CEMETERY DISTRICT, OR
JORDAN VALLEY IRRIGATION DISTRICT, OR
JOSEPHINE COMMUNITY LIBRARY DISTRICT, OR
JOSEPHINE COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR
JOSEPHINE COUNTY 911 AGENCY, OR
JUNCTION CITY R.F.P.D., OR
JUNCTION CITY WATER CONTROL DISTRICT,

OR
JUNIPER BUTTE ROAD DISTRICT, OR
JUNIPER CANYON WATER CONTROL DISTRICT, OR
JUNIPER FLAT DISTRICT IMPROVEMENT COMPANY, OR
JUNIPER FLAT R.F.P.D., OR
JUNO NONPROFIT WATER IMPROVEMENT DISTRICT, OR
KEATING R.F.P.D., OR
KEATING S.W.C.D., OR
KEIZER R.F.P.D., OR
KELLOGG RURAL FIRE DISTRICT, OR
KENO IRRIGATION DISTRICT, OR
KENO PINES ROAD DISTRICT, OR
KENO R.F.P.D., OR
KENT WATER DISTRICT, OR
KERBY WATER DISTRICT, OR
K-GB-LB WATER DISTRICT, OR
KILCHIS WATER DISTRICT, OR
KLAMATH 9-1-1 COMMUNICATIONS DISTRICT, OR
KLAMATH BASIN IMPROVEMENT DISTRICT, OR
KLAMATH COUNTY DRAINAGE SERVICE DISTRICT, OR
KLAMATH COUNTY EXTENSION SERVICE DISTRICT, OR
KLAMATH COUNTY FIRE DISTRICT #1, OR
KLAMATH COUNTY FIRE DISTRICT #3, OR
KLAMATH COUNTY FIRE DISTRICT #4, OR
KLAMATH COUNTY FIRE DISTRICT #5, OR
KLAMATH COUNTY LIBRARY SERVICE DISTRICT, OR
KLAMATH COUNTY PREDATORY ANIMAL CONTROL DISTRICT, OR
KLAMATH DRAINAGE DISTRICT, OR KLAMATH FALLS FOREST ESTATES SPECIAL ROAD DISTRICT UNIT #2, OR
KLAMATH INTEROPERABILITY RADIO GROUP, OR
KLAMATH IRRIGATION DISTRICT, OR
KLAMATH RIVER ACRES SPECIAL ROAD DISTRICT, OR
KLAMATH S.W.C.D., OR
KLAMATH VECTOR CONTROL DISTRICT, OR
KNAPPA-SVENSEN-BURNSIDE R.F.P.D., OR
LA GRANDE CEMETERY MAINTENANCE DISTRICT, OR
LA GRANDE R.F.P.D., OR
LA PINE PARK & RECREATION DISTRICT, OR
LA PINE R.F.P.D., OR
LABISH VILLAGE SEWAGE & DRAINAGE, OR
LACOMB IRRIGATION DISTRICT, OR LAFAYETTE AIRPORT COMMISSION, LA LAFOURCHE PARISH HEALTH UNIT – DHH-OPH REGION 3
LAIDLAW WATER DISTRICT, OR LAKE CHINOOK FIRE & RESCUE, OR
LAKE COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR
LAKE COUNTY LIBRARY DISTRICT, OR LAKE CREEK R.F.P.D. - JACKSON, OR LAKE CREEK R.F.P.D. - LANE COUNTY, OR LAKE DISTRICT HOSPITAL, OR
LAKE GROVE R.F.P.D. NO. 57, OR
LAKE GROVE WATER DISTRICT, OR
LAKE LABISH WATER CONTROL DISTRICT, OR
LAKE POINT SPECIAL ROAD DISTRICT, OR
LAKESIDE R.F.P.D. #4, OR
LAKESIDE WATER DISTRICT, OR
LAKEVIEW R.F.P.D., OR LAKEVIEW S.W.C.D., OR
LAMONTAI IMPROVEMENT DISTRICT, OR LANE FIRE AUTHORITY, OR
LANE LIBRARY DISTRICT, OR LANE TRANSIT DISTRICT, OR
LANGELL VALLEY IRRIGATION DISTRICT, OR
LANGLOIS PUBLIC LIBRARY, OR
LANGLOIS R.F.P.D., OR LANGLOIS WATER DISTRICT, OR
LAZY RIVER SPECIAL ROAD DISTRICT, OR
LEBANON AQUATIC DISTRICT, OR
LEBANON R.F.P.D., OR
LEWIS & CLARK R.F.P.D., OR
LINCOLN COUNTY LIBRARY DISTRICT, OR
LINCOLN S.W.C.D., OR
LINN COUNTY EMERGENCY TELEPHONE AGENCY, OR
LINN S.W.C.D., OR
LITTLE MUDDY CREEK WATER CONTROL, OR
LITTLE NESTUCCA DRAINAGE DISTRICT, OR
LITTLE SWITZERLAND SPECIAL ROAD DISTRICT, OR
LONE PINE IRRIGATION DISTRICT, OR
LONG PRAIRIE WATER DISTRICT, OR
LOOKINGGLASS OLALLA WATER CONTROL DISTRICT, OR
LOOKINGGLASS RURAL FIRE DISTRICT, OR
LORANE R.F.P.D., OR
LOST & BOULDER DITCH IMPROVEMENT DISTRICT, OR
LOST CREEK PARK SPECIAL ROAD DISTRICT, OR
LOUISIANA PUBLIC SERVICE COMMISSION, LA
LOUISIANA WATER WORKS
LOWELL R.F.P.D., OR
LOWER MCKAY CREEK R.F.P.D., OR
LOWER MCKAY CREEK WATER CONTROL DISTRICT, OR
LOWER POWDER RIVER IRRIGATION DISTRICT, OR
LOWER SILETZ WATER DISTRICT, OR
LOWER UMPQUA HOSPITAL DISTRICT, OR
LOWER UMPQUA PARK & RECREATION DISTRICT, OR
LOWER VALLEY WATER IMPROVEMENT DISTRICT, OR
LUCE LONG DITCH DISTRICT IMPROVEMENT CO., OR
LUSTED WATER DISTRICT, OR
LYONS R.F.P.D., OR

LYONS-MEHAMA WATER DISTRICT, OR
MADRAS AQUATIC CENTER DISTRICT, OR
MAKAI SPECIAL ROAD DISTRICT, OR
MALHEUR COUNTY S.W.C.D., OR
MALHEUR COUNTY VECTOR CONTROL DISTRICT, OR
MALHEUR DISTRICT IMPROVEMENT COMPANY, OR
MALHEUR DRAINAGE DISTRICT, OR
MALHEUR MEMORIAL HEALTH DISTRICT, OR
MALIN COMMUNITY CEMETERY MAINTENANCE DISTRICT, OR
MALIN COMMUNITY PARK & RECREATION DISTRICT, OR
MALIN IRRIGATION DISTRICT, OR
MALIN R.F.P.D., OR
MAPLETON FIRE DEPARTMENT, OR
MAPLETON WATER DISTRICT, OR
MARCOLA WATER DISTRICT, OR
MARION COUNTY EXTENSION & 4H SERVICE DISTRICT, OR
MARION COUNTY FIRE DISTRICT #1, OR
MARION JACK IMPROVEMENT DISTRICT, OR
MARION S.W.C.D., OR
MARY'S RIVER ESTATES ROAD DISTRICT, OR
MCDONALD FOREST ESTATES SPECIAL ROAD DISTRICT, OR
MCKAY ACRES IMPROVEMENT DISTRICT, OR
MCKAY DAM R.F.P.D. # 7-410, OR
MCKENZIE FIRE & RESCUE, OR
MCKENZIE PALISADES WATER SUPPLY CORPORATION, OR
MCMINNVILLE R.F.P.D., OR MCNULTY WATER P.U.D., OR MEADOWS DRAINAGE DISTRICT, OR
MEDFORD IRRIGATION DISTRICT, OR
MEDFORD R.F.P.D. #2, OR MEDFORD WATER COMMISSION MEDICAL SPRINGS R.F.P.D., OR MELHEUR COUNTY JAIL, OR
MERLIN COMMUNITY PARK DISTRICT, OR
MERRILL CEMETERY MAINTENANCE DISTRICT, OR
MERRILL PARK DISTRICT, OR
MERRILL R.F.P.D., OR
METRO REGIONAL GOVERNMENT
METRO REGIONAL PARKS
METROPOLITAN EXPOSITION RECREATION COMMISSION
METROPOLITAN SERVICE DISTRICT (METRO)
MID COUNTY CEMETERY MAINTENANCE DISTRICT, OR
MID-COLUMBIA FIRE AND RESCUE, OR
MIDDLE FORK IRRIGATION DISTRICT, OR
MIDLAND COMMUNITY PARK, OR
MIDLAND DRAINAGE IMPROVEMENT DISTRICT, OR
MILES CROSSING SANITARY SEWER DISTRICT, OR
MILL CITY R.F.P.D. #2-303, OR
MILL FOUR DRAINAGE DISTRICT, OR MILLICOMA
RIVER PARK & RECREATION DISTRICT, OR
MILLINGTON R.F.P.D. #5, OR
MILO VOLUNTEER FIRE DEPARTMENT, OR
MILTON-FREEWATER AMBULANCE SERVICE AREA HEALTH DISTRICT, OR
MILTON-FREEWATER WATER CONTROL DISTRICT, OR
MIROCO SPECIAL ROAD DISTRICT, OR
MIST-BIRKENFELD R.F.P.D., OR
MODOC POINT IRRIGATION DISTRICT, OR
MODOC POINT SANITARY DISTRICT, OR
MOHAWK VALLEY R.F.P.D., OR
MOLALLA AQUATIC DISTRICT, OR
MOLALLA R.F.P.D. #73, OR MONITOR R.F.P.D., OR
MONROE R.F.P.D., OR
MONUMENT CEMETERY MAINTENANCE DISTRICT, OR
MONUMENT S.W.C.D., OR
MOOREA DRIVE SPECIAL ROAD DISTRICT, OR
MORO R.F.P.D., OR
MORROW COUNTY HEALTH DISTRICT, OR
MORROW COUNTY UNIFIED RECREATION DISTRICT, OR
MORROW S.W.C.D., OR MOSIER FIRE DISTRICT, OR
MOUNTAIN DRIVE SPECIAL ROAD DISTRICT, OR
MT. ANGEL R.F.P.D., OR
MT. HOOD IRRIGATION DISTRICT, OR
MT. LAKI CEMETERY DISTRICT, OR MT. VERNON R.F.P.D., OR
MULINO WATER DISTRICT #1, OR
MULTNOMAH COUNTY DRAINAGE DISTRICT #1, OR
MULTNOMAH COUNTY R.F.P.D. #10, OR
MULTNOMAH COUNTY R.F.P.D. #14, OR
MULTNOMAH EDUCATION SERVICE DISTRICT
MYRTLE CREEK R.F.P.D., OR
NEAH-KAH-NIE WATER DISTRICT, OR
NEDONNA R.F.P.D., OR
NEHALEM BAY FIRE AND RESCUE, OR
NEHALEM BAY HEALTH DISTRICT, OR
NEHALEM BAY WASTEWATER AGENCY, OR
NESIKA BEACH-OPHIR WATER DISTRICT, OR
NESKOWIN REGIONAL SANITARY AUTHORITY, OR
NESKOWIN REGIONAL WATER DISTRICT, OR
NESTUCCA R.F.P.D., OR
NETARTS WATER DISTRICT, OR
NETARTS-OCEANSIDE R.F.P.D., OR
NETARTS-OCEANSIDE SANITARY DISTRICT, OR
NEW BRIDGE WATER SUPPLY DISTRICT, OR
NEW CARLTON FIRE DISTRICT, OR
NEW ORLEANS REDEVELOPMENT AUTHORITY, LA
NEW PINE CREEK R.F.P.D., OR
NEWBERG R.F.P.D., OR
NEWBERRY ESTATES SPECIAL ROAD DISTRICT, OR

NEWPORT R.F.P.D., OR
NEWT YOUNG DITCH DISTRICT IMPROVEMENT COMPANY, OR
NORTH ALBANY R.F.P.D., OR
NORTH BAY R.F.P.D. #9, OR
NORTH CLACKAMAS PARKS & RECREATION DISTRICT, OR
NORTH COUNTY RECREATION DISTRICT, OR
NORTH DOUGLAS COUNTY FIRE & EMS, OR
NORTH DOUGLAS PARK & RECREATION DISTRICT, OR
NORTH GILLIAM COUNTY HEALTH DISTRICT, OR
NORTH GILLIAM COUNTY R.F.P.D., OR
NORTH LAKE HEALTH DISTRICT, OR
NORTH LEBANON WATER CONTROL DISTRICT, OR
NORTH LINCOLN FIRE & RESCUE DISTRICT #1, OR
NORTH LINCOLN HEALTH DISTRICT, OR
NORTH MORROW VECTOR CONTROL DISTRICT, OR
NORTH SHERMAN COUNTY R.F.P.D, OR
NORTH UNIT IRRIGATION DISTRICT, OR
NORTHEAST OREGON HOUSING AUTHORITY, OR
NORTHEAST WHEELER COUNTY HEALTH DISTRICT, OR
NORTHERN WASCO COUNTY P.U.D., OR
NORTHERN WASCO COUNTY PARK & RECREATION DISTRICT, OR
NYE DITCH USERS DISTRICT IMPROVEMENT, OR
NYSSA ROAD ASSESSMENT DISTRICT #2, OR
NYSSA RURAL FIRE DISTRICT, OR
NYSSA-ARCADIA DRAINAGE DISTRICT, OR
OAK LODGE WATER SERVICES, OR
OAKLAND R.F.P.D., OR
OAKVILLE COMMUNITY CENTER, OR
OCEANSIDE WATER DISTRICT, OR
OCHOCO IRRIGATION DISTRICT, OR
OCHOCO WEST WATER AND SANITARY AUTHORITY, OR
ODELL SANITARY DISTRICT, OR
OLD OWYHEE DITCH IMPROVEMENT DISTRICT, OR
OLNEY-WALLUSKI FIRE & RESCUE DISTRICT, OR
ONTARIO LIBRARY DISTRICT, OR
ONTARIO R.F.P.D., OR
OPHIR R.F.P.D., OR
OREGON COAST COMMUNITY ACTION
OREGON HOUSING AND COMMUNITY SERVICES
OREGON INTERNATIONAL PORT OF COOS BAY, OR
OREGON LEGISLATIVE ADMINISTRATION
OREGON OUTBACK R.F.P.D., OR OREGON POINT, OR
OREGON TRAIL LIBRARY DISTRICT, OR
OTTER ROCK WATER DISTRICT, OR
OWW UNIT #2 SANITARY DISTRICT, OR
OWYHEE CEMETERY MAINTENANCE DISTRICT, OR
OWYHEE IRRIGATION DISTRICT, OR
PACIFIC CITY JOINT WATER-SANITARY AUTHORITY, OR
PACIFIC COMMUNITIES HEALTH DISTRICT, OR
PACIFIC RIVIERA #3 SPECIAL ROAD DISTRICT, OR
PALATINE HILL WATER DISTRICT, OR
PALMER CREEK WATER DISTRICT IMPROVEMENT COMPANY, OR
PANORAMIC ACCESS SPECIAL ROAD DISTRICT, OR
PANTHER CREEK ROAD DISTRICT, OR
PANTHER CREEK WATER DISTRICT, OR
PARKDALE R.F.P.D., OR
PARKDALE SANITARY DISTRICT, OR
PENINSULA DRAINAGE DISTRICT #1, OR
PENINSULA DRAINAGE DISTRICT #2, OR
PHILOMATH FIRE AND RESCUE, OR PILOT ROCK CEMETERY MAINTENANCE DISTRICT #5, OR
PILOT ROCK PARK & RECREATION DISTRICT, OR
PILOT ROCK R.F.P.D., OR
PINE EAGLE HEALTH DISTRICT, OR PINE FLAT DISTRICT IMPROVEMENT COMPANY, OR
PINE GROVE IRRIGATION DISTRICT, OR PINE GROVE WATER DISTRICT-KLAMATH FALLS, OR
PINE GROVE WATER DISTRICT-MAUPIN, OR
PINE VALLEY CEMETERY DISTRICT, OR PINE VALLEY R.F.P.D., OR
PINEWOOD COUNTRY ESTATES SPECIAL ROAD DISTRICT, OR
PIONEER DISTRICT IMPROVEMENT COMPANY, OR
PISTOL RIVER CEMETERY MAINTENANCE DISTRICT, OR
PISTOL RIVER FIRE DISTRICT, OR
PLEASANT HILL R.F.P.D., OR
PLEASANT HOME WATER DISTRICT, OR
POCAHONTAS MINING AND IRRIGATION DISTRICT, OR
POE VALLEY IMPROVEMENT DISTRICT, OR POE VALLEY PARK & RECREATION DISTRICT, OR
POE VALLEY VECTOR CONTROL DISTRICT, OR
POLK COUNTY FIRE DISTRICT #1, OR
POLK S.W.C.D., OR
POMPADOUR WATER IMPROVEMENT DISTRICT, OR
PONDEROSA PINES EAST SPECIAL ROAD DISTRICT, OR
PORT OF ALSEA, OR
PORT OF ARLINGTON, OR
PORT OF ASTORIA, OR
PORT OF BANDON, OR

PORT OF BRANDON, OR
PORT OF BROOKINGS HARBOR, OR
PORT OF CASCADE LOCKS, OR
PORT OF COQUILLE RIVER, OR
PORT OF GARIBALDI, OR
PORT OF GOLD BEACH, OR
PORT OF HOOD RIVER, OR
PORT OF MORGAN CITY, LA
PORT OF MORROW, OR
PORT OF NEHALEM, OR
PORT OF NEWPORT, OR
PORT OF PORT ORFORD, OR
PORT OF PORTLAND, OR
PORT OF SIUSLAW, OR
PORT OF ST. HELENS, OR
PORT OF THE DALLES, OR
PORT OF TILLAMOOK BAY, OR
PORT OF TOLEDO, OR
PORT OF UMATILLA, OR
PORT OF UMPQUA, OR
PORT ORFORD CEMETERY MAINTENANCE DISTRICT, OR
PORT ORFORD PUBLIC LIBRARY DISTRICT, OR
PORT ORFORD R.F.P.D., OR
PORTLAND DEVELOPMENT COMMISSION, OR
PORTLAND FIRE AND RESCUE
PORTLAND HOUSING CENTER, OR
POWDER R.F.P.D., OR
POWDER RIVER R.F.P.D., OR
POWDER VALLEY WATER CONTROL DISTRICT, OR
POWERS HEALTH DISTRICT, OR
PRAIRIE CEMETERY MAINTENANCE DISTRICT, OR
PRINEVILLE LAKE ACRES SPECIAL ROAD DISTRICT #1, OR
PROSPECT R.F.P.D., OR
QUAIL VALLEY PARK IMPROVEMENT DISTRICT, OR
QUEENER IRRIGATION IMPROVEMENT DISTRICT, OR
RAINBOW WATER DISTRICT, OR
RAINIER CEMETERY DISTRICT, OR
RAINIER DRAINAGE IMPROVEMENT COMPANY, OR
RALEIGH WATER DISTRICT, OR
REDMOND AREA PARK & RECREATION DISTRICT, OR
REDMOND FIRE AND RESCUE, OR
RIDDLE FIRE PROTECTION DISTRICT, OR
RIDGEWOOD DISTRICT IMPROVEMENT COMPANY, OR
RIDGEWOOD ROAD DISTRICT, OR
RIETH SANITARY DISTRICT, OR
RIETH WATER DISTRICT, OR
RIMROCK WEST IMPROVEMENT DISTRICT, OR
RINK CREEK WATER DISTRICT, OR
RIVER BEND ESTATES SPECIAL ROAD DISTRICT, OR
RIVER FOREST ACRES SPECIAL ROAD DISTRICT, OR
RIVER MEADOWS IMPROVEMENT DISTRICT, OR
RIVER PINES ESTATES SPECIAL ROAD DISTRICT, OR
RIVER ROAD PARK & RECREATION DISTRICT, OR
RIVER ROAD WATER DISTRICT, OR
RIVERBEND RIVERBANK WATER IMPROVEMENT DISTRICT, OR RIVERDALE R.F.P.D. 11-JT, OR RIVERGROVE WATER DISTRICT, OR RIVERSIDE MISSION WATER CONTROL DISTRICT, OR
RIVERSIDE R.F.P.D. #7-406, OR
RIVERSIDE WATER DISTRICT, OR
ROBERTS CREEK WATER DISTRICT, OR
ROCK CREEK DISTRICT IMPROVEMENT, OR
ROCK CREEK WATER DISTRICT, OR
ROCKWOOD WATER P.U.D., OR
ROCKY POINT FIRE & EMS, OR
ROGUE RIVER R.F.P.D., OR
ROGUE RIVER VALLEY IRRIGATION DISTRICT, OR
ROGUE VALLEY SEWER SERVICES, OR ROGUE VALLEY SEWER, OR
ROGUE VALLEY TRANSPORTATION DISTRICT, OR
ROSEBURG URBAN SANITARY AUTHORITY, OR
ROSEWOOD ESTATES ROAD DISTRICT, OR
ROW RIVER VALLEY WATER DISTRICT, OR
RURAL ROAD ASSESSMENT DISTRICT #3, OR
RURAL ROAD ASSESSMENT DISTRICT #4, OR
SAINT LANDRY PARISH TOURIST COMMISSION
SAINT MARY PARISH REC DISTRICT 2
SAINT MARY PARISH REC DISTRICT 3 SAINT TAMMANY FIRE DISTRICT 4, LA SALEM AREA MASS TRANSIT DISTRICT, OR SALEM MASS TRANSIT DISTRICT
SALEM SUBURBAN R.F.P.D., OR
SALISHAN SANITARY DISTRICT, OR
SALMON RIVER PARK SPECIAL ROAD DISTRICT, OR
SALMON RIVER PARK WATER IMPROVEMENT DISTRICT, OR
SALMONBERRY TRAIL INTERGOVERNMENTAL AGENCY, OR
SANDPIPER VILLAGE SPECIAL ROAD DISTRICT, OR
SANDY DRAINAGE IMPROVEMENT COMPANY, OR
SANDY R.F.P.D. #72, OR SANTA CLARA R.F.P.D., OR
SANTA CLARA WATER DISTRICT, OR
SANTIAM WATER CONTROL DISTRICT, OR
SAUVIE ISLAND DRAINAGE IMPROVEMENT COMPANY, OR
SAUVIE ISLAND VOLUNTEER FIRE DISTRICT #30J, OR
SCAPPOOSE DRAINAGE IMPROVEMENT COMPANY, OR

SCAPPOOSE PUBLIC LIBRARY DISTRICT, OR
SCAPPOOSE R.F.P.D., OR
SCIO R.F.P.D., OR SCOTTSBURG R.F.P.D., OR SEAL ROCK R.F.P.D., OR
SEAL ROCK WATER DISTRICT, OR
SEWERAGE AND WATER BOARD OF NEW ORLEANS, LA
SHANGRI-LA WATER DISTRICT, OR
SHASTA VIEW IRRIGATION DISTRICT, OR
SHELLEY ROAD CREST ACRES WATER DISTRICT, OR
SHERIDAN FIRE DISTRICT, OR
SHERMAN COUNTY HEALTH DISTRICT, OR
SHERMAN COUNTY S.W.C.D., OR
SHORELINE SANITARY DISTRICT, OR
SILETZ KEYS SANITARY DISTRICT, OR
SILETZ R.F.P.D., OR
SILVER FALLS LIBRARY DISTRICT, OR
SILVER LAKE IRRIGATION DISTRICT, OR
SILVER LAKE R.F.P.D., OR
SILVER SANDS SPECIAL ROAD DISTRICT, OR
SILVERTON R.F.P.D. NO. 2, OR
SISTERS PARKS & RECREATION DISTRICT, OR
SISTERS-CAMP SHERMAN R.F.P.D., OR
SIUSLAW PUBLIC LIBRARY DISTRICT, OR
SIUSLAW S.W.C.D., OR
SIUSLAW VALLEY FIRE AND RESCUE, OR
SIXES R.F.P.D., OR
SKIPANON WATER CONTROL DISTRICT, OR
SKYLINE VIEW DISTRICT IMPROVEMENT COMPANY, OR
SLEEPY HOLLOW WATER DISTRICT, OR
SMITH DITCH DISTRICT IMPROVEMENT COMPANY, OR
SOUTH CLACKAMAS TRANSPORTATION DISTRICT, OR
SOUTH COUNTY HEALTH DISTRICT, OR
SOUTH FORK WATER BOARD, OR
SOUTH GILLIAM COUNTY CEMETERY DISTRICT, OR
SOUTH GILLIAM COUNTY HEALTH DISTRICT, OR
SOUTH GILLIAM COUNTY R.F.P.D. VI-301, OR
SOUTH LAFOURCHE LEVEE DISTRICT, LA
SOUTH LANE COUNTY FIRE & RESCUE, OR
SOUTH SANTIAM RIVER WATER CONTROL DISTRICT, OR
SOUTH SHERMAN FIRE DISTRICT, OR
SOUTH SUBURBAN SANITARY DISTRICT, OR
SOUTH WASCO PARK & RECREATION DISTRICT, OR
SOUTHERN COOS HEALTH DISTRICT, OR
SOUTHERN CURRY CEMETERY MAINTENANCE DISTRICT, OR
SOUTHVIEW IMPROVEMENT DISTRICT, OR
SOUTHWEST LINCOLN COUNTY WATER DISTRICT, OR
SOUTHWESTERN POLK COUNTY R.F.P.D., OR
SOUTHWOOD PARK WATER DISTRICT, OR
SPECIAL ROAD DISTRICT #1, OR
SPECIAL ROAD DISTRICT #8, OR
SPRING RIVER SPECIAL ROAD DISTRICT, OR
SPRINGFIELD UTILITY BOARD, OR
ST. PAUL R.F.P.D., OR
STANFIELD CEMETERY DISTRICT #6, OR
STANFIELD IRRIGATION DISTRICT, OR
STARR CREEK ROAD DISTRICT, OR
STARWOOD SANITARY DISTRICT, OR
STAYTON FIRE DISTRICT, OR
SUBLIMITY FIRE DISTRICT, OR
SUBURBAN EAST SALEM WATER DISTRICT, OR SUBURBAN LIGHTING DISTRICT,OR
SUCCOR CREEK DISTRICT IMPROVEMENT COMPANY, OR
SUMMER LAKE IRRIGATION DISTRICT, OR
SUMMERVILLE CEMETERY MAINTENANCE DISTRICT, OR
SUMNER R.F.P.D., OR
SUN MOUNTAIN SPECIAL ROAD DISTRICT, OR
SUNDOWN SANITATION DISTRICT, OR
SUNFOREST ESTATES SPECIAL ROAD DISTRICT, OR
SUNNYSIDE IRRIGATION DISTRICT, OR
SUNRISE WATER AUTHORITY, OR
SUNRIVER SERVICE DISTRICT, OR SUNSET EMPIRE PARK & RECREATION DISTRICT, OR
SUNSET EMPIRE TRANSPORTATION DISTRICT, OR
SURFLAND ROAD DISTRICT, OR
SUTHERLIN VALLEY RECREATION DISTRICT, OR
SUTHERLIN WATER CONTROL DISTRICT, OR
SWALLEY IRRIGATION DISTRICT, OR
SWEET HOME CEMETERY MAINTENANCE DISTRICT, OR
SWEET HOME FIRE & AMBULANCE DISTRICT, OR
SWISSHOME-DEADWOOD R.F.P.D., OR
TABLE ROCK DISTRICT IMPROVEMENT COMPANY, OR
TALENT IRRIGATION DISTRICT, OR
TANGENT R.F.P.D., OR
TENMILE R.F.P.D., OR
TERREBONNE DOMESTIC WATER DISTRICT, OR
THE DALLES IRRIGATION DISTRICT, OR
THOMAS CREEK-WESTSIDE R.F.P.D., OR THREE RIVERS RANCH ROAD DISTRICT, OR THREE SISTERS IRRIGATION DISTRICT, OR TIGARD TUALATIN AQUATIC DISTRICT, OR TIGARD WATER DISTRICT, OR
TILLAMOOK BAY FLOOD IMPROVEMENT DISTRICT, OR
TILLAMOOK COUNTY EMERGENCY COMMUNICATIONS DISTRICT, OR
TILLAMOOK COUNTY S.W.C.D., OR
TILLAMOOK COUNTY TRANSPORTATION DISTRICT, OR
TILLAMOOK FIRE DISTRICT, OR TILLAMOOK P.U.D., OR
TILLER R.F.P.D., OR

TOBIN DITCH DISTRICT IMPROVEMENT COMPANY, OR
TOLEDO R.F.P.D., OR
TONE WATER DISTRICT, OR TOOLEY WATER DISTRICT, OR TRASK DRAINAGE DISTRICT, OR TRI CITY R.F.P.D. #4, OR
TRI-CITY WATER & SANITARY AUTHORITY, OR
TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON TRIMET, OR
TUALATIN HILLS PARK & RECREATION DISTRICT
TUALATIN HILLS PARK & RECREATION DISTRICT, OR
TUALATIN S.W.C.D., OR
TUALATIN VALLEY FIRE & RESCUE OR
TUALATIN VALLEY IRRIGATION DISTRICT, OR
TUALATIN VALLEY WATER DISTRICT
TUALATIN VALLEY WATER DISTRICT, OR
TUMALO IRRIGATION DISTRICT, OR
TURNER FIRE DISTRICT, OR
TWIN ROCKS SANITARY DISTRICT, OR
TWO RIVERS NORTH SPECIAL ROAD DISTRICT, OR
TWO RIVERS S.W.C.D., OR
TWO RIVERS SPECIAL ROAD DISTRICT, OR
TYGH VALLEY R.F.P.D., OR
TYGH VALLEY WATER DISTRICT, OR
UMATILLA COUNTY FIRE DISTRICT #1, OR
UMATILLA COUNTY S.W.C.D., OR
UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OR
UMATILLA HOSPITAL DISTRICT, OR
UMATILLA R.F.P.D. #7-405, OR
UMATILLA-MORROW RADIO AND DATA DISTRICT, OR
UMPQUA S.W.C.D., OR
UNION CEMETERY MAINTENANCE DISTRICT, OR
UNION COUNTY SOLID WASTE DISPOSAL DISTRICT, OR
UNION COUNTY VECTOR CONTROL DISTRICT, OR
UNION GAP SANITARY DISTRICT, OR
UNION GAP WATER DISTRICT, OR
UNION HEALTH DISTRICT, OR
UNION R.F.P.D., OR
UNION S.W.C.D., OR
UNITY COMMUNITY PARK & RECREATION DISTRICT, OR
UPPER CLEVELAND RAPIDS ROAD DISTRICT, OR
UPPER MCKENZIE R.F.P.D., OR
UPPER WILLAMETTE S.W.C.D., OR
VALE OREGON IRRIGATION DISTRICT, OR
VALE RURAL FIRE PROTECTION DISTRICT, OR
VALLEY ACRES SPECIAL ROAD DISTRICT, OR
VALLEY VIEW CEMETERY MAINTENANCE DISTRICT, OR
VALLEY VIEW WATER DISTRICT, OR
VANDEVERT ACRES SPECIAL ROAD DISTRICT, OR
VERNONIA R.F.P.D., OR
VINEYARD MOUNTAIN PARK & RECREATION DISTRICT, OR
VINEYARD MOUNTAIN SPECIAL ROAD DISTRICT, OR
WALLA WALLA RIVER IRRIGATION DISTRICT, OR
WALLOWA COUNTY HEALTH CARE DISTRICT, OR
WALLOWA LAKE COUNTY SERVICE DISTRICT, OR
WALLOWA LAKE IRRIGATION DISTRICT, OR
WALLOWA LAKE R.F.P.D., OR
WALLOWA S.W.C.D., OR
WALLOWA VALLEY IMPROVEMENT DISTRICT #1, OR
WAMIC R.F.P.D., OR
WAMIC WATER & SANITARY AUTHORITY, OR
WARMSPRINGS IRRIGATION DISTRICT, OR
WASCO COUNTY S.W.C.D., OR
WATER ENVIRONMENT SERVICES, OR
WATER WONDERLAND IMPROVEMENT DISTRICT, OR
WATERBURY & ALLEN DITCH IMPROVEMENT DISTRICT, OR
WATSECO-BARVIEW WATER DISTRICT, OR
WAUNA WATER DISTRICT, OR
WEDDERBURN SANITARY DISTRICT, OR
WEST EAGLE VALLEY WATER CONTROL DISTRICT, OR
WEST EXTENSION IRRIGATION DISTRICT, OR
WEST LABISH DRAINAGE & WATER CONTROL IMPROVEMENT DISTRICT, OR
WEST MULTNOMAH S.W.C.D., OR
WEST SIDE R.F.P.D., OR
WEST SLOPE WATER DISTRICT, OR WEST UMATILLA MOSQUITO CONTROL DISTRICT, OR
WEST VALLEY FIRE DISTRICT, OR
WESTERN HEIGHTS SPECIAL ROAD DISTRICT, OR
WESTERN LANE AMBULANCE DISTRICT, OR
WESTLAND IRRIGATION DISTRICT, OR WESTON ATHENA MEMORIAL HALL PARK & RECREATION DISTRICT, OR
WESTON CEMETERY DISTRICT #2, OR
WESTPORT FIRE AND RESCUE, OR WESTRIDGE WATER SUPPLY CORPORATION, OR
WESTWOOD HILLS ROAD DISTRICT, OR
WESTWOOD VILLAGE ROAD DISTRICT, OR
WHEELER S.W.C.D., OR
WHITE RIVER HEALTH DISTRICT, OR WIARD MEMORIAL PARK DISTRICT, OR WICKIUP WATER DISTRICT, OR WILLAKENZIE R.F.P.D., OR
WILLAMALANE PARK & RECREATION DISTRICT, OR
WILLAMALANE PARK AND RECREATION

DISTRICT
WILLAMETTE HUMANE SOCIETY
WILLAMETTE RIVER WATER COALITION, OR
WILLIAMS R.F.P.D., OR
WILLOW CREEK PARK DISTRICT, OR WILLOW DALE WATER DISTRICT, OR WILSON RIVER WATER DISTRICT, OR WINCHESTER BAY R.F.P.D., OR WINCHESTER BAY SANITARY DISTRICT, OR WINCHUCK R.F.P.D., OR
WINSTON-DILLARD R.F.P.D., OR
WINSTON-DILLARD WATER DISTRICT, OR
WOLF CREEK R.F.P.D., OR
WOOD RIVER DISTRICT IMPROVEMENT COMPANY, OR
WOODBURN R.F.P.D. NO. 6, OR
WOODLAND PARK SPECIAL ROAD DISTRICT, OR
WOODS ROAD DISTRICT, OR
WRIGHT CREEK ROAD WATER IMPROVEMENT DISTRICT, OR
WY'EAST FIRE DISTRICT, OR YACHATS R.F.P.D., OR
YAMHILL COUNTY TRANSIT AREA, OR
YAMHILL FIRE PROTECTION DISTRICT, OR
YAMHILL SWCD, OR
YONCALLA PARK & RECREATION DISTRICT, OR
YOUNGS RIVER-LEWIS & CLARK WATER DISTRICT, OR
ZUMWALT R.F.P.D., OR

K-12 INCLUDING BUT NOT LIMITED TO:
ACADIA PARISH SCHOOL BOARD
BEAVERTON SCHOOL DISTRICT
BEND-LA PINE SCHOOL DISTRICT
BOGALUSA HIGH SCHOOL, LA BOSSIER PARISH SCHOOL BOARD
BROOKING HARBOR SCHOOL DISTRICT
CADDO PARISH SCHOOL DISTRICT
CALCASIEU PARISH SCHOOL DISTRICT
CANBY SCHOOL DISTRICT CANYONVILLE CHRISTIAN ACADEMY CASCADE SCHOOL DISTRICT
CASCADES ACADEMY OF CENTRAL OREGON
CENTENNIAL SCHOOL DISTRICT
CENTRAL CATHOLIC HIGH SCHOOL
CENTRAL POINT SCHOOL DISTRICT NO.6
CENTRAL SCHOOL DISTRICT 13J
COOS BAY SCHOOL DISTRICT NO.9
CORVALLIS SCHOOL DISTRICT 509J
COUNTY OF YAMHILL SCHOOL DISTRICT 29
CULVER SCHOOL DISTRICT
DALLAS SCHOOL DISTRICT NO.2
DAVID DOUGLAS SCHOOL DISTRICT
DAYTON SCHOOL DISTRICT NO.8 DE LA SALLE N CATHOLIC HS
DESCHUTES COUNTY SCHOOL DISTRICT NO.6
DOUGLAS EDUCATIONAL DISTRICT SERVICE
DUFUR SCHOOL DISTRICT NO.29
EAST BATON ROUGE PARISH SCHOOL DISTRICT
ESTACADA SCHOOL DISTRICT NO.10B
FOREST GROVE SCHOOL DISTRICT
GEORGE MIDDLE SCHOOL
GLADSTONE SCHOOL DISTRICT
GRANTS PASS SCHOOL DISTRICT 7
GREATER ALBANY PUBLIC SCHOOL DISTRICT
GRESHAM BARLOW JOINT SCHOOL DISTRICT
HEAD START OF LANE COUNTY
HIGH DESERT EDUCATION SERVICE DISTRICT
HILLSBORO SCHOOL DISTRICT
HOOD RIVER COUNTY SCHOOL DISTRICT
JACKSON CO SCHOOL DIST NO.9
JEFFERSON COUNTY SCHOOL DISTRICT 509-J
JEFFERSON PARISH SCHOOL DISTRICT
JEFFERSON SCHOOL DISTRICT
JUNCTION CITY SCHOOLS, OR KLAMATH COUNTY SCHOOL DISTRICT KLAMATH FALLS CITY SCHOOLS LAFAYETTE PARISH SCHOOL DISTRICT LAKE OSWEGO SCHOOL DISTRICT 7J LANE COUNTY SCHOOL DISTRICT 4J LINCOLN COUNTY SCHOOL DISTRICT LINN CO. SCHOOL DIST. 95C LIVINGSTON PARISH SCHOOL DISTRICT LOST RIVER JR/SR HIGH SCHOOL LOWELL SCHOOL DISTRICT NO.71 SALEM-KEIZER PUBLIC SCHOOLS 24J
MARION COUNTY SCHOOL DISTRICT 103
MARIST HIGH SCHOOL, OR MCMINNVILLE SCHOOL DISTRICT NOAO MEDFORD SCHOOL DISTRICT 549C MITCH CHARTER SCHOOL
MONROE SCHOOL DISTRICT NO. IJ
MORROW COUNTY SCHOOL DIST, OR
MULTNOMAH EDUCATION SERVICE DISTRICT
MULTISENSORY LEARNING ACADEMY MYRTLE PINT SCHOOL DISTRICT 41
NEAH-KAH-NIE DISTRICT NO.56
NEWBERG PUBLIC SCHOOLS
NESTUCCA VALLEY SCHOOL DISTRICT NO.101
NOBEL LEARNING COMMUNITIES
NORTH BEND SCHOOL DISTRICT 13 NORTH CLACKAMAS SCHOOL DISTRICT NORTH DOUGLAS SCHOOL DISTRICT NORTH WASCO CITY SCHOOL DISTRICT 21
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
ONTARIO MIDDLE SCHOOL
OREGON TRAIL SCHOOL DISTRICT NOA6
ORLEANS PARISH SCHOOL DISTRICT
PHOENIX-TALENT SCHOOL DISTRICT NOA
PLEASANT HILL SCHOOL DISTRICT
PORTLAND JEWISH ACADEMY
PORTLAND PUBLIC SCHOOLS RAPIDES PARISH SCHOOL DISTRICT REDMOND SCHOOL DISTRICT REYNOLDS SCHOOL DISTRICT ROGUE RIVER SCHOOL DISTRICT ROSEBURG PUBLIC SCHOOLS SCAPPOOSE SCHOOL DISTRICT 1J

SAINT TAMMANY PARISH SCHOOL BOARD, LA
SEASIDE SCHOOL DISTRICT 10
SHERWOOD SCHOOL DISTRICT 88J
SILVER FALLS SCHOOL DISTRICT 4J
SOUTH LANE SCHOOL DISTRICT 45J3
SOUTHERN OREGON EDUCATION SERVICE DISTRICT
SPRINGFIELD PUBLIC SCHOOLS
SUTHERLIN SCHOOL DISTRICT
SWEET HOME SCHOOL DISTRICT NO.55
TERREBONNE PARISH SCHOOL DISTRICT
THE CATLIN GABEL SCHOOL
TIGARD-TUALATIN SCHOOL DISTRICT
UMATILLA MORROW ESD
WEST LINN WILSONVILLE SCHOOL DISTRICT
WILLAMETTE EDUCATION SERVICE DISTRICT
WOODBURN SCHOOL DISTRICT
YONCALLA SCHOOL DISTRICT ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES), UT
ALIANZA ACADEMY, UT ALPINE DISTRICT, UT
AMERICAN LEADERSHIP ACADEMY, UT
AMERICAN PREPARATORY ACADEMY, UT BAER CANYON HIGH SCHOOL FOR SPORTS & MEDICAL SCIENCES, UT
BEAR RIVER CHARTER SCHOOL, UT
BEAVER SCHOOL DISTRICT, UT
BEEHIVE SCIENCE & TECHNOLOGY ACADEMY (BSTA) , UT
BOX ELDER SCHOOL DISTRICT, UT CBA CENTER, UT
CACHE SCHOOL DISTRICT, UT
CANYON RIM ACADEMY, UT
CANYONS DISTRICT, UT CARBON SCHOOL DISTRICT, UT CHANNING HALL, UT
CHARTER SCHOOL LEWIS ACADEMY, UT
CITY ACADEMY, UT
DAGGETT SCHOOL DISTRICT, UT
DAVINCI ACADEMY, UT
DAVIS DISTRICT, UT
DUAL IMMERSION ACADEMY, UT
DUCHESNE SCHOOL DISTRICT, UT
EARLY LIGHT ACADEMY AT DAYBREAK, UT
EAST HOLLYWOOD HIGH, UT
EDITH BOWEN LABORATORY SCHOOL, UT
EMERSON ALCOTT ACADEMY, UT
EMERY SCHOOL DISTRICT, UT
ENTHEOS ACADEMY, UT
EXCELSIOR ACADEMY, UT
FAST FORWARD HIGH, UT
FREEDOM ACADEMY, UT
GARFIELD SCHOOL DISTRICT, UT
GATEWAY PREPARATORY ACADEMY, UT
GEORGE WASHINGTON ACADEMY, UT
GOOD FOUNDATION ACADEMY, UT
GRAND SCHOOL DISTRICT, UT
GRANITE DISTRICT, UT
GUADALUPE SCHOOL, UT
HAWTHORN ACADEMY, UT
INTECH COLLEGIATE HIGH SCHOOL, UT
IRON SCHOOL DISTRICT, UT
ITINERIS EARLY COLLEGE HIGH, UT
JOHN HANCOCK CHARTER SCHOOL, UT
JORDAN DISTRICT, UT
JUAB SCHOOL DISTRICT, UT
KANE SCHOOL DISTRICT, UT
KARL G MAESER PREPARATORY ACADEMY, UT
LAKEVIEW ACADEMY, UT
LEGACY PREPARATORY ACADEMY, UT
LIBERTY ACADEMY, UT
LINCOLN ACADEMY, UT
LOGAN SCHOOL DISTRICT, UT
MARIA MONTESSORI ACADEMY, UT
MERIT COLLEGE PREPARATORY ACADEMY, UT
MILLARD SCHOOL DISTRICT, UT
MOAB CHARTER SCHOOL, UT
MONTICELLO ACADEMY, UT
MORGAN SCHOOL DISTRICT, UT
MOUNTAINVILLE ACADEMY, UT
MURRAY SCHOOL DISTRICT, UT
NAVIGATOR POINTE ACADEMY, UT
NEBO SCHOOL DISTRICT, UT
NO UT ACAD FOR MATH ENGINEERING & SCIENCE (NUAMES), UT
NOAH WEBSTER ACADEMY, UT
NORTH DAVIS PREPARATORY ACADEMY, UT
NORTH SANPETE SCHOOL DISTRICT, UT
NORTH STAR ACADEMY, UT
NORTH SUMMIT SCHOOL DISTRICT, UT
ODYSSEY CHARTER SCHOOL, UT
OGDEN PREPARATORY ACADEMY, UT
OGDEN SCHOOL DISTRICT, UT
OPEN CLASSROOM, UT
OPEN HIGH SCHOOL OF UTAH, UT
OQUIRRH MOUNTAIN CHARTER SCHOOL, UT
PARADIGM HIGH SCHOOL, UT
PARK CITY SCHOOL DISTRICT, UT
PINNACLE CANYON ACADEMY, UT
PIUTE SCHOOL DISTRICT, UT
PROVIDENCE HALL, UT
PROVO SCHOOL DISTRICT, UT
QUAIL RUN PRIMARY SCHOOL, UT
QUEST ACADEMY, UT
RANCHES ACADEMY, UT
REAGAN ACADEMY, UT
RENAISSANCE ACADEMY, UT RICH SCHOOL DISTRICT, UT
ROCKWELL CHARTER HIGH SCHOOL, UT
SALT LAKE ARTS ACADEMY, UT
SALT LAKE CENTER FOR SCIENCE EDUCATION, UT
SALT LAKE SCHOOL DISTRICT, UT
SALT LAKE SCHOOL FOR THE PERFORMING ARTS, UT
SAN JUAN SCHOOL DISTRICT, UT
SEVIER SCHOOL DISTRICT, UT
SOLDIER HOLLOW CHARTER SCHOOL, UT
SOUTH SANPETE SCHOOL DISTRICT, UT

SOUTH SUMMIT SCHOOL DISTRICT, UT
SPECTRUM ACADEMY, UT
SUCCESS ACADEMY, UT
SUCCESS SCHOOL, UT SUMMIT ACADEMY, UT
SUMMIT ACADEMY HIGH SCHOOL, UT
SYRACUSE ARTS ACADEMY, UT
THOMAS EDISON - NORTH, UT
TIMPANOGOS ACADEMY, UT
TINTIC SCHOOL DISTRICT, UT TOOELE SCHOOL DISTRICT, UT TUACAHN HIGH SCHOOL FOR THE PERFORMING ARTS, UT
UINTAH RIVER HIGH, UT UINTAH SCHOOL DISTRICT, UT
UTAH CONNECTIONS ACADEMY, UT
UTAH COUNTY ACADEMY OF SCIENCE, UT
UTAH ELECTRONIC HIGH SCHOOL, UT UTAH SCHOOLS FOR DEAF & BLIND, UT UTAH STATE OFFICE OF EDUCATION, UT UTAH VIRTUAL ACADEMY, UT
VENTURE ACADEMY, UT
VISTA AT ENTRADA SCHOOL OF PERFORMING ARTS AND TECHNOLOGY, UT
WALDEN SCHOOL OF LIBERAL ARTS, UT
WASATCH PEAK ACADEMY, UT WASATCH SCHOOL DISTRICT, UT WASHINGTON SCHOOL DISTRICT, UT WAYNE SCHOOL DISTRICT, UT
WEBER SCHOOL DISTRICT, UT WEILENMANN SCHOOL OF DISCOVERY, UT

HIGHER EDUCATION
ARGOSY UNIVERSITY
BATON ROUGE COMMUNITY COLLEGE, LA
BIRTHINGWAY COLLEGE OF MIDWIFERY
BLUE MOUNTAIN COMMUNITY COLLEGE
BRIGHAM YOUNG UNIVERSITY - HAWAII
CENTRAL OREGON COMMUNITY COLLEGE
CENTENARY COLLEGE OF LOUISIANA
CHEMEKETA COMMUNITY COLLEGE
CLACKAMAS COMMUNITY COLLEGE
COLLEGE OF THE MARSHALL ISLANDS
COLUMBIA GORGE COMMUNITY COLLEGE
CONCORDIA UNIVERSITY
GEORGE FOX UNIVERSITY
KLAMATH COMMUNITY COLLEGE DISTRICT
LANE COMMUNITY COLLEGE
LEWIS AND CLARK COLLEGE
LINFIELD COLLEGE
LINN-BENTON COMMUNITY COLLEGE
LOUISIANA COLLEGE, LA
LOUISIANA STATE UNIVERSITY
LOUISIANA STATE UNIVERSITY HEALTH SERVICES
MARYLHURST UNIVERSITY
MT. HOOD COMMUNITY COLLEGE
MULTNOMAH BIBLE COLLEGE
NATIONAL COLLEGE OF NATURAL MEDICINE
NORTHWEST CHRISTIAN COLLEGE
OREGON HEALTH AND SCIENCE UNIVERSITY
OREGON INSTITUTE OF TECHNOLOGY
OREGON STATE UNIVERSITY
OREGON UNIVERSITY SYSTEM
PACIFIC UNIVERSITY
PIONEER PACIFIC COLLEGE
PORTLAND COMMUNITY COLLEGE
PORTLAND STATE UNIVERSITY
REED COLLEGE
RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
ROGUE COMMUNITY COLLEGE
SOUTHEASTERN LOUISIANA UNIVERSITY
SOUTHERN OREGON UNIVERSITY (OREGON UNIVERSITY SYSTEM)
SOUTHWESTERN OREGON COMMUNITY COLLEGE
TULANE UNIVERSITY
TILLAMOOK BAY COMMUNITY COLLEGE
UMPQUA COMMUNITY COLLEGE
UNIVERSITY OF HAWAII BOARD OF REGENTS
UNIVERSITY OF HAWAII-HONOLULU COMMUNITY COLLEGE
UNIVERSITY OF OREGON-GRADUATE SCHOOL
UNIVERSITY OF PORTLAND
UNIVERSITY OF NEW ORLEANS
WESTERN OREGON UNIVERSITY
WESTERN STATES CHIROPRACTIC COLLEGE
WILLAMETTE UNIVERSITY
XAVIER UNIVERSITY
UTAH SYSTEM OF HIGHER EDUCATION, UT
UNIVERSITY OF UTAH, UT
UTAH STATE UNIVERSITY, UT
WEBER STATE UNIVERSITY, UT
SOUTHERN UTAH UNIVERSITY, UT
SNOW COLLEGE, UT
DIXIE STATE COLLEGE, UT
COLLEGE OF EASTERN UTAH, UT
UTAH VALLEY UNIVERSITY, UT
SALT LAKE COMMUNITY COLLEGE, UT
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

STATE AGENCIES
ADMIN. SERVICES OFFICE
BOARD OF MEDICAL EXAMINERS
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
HAWAII DEPARTMENT OF TRANSPORTATION
HAWAII HEALTH SYSTEMS CORPORATION
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 DEPT OF TRANSPORTATION
OREGON DEPT. OF EDUCATION
OREGON LOTTERY
OREGON OFFICE OF ENERGY OREGON STATE BOARD OF NURSING

OREGON STATE DEPT OF CORRECTIONS
OREGON STATE POLICE
OREGON TOURISM COMMISSION OREGON
TRAVEL INFORMATION COUNCIL
SANTIAM CANYON COMMUNICATION
CENTER SEIU LOCAL 503, OPEU
SOH- JUDICIARY CONTRACTS AND PURCH
STATE DEPARTMENT OF DEFENSE, STATE
OF HAWAII
STATE OF HAWAII
STATE OF HAWAII, DEPT. OF EDUCATION
STATE OF LOUISIANA
STATE OF LOUISIANA DEPT. OF EDUCATION
STATE OF LOUISIANA, 26TH JUDICIAL
DISTRICT ATTORNEY
STATE Of UTAH

Appendix E – Market Basket

RFP 23-03 for Educational School Supplies, Instructional Solutions, and Related Products - Category Discounts Offering (if applicable)

Offeror Company Name:

Instructions: Offerors should submit their Category Discounts in the following format.

Offeror Category	Discount %

RFP 23-03 Educational School Supplies, Instructional Solutions, and Related Products Appendix E - Market Basket

Offeror Company Name:

Instructions: Offerors responding to this list with the indicated information. Offerors may substitute equivalent product if desired.
Requested Product List may not be altered in any way. If your company is not offering a requested product or equivalent, leave offered product line blank.
This market basket survey reflects the most recent needs of Region 4 ESC and OMNIA Partner's members. Respondents do not need to respond to every item in order to be considered for award.

REQUESTED PRODUCTS					OFFEROR PROPOSED PRODUCT						OFFEROR PROPOSED PRICE			
	MFG NUMBER	DESCRIPTION	UOM	12 Month Usage	OFFEROR PROPOSED PRODUCT						OFFEROR PROPOSED PRICE			
1	52-3024	CRAYONS,CRAYOLA,24PK	BX	1126496	MFG NUMBER	MFG NAME	DESCRIPTION	SUPPLIER NUMBE	UOM	QPU	UNIT LIST PRICE	OMNIA PARTNERS	FINAL PRICE	CORE or NON-COR
2	09910-09889	BOOK,COMP,100CT,WR	EA	1054479										
3	68-4012	PENCILS,COLORED,CRAYOLA,12PK	BX	885576										
4	09065	BOOK,COMP,100CT,CR	EA	428006										
5	58-7722	MARKERS,CRAYOLA,BROAD,10PK	PK	414233										
6	OD837905	BOOK,COMP,PRIMARY,RULE,100CT	EA	360564										
7	11445	BOX,SCHOOL,CLR	EA	352793										
8	PPMW201401	PENCIL POUCH,FRONT MESH	EA	323419										
9	OD02765EA	BINDER,OD,VIEW,RR,1",WHITE	EA	294496										
10	OD589483	PAPER,FILLER,WR,10.5X8,150CT	EA	273130										
11	RTP-003608-OP-087-05	RULER,W/BNDR HOLES,12",PLSTC,A	EA	210097										
12	400-003-269	BOOK,COMP,WR,100S,3PK	PK	204841										
13	OD172809	BOOK,COMP,WR,6.875X8.5,40S	EA	202274										
14	400-003-270	BOOK,CMP,GRPH,4Q,9.75X7.5,100C	EA	197108										
15	52-3016	CRAYOLA 16CT CRAYON	BX	189033										
16	22-7212	PENCILS,7",COLORED,12PK,ASTD	PK	165885										
17	E304	GLUE SCHOOL 4OZ	EA	151646										
18	SP0382494	NOTEBOOK,5PRL,70S,WD,6P,10.5X8	PK	146568										
19	68-4024	PENCILS,COLORED,CRAYOLA,24PK	BX	138102										
20	52-0080	CRAYONS,LARGE,8 TUCK BOX	BX	137767										
21	877334	PORTFOLIO,POLY,2PKT,PRONG,BLUE	EA	136022										
22	WD-16000103	ERASER, MAGNETIC, DRY ERASE	EA	127702										
23	468581	PORTFOLIO,POLY,2PKT,PRONG,RED	EA	113599										
24	OD02767EA	BINDER,OD,VIEW,RR,1",BLACK	EA	110521										
25	OD02769EA	BINDER,OD,VIEW,RR,1.5",WHITE	EA	104340										
26	952959	PORTFOLIO,POLY,2PKT,PRNG,GREEN	EA	98802										
27	17999-17015	PAPER,FLR,11X8.5,CR,150CT,3HP	PK	98422										
28	15111-15067	PAPER,FILLER,CR,10.5X8,150CT	EA	92084										
29	77511	PORTFOLIO,POLY,FASTENERS,BLUE	EA	88570										
30	OD02774EA	BINDER,OD,VIEW,RR,2",WHITE	EA	87989										
31	PPCW201401A	PENCIL POUCH,FRONT CLEAR VIEW	EA	87389										
32	52-0008	CRAYONS,8CT,CRAYOLA	BX	87079										
33	SP038246	NOTEBOOK,6PK,1SUBJ,COLLEGE RLD	PK	84780										
34	E556	GLUE STICK CLASSROOM 30/PK	PK	84590										
35	OD342485	BOOK,COMP,SCHL,WR,7.875X10,40S	EA	81756										
36	30123	SCISSORS,STRT,8",2/PK,BLK	PK	81383										
37	53-0525	PAINT,WATERCOLOR,W/BRUSH,SET	ST	80883										
38	756989	PORTFOLIO,POLY,2PKT,PRONG,YELW	EA	79974										
39	H2111BAST6/6	HIGHLIGHTER,PEN,6PK,ASSORTED	PK	79802										
40	31EE	CARD,INDX,WHITE,RULD,3X5,100PK	PK	78475										
41	OD172791	BOOK,COMP,WR,6.875X8.5,20S	EA	76797										
42	810838	FOLDER,LTR,1/3CUT,100BX,MANILA	BX	76168										
43	770061	PORTFOLIO,POLY,2PKT,BLUE	EA	75699										
44	77513	PORTFOLIO,POLY,FASTENERS,RED	EA	74492										
45	OD10022	INDEX CARD 3X5 RULD WHT 300CT	PK	72492										
46	W-3113BK12	MARKERS,DRY ERASE,12PK,BLACK	DZ	72191										
47	77333	NOTEBOOK COMPOSITION 8.5X7	EA	67888										
48	HY1066-AS	HIGHLIGHTER,12PK,ASSORTED	DZ	64928										
49	OD02772EA	BINDER,OD,VIEW,RR,.5",WHITE	EA	64164										
50	80218	VLM BRSTL67# 8.5X11 WHITE	PK	62329										
51	3585414790	DIVIDER,INS,5,BG TB,RCY,OD,CLR	ST	61608										
52	HY1066-YLN	HIGHLIGHTER,12PK,YELLOW	DZ	59958										
53	43172-12	NOTEBOOK,WR,70CT,10.5X8,BLUE	EA	59842										
54	58-7708	MARKER,CLSC,CRAYOLA,8PK,ASTD	PK	58310										
55	ODCB9_75PURWR	BOOK,COMP,PURPLE,100S,WR	EA	57552										
56	273945	PORTFOLIO,POLY,2PKT,PRG,PURPLE	EA	55485										
57	2665	STAPLES,STANDARD,5 PACK	PK	55326										
58	GSM60-BLACK	PEN,ROUND STIC,BIC,60CT,BLACK	BX	54966										
59	13972	PENCIL #2 SOFT SHAR YELL 72PK	PK	54106										
60	991502	PORTFOLIO,POLY,2PKT,RED	EA	53986										
61	52-0336	CRAYONS,LARGE,16/BX,LIFT LID	BX	53387										
62	77516	PORTFOLIO,POLY,FASTENERS,YLW	EA	52551										
63	680529	PORTFOLIO,POLY,2PKT,GREEN	EA	51154										
64	13830	PENCIL TIC #2 PRESHARP YL	BX	50630										
65	43174-12	NOTEBOOK,WR,70CT,10.5X8,RED	EA	50240										
66	77512	PORTFOLIO,POLY,FASTENERS,GREEN	EA	49047										
67	43272-12	NOTEBOOK,CR,70CT,10.5X8,BLUE	EA	48883										
68	91904	PAPER,65#C,96B,250PK,B/WHITE	PK	48734										
69	E555	GLUE STICK CLASSROOM 30PK PRPL	PK	48408										
70	103026EA	PAPER,CONST,WHITE,9X12	PK	47374										
71	434415	BOARD,DISPLAY,TRFLD,36X48,WHT	EA	47137										
72	491309	PORTFOLIO,POLY,2PKT,PRONG,ORNG	EA	46646										
73	168423OD	PORT,PAPER,W/O,PRONG,10PK	PK	45919										
74	22-1550	MARKERS,WASHABLE, BROAD TIP,8P	PK	45911										
75	233348	PORTFOLIO,POLY,2PKT,PRNG,BLACK	EA	45889										
76	58-7726	MARKERS,CRAYOLA,FINE,10PK	BX	45503										
77	103058EA	PAPER,CONST,WHT,12X18	PK	45254										
78	870411	PORTFOLIO,POLY,2PKT,YELLOW	EA	44929										
79	PD0472001	BOOK COMP BLUE 100S WR	EA	43601										
80	1921061	MARKER,CHISEL,36PK,ASST	PK	43250										
81	1920940	MARKER,CHISEL,36PK,BLACK	PK	42197										
82	43173-12	NOTEBOOK,WR,70CT,10.5X8,GREEN	EA	42186										
83	242775OD	PORT,PAPER,W/PRNG,10PK	PK	42024										
84	812-10P	TAPE ECO MAGIC 3/4 x900 10PK	PK	41469										
85	681114VN-BE	PORTFOLIO PAPER 2PKT 3PRG BLUE	EA	41432										
86	858277	POSTERBOARD,22X28,WHITE,10PK	PK	41149										
87	58-7709	MARKER,FINE,CLASSIC,8/BX	ST	41078										
88	OD02771EA	BINDER,OD,VIEW, RR,.5",BLACK	EA	41061										
89	681114VN-YE	PORTFOLIO PPR 2PKT 3PRG YELLOW	EA	40181										
90	APA017	PROTRACTOR,6",180 DEGREES	EA	39945										
91	30029	SCISSORS,STRAIGHT,OD,8",BLACK	EA	39629										
92	400-003-275	BOOK,COMP,QUAD/CR,100S	EA	38737										
93	82320	BINDER,ODP,VW,RR,2",WHITE	EA	38469										
94	GSM609BE	ROUND STICK,MEDIUM BLUE 60/BX	BX	38168										
95	13168	BLUNT SCISSORS 5 INCH 2 PACK	EA	38004										
96	81043	MARKER,DRYERASE,EXPO,12PK,ASTD	DZ	37880										
97	001670	SHARPNR,PENCIL,SCHOOL PRO	EA	37754										
98	43271-12	NOTEBOOK,CR,70CT,10.5X8,BLACK	EA	37729										
99	RW139720	ERASERS,SM,36/BX,PINK	BX	37541										
100	22-1560	MARKERS,WASHABLE,FINE TIP,8PK,	PK	37331										
101	19013	QUAD FILLER PAPER	EA	36299										
102	PPTV201401	POUCH,PENCIL,CLEAR	EA	36255										
103	1905069	MARKER,SET,SCENT,MR SKTCH,SET	ST	36201										
104	58-7809	MARKER,WASH,FN,CLSIC,8CT,SET	PK	35924										
105	587851	MARKERS,CRAYOLA,WSHBL,BRD,10PK	PK	35815										
106	80074	MARKER,DRY ERASE,CHSELTIP,4COL	PK	35752										
107	82331	BINDER,ODP,VW,RR,1.5",WHITE	EA	35607										
108	52-0016	CRAYON,CRAYOLA,3-5/8",16-COLOR	BX	35511										
109	80525	PAINT,WATERCOLOR,W/BRUSH,8/SET	ST	35493										

110	GSM11BLK	PEN,ROUNDSTIC,BIC,MED,BLACK	DZ	35367											
111	3585414778	DIVIDER,INDEX,8TAB/4PK,ASTD	ST	35262											
112	681114VN-RD	PORTFOLIO PAPER 2PKT 3PRG RED	EA	34826											
113	103061EA	PAPER,CONST,BLK,12X18	PK	33806											
114	40311	90# WHITE INDEX	PK	33725											
115	45602	BOOK MEMO POLY ASST 3X5	EA	33719											
116	4170501	PAPER,FILLER,CR,500SH,16#,WHT	RM	33696											
117	1921062	MARKER,FINE,36PK,BLACK	PK	33250											
118	40508	INDEX WHITE 110# 8.5 X 11	PK	32441											
119	OD588322	NOTEBOOK,SPL,3S,120S,CR,11X8.5	EA	32226											
120	RW206503	ERASER,CAP,RED,12/PK	PK	31193											
121	SI/1000C	PAPER,CNSTRCTN,50PK,12X18,WHT	PK	30896											
122	77510	PORTFOLIO,POLY,FASTENERS,PRPL	EA	30535											
123	400-003-311-1	1SUBSPIRALNTBK WR 100CT	EA	29697											
124	TI-30X II5	CALCULATOR SCNTFC TI30XII BLK	EA	29687											
125	OD02768EA	BINDER,OD,VIEW,RR,1.5",BLACK	EA	29664											
126	GSM11RED	PEN,ROUNDSTIC,BIC,MEDIUM,RED	DZ	29221											
127	FC102607-N	MARKERS EASEL PAD 8PK ASTD	PK	28566											
128	OD40280	INDEX CARD 3X5 RULD RNBW 100CT	PK	28377											
129	RW206426	ERASER,CAP,ASSORTED CLRS,72/PK	PK	27853											
130	S8-7812	Q1 MARKERS,WASHABLE,12/BX,AS	BX	27670											
131	43171-12	NOTEBOOK,WR,70CT,10.5X8,BLACK	EA	27592											
132	881321	GLUE STICKS,0.32 OZ,30PK,WHT	BX	27154											
133	43274-12	NOTEBOOK,CR,70CT,10.5X8,RED	EA	26925											
134	43273-12	NOTEBOOK,CR,70CT,10.5X8,GREEN	EA	26681											
135	DE-12PKBLKN	MARKER,DRY ERASE,12PK,BLK	DZ	26649											
136	10009	CLIP PAPER JMB PRM SMTH OD 5PK	PK	26618											
137	74423	MARKER FLAIR PM 12CT ASTD	PK	26550											
138	11001539	PENCIL NO2 OD PRESHARP DZ YLW	PK	26431											
139	65424SSMIACP	POST-IT MIAMI 3x3 24PK	PK	26421											
140	103029EA	PAPER,CONST,BLACK,9X12	PK	26328											
141	4170503	PAPER,FLR,3HP,WR,500SH,11X8.5	RM	25943											
142	16176	DIVIDER,WRITE-ON W/ POCKET,5TB	PK	25596											
143	TP3854-200	THERMAL POUCH 8.9"X11.4" 200PK	EA	25557											
144	663267	PORTFOLIO,POLY,2PKT,PURPLE	EA	25455											
145	1884739	SHARPIE 36CT FINE BLK BOX	PK	25294											
146	37001	MARKER,PERM,UFINE,SHARP,DZ,BLK	DZ	25286											
147	RW139736	ERASERS,LRG,DZ,PINK	DZ	24497											
148	PD0472004	BOOK COMP RED 100S WR	EA	24308											
149	W-31135/4	MARKER,DRY ERASE,5PK,ASTD	PK	24201											
150	13308	PENCIL,13/32IN DIA,W/ERASER	DZ	24199											
151	624900	PRTCTR,SHT,HVYWGHT,100 BOX	BX	24140											
152	W-311312/9	MARKERS,DRY ERASE,12PK,ASTD	DZ	24065											
153	BKPC24-AST	CRAYON KIDS 24PK AST	PK	23983											
154	82315	BINDER,ODP,VW,RR,3",WHITE	EA	23978											
155	RW179487	ERASERS,BEVLD,3PK,PINK	PK	23975											
156	RTP-002191	TAPE,CORRECTION,OD,12PK	PK	23681											
157	PD0472002	BOOK COMP GREEN 100S WR	EA	23505											
158	GSM11BLU	PEN,ROUNDSTIC,BIC,MED,BLUE	DZ	23463											
159	OD02773EA	BINDER,OD,VIEW,RR,2",BLACK	EA	23380											
160	11411-6	BOX,SCHOOL,ASST	EA	23232											
161	13132	KIDS POINTED SCISSORS SIN 2PK	PK	23137											
162	10201-48	CRAYONS BOX 24CT ASST	PK	22945											
163	571101-1	GLUESTICK,.32 OZ,12/PK,CLEAR	PK	22915											
164	74710	TABLET,CHART,1.5" RLD,24X32	EA	22899											
165	CJV202234	BOOK COMP PRIMARY 100SHTS 4PK	PK	22642											
166	RTP-001936-HD-087-07	CLIP,BINDER,SM,3/4IN,144/PK	PK	22409											
167	OD10013	INDEX CARD 3X5 BLNK WHT 300CT	PK	22376											
168	681080VN-BE	PORTFOLIO PAPER 2POCKET BLUE	EA	22191											
169	OD02786EA	BINDER,OD,VIEW,RR,3",WHITE	EA	21619											
170	82352	BINDER,ODP,VW,RR,0.5",WHITE	EA	21467											
171	681114VN-PE	PORTFOLIO PPR 2PKT 3PRG PURPLE	EA	21442											
172	33312	PENCIL,BEGINNER,W/ERASER,YW	BX	21348											
173	700259	PORTFOLIO,POLY,2PKT,ORANGE	EA	21193											
174	SI/1020C	PAPER,CNSTRCTN,50PK,12X18,BLK	PK	20802											
175	PAC102960	PAPER,CONST,9X12,SC,HOL/GREEN	PK	20667											
176	4170508	PAPER,FILLER,QUAD,RU,3HP,REAM	PK	20655											
177	835937	PORTFOLIO,POLY,2PKT,BLACK	EA	20652											
178	14606	SCISSOR BLNT KIDS 5 MICROBAN	EA	20575											
179	103004EA	PAPER,CONST,YEL,9X12	PK	20112											
180	WOTAP10	TAPE,CORRECTION,WITEOUT,10PK	PK	20011											
181	OD342444	BOOK,COMP,SCHL,WR,8.5X6.88,20S	EA	19995											
182	19501	X-ACTO MIGHTY MITE SHARPENER	EA	19956											
183	21658	PAPER,ASTRO,LTR,COSMIC ORANGE	RM	19852											
184	13304	PENCIL,11/32IN DIA,ERASER	DZ	19667											
185	NB-20110517	RULER,OD, 6",PLASTIC,ASTD CLRS	EA	19629											
186	52-0108	CRAYONS,24C,COTW	BX	19453											
187	80653	MRKR,EXPO2,DE,CHSL PT,4PK,ASTD	PK	19415											
188	KPH7	Koss KPH 7 - headphones	EA	18769											
189	S8-7712	MRKER,BROADLINE,ASST,12PK	PK	18643											
190	21588	PAPER,ASTRO,8.5X11,TERRA GREEN	RM	18180											
191	P-2111BBK12	MARKERS,PRMNT,FN,RCYL,12PK,BLK	DZ	17822											
192	10008	CLIP PPR #1 PRM SMTH OD 500PK	PK	17751											
193	OD271809	BOOK,COMP,SCHL,DNEALIAN,40S	EA	17407											
194	30EE	CARD,INDX,WHT,BLANK,3X5,100PK	PK	17347											
195	21538	PAPER,ASTRO,LTR,SLR YEL	RM	17250											
196	559VAD6PK	PAD EASEL SELF STCK 25X30 WHT	PK	17232											
197	TI-30XA	CALCULATOR SCIENTIFIC TI-30XA	EA	17192											
198	PAC102993	PAPER,CONST,9X12,HOLIDAY RED	PK	17125											
199	6302	PUNCH,1-HOLE,1/4",HANDHELD,CHM	EA	17110											
200	68620	TAPE,CORRECTION,MONO	EA	16774											
201	OD10050	3X5 RULED WHT INDEX CRDS 500PK	PK	16666											
202	OD99794	PAPER FILLER CR 10.5X8 500CT	EA	16424											
203	13218HCB12	PENCIL,#2 HB,RALLY,12/BX	BX	16415											
204	NB20110506	RULER WOOD 12 W/M	EA	16408											
205	21004	PAPER,ASTROBRIGHTS,65# HAPPY A	PK	16377											
206	MEA09554	JOURNAL COMP PRIMARY 100SHT	EA	16234											
207	25025	HIGHLIGHTER MAJ ACC YEL DOZ	DZ	16153											
208	OD10001	INDEX CARD 4X6 RULD WHT 300CT	PK	16111											
209	PAC103025	PAPER,CONST,WRMBRN,9X12	PK	16047											
210	PAC103016	PAPER,CONST,SKYBLUE,9X12	PK	15946											
211	ODV698878	COVER,PORTFOLIO,11.75X9.5,DBLU	BX	15921											
212	BL241-AST	HIGHLIGHTER,BRITE LINERAST,24	BX	15709											
213	103031EA	PAPER,CONST,9X12,SC,ASTD	PK	15490											
214	PAC103006	PAPER,CONST,FESTGRN,9X12	PK	15484											
215	681080VN-RD	PORTFOLIO PAPER 2POCKET RED	EA	15407											
216	S8-8106	MARKER,WASH,20CT,BOX,CRAYOLA	BX	15271											
217	HY106605-PK	HIGHLIGHTERS,RCYCL,12PK,PINK	DZ	15244											
218	8430152	PEN,FLAIR,PNTGRD,DZ,BLK	DZ	14985											
219	103036EA	PAPER,CONST,YEL,12X18	PK	14950											
220	ODDI-486293	NOTEBOOK STELLAR 15 CR 100 BLU	EA	14877											
221	21738	PAPER,ASTROBRT #65,LTR,SLR YLW	PK	14815											
222	681114VN-BK	PORTFOLIO PPR 2PKT 3PRG BLACK	EA	14776											
223	102994EA	PAPER,CONST,12X18,HOLIDAY RED	PK	14719											
224	103002EA	PAPER,CONST,ORN,9X12	PK	14698											

225	681080VN-GN	PORTFOLIO PAPER 2POCKET GREEN	EA	14584										
226	68-8024	PENCIL,CRAYOLA,CLSPK,CLR,240CT	CT	14514										
227	PAC7407	SUNWORKS BLUE 12X18 CON	PK	14371										
228	77514	PORTFOLIO,POLY,FASTENERS, BLK	EA	14278										
229	266P	STAPLES,PREMIUM,5000BX	BX	14256										
230	53-0555	WATERCOLOR,WASHABLE,16 COLOR	EA	14219										
231	5166	STRIPS,SENTENCE,3"X24"-WE	PK	14134										
232	CJV202209	NOTEBOOK WR 70CT 10.5X8 YELLOW	EA	14075										
233	70520	ERASER,MEDIUM,PINK PEARL,24/BX	BX	14004										
234	SI/1022C	PAPER,CNSTRCTN,50PK,12X18,YLLW	PK	13806										
235	39451	CERTIFICATE,OPT,W/SEAL,25,GOLD	PK	13705										
236	PAC103431	PAPER,CONST,FESTRD,9X12	PK	13697										
237	OD02785EA	BINDER,OD,VIEW,RR,3",BLACK	EA	13671										
238	491658	SHEET PROT,OD,HVY,CLR,100/BX	BX	13418										
239	R330-18CTCP	NOTE POST-IT POP-UP SS 18PK CT	PK	13412										
240	6624	TAPE,CORRECTION,LP DRYLINE,2PK	PK	13306										
241	681114VN-GN	PORTFOLIO PPR 2PKT 3PRG GREEN	EA	13133										
242	13922	PENCIL #2 TICONDEROGA 48BX YLW	BX	13049										
243	ODV698860	COVER,PORTFOLIO,11.75X9.5,RED	BX	13028										
244	PY106605-BK	MARKER,PERM,DESK,12PK,BLACK	DZ	13026										
245	21728	PAPER,ASTROBRIGHT 65#,LTR,BLU	PK	12923										
246	OD932749	PAPER,FLR,11X8.5,CR.100CT.RECY	PK	12897										
247	103034EA	PAPER,CONST,ORN,12X18	PK	12876										

248	SI/1015C	PAPER,CNSTRCTN,50PK,12X18,ASTD	PK	12815										
249	ODV552456	PORTFOLIO,PCKT,W/FAST,LTR,ASTD	BX	12765										
250	PAC6607	SUNWORKS ORANGE 12X18 CON	PK	12547										
251	ODV953017	PORTFOLIO,TWIN POCKET,10PK,VIO	PK	12522										
252	MP11	PENCILS,MECHANICAL,0.7M,12/BOX	DZ	12486										
253	BFCPNN	COMPASS,PNCIL,BLUNT PT.,MSRE G	EA	12396										
254	21528	PAPER,COPY,ASTRO,LUNAR BLUE	RM	12385										
255	SI/1006C	PAPER,CNSTRCTN,300PK,9X12,ASTD	PK	12351										
256	PAC6103	PAPER,CNST,9X12,50PK,RD	PK	12242										
257	1733	STRIPS,SENTENCE,5PRBRT,100	PK	12231										
258	30XSMV/TBL/1L1/A	CALCULATOR SCNTFC MLTVW TI-30X	EA	12214										
259	21558	PAPER,COPY,8.5X11,RE-ENTRY,RED	RM	12076										
260	PAC7403	SUNWORKS BLUE 9X12 CONS	PK	12043										
261	4170502	PAPER,FILLER,WR,10.5X8,500CT	EA	12037										
262	06187	PAD,QUAD,5 STAR,100 SHT	EA	11936										
263	1818	SHARPENER,PENCIL,ELEC,BLACK	EA	11907										
264	681080VN-PE	PORTFOLIO PAPER 2POCKET PURPLE	EA	11790										
265	MB153002-6	PENCIL,MCHNCL,CRYSTL,ASST,6PK	PK	11770										
266	681080VN-OG	PORTFOLIO,PAPER,2POCKET,ORANGE	EA	11759										
267	ODHLBL12PKN	HIGHLIGHTER,RCYCL,12PK,BLUE	DZ	11717										
268	ODV6843151	FOLDER,2PK,GREEN,25PK	PK	11621										
269	681080VN--YE	PORTFOLIO PAPER 2POCKET YELLOW	EA	11580										
270	99422	PAD,PERF,5X8,LGL,WHT,RLD,12PK	DZ	11514										
271	PPCW201401	POUCH PENCIL WINDOW PRIM ASTD	EA	11376										
272	ODHLGRN12PKN	HIGHLIGHTER,RCYCL,12PK,GREEN	DZ	11240										
273	RW279624	ERASER,PENCIL,CAP,144BOX	BX	11234										
274	52-0389	CRAYONS SO BIG 5X9/16 8/B	BX	11110										
275	PAC103022	PAPER,CONST,BLUE,9X12	PK	11012										
276	00800	WATERCOLOR SET W/BRUSH 8 ASTD	ST	10914										
277	PAC6107	PAPER,CNSTRCTN,12X18,50/PK,RD	PK	10887										
278	27145	HIGHLIGHTER,PCKT,12PK,ASSORTED	PK	10832										
279	40212-OD	TAPE MASK OD 1 x60YD 3PK	PK	10824										
280	PAC103017	PAPER,CONST,ROYBLU,9X12	PK	10818										
281	3585414706	DIVIDERS,TOC,A-Z,MULTICOLOR	ST	10734										
282	PAC103423	PAPER,CONST,LIME,9X12	PK	10726										
283	82318	OD DUR VW 3" BINDER BLACK	EA	10591										
284	ODV6843160	FOLDER,2PK,LIGHT BLUE,25PK	PK	10548										
285	OD51	INDEX CARD 5X8 RULD WHT 100CT	PK	10352										
286	ODV6842269	FOLDER,2PK,YELLOW,25PK	EA	10309										
287	38250	MARKER,CHISEL,SHARPIE,8/PK,CLR	PK	10306										
288	4750	BOOK,SKETCH,SPIRAL,9X9,WHITE	EA	10282										
289	2433408	RUBBERBANDS,SZ33,1#	BG	10230										
290	SI/1024C	PAPER,CNSTRCTN,100PK,9X12,ASTD	PK	10209										
291	ZEH10BP4	ERASER 4/PK WHITE	PK	10204										
292	21788	PAPER,ASTROBRIGHT 65#,LTR,GRN	PK	10105										
293	1927524	MARKER LOWODOR CHSL 8PK ASST	PK	10024										
294	OD-MAG-7PKN	MARKER DRYERASE MGNTC 7PK ASTD	PK	9931										
295	103038EA	PAPER,CONST,FSTGRN,12X18	PK	9920										
296	PAC103027	PAPER,CONST,GRAY,9X12	PK	9851										
297	64C	BOX,64 LITRE,CLEAR	EA	9836										
298	2096159	SHARPIE,GEL,0.7MM,12OS,BLACK	DZ	9816										
299	TP3854-100	POUCHES,THERMAL,LAMINAT,LETTER	PK	9782										
300	SI/1021C	PAPER,CNSTRCTN,50PK,12X18 RED	PK	9780										
301	ODV1376263	HANG FLDR 1/5 LTR-SZ ASST 25PK	BX	9723										
302	10002-24	MARKERS WSHBL BROAD 10CT ASST	PK	9688										
303	400-003-276	BOOK,COMP,UR/WR,9.75X7.5,100S	EA	9620										
304	PAC7607	SUNWORKS SKY BLUE 12X18 CO	PK	9614										
305	21688	PAPER,ASTROBRIGHTS,24#,FUCHSIA	RM	9610										
306	PAC7003	PAPER,CNST,9X12,50PK,PK	PK	9580										
307	684412	PENCILS,COLORED,ERASABLE,12CT	PK	9422										
308	AC7110-01	PIPE-CLEANER 12" ASSORTED	PK	9178										
309	OD342477	BOOK,COMP,SCHL,WR,8.5X6.88,40S	EA	9149										
310	MEA05510BD	NOTEBOOK WIRE WIDE 1SUB 70	BD	9143										
311	102961EA	PAPER,CONST,12X18,HOLY,GREEN	PK	9128										
312	E501	GLUESTICK,CLASSROOM,60/PK,WHT	PK	9078										
313	21758	PAPER,ASTROBRT 65#,LTR,RE RED	PK	9076										
314	WOTAPP418	TAPE,CORRECTION 4-PACK,WE	PK	9026										
315	812190	GLUE STICK,.32 OZ,4PK,PURPLE	PK	8945										
316	W-3113BL12	MARKERS,DRYERS,RCYL,12PK,BLUE	DZ	8930										
317	ODFXBOX6PK	TAPE,CORRECTION,6PK,ASTD	PK	8910										
318	PAC7007	SUNWORKS PINK 12X18 CONS	PK	8907										
319	SI/1012C	PAPER,CNSTRCTN,50PK,9X12,YLLW	PK	8888										
320	74720	TABLET,CHART,1.5IN RLD,24X16	EA	8875										
321	30301	PENCIL,#2 POLY LEAD,DISP,12/PK	DZ	8811										
322	142-6	TAPE PKG 2 X800 6/PK CLEAR	PK	8800										
323	38201	MARKER,CHISEL,SHARPIE,BLACK	DZ	8797										
324	ODBC-SML-BLK	CLIPS,BINDER,36PK,SMALL,BLACK	PK	8780										
325	W-311312/4	MARKERS,DRY ERASE,12PK,ASTD	DZ	8771										
326	SL-300SV	CALCULATOR HANDHELD SL-300SV	EA	8740										
327	256367	PORTFOLIO,2PKT,PRNGS,POLY,10PK	PK	8702										
328	21678	PAPER,LTR,ASTRO,24#,PURPLE	RM	8674										
329	JS170405-5	RINGS,BOOK,100PK,1",SILVER	PK	8672										
330	68-4050	PENCILS,COLORED,CRAYOLA,50PK	BX	8602										
331	PAC103012	PAPER,CONST,PINK,9X12	PK	8602										
332	PAC103056	PAPER,CONST,DK BRN,12X18	PK	8565										
333	30665	MARKER,SHARPIE,FINE,5/PK,BLACK	PK	8488										
334	S59-PK2	3M POST IT EASEL PAD	CT	8487										
335	00723	FILE,MAG.ECONO/STOR,WH/BK	EA	8445										
336	PAC103019	PAPER,CONST,PURP,9X12	PK	8444										
337	S357040DB	POUCH,LAMINATING,LETTER SIZE	PK	8443										
338	3850	TAPE,PCKNG,48MMX 50M,6PK	PK	8442										
339	CJV012	BOOK,MEMO,WRBND,TOP,CR,60S,12	PK	8355										

340	1905070	MARKER,SET,SCENT,MR SKTCH,8CLR	ST	8326										
341	OD23298705	NOTEBOOK CR 70 POLY 1 SUB BLK	EA	8242										
342	PHN-12	PASTEL OIL 12-COLOR	ST	8231										
343	PAC103041	PAPER,CONST,VIO,12X18	PK	8203										
344	HY106605-OR	HIGHLIGHTERS,RCYCL,12PK,ORANGE	DZ	8190										
345	103039EA	PAPER,CONST,TURQ,12X18	PK	8189										
346	PAC7203	PAPER,CNST,9X12,50PK,VT	PK	8178										
347	PAC103032	PAPER,CONST,MGNTA,12X18	PK	8169										
348	OD23298701	NOTEBOOK CR 70 POLY 1 SUB TEL	EA	8167										
349	SI/1013C	PAPER,CNSTRCTN,50PK,9X12,BRGRN	PK	8139										
350	OD03104	BINDER,INP,VW,DR,2",WHITE	EA	7958										
351	1951636	PEN,PM,INKJOY,GEL,0.7,14CD,AST	PK	7910										
352	21038	PAPER,ASTRO,PULSAR PINK	RM	7879										
353	OM96446	GEL 07 BLACK 12PK	DZ	7870										
354	PAC103059	PAPER,CONST,GRAY,12X18	PK	7843										
355	PAC103007	PAPER,CONST,TURQ,9X12	PK	7798										
356	21858	PAPER,COVER STOCK 65#,250PK	PK	7710										
357	ODV988089	PORTFOLIO,PCKT,TWIN,10PK,L/GRN	PK	7709										
358	98854	PAPER,LTR,ASTRO,65LB,250RM,PNK	RM	7683										
359	249257	PORTFOLIO,2PKT,POLY,10PK	PK	7681										
360	SI/1014C	PAPER,CNSTRCTN,50PK,12X18,BRGR	PK	7675										
361	CJV010	BOOK,COMP,MINI,NR,ASST,80S,4PK	PK	7642										
362	001675	SHARPENER,X-ACTO,TEACHER PRO	EA	7639										
363	103425EA	PAPER,CONST,LIME,12X18	PK	7633										
364	103054EA	PAPER,CONST,BLUE,12X18	PK	7628										
365	AVT40311	BOX, CRAYON, SPERSTACKER,CL	EA	7611										
366	68-4607	PENCILS,24CT,COLORS,THE,WORLD	BX	7605										
367	ODV988212	PORTFOLIO,POCKET,TWIN,10PK,YEL	PK	7594										
368	AV-MGCL	CLIP,MAGNET,BULLDOG,LG,3PK	PK	7569										
369	C27BPHB3-D3	LEAD,0.7MM,HB,90/CT,3PK	PK	7537										
370	21018	PAPER,ASTRO,LTR,LIFT-OFF LEMON	RM	7503										
371	81045	MRKR,EXPO,LOW OD,CHSL,ASST,16P	PK	7503										
372	400-010-933	PAD,PERF,5X8,CAN,LGL,RLD,12PK	DZ	7454										
373	PAC6907	PAPER,CNST,12X18,50PK,LBN	PK	7451										
374	C60-ST	DISPENSER,TAPE,DESKTOP,SILVER	EA	7442										
375	AV-MGL	CLIP,MAGNET,SQUARE,LARGE,3PK	PK	7436										
376	07806	RUBBERBANDS,FILE,BRITES,50PK	PK	7407										

377	82350	BINDER,ODP,VW,RR,1",BLUE	EA	7402										
378	81338	VLMBRSTL67 8.5/11 CNRY	PK	7383										
379	58-8200	MARKER,CLASSPACK,CONICA,NIB	BX	7360										
380	SI/1028C	PAPER,CNSTRCTN,100PK,9X12,WHT	PK	7284										
381	571111	GLUESTICK,1.4 OZ,3PK	PK	7271										
382	PAC6507	SUNWORKS ASSORTED 12X18CON	PK	7267										
383	P-2111B12/12	MARKERS,PRMNT,FN,RCYL,12PK,AST	ST	7245										
384	BG07P14	PEN RETR GP TUL .7 ASST 14CT	PK	7237										
385	OD05525	BINDER,JB,VW,RR,1",WHT,12PK	CT	7232										
386	3585414792	DIVIDERS,OD,INS,8ST,CLEAR	ST	7187										
387	OD03105	BINDER,INP,VW,DR,3",WHITE	EA	7162										
388	103048EA	PAPER,CONST,SKYBLU,12X18	PK	7134										
389	OM96445	GEL RT 07 BLUE 12PK	DZ	7122										
390	OD03102	BINDER,INP,VW,DR,1",WHITE	EA	7060										
391	1978998	PEN FELT MED FLAIR 24PK ASST	PK	7055										
392	PAC103013	PAPER,CONST,SHKPNK,9X12	PK	7050										
393	SI/1010C	PAPER,CNSTRCTN,50PK,9X12,RED	PK	6926										
394	ODV433482	PORTFOLIO,LAM,2-PCKT,LT BLUE	PK	6918										
395	PAC6903	PAPER,CNST,9X12,50PK,LBN	PK	6881										
396	84101	PEN FLAIR W/PNTGRD BLUE DZ	DZ	6875										
397	21548	PAPER,ASTRO,BRIGHT GREEN	RM	6857										
398	PAC103090	PAPER,CONST,WHT,18X24	PK	6836										
399	2464408	RUBBERBANDS,SZ64,1#	BG	6826										
400	WZ017	POUCH LAM LTR OD 3MIL 200PK	PK	6823										
401	103057EA	PAPER,CONST,WMBRN,12X18	PK	6764										
402	OD10002	INDEX CARD 4X6 BLANK 300PK	PK	6758										
403	110988	FILE BOX,MOBILE,ORG,LTR,BLUE	EA	6743										
404	06900-06681	NOTEBOOK,SPL,150C,3SB,CR,9.5X6	EA	6737										
405	16171	DIVIDER,DURABLE,WO,8 TABS	PK	6731										
406	6525	PAPER,CNSTCTN,SMRTSTK,AST	PK	6681										
407	ODV6843133	FOLDER,2PK,DARK BLUE,25PK	PK	6668										
408	PPTV201401A	POUCH PENCIL TRANSLUCENT ASTD	EA	6656										
409	PHN-16	OIL/CRAYON SET PASTEL 16/ST	ST	6642										
410	13924	PENCIL,TIC #2,24/BX,YELLOW CLR	BX	6635										
411	13818	PENCIL,TIC,#2,18/BX,YELLOW	BX	6568										
412	3713625	PORT,POLY,2PKT,PRGS,AST24	PK	6535										
413	73201	ERASER,MAGIC RUB,BLOCK SHAPE	DZ	6516										
414	102941	PAPER,CNST,12X18,50PK,BAS	PK	6487										
415	SI/1008C	PAPER,CNSTRCTN,50PK,9X12,ORNG	PK	6458										
416	103045	PAPER,CONST,SHKPNK,12X15	PK	6457										
417	30653	MARKER,SHARPIE,ASSORTED,5PK	PK	6444										
418	31128	PEN,G2,FINE,8PK,ASST POUCH	PK	6437										
419	TI-84 PLUS	CALCULATOR GRAPHING TI84 PLUS	EA	6375										
420	OD03103	BINDER,INP,VW,DR,1.5",WHITE	EA	6318										
421	PAC103024	PAPER,CONST,DKBRN,9X12	PK	6299										
422	24415	HIGHLIGHTER,ACCENT,10CT,ASTD	PK	6248										
423	16074	PEN SET,VIS-A-VIS,FINE,4-COLOR	PK	6241										
424	10432	STICK,METER,WOOD	EA	6232										
425	AV-MGCS	CLIP,MAGNET,BULLDOG,SML,3PK	PK	6213										
426	103049EA	PAPER,CONST,ROYBLU,12X18	PK	6127										
427	RMCC300014	TOTE 30QT CLEAR	EA	6101										
428	3585414776	DIVIDERS,OD,BIGTAB,5T,4PK,ASTD	ST	6096										
429	3585414707	DIVIDERS,TOC,1-31,MULTICOLOR	ST	6088										
430	989877OD	PORTFOLIO,PPR,2PKT,3PRG,ORANGE	EA	6048										
431	TI-503SV	CALCULATOR HANDHELD TI-503SV	EA	6043										
432	3585411280	DIVIDER,INSERT,5TAB,6SETS/PK	PK	6034										
433	21003	PAPER,ASTROBRIGHTS,65# VINTAGE	PK	6029										
434	25053	HIGHLIGHTER MAJ ACCENT ASTD DZ	DZ	6009										
435	14607	SCISSOR POINT MICROBAN 5	EA	5941										
436	SI/1011C	PAPER,CNSTRCTN,50PK,12X18,LTBL	PK	5929										
437	KK0244B	OD BOARD DE MAG 8.5X11 BLK	EA	5893										
438	103051EA	PAPER,CONST,PURP,12X18	PK	5888										
439	VCT700	CALCULATOR HANDHELD 8DGT	EA	5838										
440	3000004B	LMNTNG ROLL,1.5MIL,25X500,2PK	PK	5804										
441	3136	TAPE W/DISP MAG 1/2 X250 3/PK	PK	5794										
442	2003894	MARKER,EXPO,ULTRA,FINE,36CT	BX	5754										
443	H-2111BYE6	HIGHLIGHTER,PEN,6PK,YELLOW	PK	5747										
444	SI/1004C	PAPER,CNSTRCTN,50PK,12X18,PURP	PK	5717										
445	CYO543115044	PAINT,TEMPERA,16 OZ,GRN	EA	5702										
446	CYO52080W	CRAYON,MULTICULTURAL,LRG,8/BX	BX	5694										
447	ODV433607	PORTFOLIO,2PKT,W/FAST,10PK,RED	PK	5658										
448	98855	PAPER,LTR,ASTR,250RM,GAMMA GRN	RM	5656										
449	28101	HL,SHARPIE ACC,RT,ASDT,8PK	PK	5650										
450	103432EA	PAPER,CONST,FSTRED,12X18	PK	5637										
451	81368	VLM BRSTL67#IVORY8.5X11	PK	5612										
452	84 PLUS CE	CALCULATOR GRAPH 84+CE BLACK	EA	5610										
453	2454808	RUBBERBANDS,SZ54,1/4#	BG	5606										
454	SI/1005C	PAPER,CNSTRCTN,50PK,12X18,BRBL	PK	5562										

455	851201CS	PAPER,COPY,OD,8.5X11,5/CA,WHT	CA	5547										
456	73015	ERASER,CAP,ARROWHEAD,144/CT	GS	5537										
457	12221	PEN,ZEBRA,Z-GRIP,RT,24PK,BLK	PK	5524										
458	PAC103009	PAPER,CONST,VIOLET,9X12	PK	5506										
459	2096152	SHARPIE,GEL,0.7MM,12OS,BLUE	DZ	5489										
460	54-3115-34	PAINT,TEMPERA,16 OZ,YEL	EA	5471										
461	54-3115-38	PAINT,TEMPERA,16 OZ,RED	EA	5452										
462	74610	TABLET,CHART,1",RULED,24X32	EA	5379										
463	ODV433573	PORTFOLIO,PCKT,W/FST,10PK,LBLU	PK	5375										
464	54-3115-53	PAINT,TEMPERA,16 OZ,WHT	EA	5299										
465	MSBAPP241-AST	PEN,BPNT,CRISTAL BOLD,24PK,AST	PK	5229										
466	1031	SHARPENER,PENCIL,MODEL,KS	EA	5205										
467	684-ARR4	POST-IT FLAG,BRIGHT ASTD,4/PK	PK	5191										
468	1500D	LOCK,COMBINATION,BLACK	EA	5182										
469	50-HB	LEAD,MECHPCL,.7MM,HARD,TUBE	TB	5165										
470	103044EA	PAPER,CONST,PINK,12X18	PK	5140										
471	OM99955	COLOR PUSH PINS 250CT	BX	5122										
472	OD10003	CARD,INDEX,RLD,300PK,5X8,WHI	PK	5119										
473	10801-48	CHALK PACK 16CT ASST	PK	5114										
474	858286	POSTERBOARD,11X14,WHITE,5PK	PK	5112										
475	E340	GLUE ELMERS SCHOOL GL	EA	5035										
476	PAC102998	PAPER,CONST,GOLD,12X18	PK	5022										
477	SI/1007C	PAPER,CNSTRCTN,50PK,12X18,BRWN	PK	5015										
478	PAC6703	SUN WORKS BROWN 9X12 CONS	PK	5006										
479	8473	ERASER,DRY,EXPO,REFILLABLE	EA	5003										
480	SI/1009C	PAPER,CNSTRCTN,50PK,12X18,ORNG	PK	4974										
481	21648	PAPER,ASTRO,LTR,24#,ROCKET RED	RM	4959										
482	50516	POUCH PENCIL 5STAR STAND ASTD	EA	4956										
483	PAC6707	SUN WORKS BROWN 12X18 CON	PK	4950										
484	566	PAD,WALL,20X23,BLNK,4PK	CA	4928										
485	W-3113GR12	MARKERS,DRYERS,RCYCL,12PK,GRN	DZ	4892										
486	82001	MARKER,DRY ERASE,EXPO II,BLACK	DZ	4869										
487	OD23298704	NOTEBOOK CR 70 POLY 1 SUB BLU	EA	4804										
488	ODV988071	PORTFOLIO,KT,PCKT,W/FAST,LGRN	PK	4799										
489	ODV6843142	FOLDER,2PK,BLACK,25PK	PK	4774										
490	CYO543115042	PAINT,TEMPERA,16 OZ,BLU	EA	4765										
491	81850	TOWLETTES,EXPO,MARKERBOARD	EA	4748										
492	EG21001001	POUCH BINDER BLACK 12PK	PK	4745										
493	AH806-12-B-0.7MM	PEN,GEL,ROLLER,0.7MM,12/PK,BLK	DZ	4701										
494	OD03046	BINDER,INP,VW,DR,2",BLACK	EA	4698										
495	W-3113RE12	MARKERS,DRYERS,RCYCL,12PK,RED	DZ	4678										
496	3869748	PORT,POLY,2PKT,PRGS,AST48	PK	4641										
497	ODV438366	PORTFOLIO,PCKT,TWIN,10PK,ASTD	PK	4614										
498	2154955	PENCIL,WD,EVRSTRNG,SHRP,#2,72P	PK	4608										
499	BL241-YEL	HIGHLIGHTER, POCKET,CHSL,YW	BX	4596										
500	8420152	PEN FLAIR W/POINTGUARD DZ RED	DZ	4587										
501	810846	FOLDER,LGL,1/3CUT,100BX,MANILA	BX	4582										
502	OD03054	BINDER,INP,VW,DR,1",BLACK	EA	4579										
503	13953	PENCIL,#2,TICONDEROGA,DZ,BLACK	DZ	4544										
504	ODV433508	PORTFOLIO,LAM,2-PCKT,10PK,RED	PK	4486										
505	MB153402-0.7	PENCIL,GRIP,MECH,0.7MM,12PK	PK	4437										

506	CHL35036	LAP BOARDS DRY ERASE CLASS PK	ST	4423										
507	3850-4RD	TAPE W/DISPENSER 4/PK	PK	4408										
508	CYO543115051	PAINT,TEMPERA,16 OZ,BLK	EA	4372										
509	E1591	GLUE STICK SCHL 6+2 PK PRPL	PK	4356										
510	50-1402	CHALK,LOW DUST,3.25",WHT,12/BX	BX	4343										
511	8440152	PEN FLAIR W/POINTGUARD DZ	DZ	4334										
512	SI/1002C	PAPER,CNSTRCTN,50PK,12X18,PINK	PK	4333										
513	OD34610	INDEX CARD 4X6 RLD RNBW 100CT	PK	4294										
514	33661	SURGE,6-OUTLET,800 JLS,6' CRD	EA	4291										
515	CYO543115036	PAINT,TEMPERA,ARTISTAII,ORANGE	EA	4261										
516	229292.038037.100	POUCH,LAM,LTR,OD,3MIL,100PK	PK	4229										
517	1944748	expo fn 8ct with eraser- asst	PK	4223										
518	22-7224	PENCILS,7",COLORED,24PK,ASTD	PK	4215										
519	58-8201	CRAYOLA 256CT MARKER CLASSPACK	BX	4169										
520	2003893	MARKER,EXPO,FINE,36CT,ASSORTED	BX	4164										
521	SI/1034C	PAPER,CNSTRCTN,50PK,9X12,BR BL	PK	4150										
522	P-2111BBK12UF	MARKER,PRM,UTRFN,RCYL,12PK,BLK	DZ	4056										
523	AH806-12-BL-0.7MM	PEN,GEL,ROLLER,0.7MM,12/PK,BLU	DZ	4051										
524	TI-36X PRO	CALCULATOR SCNTFC SOLAR TI-36X	EA	4039										
525	10161-48	MARKERS WSHBL FINE 10CT ASST	PK	4037										
526	82003	MARKER,DRY ERASE,EXPO II,BLUE	DZ	3980										
527	ODV698811	COVER,PORTFOLIO,11.75X9.5,DBLU	BX	3969										
528	DIX00000	CRAYON,PRANG,REGULAR,8CT	BX	3946										
529	52-8016	CRAYON,CLSSPK 800,CRAYOLA,16CL	BX	3946										
530	56047PP/1964045	KIT,STRTR,PENCIL,MECH,5PC,.7MM	EA	3945										
531	CHL35100-12	LAP BOARD PLAIN WHT 9X12 12CT	BD	3916										
532	OD03106	BINDER,INP,VW,DR,4",WHITE	EA	3915										
533	JS170405-6	RINGS,BOOK,25PK,2",SILVER	PK	3902										
534	681080VN-BK	PORTFOLIO,PAPER,2POCKET,BLACK	EA	3891										
535	PAC8807	PAPER,CNST,12X18,50PK,GY	PK	3887										
536	3887336	PORT,POLY,2PKT,PRGS,AST36	PK	3859										
537	OD35810	INDEX CARD 5X8 RULD RNBW 100CT	PK	3822										
538	E6049	Glue Gun Mini Dual Temp 20W	EA	3817										
539	072838840653	PEN GEL PILOT G2 FN BK 36PC	PK	3799										
540	153520-1005	SCISSORS,SW,BLNT,SML,5",2PK	PK	3773										
541	OD03038	BINDER,INP,VW,DR,1.5",BLACK	EA	3769										
542	PAC9509	PAPER,CNSTRC,9X12,MULTICULT	PK	3769										
543	8450152	PEN FLAIR W/POINTGUARD PURPLE	DZ	3767										
544	SI/1001C	PAPER,CNSRCTN,50PK,12X18,PRGRN	PK	3765										
545	OD23298504	NOTEBOOK WR 70 POLY 1 SUB BLU	EA	3754										
546	JTA19826	BOX PENCIL SLIDER ASSTD	EA	3704										
547	16001	PEN OHP FN VIS-A-VIS DZ BLACK	DZ	3664										
548	OD10005	CARD,INDEX,BLNK,300PK,5X8,WHT	PK	3660										
549	E542	GLUE STICK ELMERS .24oz 4PK	PK	3656										
550	FLP35030	ERASER DRY MAGN STUDENT 12	ST	3649										
551	11129	INDEX,11X8.5,1-31TAB,MULTICLR	ST	3636										
552	58-7802	MARKERS 24CT COLORS THE WORLD	BX	3617										
553	OD03337	BINDER,INP,VW,DR,2",BLUE	EA	3616										
554	ODV433490	PORTFOLIO,LAM,2-PCKT,10PK,BLK	PK	3599										
555	31450	FRIXION CLICKER,.7MM,BLK,12PK	DZ	3597										
556	563R	EASEL,PAD,TABLETOP,WHITE,EA	EA	3585										
557	37175	MARKER,SHARPIE,UF,12/PK,ASTD	PK	3584										
558	SI/1032C	PAPER CNSTRCTN 50PK 9X12 LT BL	PK	3580										
559	CYO684108	PENCIL,WRITE START,3/4",8 SET	BX	3579										
560	63000	PAPER,KRAFT,RNBW,36X1000,WE	RL	3565										
561	658	TAPE,COVER-UP,POST-IT,1"X700"	RL	3558										
562	PAC5165	PAPER,SENTC STRPS,100PK,ASSTD	PK	3552										
563	CYO570300	CLAY,MDL,4-1/4LB,AST	PK	3549										
564	SI/1017C	PAPER,CNSTRCTN,300PK,9X12,BLK	PK	3529										
565	PAC103010	PAPER,CONST,SALMN,9X12	PK	3512										
566	AC3358	GLUE STICKS CLASSPACK	PK	3504										
567	OD03313	BINDER,INP,VW,DR,1",RED	EA	3497										
568	4927	PAPER,WATERCOLR,12X18,50SH	PK	3485										
569	BL77-A	PEN,ENERGEL,0.7MM,DZ,BLK,RTX	DZ	3475										

570	16170	DIVIDERS,TRANS,WRITEON,5TAB	ST	3465										
571	10652-36	PAINT WATERCOLORS 16CT ASST	PK	3455										
572	1211	CALCULATOR ATIVA DSKTP 8DIGITS	EA	3452										
573	58-8210	MRKER ,FINE TIP,CLSPK,CRAYOLA	BX	3451										
574	C60-BKOD	DISPENSER,TAPE,SCOTCH,C60,BLK	EA	3448										
575	SI/1033C	PAPER,CNSTRCTN,50PK,9X12,BRWN	PK	3430										
576	FSK01-004249J	SCISSORS,FSKRS,STR,RCY,8",GRY	EA	3412										
577	OD23298505	NOTEBOOK WR 70 POLY 1 SUB BLK	EA	3385										
578	BL11YEL	HIGHLIGHTER BRITE LINER YEL DZ	DZ	3379										
579	UR10KOSS	KOSS UR 10 - HEADSET	EA	3369										
580	1752226	MARKER,DE,EXPO,5PK,ASTD NEON	PK	3366										
581	TI-1795SV	CALCULATOR DESKTOP TI-1795SV	EA	3366										
582	2419408	RUBBERBANDS,SZ19,1#	BG	3360										
583	314512	FRIXION CLICKER,.7MM,BLUE, 12P	DZ	3355										
584	16177	INDEX,DIV,8TB,PCKTS,AST	ST	3308										
585	3585414777	DIV,OD,BIGTAB,INS,8T,CLEAR,4PK	ST	3297										
586	75254	BINDER,POCKET,POLY,5PK	PK	3278										
587	NS8105100W	PAPER FLR REIN 10.5X8 WR 100CT	EA	3271										
588	EL2335B	CALC HANDHELD 8DGT	EA	3251										
589	3585499242	DIVIDER,OD,BIGTAB,8T,2PK,COLOR	ST	3228										
590	PAC103093	PAPER,CONST,BLK,18X24	PK	3223										
591	ODV433599	PORTFOLIO,PCKT,W/FST,10PK,BLU	PK	3203										
592	WOFQD12-WHI	WITE-OUT,EZ,DOZ,WHITE	DZ	3188										
593	82394	BINDER,ODP,RR,1",BLUE	EA	3185										
594	2033573	MARKER,SHARPIE,FINE,24/CD,ASST	PK	3162										
595	OD23298702	NOTEBOOK CR 70 POLY 1 SUB WHT	EA	3147										
596	OD03020	BINDER,INP,VW,DR,3",BLACK	EA	3113										
597	CHL74520-3	ERASER MULTI PURPOSE 2IN 36CT	BD	3083										
598	30XIIS/TBL/1L1/R	CALCULATOR SCNTFC TI30XII PINK	EA	3075										
599	SI/1003C	PAPER,CNSTRCTN,50PK,12X18,TURQ	PK	3074										
600	2433808	RUBBERBANDS,SZ33,1/4#	BG	3071										
601	072838840660	PEN GEL PILOT G2 FN BE 36PC	PK	3057										
602	13042	PNCL.TRIWRT,LAD,W/ERS,36CT,YEL	BX	3052										
603	MS-80B	CALCULATOR DESKTOP MS-80S	EA	3038										
604	PAC377401	STICK CRAFT ECONOMY NL	BX	3030										
605	68679	TAPE,CORRECTION,MONO RETRO,4PK	PK	3028										
606	16000101	TOWELETTES,MARKERBOARD,50PK	EA	3025										
607	3585499243	DIVIDERS,OD,BIGTAB,8T,2PK,WHT	ST	3022										
608	2134345	PEN SET VIS-A-VIS FINE 8-COLOR	PK	3019										
609	63300	PAPER,KRAFT,RNBW,36X1000,BK	RL	3017										
610	585708OD	THERMAL POUCHES, 5 MIL, 100 PA	PK	3004										
611	54-2016-53	PAINT WSH 16OZ WHITE	EA	3001										
612	NB-20110516	RULER OD SHATTERPROOF 12	EA	2997										
613	1966798	HIGHLIGHTER CLEARVIEW 8CD ASTD	PK	2990										
614	PAC9512	PAPER CONST 12X18 MULTCULT	PK	2976										
615	11186	DIVIDER,INDEX,8TAB,6PK	ST	2942										
616	2096149	SHARPIE,GEL,1.0MM,12OS,BLACK	DZ	2940										
617	OD98785	LABEL,OD,RND,3/4",1008PK,ASTD	PK	2937										
618	OD03335	BINDER,INP,VW,DR,1",BLUE	EA	2935										
619	3585499239	DIVIDER,OD,BIGTAB,5T,COLOR,2PK	ST	2935										
620	CYO543115007	PAINT,TEMPERA,16 OZ,BRN	EA	2890										
621	31002	PEN,ROLLER,GELINK,G-2,X-FN	DZ	2888										
622	SI/1025C	PAPER,CNSTRCTN,500PK,9X12,ASTD	PK	2882										
623	SI/1038C	PAPER,CNSTRCTN,50PK,9X12,PINK	PK	2859										
624	AC3776-01	STICK,IMBOCRAFT 6X.75 NL	BX	2837										
625	ROA77308	NOTEBOOK,COMP,8.5X7,PLNCVER	EA	2816										
626	ODV6842161	FOLDER,2PK,RED,25PK	PK	2816										
627	SAN9287KF	ERASER,DRY,EXPO,REFILL	EA	2794										
628	21041	PAPER,ASTBRT CVR,65# PULSAR,PK	PK	2789										
629	6604	CORRECTION,DISPOSABLE,DRYLINE	EA	2740										
630	14609	SCISSOR SFT HNDL MICRBN 7	EA	2733										
631	PAC102940	PAPER,CNST,9X12,50/PK,BAS	PK	2699										
632	61400	CHALKSTICK,DUSTLESS,12/BX,ASTD	BX	2683										
633	4809	PAPER DRAWING WHITE 9X12	RM	2670										
634	SAN1924061	MR.SKETCH,WASH,CHISEL,14CT	EA	2666										

635	54-2016-38	PAINT WSH 16OZ RED	EA	2647										
636	4621401C	PEN,WRTBROS STICK,60PK,BK	PK	2640										
637	2464808	RUBBERBANDS,#64,1/4#	BG	2639										
638	AC5172	BRUSHES,WOOD,12 ROUND,1	ST	2635										
639	13040	PENCIL,11/32IN DIA,UNTIPPED	DZ	2632										
640	GSFG11-BK	PEN,STIC GRIP,FINE,BLK	DZ	2616										
641	CTU7931	CARDS STANDARD PLAYING	ST	2605										
642	1921221	PENCIL MECHANIC MEDIUM 36BX	BX	2601										
643	80675	KIT MARKER DRY-ERASE EXPO 2	EA	2594										
644	52-064D	CRAYONS,CRAYOLA,64PK	BX	2588										
645	1951721	PEN PM II GEL 0.7 DZ BLU	BX	2580										
646	FL2318102-002	PAD,EASEL,2/CT,RECYCLED	CT	2576										
647	MP07P6BLK	PENCIL,MECH,TUL,0.7,6PK,BLK	PK	2572										
648	686-ALOPRYT	TABS, POST-IT,ASST,1X1.5	PK	2571										
649	54-2016-34	PAINT WSH 16OZ YEL	EA	2564										
650	44001EA	MARKER,PERM,FELT,MAGNUM 44,BLK	EA	2559										
651	ODV433474	PORTFOLIO,LAM,2-PCKT,10PK,WHT	PK	2558										
652	4075A007	CALCULATOR PRTABL DISPLAY	EA	2544										
653	2454408	RUBBERBANDS,#54,1LB	BG	2521										
654	28025	HIGHLIGHTER,ACCENT,12/PK,YLW	DZ	2515										
655	RMRT310000	TOTE 31GALDIM	EA	2513										
656	SI/1035C	PAPER,CNSTRCTN,50PK,9X12,PURPL	PK	2499										
657	2051-3PK	NOTES,POST-IT,CUBE,2X2,3/PK	PK	2496										
658	OD03315	BINDER,INP,VW,DR,2",RED	EA	2495										
659	1921070	PEN MEDIUM 36PK BLACK	PK	2487										
660	BIN525-6	PAINT WATERCOLOR WASH 8CT 6EA	BD	2486										
661	OD03045	BINDER,INP,VW,DR,2",NAVY	EA	2485										
662	OD03012	BINDER,INP,VW,DR,3",NAVY	EA	2484										
663	OD03336	BINDER,INP,VW,DR,1.5",BLUE	EA	2482										
664	GSME509-RED	PEN,BPNT,ECO,R.STIC,50PK,RED	PK	2472										
665	16550	SHEARS 2PK TITANIUM 8IN	PK	2453										
666	PAC3371	CHART PAPER HD 24X32 UNRULED	EA	2449										
667	ODV433581	PORTFOLIO,POCKET,W/FAST,10PK	PK	2445										
668	OD766967	STAPLES STANDARD OD	BX	2440										
669	23281	DIVIDER,PREM,CPPR,REINF,5CLEAR	ST	2416										
670	23285	DIVIDER,PREM,CPPR,REINF,8CLEAR	ST	2409										
671	68-7418	PENCILS COLORED TWISTABLE 18CT	PK	2401										
672	13082	PNCL.TRWRT,BEG,W/ERASER,36CT	BX	2397										
673	3585499240	DIV,OD,WRITEON,BIGTAB,5T,WHITE	ST	2391										
674	E1559	GLUESTICK PURP .21OZ	PK	2386										
675	GSM240-BLK	Round Stic 240ct BLK	PK	2381										
676	3585411353	DIVIDERS,STAB,25SETS,W/WHT LBL	PK	2364										
677	843923OD	OD RED TOP 17" 5RM CTN	CA	2360										
678	CYO531516	WATER COLOR SET 16 COLOR	ST	2358										
679	21696	PNT RTU TEMPERA 12 16OZ ASST	CA	2351										
680	PIL43924	REFILL,BG,VBOARD,MSTR,RD	EA	2344										
681	25164PP	HIGHLIGHTER,MJACT,FYW,4PK	PK	2343										
682	28175	HIGHLIGHTER,ACCENT,RT,5PK,ASTD	PK	2339										
683	32001	SHARPIE TWIN TIP BLACK DZ	DZ	2336										
684	52-8008	CLASSPACK, REG CRAYONS 800	BX	2333										

685	535584ODR	POUCH,LAMINATING,BUS CARD	PK	2331										
686	2863	PAPER,GRID,1/2",500PK,WE	PK	2323										
687	11188	AVERY READY INDEX 6 PK	ST	2319										
688	77611	PORTFOLIO,2-POCKET,POLY,GREEN	EA	2315										
689	PAC4794	DIARYSKETCH 8.5X11-70CT	EA	2305										
690	BL77-C	PEN,ENERGEL,0.7MM,DZ,BLUE	DZ	2297										
691	23076	TABS,INDEX,PREMIUM,5/ST,MULTI	ST	2297										
692	OD03016	BINDER,INP,VW,DR,4",BLACK	EA	2283										
693	CYO688100	PENCILS COLORED 100CT AST	ST	2280										
694	39109	MARKER SHARPIE 4/PK SILVER	PK	2272										
695	54-2016-42	PAINT WSH 16OZ BLU	EA	2266										
696	ODV6842152	FOLDER,2PK,TEAL,25PK	PK	2262										
697	978039	POSTERBOARD HEAVY WEIGHT WHITE	EA	2257										
698	10438-36	PENCILS CLRD 36CT ASST	PK	2256										
699	4812	PAPER,DRAWING,12X18,WHITE	RM	2254										
700	OD23298500	NOTEBOOK WR 70 POLY 1 SUB GRN	EA	2250										
701	CKC1752	CHALK,SIDEWALK,52PC,AST	BX	2228										
702	PAC8803	PAPER,CNST,9X12,50PK,GY	PK	2220										
703	OD23298502	NOTEBOOK WR 70 POLY 1 SUB WHT	EA	2219										
704	32701	MARKER,PERM,SHARPI,FN,12PK,BLK	DZ	2205										
705	OD23298503	NOTEBOOK WR 70 POLY 1 SUB RED	EA	2202										
706	52-4628	PENCIL,CRAYOLA,OIL PASTELS,28	BX	2197										
707	33950	PEN,GEL,UNIBALL,.7MM,12/PK,BLK	DZ	2194										
708	BIN524008	TRIANGULAR CRAYONS	BX	2191										
709	801120OD	TAB FLDR 1/3-CUT CLEAR 25/PK	PK	2190										
710	OD03286	BINDER,INP,VW,DR,1.5",PURPLE	EA	2174										
711	PAC37304	BORDER,ROLL,CORR,2.25X50FT,BK	RL	2167										
712	H-2111B36/YE	HIGHLIGHTER,PEN STYLE,36PK,YLW	BX	2165										
713	AH534-12-R	PEN,BP,RTRCT,1.0MM,12PK,RED	PK	2164										
714	34II/FBL/1L1/A	CALCULATOR SCIENTIFIC TI-34MV	EA	2160										
715	48528	INDEX-BLUE110# 8.5X11	PK	2159										
716	2432408	RUBBERBANDS,SZ32,1#	BG	2158										
717	2065460	PENCIL PM EVERSTRONG 24CT	PK	2157										
718	52-7408	CRAYON,TWISTABLE,AST,8/PK	PK	2153										
719	OD03053	BINDER,INP,VW,DR,1",NAVY	EA	2151										
720	CHL40508-12	WATERCOLORS PAINT SET 12PK	BD	2149										
721	SAN75846	MARKER,FINE,24 CLR SET	ST	2148										
722	29851	BINDER MULTIACCESS 2 ZIP	EA	2143										
723	54-2016-44	PAINT WSH 16OZ GREEN	EA	2142										
724	PAC103068	PAPER,CONST,YEL,18X24	PK	2133										
725	ODV1376416	FOLDERS HANG LETTER-SIZE BLUE	BX	2125										
726	OD03290	BINDER,INP,VW,DR,2",PURPLE	EA	2119										
727	1308	PEN,BP,STICK,GRP,DOZEN,BLK	DZ	2111										
728	AH601-12-ASST	HIGHLIGHTERS,LIQUID,12/PK,ASTD	DZ	2110										
729	S46007	MANILA JKT,LTR,2" EXP,REINF	BX	2090										
730	PAC37034	BORDER,ROLL,CORR,2.25X50',FLME	RL	2078										
731	PACS8506	PAPER TISSUE 20X30 20SHT ASTD	EA	2056										
732	22661	PAPER,ASTROBRIGHT CELE,BE	RM	2055										
733	OD03338	BINDER,INP,VW,DR,3",BLUE	EA	2054										
734	ZE21BP24-D24	ERASER,CLIC,PENTEL,4PACK	PK	2049										
735	22474	MARKER,SET,FLIP CHART,4 COLOR	ST	2040										
736	KK0351	BOARD,FORAY,MAG D/E,48X72,ALUM	EA	2031										
737	14259	PENCIL,TIC,CHECKING,DZ,RED	DZ	2023										
738	27025	HIGHLIGHTER,PKT,ACCENT,FLYL,DZ	DZ	2018										
739	11196	DIVIDER,IND,MULTICLR,12TB,6/PK	PK	2006										
740	1378432	POCKET FC LTR 3-1/2 ASST 5PK	PK	2003										
741	PAC37014	BORDER,ROLL,CORR,2.25X50FT,WHT	RL	1996										
742	81800	CLEANER,BOARD,DRY ERASE,1GAL	GA	1989										
743	68-2424	PENCILS COLORED ERASABL 24PK	PK	1988										
744	EPS4-BLACK	SHARPENER,PNCL,PERS ELEC	EA	1987										
745	PAC73400	STRIP SENTENCE ASSTD CLRS	PK	1983										
746	40527	FOLDER,TWST TWN,LTR,ASST,24PK	PK	1976										
747	103063EA	PAPER,CONST,12X18,SC,ASTD	PK	1975										
748	9770	PAD,CHART,1"RULED,24X32,70SH	EA	1973										
749	3585499226	INDEX,OD,PLST,8TAB,MUTLI-COLOR	ST	1949										
750	587852	MARKERS CRAYOLA WSHBL FN 10PK	PK	1942										
751	1944741	expo chsl 8ct with erasr- asst	CG	1935										
752	82395	BINDER,ODP,RR,1",BLACK	EA	1933										
753	ODV6842143	FOLDER,2PK,WHITE,25PK	PK	1924										
754	PAC37084	BORDER,ROLL,CORR,2.25X50FT,CAN	RL	1915										
755	OD03314	BINDER,INP,VW,DR,1.5",RED	EA	1895										
756	10700-72	BRUSHES ARTIST 7 AST AST	PK	1888										
757	C25BPHB3-D3	LEAD,SUPER,HI-POLY, .5MM,3PK	PK	1882										
758	ROA77505	NOTEBOOK,COMP,9.75X7.75	EA	1870										
759	52-9724	CRAYONS CRAYOLA MINI TWST 24PK	PK	1869										
760	54-2016-007	PAINT WSH 16OZ BRN	EA	1855										
761	2096187	SHARPIE,GEL,1.0MM,12OS,BLUE	DZ	1851										
762	GSME509-BLU	PEN,BPNT,ECO,R.STIC,50PK,BLU	BX	1849										
763	977994	POSTERBOARD 14X22 WHITE 8PK	PK	1842										

764	OD03299	BINDER,INP,VW,DR,5",WHITE	EA	1829										
765	39100	SHARPIE METALLIC	DZ	1826										
766	PAP70626	ERASER,WHITE PEARL,WE	BX	1825										
767	WOELP418-WHI	TAPE CORRCTION WITE-OUT PN 4PK	PK	1812										
768	AL27RDBP5M-D2	PENCIL,RAZZLE DAZZLE,5PK,ASTD	PK	1804										
769	13926	PENCIL,#2,TIC,24/BX,BLACK	BX	1803										
770	2105642	PENCIL WOOD PM EVERSTRNG 72CT	BX	1803										
771	OD03346	BINDER,INP,VW,DR,3",RED	EA	1790										
772	533905	BOARD,DISPLAY,TRFLD,36X48,BLAC	EA	1789										
773	1924009	MARKER CHISEL WASH 6CT	PK	1784										
774	535707OD	POUCH,LAMINATING,LETTER SIZE	PK	1782										
775	195110-11980	PAD SKETCH WIREBOUND 8.5X11	PD	1782										
776	25018	HL,ACCENT TANK,ASTD,20PK	PK	1782										
777	3763	BOARD PRESNT 36 X48 24PK W	CT	1778										
778	54-2016-036	PAINT WSH 16OZ ORANGE	EA	1765										
779	54-2016-051	PAINT CRAYWSH 16OZ BLK	EA	1764										
780	ODV631335	cover,rpt,clr frnt,10pk,black	PK	1762										
781	1951378	PEN PM INKJOY 300RT 1.0 36 BLK	PK	1760										
782	001799	SHARPNR,PENCIL,POWERHOUSE,BLK	EA	1742										
783	13601	MARKER, PERM,FINE,SHARPIE,BLAC	DZ	1734										
784	NS8105100C	PAPER FLR REIN 10.5X8 CR 100CT	EA	1726										
785	T23006	FLASHCARD MULTIPLICATION	EA	1726										
786	35334	PEN,BALL,XFINE,PRECISE,PV5,BLK	DZ	1712										
787	OD10051	3x5 Blank Wht Index Crds 500Pk	PK	1709										
788	13861	DICTIONARY ENGLISH WEBSTER	EA	1708										
789	63060	PAPER,KRAFT,RNBW,36X100	RL	1680										
790	ZP2611	PAPER ZANER BLOSER GRADE 1	RM	1668										
791	63080	PAPER,KRAFT,RNBW,36X1000,YW	RL	1666										
792	PHN-25	OIL SET PASTEL 25 COLOR	ST	1665										
793	3585411354	DIVIDERS,8TAB,25SETS,W/WHT LBL	ST	1665										
794	SPR00333	BOOK COMP CLLG 100ST 12PCS	PK	1664										
795	RMRT100004	TOTE 10GALDIM	EA	1660										
796	3585499247	DIVIDER,INDEX,MTHLY,OD,LTHR,BK	ST	1648										
797	GSME509-BLK	PEN,BPNT,ECO,R.STIC,50PK,BLK	PK	1638										
798	PAC004109	PAPER,9X12,50#,500PK,MLA	PK	1625										
799	14756	CADDY,SCISSOR,MICROBAN,BLNT	EA	1618										

800	PAC5211	TAGBOARD,HVYWT,9X12,WE	PK	1617										
801	C29BPHB3-D2	.9MM SUPER HI POYLMER LEAD	CG	1614										
802	1951719	PEN PM INKJOY GEL 0.7 DZ BLK	BX	1613										
803	2033572	MARKER,SHARPIE,UFN,24/CD,ASSTD	PK	1608										
804	OM97613	8" BENT SHEAR SOFT BLUEGREY	EA	1608										
805	FSK1055801001	SCISSORS,SCH/WS,PTD,5",SG	EA	1601										
806	VLG11BLK	PEN,BALL,BIC,VELOCITY,DOZ,BLK	DZ	1600										
807	25910-01	FILLER PAPER WR 100CT ASTD	EA	1599										
808	48990	PAPER,8 1/2X11,110#,250CT,ASTD	PK	1594										
809	RLC11BE	PEN,RETRCT,VEL GEL,.7MM,DZ,BLU	DZ	1588										
810	AC3552	BEADS PONY 1000/PK AST	EA	1581										
811	PAC5186	STRIPS SENT DRY ERASE ASST	PK	1579										
812	TP3856-25	LAMINATOR POUCH MENU SZ 25PK	PK	1578										
813	ODV6842278	FOLDER,2PK,3PRONG,RED,25PK	PK	1574										
814	3585414791	DIVIDERS,OD,INS,8ST,ASTD	ST	1573										
815	ESN513-12	SHARPENER PENCIL 2 HOLE 12CT	BD	1564										
816	ZEH02BP50	ERASER CAPS 50PK	PK	1562										
817	858430	POSTERBOARD,22X28,BLACK,5PK	PK	1561										
818	FSK34527797J	SCISSORS,FSK,STRT,LH/RH,8",ORN	EA	1553										
819	MB153402-48	PENCIL,MECHANICAL,0.7,48 PK	BX	1552										
820	OD23298703	NOTEBOOK CR 70 POLY 1 SUB RED	EA	1548										
821	CS05-HBEA	LEAD,HBM,SUPERFINE,.5MM,12/TB	TB	1540										
822	1944729	EXPO CHSL 4CT WITH ERASER- BLK	PK	1534										
823	HY106605-ASST-36N	HIGHLIGHTER,CHISEL,36 PK,ASTD	BX	1533										
824	OD03283	BINDER,INP,VW,DR,1",PURPLE	EA	1525										
825	37003	MARKER,SHARPIE,U-FINE,BLUE	DZ	1518										
826	OD03094	BINDER,INP,VW,DR,5",BLACK	EA	1510										
827	63150	PAPER,RAINBOW,SKYBE,36X1000	RL	1501										
828	2401	PAPER,THEME,MRGN,8.5X11,500PK	PK	1494										
829	77613	PORTFOLIO,2-POCKET,POLY,BLUE	EA	1491										
830	52-8038	CLASS PACK, LARGE CRAYONS	BX	1486										
831	CHL76305-12	BOX PENCIL ASST 12EA	BD	1484										
832	37002	MARKER,PERM,UFINE,SHARP,DZ,RED	DZ	1478										
833	TCR20884	MARKERS CHALK LIQUID 8PK ASST	PK	1478										
834	10276WM-24	CRAYON WSHBL 48CT ASST	PK	1476										
835	RMRT180000	TOTE 18GALDIM	EA	1474										
836	PY106605-12RED	MARKER,PERM,DESK,OD,12PK,RED	DZ	1472										
837	PAC37104	BORDER,ROLL,CORR,2.25X50FT,ORG	RL	1466										
838	2432808	RUBBERBANDS,#32,1/4#	BG	1459										
839	BL77BP6M	PEN,ENERGELRTX,MED,ASTD,6PK	PK	1456										
840	VLGB11-BLK	VELOCITY BOLD RETRC 1.6mm BLK	BX	1436										
841	72536	BINDER FIVESTAR XPANZ FILE BLK	EA	1433										
842	ODVN1376407	FOLDERS HANG LETTER-SIZE RED	BX	1428										
843	OD03039	BINDER,INP,VW,DR,1.5",NAVY	EA	1427										
844	PAC74620	TABLET,CHART,1"RULED,24X16	EA	1426										
845	52-3280	CRAYONS,WASHABLE,MY FIRST,8PK	BX	1425										
846	SHREL240SAB	CALCULATOR 8 DIGIT	EA	1423										
847	660-3SSMIA	NOTES,SS,MIAMI,4X6	PK	1423										
848	OD03280	BINDER,INP,VW,RR,0.5",BLACK	EA	1413										
849	OD03121	BINDER,INP,VW,DR,1.5IN,PINK	EA	1405										
850	NSN6116427	NOTEBOOK STENO	PK	1396										
851	535640ODB	LAMINATING POUCH,LUGGAGE TAG	PK	1396										
852	92060	EXP FILE WALL VERT 6PKT POLY	EA	1390										
853	16282	DIVIDER,TABBING,PRINT,80SETS	PK	1389										
854	11187	AVERY READY INDEX 6PK	ST	1385										
855	35830	PEN,RT,BP,PAPERMATE,DZ,PURPLE	DZ	1377										
856	57-5050	CLAY,AIR DRY,2.5LB,WHTE BUCKET	EA	1375										
857	BU311-BLU	PEN,BPOINT,RT,BE,DZ	DZ	1368										
858	X2480-11980	TABLET WRITING 8X10.5X3/8 100P	PD	1367										
859	16283	DIVIDER,TABBING,PRINT,1.75"	PK	1366										
860	NS8105100	PAPER FLR REIN 10.5X8 QUAD 100	EA	1358										
861	PA-1231	TACK POSTER	EA	1340										
862	35335	PEN,BALL,XFINE,PRECISE,PV5,BLU	DZ	1340										
863	329007VN-BE	PORT PAPER LAM PRONGS OD BLUE	EA	1339										
864	2419808	RUBBERBANDS,#19,1/4#	BG	1338										
865	TBA3	FILLER PAPER QUAD 400CT 10.5X8	EA	1338										
866	3513B	PEN,COUNTERFEIT DETECTOR,3PK	PK	1323										
867	31144	CHALK,DUSTLESS,12/BOX,WHITE	BX	1315										
868	P-2111BRE12	MARKERS,PRMNT,FN,RCYL,12PK,RED	DZ	1310										
869	CHL40536	PAINT WATERCOLOR 36SET	ST	1308										
870	PAC103433	PAPER,CONST,FSTRD,18X24	PK	1303										
871	1742663	PEN SHARPIE FINE 0.4MM DZ BLK	DZ	1303										
872	VPCBL77PC12C1	PEN,ENERGEL,RTX,MEDIUM,BLUE,DZ	DZ	1298										
873	TPG26001	KEYRING WRIST COIL	EA	1293										
874	ODV631426	COVER,RPT,CLR FRONT,10PK,RED	PK	1278										
875	CYO510403	CHALK,CRAYOLA,AST,12/PK	BX	1270										
876	OD03282	BINDER,INP,VW,DR,1",ARMY GREEN	EA	1268										
877	EU-655055	STICKERS PEANUTS THEME	PK	1257										
878	82322	BINDER,ODP,VW,RR,2",PURPLE	EA	1246										
879	23-2403	CLAY MODEL MAGIC VARIETY PACK	EA	1246										
880	32221	PEN,EASYTOUCH,RTRCBL,MED,BLUE	DZ	1245										
881	11200	DIVIDER,INDEX,5TAB,MUTLI-COLOR	ST	1242										
882	5476536	FOLDER,FILE,EXP,13-PCKT,BLUE	EA	1235										
883	PAC103070	PAPER,CONST,FSTGR,18X24	PK	1228										
884	33951	PEN,GEL,RT,UNI-BALL,7MM,DZ,BLU	DZ	1227										
885	EG-1610	STAPLER,ELECTRIC,OD,BLACK	EA	1218										
886	ODV1376398	FOLDERS HANG LTR-SIZE YELLOW	BX	1212										
887	1802226	PEN,SHARPIE,FINE,0.8,12PK,ASTD	PK	1209										
888	VPP100CE	FILM,PLN COPIER,BLK/CLR,100/BX	BX	1208										
889	684ARR3	POST-IT FLAG,ASTD CLR,4/PK	PK	1206										
890	26015	PEN,PV5,ASSORTED,7PK	PK	1206										

891	ODV1383769	FOLDERS HANG LETTER-SIZE GREEN	BX	1206										
892	BIN389-6	CRAYONS JUMBO BCT 6BX	BD	1200										
893	1920938	HIGHLIGHTER TANK 36PK YELLOW	PK	1192										
894	MEA09554CT	JOURNAL PRIMARY GRADES K-2	CT	1187										
895	2416408	RUBBERBANDS,SZ16,1#	BG	1173										
896	820003NH0-ECM	NOTEBOOK,FS3,SUB,CR,PACIFIC	EA	1170										
897	BLN75C	PEN ENERGEL RTX DLX BE	DZ	1167										
898	AC9881	BOARD DRYERASE 9X12 WE	EA	1166										
899	CHL74549-3	ERASERS WHITEBRD LEARNING 3PK	BD	1160										
900	PAC37176	BORDETTE,BRBLU,2.25X50	RL	1156										
901	60126	PEN,ROLRB,UNI-BALL VISION,FINE	DZ	1154										
902	72081	NOTEBOOK,FS5,SUB,CR,BLACK	EA	1150										
903	4621501C	PEN,WRTBROS STCK,60PK,BE	PK	1143										
904	63020	PAPER,KRAFT,RNBW,36X1000,BN	RL	1141										
905	1760445	MARKER,FLP CHRT,8PK,SHARPIE,BK	PK	1140										
906	57583	PORTFOLIO,2PKT,10PK,VIO	PK	1140										
907	560	PAD,EASEL,POST-IT,BLUE GRID	PK	1138										
908	1744480	TAPE CORRECTION LP RCYCLD 2PK	PK	1138										
909	PAC4739	PAPER,DRAWING,50#,9X12,RM,WHT	RM	1135										
910	OD10052	Index Card 4x6 Ruld Wht 500Ct	PK	1135										
911	EL1197P111	CALCULATOR PRINTING EL-1197P	EA	1133										

912	2116197	PEN,SHARPIE,SGEL,0.7,DZN,B AST	DZ	1132										
913	PAC37044	BORDER,ROLL,2.25X50',DP PURPLE	EA	1128										
914	58-7813	MARKERS,WASH,12CT,T/L	EA	1125										
915	77240	REFILL,PEN,G-2,FN,2/PK,BLACK	PK	1124										
916	PACZP2613	PAPER ZANER BLOSER GRADE 3	RM	1123										
917	3436-3	TAPE MASKING SCOTCH(R) 3PK	PK	1123										
918	2096158	SHARPIE,GEL,0.7MM,12OS,RED	DZ	1123										
919	FLX04301-001AA	EASEL INSTANT,W/CARRYING CASE	PK	1121										
920	SI/1037C	PAPER,CNSTRCTN,50PK,9X12,TURQ	PK	1119										
921	CX-9896	POCKET DRYERASE 10PK NEON ASST	PK	1111										
922	684-ARR2	POST-IT,BRIGHT ARROWS,100 CT,A	PK	1109										
923	684-ARR1	POST-IT,FLAG,ARROWS,ASTD,100CT	EA	1107										
924	7387Q24	PENCILCASE 3RING CLEAR ASST	CA	1107										
925	CP-220	PENCILS,COLORS,220 PK	PK	1106										
926	26202	BASKET SUPPLY LG BK 2PK	PK	1102										
927	DIX21609	PAINT,TEMPERA,READY TO USE,WHT	EA	1101										
928	HEWQ1396A	PAPER BOND 24X100	RL	1093										
929	34666PP/1964046	KIT,STARTER,CLEARPOINT,.5MM,MP	PK	1091										
930	OD275714	STAPLER,DESKTOP,CLASSIC,FLSTRP	EA	1091										
931	CHS501	METAL WHISTLE SET OF 12	PK	1085										
932	73864	BINDER,OD,VW,DR,3",ARMY GREEN	EA	1084										
933	PAC103095	PAPER,CONST,18X24,ASSORTED,SC	PK	1082										
934	SR4	SOCCERBALL,RUBBER,SIZE 4	EA	1079										
935	ZP2612	PAPER ZANER BLOSER GRADE 2	RM	1078										
936	EI-3058	MONEY PRETEND PLAY SET	EA	1076										
937	24575	HIGHLITER,LIQUID,ACCENT,5/PK	PK	1073										
938	PAC63180	PAPER,KRAFT,36X1000,DBE	RL	1073										
939	S59-RP-8PK	PAD EASEL POST-IT RECYCLED 8PK	PK	1071										
940	153L	FOLDER,LTR,1/3CUT,100BX,MANILA	BX	1070										
941	2095472	PM,PROFILE,GEL, .7MM,12P,OS,BLU	DZ	1065										
942	FLP24912	BOARD D-ERAS 9X12 24PK	PK	1063										
943	3597THT	PENCIL SET PRISMACOLOR 24/SET	ST	1056										
944	3585499225	INDEX,OD,PLST,5TAB,MUTLI-COLOR	ST	1056										
945	11197	DIVIDER,INDX,MULTCLR,15TB,6/PK	ST	1052										
946	2013311	PEN, IJ50 STICK, BLK 60	BX	1046										
947	32220	PEN,MED,RTRCBL,EASYTOUCH,BK	DZ	1044										
948	OD03285	BINDER,INP,VW,DR,1.5",ARMY GRN	EA	1040										
949	DAD101	MARKERS RAINBOW DO A DOT 6CT	PK	1040										
950	EI-1633	ALPHAMAGNETS LOWERCASE 42PC	ST	1035										
951	2014534	PEN, IJ50 STICK, BLU 60	BX	1034										
952	31003	PEN,ROLLER,GELINK,G-2,X-FINE	DZ	1033										
953	PAC3373	PAPER ANCHOR CHRT RULE 24X32IN	EA	1033										
954	PEN509HB	LEAD,.9MM,FINE,BLK,15/TB	TB	1025										
955	27112	PEN,BP,.7MM,SS,BLK,BLK,2/PK	PK	1013										
956	109	TAPE POSTER REMOVABLE 3/4X150	EA	1013										
957	FLX03101-001AA	EASEL,BASIC,DUAL PURPOSE,BLACK	EA	1011										
958	1120	CALCULATOR,ATIVA,8DIGITS,MINI	EA	1009										
959	1927523	MARKER,LOWODOR,CHSL,4PK,ASST	PK	1004										
960	BL77-V	PEN,ENERGEL,0.7MM,DZ,VIOLET	DZ	1003										

RFP 23-03 for Educational School Supplies, Instructional Solutions, and Related Products - Core List Offering (if applicable)

Offeror CompanyName:

Instructions: Offerors should submit their Core list offering in the following format. (if proposing a Core List)

	OFFEROR PROPOSED PRODUCT					OFFEROR PROPOSED PRICE		
Item	MFG ITEM NUMBER	MFG NAME	DESCRIPTION	SUPPLIER SKU	UOM	UNIT LIST	DISCOUNT	FINAL PRICE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

RFP 23-03 for Educational School Supplies, Instructional Solutions, and Related Products - Non-Core List Offering (if applicable)

Offeror CompanyName:

Instructions: Offerors should submit their Core list offering in the following format. (if proposing a Core List)

	OFFEROR PROPOSED PRODUCT					OFFEROR PROPOSED PRICE		
Item	MFG ITEM NUMBER	MFG NAME	DESCRIPTION	SUPPLIER SKU	UOM	UNIT LIST	DISCOUNT	FINAL PRICE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

LIVE REPORT

ODP CORPORATION, THE

Tradestyle(s): OFFICE DEPOT 2

ACTIVE GLOBAL ULTIMATE

D-U-N-S Number: 11-759-3451
Phone: +1 561 438 4800

Address: 6600 N Military Trl, Boca Raton, FL, 33496, United States Of America
Web: www.investor.theodpcorp.com
Endorsement: kim.souders@officedepot.com

Summary

KEY DATA ELEMENTS (Formerly: SCORE BAR)

KDE Name	Current Status	Details
Delinquency Score Class	3	Moderate Risk of severe payment delinquency
Credit Limit - D&B Aggressive	UNAVAILABLE	
Probability of Failure	0.41	
Delinquency Score	47	Moderate Risk of severe payment delinquency.
PAYDEX®	74	9 Days Beyond Terms
Failure Score Class	4	Moderate to High Risk of severe financial stress
Credit Limit - D&B Conservative	UNAVAILABLE	
D&B Rating	5A3	US$ 50,000,000 and over in Net Worth or Equity, Moderate Risk

DETAILED TRADE RISK INSIGHT™

Days Beyond Terms
28 Days

3 Months
From Mar-23 to May-23

28

High Risk (120+) — Low Risk (0)

Dollar-weighted average of **4** payment experiences reported from **2** companies.

Recent Derogatory Events

Status	Mar-23	Apr-23	May-23
Placed for Collection	–	–	–
Bad Debt Written Off	–	–	–

COMPANY PROFILE

D-U-N-S	Mailing Address	Annual Sales
11-759-3451	UNITED STATES	8,491,000,000
Legal Form	**Telephone**	**Net Worth**

Corporation (US)

History Record

Clear

Date Incorporated

11/12/2019

State of Incorporation

DELAWARE

Ownership

Public: ODP(NGS)

+1 561 438 4800

Website

www.investor.theodpcorp.com

Present Control Succeeded

1986

1,287,000,000

Employees

25,000

Age (Year Started)

37 Years (1986)

Named Principal

Gerry P Smith , CEO

Line of Business

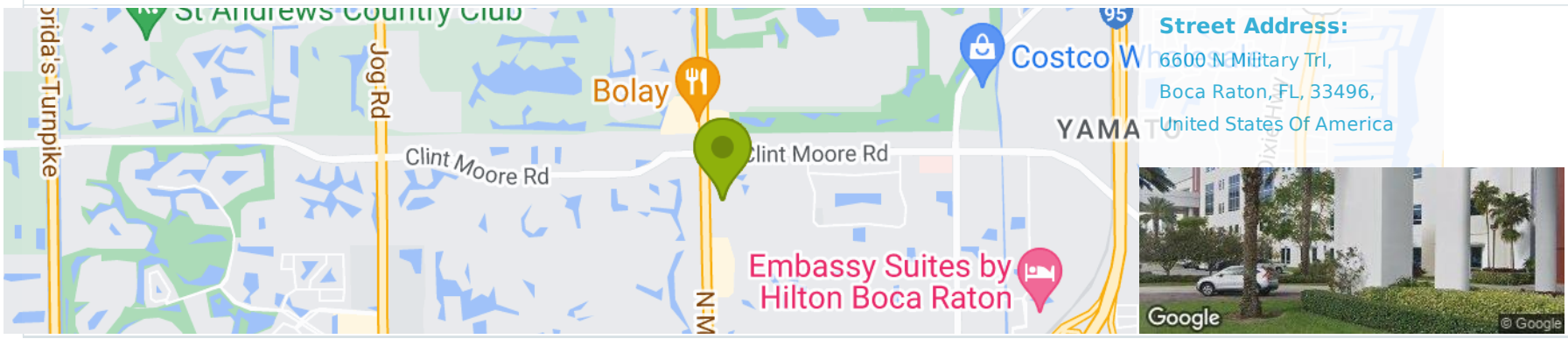
Ret stationery

SIC

5943

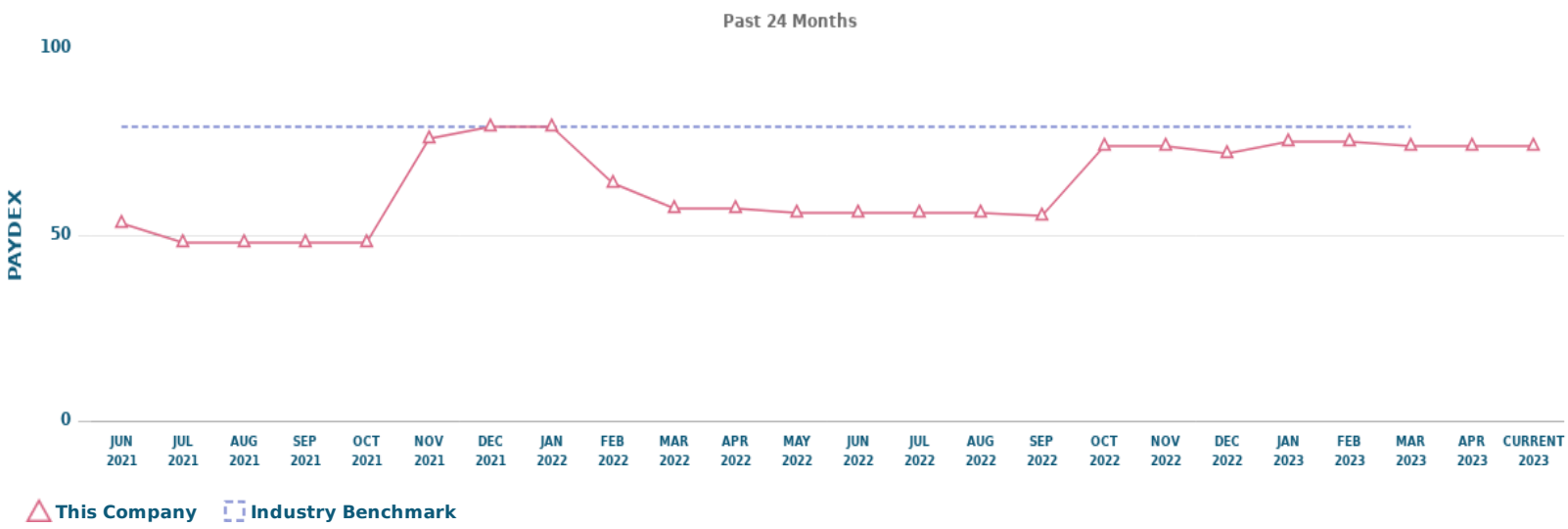
NAICS

459410



Street Address:
6600 N Military Trl,
Boca Raton, FL, 33496,
United States Of America

PAYDEX® TREND CHART



STOCK PERFORMANCE

Symbol	Last Price	% Change
ODP	**41.12**	**0.01%**

History

Daily High	0
52-Week High	53.6
52-Week Low	28.86

Performance

Market Cap	1,586,675,928
P/E:	9.7187
EPS:	4.24
Div/Yield	4.24

WEB & SOCIAL POWERED BY FIRSTRAIN

No Data Available

ALERTS

There are no alerts for this D-U-N-S Number.

LEGAL EVENTS

Events	Occurrences	Last Filed
Bankruptcies	0	-
Judgements	0	-
Liens	0	-
Suits	0	-
UCC	2	01/29/2021

OWNERSHIP

Subsidiaries
10

Total Members
1,230

This company is a Global Ultimate, Domestic Ultimate, Parent.

	Global Ultimate	Domestic Ultimate
Name	The Odp Corporation	The Odp Corporation
Country	United States	United States
D-U-N-S	11-759-3451	11-759-3451
Others	-	-

FINANCIAL OVERVIEW - BALANCE SHEET

Balance Sheet [1]	Amount [2]	Last 3 Years
Net Worth	US$ 1,287,000,000	
Total Current Assets	US$ 1,910,000,000	
Total Assets	US$ 4,149,000,000	
Total Current Liabilities	US$ 1,859,000,000	
Working Capital/Net Current Assets	US$ 51,000,000	
Total Liabilities	US$ 2,862,000,000	
Long Term Liabilities	US$ 1,003,000,000	

1. Interim Fiscal (Consolidated) 12/31/2022
2. (In Single Units)

Source: Edgar

VIABILITY RATING SUMMARY

Viability Score

2

High Risk (9) — Low Risk (1)

Data Depth Indicator

A

Descriptive (G) — Predictive (A)

Portfolio Comparison

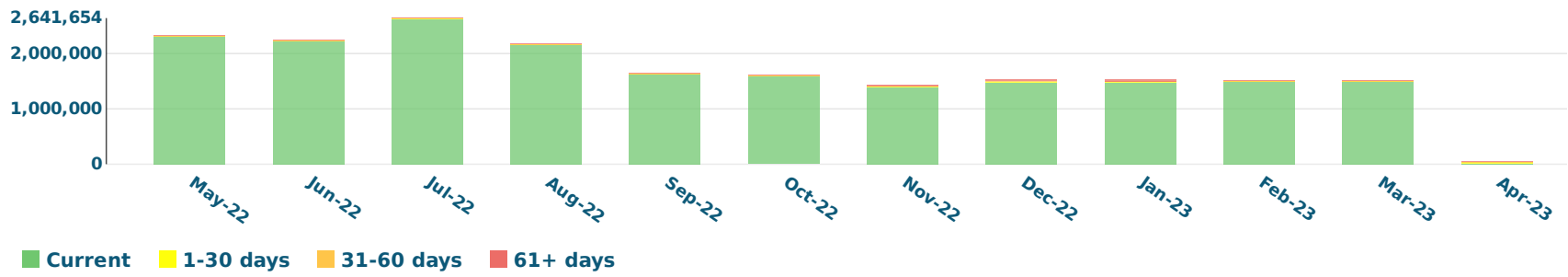
6

High Risk (9) — Low Risk (1)

Financial Data	Available
Trade Payments	Available: 3+Trade
Company Size	Large: Employees:50+ or Sales: $500K+
Years in Business	Established

DETAILED TRADE RISK INSIGHT™ 13 MONTH TREND

Total Amount Current and Past Due -



DELINQUENCY SCORE (Formerly Commercial Credit Score)

Company's Risk Level

MODERATE

Probability of delinquency over the next 12 months

6.38 %

47

High Risk (1) — Low Risk (100)

Past 12 Months

D&B RATING

Financial Strength

5A : US$ 50,000,000 and over in Net Worth or Equity

Current Rating as of 08/31/2020

Risk Indicator

3 : Moderate Risk

TRADE PAYMENTS

Highest Past Due:

7,500

Highest Now Owing	Total Trade Experiences	Largest High Credit
1,000,000	37	2,000,000

ALL ACCOUNTS

Totals	Total Outstanding	Approved Credit Limit	Credit Limit Utilization	Total Past Due	Total 365 Days+
1	0	0	0%	0	0

Account Level Detail

Account Name	Total Outstanding	Approved Credit Limit	Credit Limit Utilization	Total Past Due	Total 365 Days+	Account Status
The Odp Corporation Account ID: #87347522	0	0	-	0	0	Credit Review Required

FINANCIAL OVERVIEW - KEY BUSINESS RATIOS

Key Business Ratios	Business Ratio
Current Ratio	1.03
Quick Ratio	0.51
Current Liabilities/Net Worth	1.44
Sales to Net Working Capital	166.49
Interest Coverage	16.13
Debt to Equity	2.22

Source: Edgar

COUNTRY/REGIONAL INSIGHT

United States Of America

The migrant crisis on the southern border and a looming government showdown over the debt ceiling have increased political/insecurity risk, overshadowing the failure of First Republic Bank.

Risk Category

LOW

High Risk — Low Risk

Available Reports

Country Insight Report (CIR)

Current Publication Date: 05/18/2023

Country Insight Snapshot (CIS)

Current Publication Date: 05/18/2023

D&B MAX CREDIT RECOMMENDATION

MAXIMUM CREDIT RECOMMENDATION

US$ 3,500,000

The recommended limit is based on a moderately low probability of severe delinquency.

SBRI ORIGINATION

SBRI Origination Card Score

848

High Risk — Low Risk

Moderate Risk of serious delinquency over the next 12 months

SBRI Origination Lease Score

High Risk of serious delinquency over the next 12 months

829

High Risk — Low Risk

SBRI Origination Loan Score

862

High Risk — Low Risk

Moderate Risk of serious delinquency over the next 12 months

FINANCIAL OVERVIEW - PROFIT AND LOSS

Profit & Loss [1]	Amount [2]	Last 3 Years
Sales	US$ 8,491,000,000	
EBIT	US$ 258,000,000	
EBITDA	US$ 391,000,000	

1. Interim Fiscal (Consolidated) 12/31/2022
2. (In Single Units)

Source: Edgar

D&B PAYDEX®

74

High Risk (1) — Low Risk (100)

9 days beyond terms

Past 24 Months

FAILURE SCORE (Formerly Financial Stress Score)

Company's Risk Level

MODERATE-HIGH

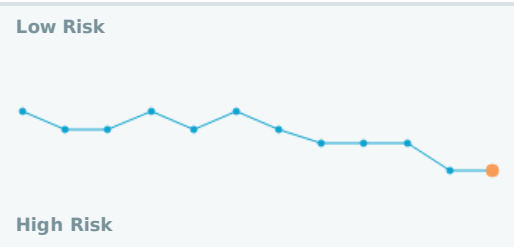
Probability of failure over the next 12 months

0.44 %

31

High Risk (1) — Low Risk (100)

Past 12 Months



D&B PAYDEX - 3 MONTHS

39

High Risk (1) — Low Risk (100)

63 days beyond terms

OVERALL BUSINESS RISK

Dun & Bradstreet thinks...

HIGH	MODERATE-HIGH	MODERATE	LOW-MODERATE	LOW

Overall assessment of this organization over the next 12 months:	**Stable Condition Due To Large Business Size**
Based on the predicted risk of business discontinuation:	**Exhibiting Some Financial Stress**
Based on the predicted risk of severely delinquent payments:	**Moderate Potential For Severely Delinquent Payments**

The scores and ratings included in this report are designed as a tool to assist the user in making their own credit related decisions, and should be used as part of a balanced and complete assessment relying on the knowledge and expertise of the reader, and where appropriate on other information sources. The score and rating models are developed using statistical analysis in order to generate a prediction of future events. Dun & Bradstreet monitors the performance of thousands of businesses in order to identify characteristics common to specific business events. These characteristics are weighted by significance to form rules within its models that identify other businesses with similar characteristics in order to provide a score or rating.

Dun & Bradstreet's scores and ratings are not a statement of what will happen, but an indication of what is more likely to happen based on previous experience. Though Dun & Bradstreet uses extensive procedures to maintain the quality of its information, Dun & Bradstreet cannot guarantee that it is accurate, complete or timely, and this may affect the included scores and ratings. Your use of this report is subject to applicable law, and to the terms of your agreement with Dun & Bradstreet.

Small Business Risk Insight

SBRI ORIGINATION LEASE SCORE

829

High Risk — Low Risk

High Risk of serious delinquency over the next 12 months

Commentaries

- Proportion of satisfactory payment experiences to total payment experiences
- Industry classification
- Proportion of slow payment experiences to total payment experiences

SBRI ORIGINATION CARD SCORE

848

High Risk — Low Risk

Moderate Risk of serious delinquency over the next 12 months

Commentaries

- Insufficient trade account information
- Amount past due
- Number of inquiries last 12 months

SBRI ORIGINATION LOAN SCORE

862

High Risk — Low Risk

Moderate Risk of serious delinquency over the next 12 months

Commentaries

- Insufficient revolving trade account information
- Number of inquiries last 12 months
- Amount past due

KEY SBRI ATTRIBUTES

Total Balance
NA

Credit Card Total Balance	NA
Lease Agreement	NA

Total Open SBRI Accounts
NA

Total Exposure	NA
Maximum Age of All Open Accounts	NA

Number Of Total Accounts Ever Cycle 2+
NA

Time since most recent Cycle 2 on all accounts	NA

Total Balance		**Total Available Credit - Credit Card**	NA	**Worst Delinquent All Accounts**	
Loan Total Balance	NA	**Total Available Credit - Lines of Credit**	NA	Past 1-3 Months Past 1-12 Months	NA NA

ACCOUNT SUMMARIES

Total Current Balance	
Total Past Due	
Total Past Due Cycle 1	
Total Past Due Cycle 2	
Total Past Due Cycle 3	
Total Past Due Cycle 4	
Total Past Due Cycle 5	
Total Charge Off Amount	

Type	Lender	Date Reported	Open Date	Closed Date	Total Payments	Original Amount/Current Credit Line	Current Balance	Total Current Balance	Total Past Due	Past Due Cycle 1	Past Due Cycle 2	Past Due Cycle 3	Past Due Cycle 4	Past Due Cycle 5	Charge-Off Amount
No data found															

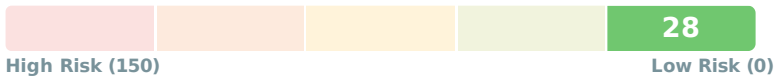
Detailed Trade Risk Insight™

Detailed Trade Risk Insight provides detailed updates on over 1.5 billion commercial trade experiences collected from more than 260 million unique supplier/purchaser relationships.

DAYS BEYOND TERMS - PAST 3 & 12 MONTHS

3 Monthsof Mar-23 to May-23

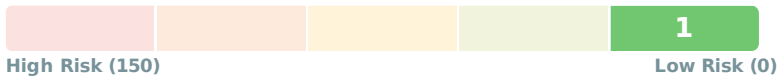
Days Beyond Terms :28 Days



Dollar-weighted average of**4**
payment experiences reported from**2**companies.

12 monthsof Jun-22 to May-23

Days Beyond Terms :1 Days

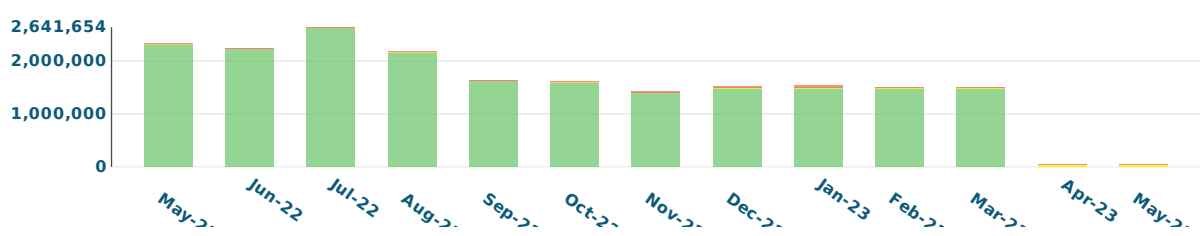


Dollar-weighted average of**9**
payment experiences reported from**3**companies.

DEROGATORY EVENTS LAST 13 MONTHS FROM MAY-22 TO MAY-23

No Derogatory trade Event has been reported on this company for the past 13 Months

TOTAL AMOUNT CURRENT AND PAST DUE - 13 MONTH TREND FROM MAY-22 TO MAY-23



LEGEND

- Current
- 1-30 days
- 31-60 days
- 61-90 days

91+ days

Status	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Total	2,325,107	2,240,552	2,641,654	2,174,670	1,641,026	1,615,849	1,433,862	1,528,969	1,535,825	1,508,816	1,508,785	45,807	45,807
Current	2,307,665	2,225,723	2,623,267	2,154,849	1,621,683	1,580,396	1,393,491	1,477,764	1,475,472	1,484,836	1,485,077	12,677	12,677
1-30 Days Past Due	6,023	6,714	9,581	8,148	9,103	16,110	9,934	10,833	11,240	9,889	10,968	19,311	19,311
31-60 Days Past Due	9,327	6,023	6,714	9,581	8,148	9,103	11,093	9,934	10,833	11,240	9,889	10,968	10,968
61-90 Days Past Due	2,092	2,092	2,092	2,092	2,092	10,240	19,344	30,438	38,280	2,851	2,851	2,851	2,851
91+ Days Past Due	0	0	0	0	0	0	0	0	0	0	0	0	0

Risk Assessment

D&B RISK ASSESSMENT

OVERALL BUSINESS RISK

HIGH	MODERATE-HIGH	MODERATE	LOW-MODERATE	LOW

Dun & Bradstreet thinks...

- Overall assessment of this organization over the next 12 months: **STABLE CONDITION DUE TO LARGE BUSINESS SIZE**
- Based on the predicted risk of business discontinuation: **EXHIBITING SOME FINANCIAL STRESS**
- Based on the predicted risk of severely delinquent payments: **MODERATE POTENTIAL FOR SEVERELY DELINQUENT PAYMENTS**

MAXIMUM CREDIT RECOMMENDATION

US$ 3,500,000

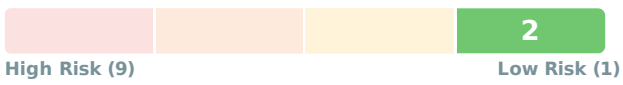
The recommended limit is based on a moderately low probability of severe delinquency.

D&B VIABILITY RATING SUMMARY

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months. The D&B Viability Rating is made up of 4 components:

Viability Score
Compared to All US Businesses within the D&B Database:

- Level of Risk:**Low Risk**
- Businesses ranked **2** have a probability of becoming no longer viable: **2** %
- Percentage of businesses ranked **2:** **4** %
- Across all US businesses, the average probability of becoming no longer viable:**14** %



Portfolio Comparison
Compared to All US Businesses within the same MODEL SEGMENT:

- Model Segment :**Available Financial Data**
- Level of Risk:**Moderate Risk**
- Businesses ranked **6** within this model segment have a probability of becoming no longer viable: **0.7** %
- Percentage of businesses ranked **6** with this model segment: **8** %
- Within this model segment, the average probability of becoming no longer viable:**0.6** %

Data Depth Indicator

Data Depth Indicator:

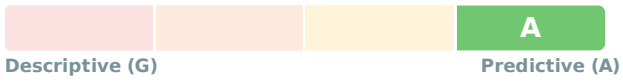
- ✓ Rich Firmographics
- ✓ Extensive Commercial Trading Activity
- ✓ Comprehensive Financial Attributes

Greater data depth can increase the precision of the D&B Viability Rating assessment.

To help improve the current data depth of this company, you can ask D&B to make a personalized request to this company on your behalf to obtain its latest financial information. To make the request, click the link below. Note, the company must be saved to a folder before the request can be made.

Request Financial Statements

Reference the FINANCIALS tab for this company to monitor the status of your request.



Company Profile:

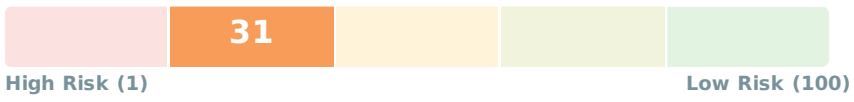
Company Profile Details:

- Financial Data: **True**
- Trade Payments: **Available: 3+Trade**
- Company Size: **Large: Employees:50+ or Sales: $500K+**
- Years in Business: **Established: 5+**

A

Financial Data	Trade Payments	Company Size	Years in Business
True	Available: 3+Trade	Large	Established

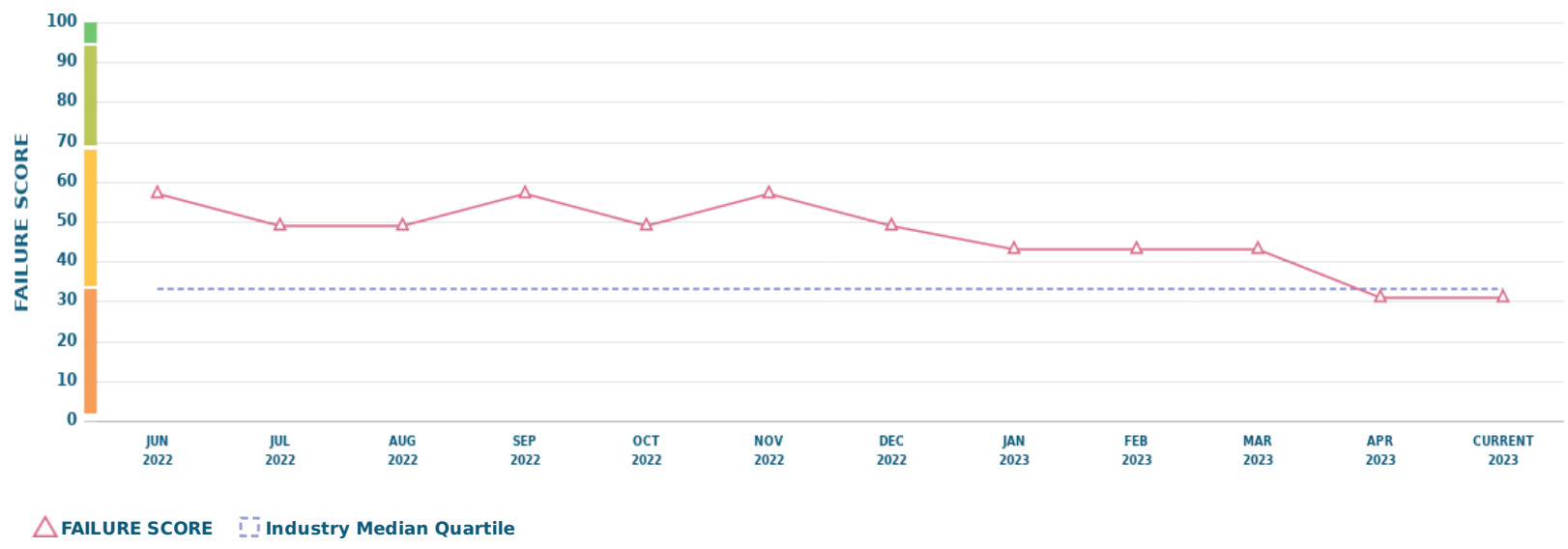
FAILURE SCORE FORMERLY FINANCIAL STRESS SCORE



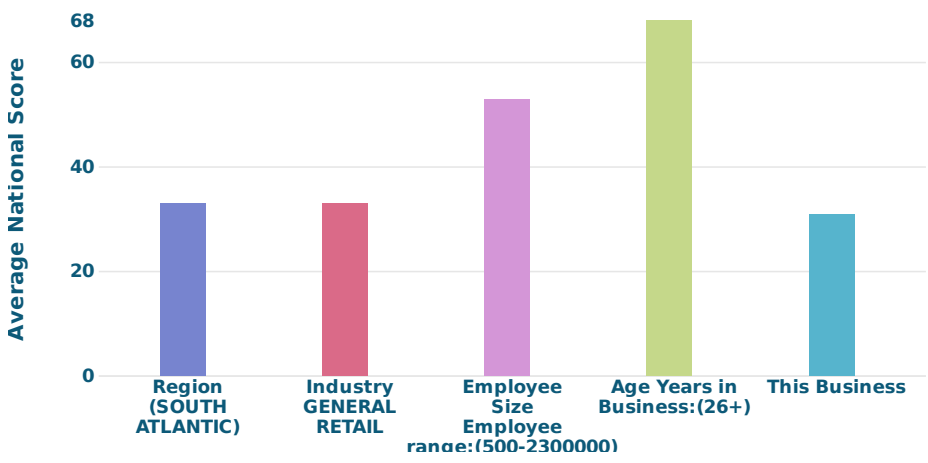
- Low proportion of satisfactory payment experiences to total payment experiences
- High proportion of slow payment experiences to total number of payment experiences
- Negative change in net worth
- UCC Filings reported
- High number of enquiries to D&B over last 12 months
- High proportion of past due balances to total amount owing

Level of Risk	Raw Score	Probability of Failure	Average Probability of Failure for Businesses in D&B Database	Class
Moderate-High	1443	0.44 %	0.48	4

Business and Industry Trends



BUSINESS AND INDUSTRY COMPARISON



Selected Segments of Business Attributes

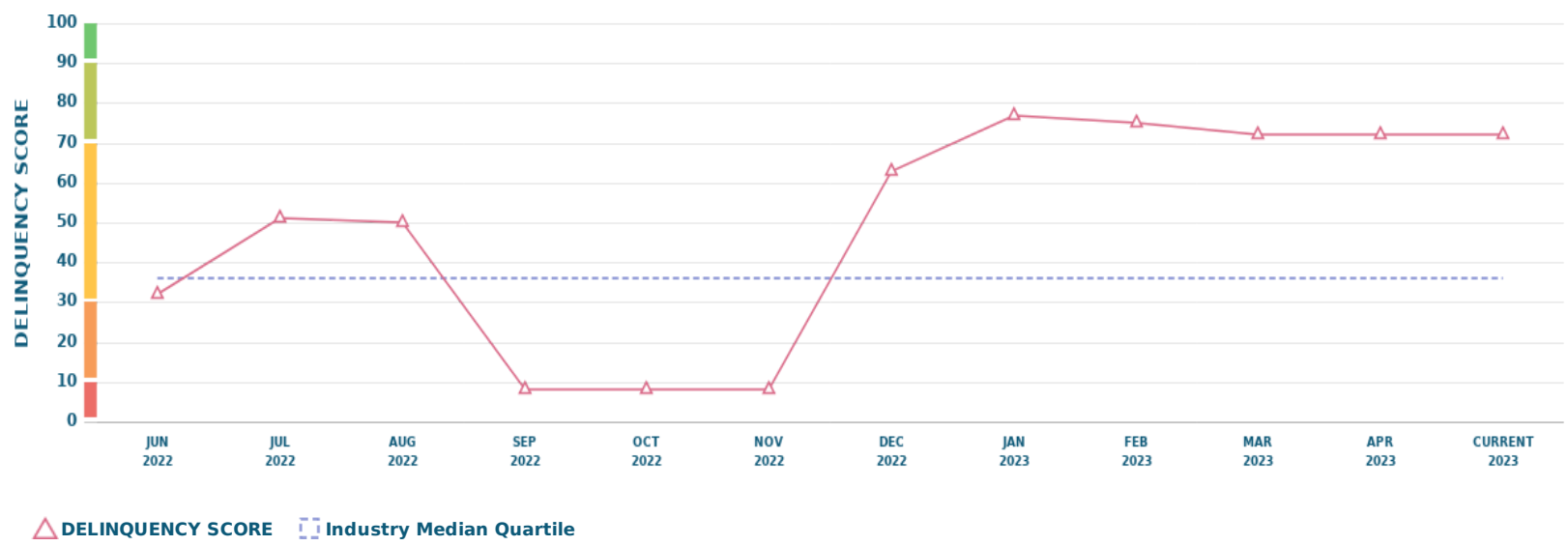
Norms	National %
This Business	31
Region:(SOUTH ATLANTIC)	33
Industry:GENERAL RETAIL	33
Employee range:(500-2300000)	53
Years in Business:(26+)	68

DELINQUENCY SCORE FORMERLY COMMERCIAL CREDIT SCORE

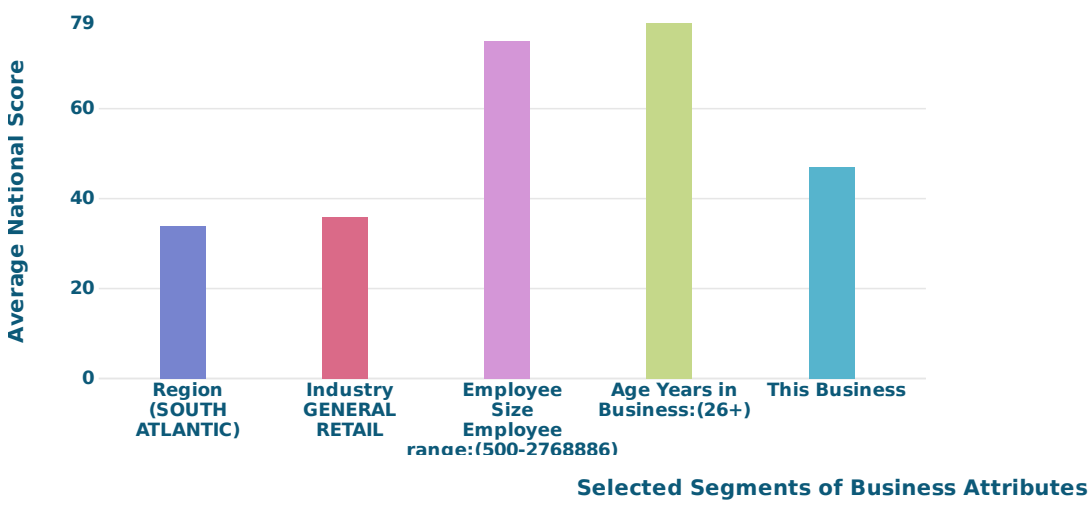
- Increase in proportion of delinquent payments in recent payment experiences
- Proportion of past due balances to total amount owing
- Proportion of slow payments in recent months
- Higher risk industry based on delinquency rates for this industry

Level of Risk	Raw Score	Probability of Delinquency	Compared to Businesses in D&B Database	Class
Moderate	495	6.38 %	10.2 %	3

Business and Industry Trends

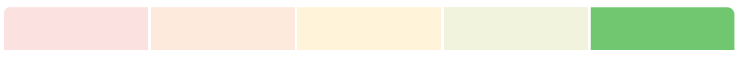


BUSINESS AND INDUSTRY COMPARISON

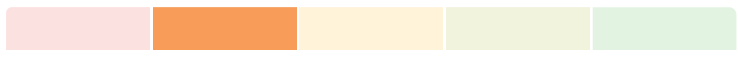


Norms	National %
This Business	47
Region:(SOUTH ATLANTIC)	34
Industry:GENERAL RETAIL	36
Employee range:(500-2768886)	75
Years in Business:(26+)	79

D&B PAYDEX



D&B 3 MONTH PAYDEX



High Risk (1) Low Risk (100)

When weighted by amount, Payments to suppliers average days_beyond_terms

- High risk of late payment (Average 30 to 120 days beyond terms)
- Medium risk of late payment (Average 30 days or less beyond terms)
- Low risk of late payment (Average prompt to 30+ days sooner)

Industry Median: 79
Equals 2 Days Beyond Terms

High Risk (1) Low Risk (100)

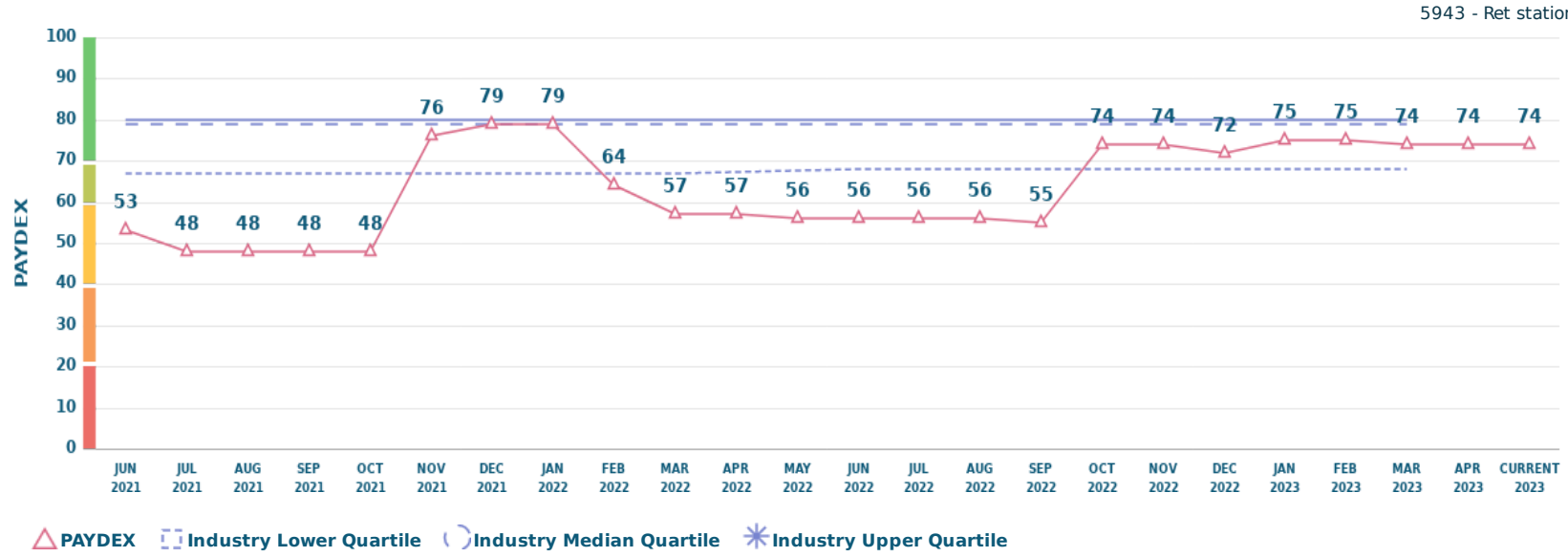
Based on payments collected 3 months ago.
When weighted by amount, Payments to suppliers average 63 days beyond terms

- High risk of late payment (Average 30 to 120 days beyond terms)
- Medium risk of late payment (Average 30 days or less beyond terms)
- Low risk of late payment (Average prompt to 30+ days sooner)

Industry Median: 79
Equals 2 Days Beyond Terms

Business and Industry Trends

5943 - Ret stationery



D&B RATING

Current Rating as of 08/31/2020

Financial Strength

5A : USD 50,000,000 and over in Net Worth or Equity

Risk Indicator

3 : Moderate Risk

Previous Rating

Special Rating

-- : Undetermined

History since 07/10/2020

Date Applied	D&B Rating
07/10/2020	--

Trade Payments

TRADE PAYMENTS SUMMARY (Based on 24 months of data)

Overall Payment Behaviour
9
Days Beyond Terms

Highest Now Owing:
US$ 1,000,000

% of Trade Within Terms
57%

Total Trade Experiences:
37
Largest High Credit:
US$ 2,000,000
Average High Credit:
US$ 127,131

Highest Past Due
US$ 7,500

Total Unfavorable Comments :
0
Largest High Credit:
US$ 0

Total Placed in Collections:
0
Largest High Credit:
US$ 0

D&B PAYDEX

74
High Risk (1) Low Risk (100)

D&B 3 MONTH PAYDEX

39
High Risk (1) Low Risk (100)

When weighted by amount, Payments to suppliers average days_beyond_terms

- High risk of late payment (Average 30 to 120 days beyond terms)
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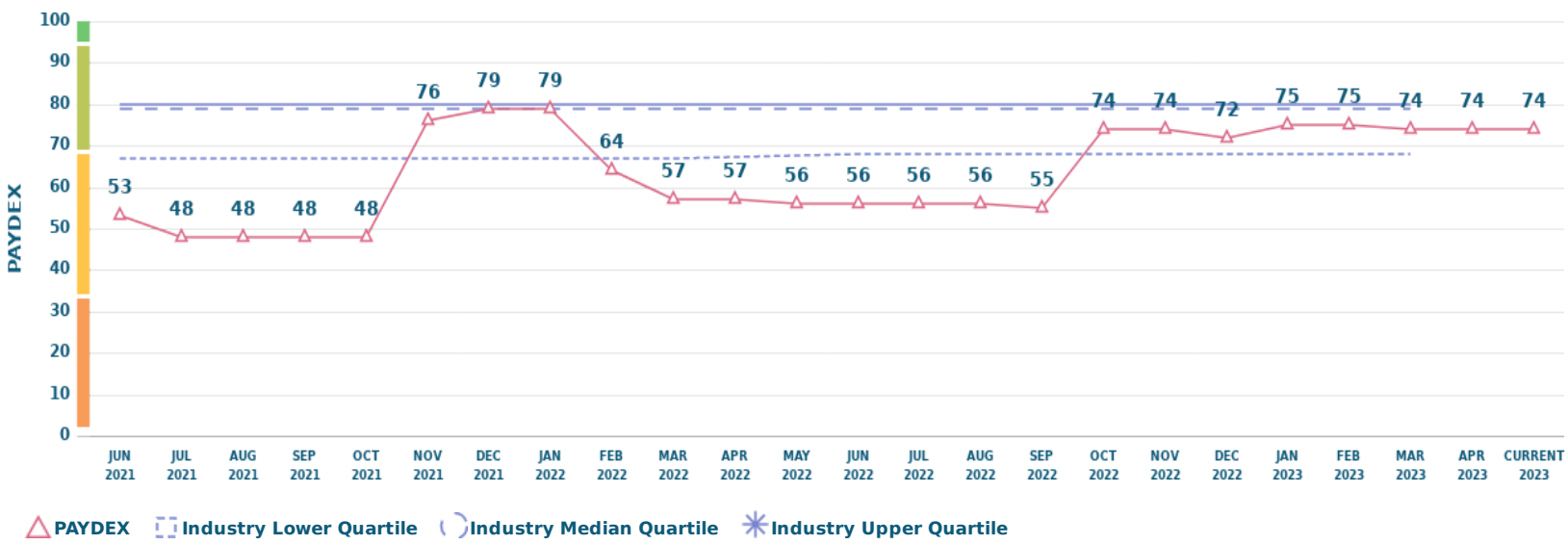
Equals 2 Days Beyond Terms

BUSINESS AND INDUSTRY TRENDS

Based on 24 months of data

5943 - Ret stationery



	6/21	7/21	8/21	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	Current 2023
This Business	53	48	48	48	48	76	79	79	64	57	57	56	56	56	56	55	74	74	72	75	75	74	74	74
Industry Quartile																								
Upper	80	-	-	80	-	-	80	-	-	80	-	-	80	-	-	80	-	-	80	-	-	80	-	-
Median	79	-	-	79	-	-	79	-	-	79	-	-	79	-	-	79	-	-	79	-	-	79	-	-
Lower	67	-	-	67	-	-	67	-	-	67	-	-	68	-	-	68	-	-	68	-	-	68	-	-

TRADE PAYMENTS BY CREDIT EXTENDED (Based on 12 months of data)

Range of Credit Extended (US$)	Number of Payment Experiences	Total Value	% Within Terms
100,000 & over	1	US$ 2,000,000	100
50,000 - 99,999	3	US$ 180,000	0
15,000 - 49,999	7	US$ 230,000	44
5,000 - 14,999	0	US$ 0	0
1,000 - 4,999	3	US$ 3,000	33
Less than 1,000	5	US$ 2,500	90

TRADE PAYMENTS BY INDUSTRY (BASED ON 24 MONTHS OF DATA)

Collapse All | Expand All

Industry Category	Number of Payment Experiences	Largest High Credit (US$)	% Within Terms (Expand to View)	1 - 30 Days Late (%)	31 - 60 Days Late (%)	61 - 90 Days Late (%)	91 + Days Late (%)
26 - Paper and Allied Products	1	15,000	100	0	0	0	0
2679 - Mfg converted paper	1	15,000	100	0	0	0	0
28 - Chemicals and Allied Products	1	2,000,000	100	0	0	0	0
2844 - Mfg toiletries	1	2,000,000	100	0	0	0	0

38 - Measuring Analyzing and Controlling Instruments; Photographic Medical and Optical Goods; Watches and Clocks	5	1,000	60	40	0	0	0
3861 - Mfg photograph equip	5	1,000	60	40	0	0	0
42 - Motor Freight Transportation and Warehousing	2	500	67	33	0	0	0
4213 - Trucking non-local	2	500	67	33	0	0	0
51 - Wholesale Trade - Nondurable Goods	5	45,000	50	50	0	0	0
5141 - Whol general grocery	5	45,000	50	50	0	0	0
73 - Business Services	5	70,000	8	8	8	76	0
7374 - Data processing svcs	5	70,000	8	8	8	76	0

TRADE LINES

Date of Experience	Payment Status	Selling Terms	High Credit (US$)	Now Owes (US$)	Past Due (US$)	Months Since Last Sale
04/23	Pays Promptly	-	15,000	15,000	750	1
04/23	Pays Prompt to Slow 60+	-	45,000	0	0	1
04/23	Pays Slow 90+	-	70,000	0	0	Between 2 and 3 Months
04/23	Pays Slow 90+	-	60,000	0	0	Between 4 and 5 Months
04/23	Pays Slow 90+	-	50,000	0	0	Between 4 and 5 Months
04/23	Pays Slow 30-90+	-	40,000	0	0	Between 2 and 3 Months
04/23	-	Cash account	5,000	0	0	1
03/23	-	Cash account	0	0	0	1
03/23	-	Cash account	50	0	0	1
02/23	-	Cash account	50	0	0	1
02/23	-	Cash account	50	0	0	1
12/22	Pays Promptly	-	2,000,000	1,000,000	0	1
12/22	Pays Prompt to Slow 15+	-	500	0	0	Between 6 and 12 Months
12/22	-	Cash account	100	0	0	Between 6 and 12 Months
11/22	Pays Promptly	-	750	0	0	Between 2 and 3 Months
11/22	Pays Promptly	-	750	0	0	Between 2 and 3 Months
11/22	Pays Promptly	-	250	0	0	Between 2 and 3 Months
11/22	Pays Promptly	-	250	250	0	Between 2 and 3 Months
11/22	Pays Prompt to Slow 30+	-	45,000	30,000	2,500	1
11/22	Pays Prompt to Slow 30+	-	35,000	0	0	1
11/22	Pays Prompt to Slow 30+	-	30,000	20,000	7,500	1
11/22	Pays Prompt to Slow 30+	-	20,000	0	0	1

Date of Experience	Payment Status	Selling Terms	High Credit (US$)	Now Owes (US$)	Past Due (US$)	Months Since Last Sale
11/22	Pays Prompt to Slow 30+	-	1,000	1,000	0	Between 6 and 12 Months
11/22	Pays Prompt to Slow 30+	-	1,000	100	100	1
11/22	Pays Slow 30+	-	1,000	0	0	Between 2 and 3 Months
10/22	-	Cash account	250	0	0	Between 4 and 5 Months
09/22	-	-	50	0	0	1
09/22	-	-	50	0	0	1
07/22	-	Cash account	50	0	0	1
06/22	-	Cash account	50	0	0	1
05/22	-	Cash account	50	0	0	1
04/22	-	Cash account	50	0	0	1
04/22	-	Cash account	50	0	0	1
12/21	-	Cash account	100	0	0	1
11/21	-	Cash account	100	0	0	1
10/21	-	Cash account	0	0	0	1
10/21	-	Cash account	50	0	0	1

OTHER PAYMENT CATEGORIES

Other Payment Categories	Experience	Total Amount
Cash experiences	16	US$ 6,000
Payment record unknown	2	US$ 100
Unfavorable comments	0	US$ 0
Placed for collections	0	US$ 0
Total in D&B's file	37	US$ 2,421,600

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed. Payment experiences reflect how bills are met in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices etc. Each experience shown represents a separate account reported by a supplier. Updated trade experiences replace those previously reported.

Corporate Linkage

OWNERSHIP

This company is a **Global Ultimate, Domestic Ultimate, Parent**.

Global Ultimate, Domestic Ultimate
The Odp Corporation
United States
D-U-N-S Number: 11-759-3451

SUBSIDIARIES LOCATION: All

Company Name	City, State, Country	D-U-N-S® NUMBER
Veyer, LLC	Boca Raton, FL, United States Of America	11-862-8033
Varis Holdings, LLC	Boca Raton, FL, United States Of America	11-862-8018
Trio Supply Company	Fridley, MN, United States Of America	13-072-9221
Regency Franchise Group, LLC	Raleigh, NC, United States Of America	07-272-1499
Pop Pinnacle Office Products, LLC	Plano, TX, United States Of America	02-662-2021
Odp Investment, LLC	Boca Raton, FL, United States Of America	11-759-4892
Odp International, LLC	Boca Raton, FL, United States Of America	11-125-2579
Odp Business Solutions Holdings, LLC	Boca Raton, FL, United States Of America	11-862-8004

Od International, Inc.	Boca Raton, FL, United States Of America	15-078-4903
Federation Holdco, LLC	Boca Raton, FL, United States Of America	11-862-8048

AFFILIATES LOCATION: All

Company Name	City, State, Country	D-U-N-S® NUMBER
Veyer, LLC	Boca Raton, FL, United States Of America	11-862-8033
Varis Holdings, LLC	Boca Raton, FL, United States Of America	11-862-8018
Trio Supply Company	Fridley, MN, United States Of America	13-072-9221
Regency Franchise Group, LLC	Raleigh, NC, United States Of America	07-272-1499
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Odp International, LLC	Boca Raton, FL, United States Of America	11-125-2579
Odp Business Solutions Holdings, LLC	Boca Raton, FL, United States Of America	11-862-8004
Od International, Inc.	Boca Raton, FL, United States Of America	15-078-4903
Federation Holdco, LLC	Boca Raton, FL, United States Of America	11-862-8048

Legal Events

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Bankruptcies	Judgements	Liens	Suits	UCCs
No	**0** Latest Filing: -	**0** Latest Filing: -	**0** Latest Filing: -	**2** Latest Filing: 01/29/2021

EVENTS

UCC Filing - Original

Filing Date	01/29/2021
Filing Number	04421000529
Received Date	02/19/2021
Secured Party	RYAN JASON KNIGHTS, BROOKLYN, NY
Debtors	SMITH, GERRY P.
Debtors	and OTHERS
Filing Office	DEKALB SUPERIOR COURT, DECATUR, GA

UCC Filing - Original

Filing Date	07/15/2020
Filing Number	2020 4869535
Received Date	08/11/2020
Collateral	Negotiable instruments including proceeds and products - Inventory including proceeds and products - Account(s) including proceeds and products - Assets including proceeds and products - and OTHERS
Secured Party	JPMORGAN CHASE BANK, N.A., AS ADMINISTRATIVE AGENT, CHICAGO, IL
Debtors	THE ODP CORPORATION

Filing Office	SECRETARY OF STATE/UCC DIVISION, DOVER, DE

The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this report was printed. This information may not be reproduced in whole or in part by any means of reproduction.

There may be additional UCC Filings in D&Bs file on this company available by contacting 1-800-234-3867.

Special Events

SPECIAL EVENTS

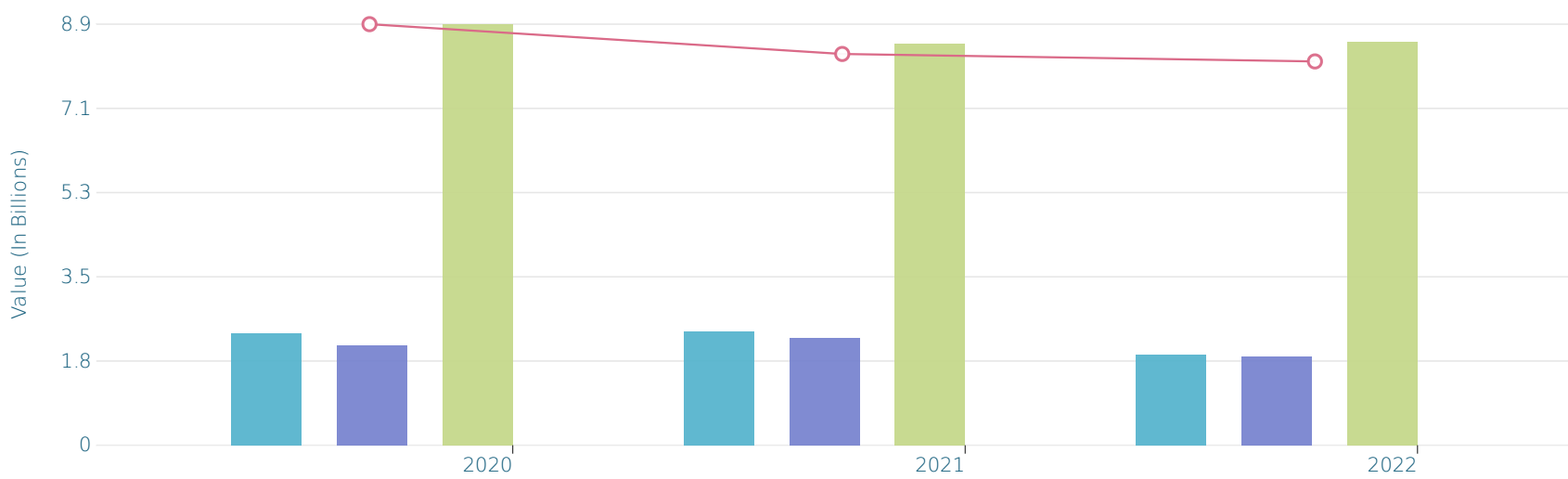
Date	Event Description
05/18/2023	EARNINGS UPDATE: According to published reports, comparative operating results for the 13 weeks ended April 1, 2023: Sales of $2,108,000,000, Net Income of $72,000,000; compared to Sales of $2,178,000,000, Net Income of $55,000,000 for the comparable period in the prior year.
04/07/2023	EARNINGS UPDATE: According to published reports, comparative operating results for the year ended December 31, 2022: Sales of $8,491,000,000, Net Income of $166,000,000; compared to Sales of $8,465,000,000, Net Income of ($208,000,000) for the comparable period in the prior year.
03/23/2023	OFFICER CHANGE: According to published reports, The ODP Corporation announced the appointment of Max Hood as Senior Vice President, Chief Accounting Officer & Controller, effective February 26, 2023.

Financials - D&B

Financials

Source: D&B | Currency: All figures shown in USD unless otherwise stated

FINANCIAL STATEMENT COMPARISON



	Fiscal Consolidated 12/31/2022	Fiscal Consolidated 12/25/2021	Fiscal Consolidated 12/26/2020	Last 3 years
Current Assets	1,910,000,000	2,389,000,000	2,355,000,000	
Current Liabilities	1,859,000,000	2,265,000,000	2,093,000,000	
Tangible Net Worth	1,287,000,000	1,438,000,000	1,880,000,000	
Sales	8,491,000,000	8,465,000,000	8,872,000,000	
Net Income	166,000,000	(208,000,000)	(319,000,000)	
Current Ratio	1.03	1.05	1.13	
Working Capital	51,000,000	124,000,000	262,000,000	
Other Assets	2,239,000,000	2,476,000,000	3,259,000,000	
Long Term Liabilities	1,003,000,000	1,162,000,000	1,641,000,000	

STATEMENT INFORMATION

Source Information	Statement obtained from Securities and Exchange Commission. Prepared from books without audit.

Statement Explanation	The net worth of this company includes intangibles.,Other long term liabilities consist of long-term debt, and operating lease liabilities.
Reporter Comments	The report was updated using information the company filed with the Securities and Exchange Commission.

The net worth of this company includes intangibles.
Other long term liabilities consist of long-term debt, and operating lease liabilities.

Financials

Source: D&B | Currency: All figures shown in USD unless otherwise stated

BALANCE SHEET

Balance Sheet

Assets

Current Assets	Fiscal 12/31/2022
Current Assets Held For Sale	USD 107,000,000
Prepaid Exps & Other Current Assets	USD 36,000,000
Accounts Receivable	USD 536,000,000
Cash	USD 403,000,000
Inventory	USD 828,000,000
Total Current Assets	USD 1,910,000,000

Long Term Assets	Fiscal 12/31/2022
Property, Plant, Fixtures & Equipment	USD 352,000,000
Goodwill	USD 464,000,000
Other Intangible Assets-Net	USD 46,000,000
Deferred Income Taxes	USD 182,000,000
Other long term assets	USD 321,000,000
Operating Lease Right-Of-Use Assets	USD 874,000,000
Total Assets	USD 4,149,000,000

Liabilities

Total Current Liabilities	Fiscal 12/31/2022
ST Borrowings & Long-Term Debt	USD 16,000,000
Income Taxes Payable	USD 17,000,000
Accruals	USD 1,005,000,000
Accounts Payable	USD 821,000,000
Total Current Liabilities	USD 1,859,000,000

Long Term Liabilities	Fiscal 12/31/2022

Long Term Liabilities	Fiscal 12/31/2022
ACCUM OTHER COMPREHENSIVE LOSS	(USD 77,000,000)
TREASURY STOCK	(USD 928,000,000)
Common Stock	USD 1,000,000
Other Long Term Liabilities	USD 865,000,000
Pension And Postretirement Obligs	USD 16,000,000
Retained Earnings	(USD 451,000,000)
Additional Paid In Capital / Capital Surplus	USD 2,742,000,000
Def Inc Taxes/Other Long-Term Liab	USD 122,000,000
Total Liabilities & Net Worth	USD 4,149,000,000

PROFIT AND LOSS INFORMATION

Date	Description
12/31/2022	From JAN 01 2022 to DEC 31 2022 annual sales $8,491,000,000; cost of goods sold $6,643,000,000. Gross profit $1,848,000,000; operating expenses $1,605,000,000. Operating income $243,000,000; other income $15,000,000; other expenses $16,000,000; net income before taxes $242,000,000; Federal income tax $64,000,000. Net income $166,000,000. Discontinued Operations $(12,000,000).

Financial Ratios

Source: D&B | Currency: All figures shown in USD unless otherwise stated

KEY BUSINESS RATIOS

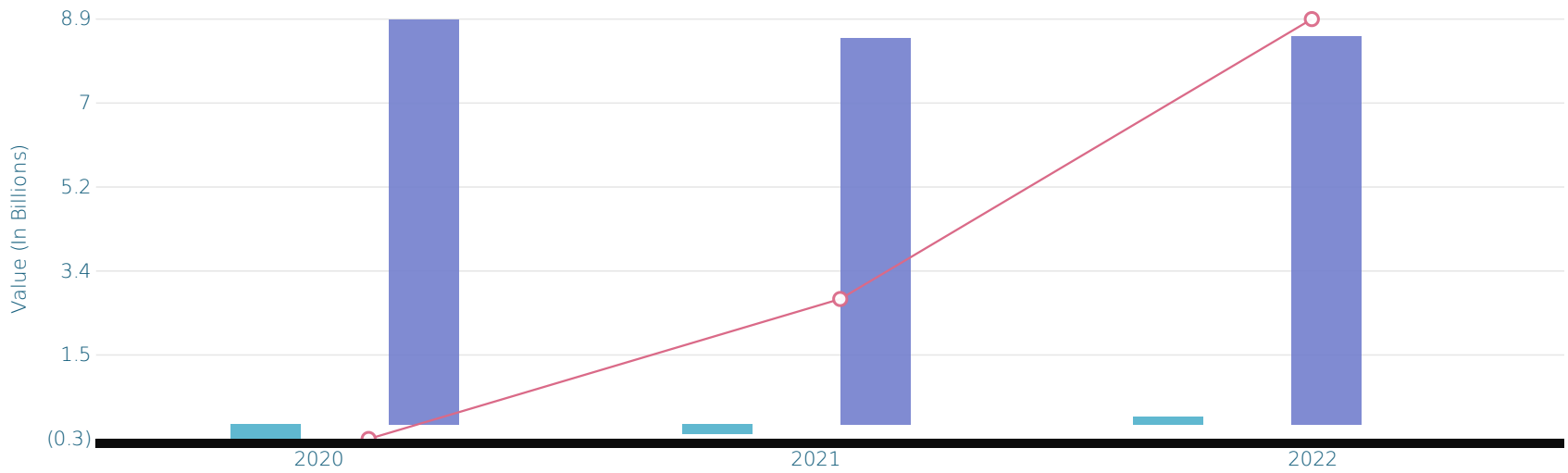
Statement date	Based on Number of Establishments
12/31/2022	52

	Ratio for the business	Industry Median	Industry Quartile
Profitability			
Return On Assets	4.0	2.0	2
Return on Net Worth	12.9	5.8	2
Return on Sales	2.0	1.3	2
Short Term Solvency			
Current Liabilities to Inventory	224.5	149.8	1
Current Liabilities Over Net Worth	144.4	76.8	1
Current Ratio	1.0	1.5	4
Quick Ratio (excl. Short Term Investments)	0.5	0.6	3
Efficiency			
Accounts Payable to Sales	9.7	6.6	1
Assets Over Sale	48.9	74.8	4
Collection Period	23.0	10.2	1
Sales to Inventory	10.3	9.4	2

	Ratio for the business	Industry Median	Industry Quartile
Sales Over Net Working Capital	166.5	8.4	1
Utilization			
Total Liabilities Over Net Worth	222.4	182.1	1

Income Statement

Source: Edgar | Currency: All figures shown in USD unless otherwise stated

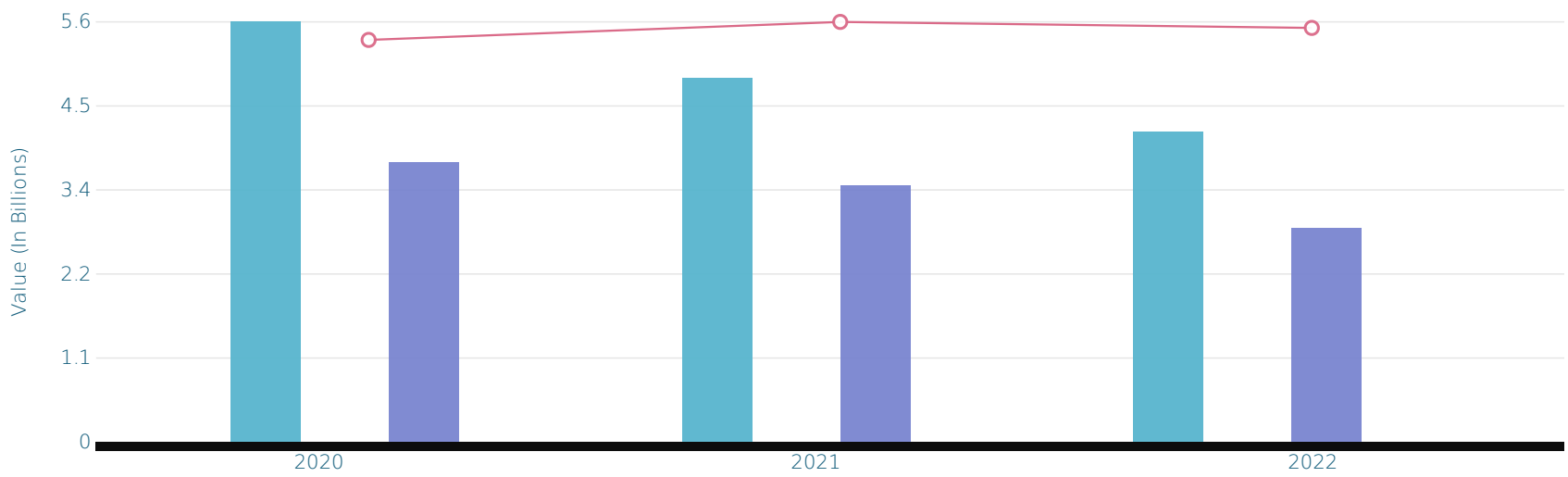


	Interim 12/31/2022	Interim 12/25/2021	Interim 12/26/2020	Last 3 years
Sales (Revenue)	8,491,000,000	8,465,000,000	8,872,000,000	
Cost of Revenue	6,643,000,000	6,602,000,000	6,921,000,000	
Gross Profit	1,848,000,000	1,863,000,000	1,951,000,000	
Sales and General Admin	1,552,000,000	1,558,000,000	1,661,000,000	
Research and Development Expense	-	-	-	-
Non-Recurring Expenses	53,000,000	71,000,000	284,000,000	
Other Operating Items	-	-	-	-
Operating Income	243,000,000	234,000,000	6,000,000	
Net Total Other Income and Expenses	15,000,000	25,000,000	(2,000,000)	
Earnings Before Interest and Taxes	258,000,000	259,000,000	4,000,000	
Interest Expense	16,000,000	28,000,000	42,000,000	
Earnings Before Tax	242,000,000	231,000,000	(38,000,000)	
Income Tax Expense	64,000,000	44,000,000	25,000,000	
Equity Earnings or Loss	-	-	-	-
Minority Interest Expense	-	-	-	-
Net Income from Continuing Operations	178,000,000	187,000,000	(63,000,000)	
Discontinued Operations	(12,000,000)	(395,000,000)	(256,000,000)	
Effect of Accounting Changes	-	-	-	-
Extraordinary Items	-	-	-	-
Net Income	166,000,000	(208,000,000)	(319,000,000)	
Preferred Stocks & Other Adjustments	-	-	-	-
Net Income Applicable to Common Shares	166,000,000	(208,000,000)	(319,000,000)	

Balance Sheet

Source: Edgar | Currency: All figures shown in USD unless otherwise stated

FINANCIAL STATEMENT COMPARISON



Assets	Fiscal 12/31/2022	Fiscal 12/25/2021	Fiscal 12/26/2020	Trends
Cash and Cash Equivalents	403,000,000	514,000,000	729,000,000	
Short Term Investments	-	-	-	-
Net Trade Receivables	536,000,000	495,000,000	442,000,000	
Inventory	828,000,000	859,000,000	916,000,000	
Other Current Assets	143,000,000	521,000,000	268,000,000	
Total Current Assets	1,910,000,000	2,389,000,000	2,355,000,000	
Fixed Assets	1,226,000,000	1,413,000,000	2,271,000,000	
Long Term Investments	-	-	-	-
Deferred Long Term Asset Charges	182,000,000	219,000,000	218,000,000	
Other Assets	321,000,000	326,000,000	319,000,000	
Goodwill	464,000,000	464,000,000	394,000,000	
Total Assets	4,149,000,000	4,865,000,000	5,614,000,000	
Accumulated Amortization	-	-	-	-
Intangible Assets	46,000,000	54,000,000	57,000,000	

Liabilites	Fiscal 12/31/2022	Fiscal 12/25/2021	Fiscal 12/26/2020	Trends
Accounts Payable	1,843,000,000	1,955,000,000	1,917,000,000	
Short Term and Current Long Term Debt	16,000,000	20,000,000	24,000,000	
Other Current Liabilities	0	290,000,000	152,000,000	
Total Current Liabilities	1,859,000,000	2,265,000,000	2,093,000,000	
Long Term Debt	172,000,000	228,000,000	354,000,000	
Deferred Long Term Liability Charges	122,000,000	159,000,000	172,000,000	
Negative Goodwill	-	-	-	-
Minority Interest	-	-	-	-
Other Liabilities	709,000,000	775,000,000	1,115,000,000	
Misc Stocks, Options & Warrants	-	-	-	-
Total Liabilities	2,862,000,000	3,427,000,000	3,734,000,000	

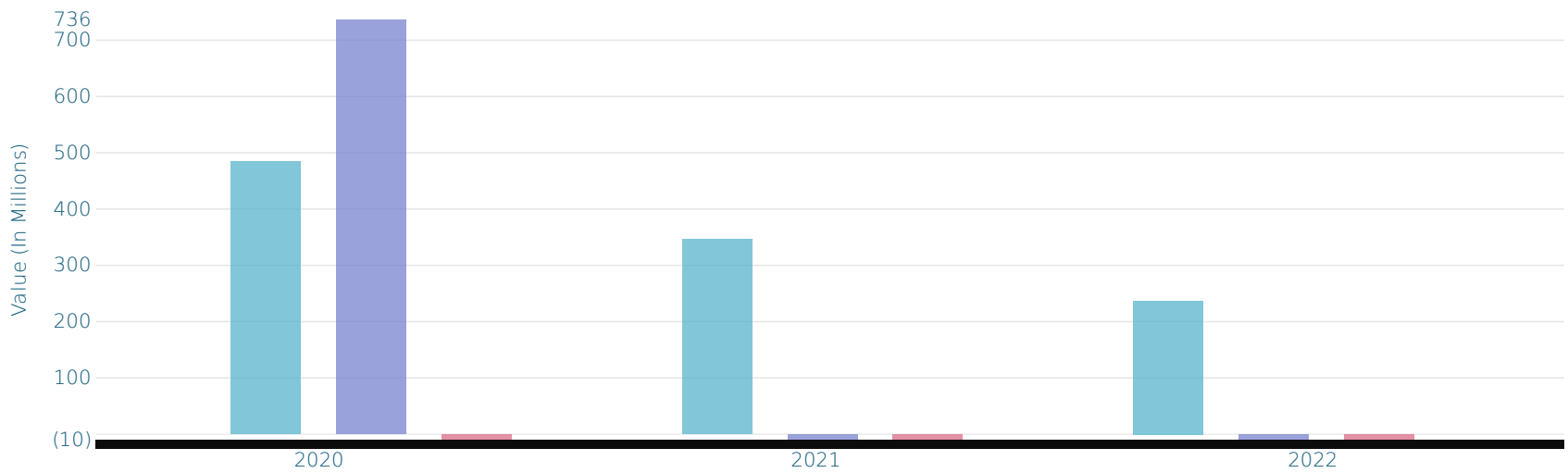
Shareholder's Equity	Fiscal 12/31/2022	Fiscal 12/25/2021	Fiscal 12/26/2020	Trends
Preferred Stocks	-	-	-	-
Common Stocks	1,000,000	1,000,000	1,000,000	
Retained Earnings	(451,000,000)	(617,000,000)	(409,000,000)	
Treasury Stocks	928,000,000	632,000,000	355,000,000	
Capital Surplus	2,742,000,000	2,692,000,000	2,675,000,000	

Other Equity	(77,000,000)	(6,000,000)	(32,000,000)
Total Equity	1,287,000,000	1,438,000,000	1,880,000,000

Cash Flow

Source: Edgar | Currency: All figures shown in USD unless otherwise stated

CASH FLOW



	Interim 12/31/2022	Interim 12/25/2021	Interim 12/26/2020	Last 3 years
Depreciation	133,000,000	148,000,000	160,000,000	
Net Income Adjustments	121,000,000	464,000,000	539,000,000	
Changes in Liabilities	(436,000,000)	(312,000,000)	(519,000,000)	
Changes in Accounts Receivables	42,000,000	61,000,000	(185,000,000)	
Changes in Inventories	(13,000,000)	(35,000,000)	(76,000,000)	
Changes in Other Operating Activities	(282,000,000)	(278,000,000)	(303,000,000)	
Net Cash Flows - Operating Activities	237,000,000	346,000,000	485,000,000	
Capital Expenditures	99,000,000	73,000,000	58,000,000	
Investments	-0	-0	(818,000,000)	
Other Cash Flows from Investing Activities	89,000,000	(6,000,000)	(24,000,000)	
Net Cash Flows - Investing Activities	(10,000,000)	(79,000,000)	736,000,000	
Dividends Paid	-0	-0	13,000,000	
Sale and Purchase of Stock	(266,000,000)	(307,000,000)	(30,000,000)	
Net Borrowings	(64,000,000)	(125,000,000)	(1,137,000,000)	
Other Cash Flows from Financing Activities	(25,000,000)	(27,000,000)	(13,000,000)	
Net Cash Flows - Financing Activities	(355,000,000)	(459,000,000)	(1,193,000,000)	
Effect of Exchange Rate	(5,000,000)	0	1,000,000	
Change in Cash and Cash Equivalents	(133,000,000)	(192,000,000)	29,000,000	

Financial Ratios

Source: Edgar | Currency: All figures shown in USD unless otherwise stated

BALANCE SHEET

Solvency Ratios	Fiscal Consolidated 12/31/2022	Fiscal Consolidated 12/25/2021	Fiscal Consolidated 12/26/2020
Current Ratio	1.03	1.05	1.13
Quick Ratio	0.51	0.45	0.56

Current Liabilities to Net Worth (%)	144.44	157.51	111.33
Total Liabilities/Net Worth (%)	222.38	238.32	198.62
Current Liabilities to Inventory (%)	224.52	263.68	228.49
Fixed Assets to Net Worth (%)	95.26	98.26	120.8
Cash Ratio	0.22	0.23	0.35

Efficiency Ratios	Fiscal Consolidated 12/31/2022	Fiscal Consolidated 12/25/2021	Fiscal Consolidated 12/26/2020
Accounts Payable to Sales Ratio	0.22	0.23	0.22
Sales to Working Capital Ratio	166.49	68.27	33.86
Sales To Inventory (%)	1,025.48	985.45	968.56
Assets/Sales	48.86	57.47	63.28
ROCE (%)	11.27	9.96	0.11

Profitability Ratios	Fiscal Consolidated 12/31/2022	Fiscal Consolidated 12/25/2021	Fiscal Consolidated 12/26/2020
Return On Net Worth (%)	12.9	(14.46)	(16.97)
Return on Assets (%)	4	(4.28)	(5.68)
Return on Sales (%)	3.04	3.06	0.05
Gross Profit Margin (%)	21.76	22.01	21.99
Operating Margin (%)	2.86	2.76	0.07
Pre-Tax Profit Margin (%)	2.85	2.73	(0.43)
Profit Margin (%)	1.96	(2.46)	(3.6)
Pre-Tax Return on Equity (%)	18.8	16.06	(2.02)
After Tax Return on Equity (%)	12.9	(14.46)	(16.97)
Operating Income to Interest Ratio	15.19	8.36	0.14

Leverage Ratios	Fiscal Consolidated 12/31/2022	Fiscal Consolidated 12/25/2021	Fiscal Consolidated 12/26/2020
EBITDA to EBIT Ratio	1.52	1.57	41
Debt to Income Ratio	17.24	(16.48)	(11.71)
Debt to Equity Ratio	2.22	2.38	1.99
Equity Ratio (%)	31.02	29.56	33.49
Interest Coverage Ratio	16.12	9.25	0.1
Interest Coverage to EBITDA Ratio	24.44	14.54	3.9

Company Profile

COMPANY OVERVIEW

D-U-N-S
11-759-3451

Mailing Address
UNITED STATES

Annual Sales
US$ 8,491,000,000

Legal Form
Corporation (US)

Telephone
+1 561 438 4800

Net Worth
US$ 1,287,000,000

History Record
Clear

Website
www.investor.theodpcorp.com

Employees
25,000

Date Incorporated
11/12/2019

Present Control Succeeded
1986

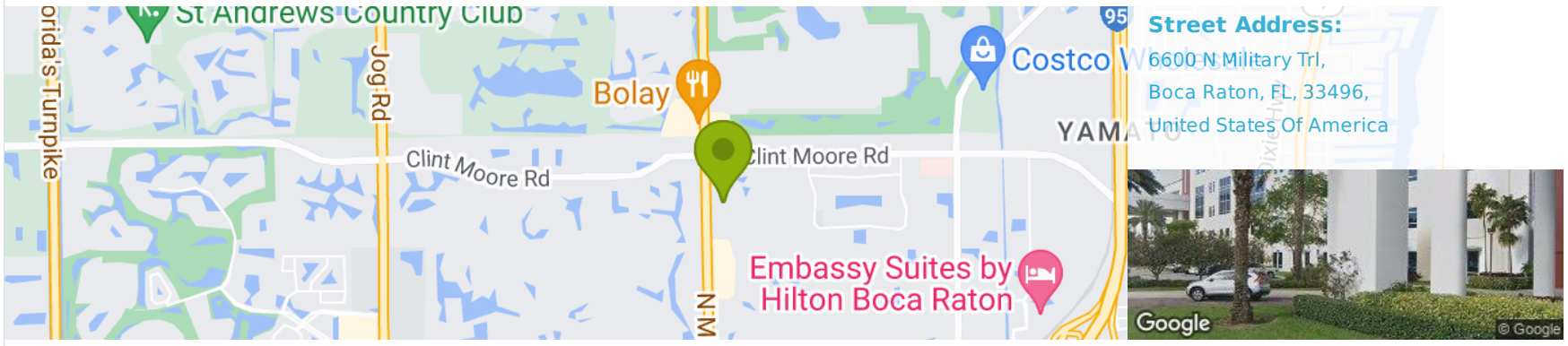
Age (Year Started)
37 Years(1986)

Business Commenced On

SIC

Named Principal

1986	5943	Gerry P Smith , CEO
State of Incorporation	**NAICS**	**Line of Business**
DELAWARE	459410	Ret stationery
Ownership		
Public: ODP(NGS)		



Street Address:
6600 N Military Trl,
Boca Raton, FL, 33496,
United States Of America

BUSINESS REGISTRATION

Corporate and business registrations reported by the secretary of state or other official source as of: 2022-09-17
This data is for informational purposes only, certification can only be obtained through the Office of the Secretary of State.

Registered Name	THE ODP CORPORATION
Corporation Type	Corporation (US)
State of Incorporation	DELAWARE
Registration ID	7699964
Registration Status	STATUS NOT AVAILABLE
Filing Date	11/12/2019
Where Filed	SECRETARY OF STATE/CORPORATIONS DIVISION

Registered Agent

Name	THE CORPORATION TRUST COMPANY
Address	1209 ORANGE ST, WILMINGTON, DE, 198010000

PRINCIPALS

Officers

GERRY P SMITH, CEO+
JOSEPH S VASSALLUZZO, NON EXEC CHB+
D ANTHONY SCAGLIONE, EXEC V PRES-CFO
SARAH E HLAVINKA, EXEC V PRES-CLO-CORP SEC
ZOE MALONEY, EXEC V PRES-CHIEF HR OFFICER
MAX HOOD, SR VP-CAO- CONTROLLER

Directors

DIRECTOR(S): The officers identified by (+) and Quincy L Allen, Kristin A Campbell, Marcus B Dunlop, Cynthia T Jamison, Shashank Samant, Wendy L Schoppert and David M Szymanski.

COMPANY EVENTS

The following information was reported on: 03/23/2023

The Delaware Secretary of State's business registrations file showed that The ODP Corporation was registered as a Corporation on June 9, 2020, under file registration number 3031874.

Business started 1986.

Office Depot, Inc. (ODI) was incorporated in the state of Delaware in 1986 and opened its first retail store in Fort Lauderdale, Florida on October 9, 1986.

REORGANIZATION.

On June 30, 2020, ODI completed a holding company reorganization pursuant to an Agreement and Plan of Merger, dated as of June 30, 2020, by and among ODI, The ODP Corporation, a Delaware corporation (ODP or the company), ODP Investment, LLC, a Delaware limited liability company and a wholly-owned subsidiary of ODP (ODPI), and Office Depot, LLC, a Delaware limited liability company and a wholly-owned subsidiary of ODPI (OD LLC), which resulted in ODP indirectly owning all of the outstanding capital stock of ODI. Pursuant to the Reorganization, ODI merged with and into OD LLC, with OD LLC surviving such merger as a direct wholly-owned subsidiary of ODPI and an indirect wholly-owned subsidiary of ODP. Each share of ODI common stock issued and outstanding immediately prior to the effective time of the Merger automatically converted into an equivalent corresponding share of ODP common stock, having the same designations, rights, powers and preferences and the qualifications, limitations and restrictions as the corresponding share of ODI common stock being converted.

The company's common stock is currently trading on the NASDAQ Global Select Market under the symbol "ODP". As of February 22, 2023, there were 3,276 holders of record of the company's common stock. As of March 1, 2023, those shareholders identified by the company as beneficially owning 5% or more of the outstanding shares were: Blackrock, Inc. (15.1%); HG Vora Capital Management, LLC (10.9%); The Vanguard Group (9.87%); and Dimensional Fund Advisors LP (7.1%). As of the same date, officers and directors as a group beneficially owns 3.1% of the outstanding shares.

GERRY P SMITH. Director since 2017. He was appointed as CEO effective February 27, 2017. Prior to joining the company and since 2006, he was at Lenovo Group Limited (Lenovo) and previously served as Lenovo's Executive Vice President and COO since 2016. Prior to assuming this role, also in 2016, he was Executive Vice President and President, Data Center Group. From 2015 to 2016, he served as COO of the Personal Computing Group and Enterprise Business Group, and from 2013 to 2015 he served as President of the Americas.

JOSEPH S VASSALLUZZO. Director since 2013. He was appointed as the independent Non-Executive Chairman of the Board in February 2017.

D ANTHONY SCAGLIONE. He was appointed to serve as the company's Executive Vice President, CFO in July 2020. Prior to joining the company, he served as Executive Vice President and CFO at ABM Industries Incorporated (ABM) from 2015 to 2020. He joined ABM as Vice President and Treasurer in 2009, and was Senior Vice President, Treasurer, Mergers & Acquisitions from 2012 to 2015.

SARAH E HLAVINKA. She was appointed to serve as Executive Vice President, Chief Legal Officer (CLO) and Corporate Secretary in July 2022, and previously served as General Counsel of Office Depot, LLC from April 2022 to July 2022. Prior to joining the company, she served as Senior Vice President, General Counsel and Corporate Secretary for Itron, Inc.

ZOE MALONEY. She was appointed to serve as Executive Vice President, Chief Human Resources Officer in November 2021. She joined the company in February 2005 and has more than 25 years of experience in communications, organization and leadership development, and human resources and held several executive management roles including serving as Senior Vice President, Human Resources from April 2017 to October 2021.

QUINCY L ALLEN. Director since 2020. He most recently serves as IBM Corporation's Go-To-Market Leader of Cognitive Process Services and Chief Marketing Officer for IBM Cloud from 2015 to 2018.

KRISTIN A CAMPBELL. Director since 2016. She has served as the Executive Vice President and General Counsel for Hilton Worldwide Holdings Inc. since June 2011, and since February 2021 has been appointed as its Chief ESG Officer.

MARCUS B DUNLOP. Director since 2021. He has served as an investment professional at HG Vora since 2009. He became a Partner and member of the Investment Committee at HG Vora in 2018.

CYNTHIA T JAMISON. Director since 2013. She was a Partner with Tatum, LLC from 1999 to 2009, and from 2005 to 2009, she led the CFO Services practice and was a member of Tatums Operating Committee.

SHASHANK SAMANT. Director since 2020. He has served as Chairman of the Board of GlobalLogic Inc. since October 2022.

WENDY L SCHOPPERT. Director since 2020. She served as Executive Vice President and CFO of Sleep Number from 2011 to 2014.

DAVID M SZYMANSKI. Director since 2013. He is the CEO and Executive Director of the University of North Florida Medical Nexus.

MAX HOOD. Antecedents were not available.

AFFILIATES: The following are related through common principals, management and/or ownership: HG Vora Capital Management, LLC, New York, NY. Started '2009'. DUNS #831559112. Operates as closed-end investment office.

BUSINESS ACTIVITIES AND EMPLOYEES

The following information was reported on: 03/23/2023

Business Information

Trade Names	OFFICE DEPOT; ODP; OFFICEMAX
Description	The company provides business services and supplies, products, and digital workplace technology solutions for small, medium, and enterprise businesses. The company operates in two divisions, Business Solutions and Retail. The Business Solutions division offers office supply products and services, cleaning and breakroom supplies, technology services, copy and print services, and office furniture products and services through sales forces, catalogs, and telesales, as well as through Internet Websites in the United States, Puerto Rico, the U.S. Virgin Islands, and Canada. The Retail division operates a chain of retail stores, which offer office supplies; technology products and solutions; business machines and related supplies; print, cleaning, breakroom, and facilities products; and furniture, as well as printing, copying, mailing, and shipping services. TRADEMARK (S): Office Depot, OfficeMax, Grand & Toy, TUL, Ativa, Foray, Realspace, WorkPro, Brenton Studio, Highmark, Executive Suite, and Juku. Terms are cash and on contract basis. Sells to general public and commercial concerns. Territory : International.

Business Information

Employees	25,000 which includes officer(s). Undetermined employed here.
Financing Status	Secured
Financial Condition	Fair
Seasonality	The company's business is somewhat seasonal, with sales generally trending lower in the second quarter, following the back-to-business sales cycle in the first quarter and preceding the back-to-school sales cycle in the third quarter and the holiday sales cycle in the fourth quarter. Certain working capital components may build and recede during the year reflecting established selling cycles. Business cycles can and have impacted its operations and financial position when compared to other periods.
Tenure	Owns
Facilities	Owns 625,000 sq. ft. in a building.

Related Concerns

SIC/NAICS Information

Industry Code	Description	Percentage of Business
5943	Ret stationery	-
59439902	Office forms and supplies	-
50440000	Office equipment	-
57340000	Computer and software stores	-
57349901	Personal computers	-
50450000	Computers, peripherals, and software	-
50459905	Computers, nec	-

NAICS Codes	NAICS Description
459410	Office Supplies and Stationery Retailers
423420	Office Equipment Merchant Wholesalers
449210	Electronics and Appliance Retailers
449210	Electronics and Appliance Retailers
423430	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers
423430	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers

GOVERNMENT ACTIVITY

Activity Summary

Borrower(Dir/Guar)	No
Administrative Debt	No
Contractor	No
Grantee	No

Activity Summary	
Party excluded from federal program(s)	No

Associations

All Credit Files with Same D-U-N-S® Number as this D&B Live Report

ALL CREDIT FILES WITH SAME D-U-N-S® NUMBER AS THIS D&B LIVE REPORT

Company Name	Type	Status	Date Created
The Odp Corporation	Application - #FCNFT5K5NA	Declined	08/21/2020
The Odp Corporation	Application - #FCN8T8W5HB	Declined	08/27/2020
The Odp Corporation	Application - #FCNXT8W6V	Declined	08/27/2020
The Odp Corporation	Application - #FCNWT88WYJ	Declined	08/27/2020
The Odp Corporation	Application - #FCNQTVKC5M	Declined	08/28/2020
The Odp Corporation	Application - #FCN9T6WEKM	Declined	08/31/2020
The Odp Corporation	Application - #FCNA9PEBJQ	Declined	12/22/2020
The Odp Corporation	Application - #FCNY9PETWY	Declined	12/22/2020
The Odp Corporation	Application - #FCNMF3NJA	Declined	01/14/2021
The Odp Corporation	Application - #FCNEF3N3G	Declined	01/14/2021
The Odp Corporation	Application - #FCNGF3XX8	Declined	01/14/2021
The Odp Corporation	Application - #FCNEF3XHW	Declined	01/14/2021
The Odp Corporation	Application - #FCNPFE5DJY	Declined	01/15/2021
The Odp Corporation	Application - #FCCBC8TX3	Declined	04/13/2021
The Odp Corporation	Application - #FCCQA48YLB	Declined	06/01/2021
The Odp Corporation	Application - #FCCYA46WE5	Declined	06/01/2021
The Odp Corporation	Application - #FCCWAQDE5J	Declined	06/02/2021
The Odp Corporation	Application - #FCC4AQX8T3	Declined	06/02/2021
The Odp Corporation	Application - #FCCWAEAJHW	Declined	06/07/2021
The Odp Corporation	Application - #FCCQLEWLF	Declined	06/29/2021
The Odp Corporation	Application - #FCCFLEPBWW	Declined	06/30/2021
The Odp Corporation	Application - #FCCTLVGVN8	Declined	07/02/2021
The Odp Corporation	Application - #FCCNYTM4C6	Declined	07/27/2021
The Odp Corporation	Application - #FCCTYPXXFK	Declined	07/28/2021
The Odp Corporation	Application - #FCCEYPPLNX	Declined	07/29/2021
The Odp Corporation	Application - #FCCX6XPCA	Approved	01/17/2022
The Odp Corporation	Application - #FCCG6XDY4	Approved	01/17/2022
The Odp Corporation	Application - #FCCXB6WDAM	Declined	04/30/2022
The Odp Corporation	Application - #FCC89C84XG	Approved	05/10/2022

Company Name	Type	Status	Date Created
The Odp Corporation	Application - #FCC99CVALJ	Approved	05/10/2022
The Odp Corporation	Application - #FCCF9C84HM	Approved	05/10/2022
The Odp Corporation	Application - #FCCK9C84WQ	Approved	05/10/2022
The Odp Corporation	Application - #FCCJ9HGYYD	Approved	05/19/2022
The Odp Corporation	Application - #FCCV9HYTN4	Approved	05/19/2022
The Odp Corporation	Application - #FCCT9HV53B	Approved	05/19/2022
The Odp Corporation	Application - #FCCA9HTFQ	Approved	05/19/2022
The Odp Corporation	Application - #FCCAFY5T4N	Approved	06/23/2022
The Odp Corporation	Application - #FCCGFY3AJK	Approved	06/23/2022
The Odp Corporation	Application - #FCKANC6LG3	Approved	07/03/2022
The Odp Corporation	Application - #FCK6MT8E5Q	Approved	09/02/2022
The Odp Corporation	Application - #FCKWMTEYDH	Approved	09/02/2022
The Odp Corporation	Application - #FCKBMT8EJM	Approved	09/02/2022
The Odp Corporation	Application - #FCKVMTEYNN	Approved	09/02/2022
The Odp Corporation	ACCOUNT - #87347522	Credit Review Required	09/02/2022
The Odp Corporation	Application - #FCKWGFP4ED	Approved	11/03/2022
The Odp Corporation	Application - #FCK6X68C59	Approved	12/06/2022
The Odp Corporation	Application - #FCKVX68CJE	Approved	12/06/2022
The Odp Corporation	Application - #FCKLH3NXXP	Approved	02/17/2023
The Odp Corporation	Application - #FCKVH3NXLB	Approved	02/17/2023
The Odp Corporation	Application - #FCKTH3EKEP	Approved	02/18/2023
The Odp Corporation	Application - #FCK8H38NXL	Approved	02/18/2023
The Odp Corporation	Application - #FCKXHT3VBH	Approved	02/25/2023
The Odp Corporation	Application - #FCKNWX4PWX	Approved	03/14/2023
The Odp Corporation	Application - #FCK6WX4PHT	Approved	03/14/2023
The Odp Corporation	Application - #FCKYWXYWVC	Approved	03/14/2023
The Odp Corporation	Application - #FCKEWX4P5T	Approved	03/14/2023
The Odp Corporation	Application - #FCK4W6C46P	Approved	03/30/2023

Your Information

Record additional information about this company to supplement the D&B information.

> Note: Information entered in this section will not be added to D&B's central repository and will be kept private under your user ID. Only you will be able to view the information.

In Folders: View

Account Number

Endorsement/Billing Reference *

onLine View

Sales Representatives

Credit Limit	Total Outstanding
0	0

Audit Trail

Text | Timeline

From : May-21 To : May-23

Date/Time of the Event	Event Name	Triggered By	Message
05/31/2023 09:27 AM	Credit Report Pulled	Kim OConnell	The credit report was pulled
10/20/2022 11:35 AM	Credit Report Pulled	SYSTEM	The credit report was pulled
08/12/2022 10:45 AM	Credit Report Pulled	SYSTEM	The credit report was pulled
06/03/2022 02:03 PM	Credit Report Pulled	SYSTEM	The credit report was pulled
05/11/2022 11:19 AM	Credit Report Pulled	SYSTEM	The credit report was pulled
11/09/2021 10:20 AM	Credit Report Pulled	SYSTEM	The credit report was pulled

Federal Information

CORPORATE FAMILY RELATIONSHIPS

The following establishments related to the subject of this report have reported activity with the Federal Government.
This is not a complete corporate family structure. To order more information on this business' corporate structure, use D&B's Global Family Linkage product.

D-U-N-S®	Business Name	Loans	Claims	Debarments	Contracts	Grants
15-078-4903	OD INTERNATIONAL, INC.	Yes	No	No	No	No
15-353-1108	OFFICE DEPOT, LLC	Yes	No	No	No	No
10-898-9422	OFFICE DEPOT, INC.	Yes	No	No	No	No
17-702-8594	OFFICE DEPOT, INC.	Yes	No	No	No	No
11-193-2138	OFFICEMAX NORTH AMERICA, INC.	Yes	No	No	No	No
13-194-4282	OFFICEMAX INCORPORATED	No	No	No	Yes	No
07-983-4237	MIDWAY OFFICE SUPPLY, LLC	No	No	No	Yes	No
07-893-9329	COMPLETE OFFICE WISCONSIN INC	No	No	No	Yes	No
61-434-5809	OFFICE DEPOT, LLC	No	No	No	Yes	No
87-943-6640	OFFICEMAX INCORPORATED	No	No	No	Yes	No
14-271-5643	SANDIA OFFICE SUPPLY, INC.	No	No	No	Yes	No
16-213-6217	AMERICAS OFFICE SOURCE, INC	No	No	No	Yes	No
03-443-9263	OFFICE DEPOT, LLC	Yes	No	No	No	No

REPORTED U.S. GOVERNMENT CONTRACT ACTIONS

No government activity has been found in this section.

REPORTED FEDERAL LOANS AND LOAN GUARANTEES

No government activity has been found in this section.

CLAIMS, FEES, FINES, OVERPAYMENTS, PENALTIES AND OTHER MISC. REPORTED DEBTS TO FEDERAL AGENCIES

No government activity has been found in this section.

REPORTED PARTY EXCLUDED FROM FEDERAL PROGRAM(S)

No government activity has been found in this section.

REPORTED U.S. GOVERNMENT GRANT AWARDS

No government activity has been found in this section.

Last Login : 05/30/2023 11:46:46 AM
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ODP™
THE ODP CORPORATION

Remaining Resilient

2022 SUSTAINABILITY REPORT

Office DEPOT. G&T GRAND&TOY®

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A Word from our CEO | Highlights

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A Word from our CEO

Despite the many challenges our business, our people and our planet faced over the past year, The ODP Corporation remained resilient in the face of economic, community and environmental hardships.

By holding steadfast to our sustainability commitments, as well as our 5C Culture — focusing on Customer, Commitment, Change, Caring and Creativity —

we were able to achieve our environmental goals, support our valued associates and take care of our communities.

We've been focused on sustainability for nearly 20 years, consistently providing programs and initiatives to support our commitment to be a responsible corporation and help our suppliers and customers do the same. Our environmental initiatives help limit waste, conserve energy, promote recycling and minimize the use of harmful chemicals. We also focus on greener product procurement and sales through our GreenerOffice™ assortment, which enables our customers to choose products that suit their sustainability needs.

We are proud to share that we have made significant progress across all of our sustainability initiatives and achieved all of our public facing goals! We've calculated our Scope 3 GHG emissions to facilitate a better understanding of our opportunities for further reductions and to help us set science-based targets. We'll also focus efforts towards eliminating excessive and non-recyclable plastics and chemicals of concern from our products and packaging.

Supporting our associates and our communities remained a top focus. We introduced a new internal program, Elevate Our People, to focus on fostering a positive mindset, exploring and sharing in the vision of our future, and approaching challenges with a view of embracing them as opportunities to learn and grow. We also continued to foster an inclusive work environment with help from our robust Associate Resource Groups (ARGs). Our ARGs help accelerate awareness, education and allyship in the workplace, marketplace and community. I'm especially pleased by the recruiting partnerships organized

17
awards
won in 2021

LEARN MORE →

by the Military-Veterans ARG with Hiring Our Heroes to pilot a corporate fellowship program that places transitioning service members with employers, and the STAND (See Talent, Ability, Not Disability) ARG's relationship with Best Buddies that helped to secure jobs for people with IDD (Intellectual or Developmental Disabilities) through the Best Buddies Jobs program in Florida and California.

I'm also delighted to share that the Elevate Together® initiative, which launched in February 2021, raised nearly $2.3 Million in its first year to foster growth and profitability for Black- and Hispanic-owned small businesses.

Through partnerships with the National Urban League and the United States Hispanic Chamber of Commerce, Elevate Together® was designed to deliver education, access and aid to small businesses with five employees or less.

Despite the year's ongoing challenges, our teams found safe ways to step up and provide critical volunteer support to local communities throughout the year through our #depotdifference community investment program. Associate volunteers also participated in back-to-school donation events, holiday toy drives, food drives and mentorship opportunities to help children, families and schools across the country.

We know customers want partners aligned to their values, and organizations committed to helping them reach their sustainability goals. The ODP Corporation is committed to remaining resilient and will continue to innovate and evolve to ensure a safe and healthy workplace for our associates, and to make sure that our communities, businesses and schools have the tools to be successful throughout any challenges that come their way.

Gerry Smith
CEO, The ODP Corporation

2021 Highlights

People

$2.3M
raised through Elevate Together® in its inaugural year

$3M+
in cash donations invested into our communities

450+
diverse suppliers

1,303
associates are now members of at least one ARG[1]
up from 700 in 2020

SUPPORTING SCHOOLS

$2M
collected to benefit over
70
Title I schools

$3.5M+
raised companywide through in-store and online customer donations

18,000
fully stocked backpacks donated

Planet

3/3
energy, fuel and transportation efficiency goals exceeded

20%
reduction in Scope 1 and 2 emissions since 2020 (MT CO_2e)

63%
landfill diversion rate — exceeding our goal **by 13%**

[1] As of December 31, 2021

Governance

Compliance & Ethics | Supply Chain | Data Security

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The ODP Corporation's Board of Directors (the Board) recognizes the increasing importance of sustainability and ESG issues and seeks to integrate sustainability considerations into the Company's business strategies, products, services, thought leadership and operations. The oversight, management, and program implementation of the Company's sustainability and ESG efforts are structured to integrate these topics into the foundation of its strong governance framework. This includes the Corporate Governance & Nominating Committee's oversight of the Company's strategy and programs on corporate social responsibility, the environment, and the Sustainability Governance Council, who implements and supports the Company's vision and mission on sustainability issues.

Board Diversity

Our Board of Directors value and reflect diverse perspectives.

While we do not have a specific diversity policy for our Board, our Corporate Governance Guidelines drive our selection of Directors who reflect a diverse set of skills, professional and personal backgrounds, perspectives, and experiences.

9 Board of Directors members

33% Female **67%** Male

33%

of our Board of Directors are ethnically diverse

We are proud to have Directors who are highly diverse, including with respect to gender, ethnicity, and experience.

Compliance & Ethics

The ODP Corporation's Global Compliance Department is committed to providing education, training, and awareness to the Company's associates around the world with respect to the Company's ethical business practices and related compliance policies.

Every business decision we make must be consistent with our 5C Culture and high ethical values, otherwise we will not move ahead, regardless of how great the benefit may be.

These values are integral to our success and are non-negotiable.

The ODP Corporation's **Code of Ethical Behavior** guides expectations of how we should act towards one another as well as maintaining compliance with the laws that govern our business. It is the foundation upon which our related policies, trainings and ethical decisions are established. All our associates are expected to comply with our Code of Ethical Behavior.

CODE OF ETHICAL BEHAVIOR →

Supply Chain

In 2021, we continued to seek out alternative approaches to achieve factory compliance in the face of COVID-related restrictions, sanctions, and factory shutdowns. While audits can now be conducted onsite in most locations, we have expanded our Virtual Social Compliance audit program by 457% for low-risk countries.

Virtual social compliance audit program expanded by

259 ACTIVE FACTORIES

38%
have approved Certification, Collaboration, or Shared Audit waivers

62%
audited by an independent 3rd party audit provider

100%
of Direct Import and Private Brand factories are compliant

FACTORY PERFORMANCE

7%
improvement in factory performance in YE 2021

AUDIT TURNAROUND

3%
reduction in new factory audit turnaround time

Social Compliance Audits

Social Compliance Audits help maintain factory compliance to minimize legal and brand reputation risks. We actively train and work directly with our suppliers to identify and address the root cause of all violations detected during factory audits. Factories with consecutive "needs improvement" scores receive mandated training as part of our Continuous Improvement Program, and we follow up to verify that sustainable solutions have been implemented for all detected violations.

251
Social Compliance Audits
conducted

90%
satisfactory/ minor progress

10%
needs improvement

CTPAT Security Audits

CTPAT Security Audits enforce security within our supply chain and maintain our membership within the Supply Compliance Audit Network.

Read about our compliance, audit process, and training programs related to the **California Transparency in Supply Chains Act**.

SUPPLY CHAINS ACT →

109
CTPAT Security Audits
conducted

77%
preferred

21%
subject to improve

2%
needs improvement

2%
increase in security audit results
due to a more stringent corrective program implemented in 2021

Certification and Collaboration Program

In a continuous effort to reduce audit fatigue, we improved collaboration efforts with our suppliers, further expanded our Certification and Collaboration Program, and employed multiple 3rd party audit providers to maintain factory compliance during COVID.

93%
of factories
sustained results following the completion of the Needs Improvement Program

Data Security

The ODP Corporation is committed to creating and maintaining high standards of data security. To that end, we have a comprehensive approach to data security and risk mitigation. This includes vigorously protecting customer personally identifiable information (PII) and company confidential information.

The foundation of our data security program aligns with the internationally recognized **ISO/IEC 27001 industry security standard**. We deploy a multi-faceted, defense in-depth data security program led by our Chief Information Security Officer and implemented by a team of trained cybersecurity professionals to address data security risks, vulnerabilities, and to protect company assets. Through the use of people, process, and technology (tools), The ODP Corporation actively identifies risks and applies risk mitigation and treatment to each risk based on its defined policies and procedures.

The ODP Corporation complies with all applicable laws, rules, and regulations pertaining to collection, storage, protection, and destruction of PII and confidential information including Sarbanes Oxley (SOX) and the California Consumer Privacy Act (CCPA). We also comply with applicable industry security standards including the Payment Card Industry Data Security Standard (PCI DSS). Our technology systems and security program are subject to regular audits by our Internal Audit team and our independent auditor / public accounting firm. Cyber security updates are provided to the Board of Directors through quarterly updates to the Audit Committee.

Our robust security programs include **multi-factor authentication protocols**, **firewalls**, and **anti-virus/anti-malware software**. We maintain a security operations center to monitor our Security Information and Event Management (SIEM) system. We conduct ongoing risk assessments, internal and external penetration tests, phishing simulations, and maintain a bug bounty program.

We maintain a **comprehensive global training and awareness program on relevant information security topics** and company policies in order to help our company associates and contractors extend our security mission throughout their day-to-day responsibilities and help them make sound computing decisions.

The ODP Corporation is committed to creating and maintaining high standards of data security.

Planet

Energy & Emissions | Waste Management | Products & Packaging | Customer Solutions

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Reducing our environmental impact and tackling climate change continues to be a foundational focus.

We are proud to confirm that we exceeded all our public-facing environmental goals around emissions, energy consumption, and landfill diversion, and are excited to take on the next challenge. For the first time in company history, we calculated our Scope 3 GHG emissions to facilitate a better understanding of our opportunities for further reductions, which will enable us to set science-based targets that we intend to submit for Science Based Targets Initiative's validation. Setting science-based targets will provide us with a roadmap for our sustainability efforts going forward.

Earth Day Activities

ECO EDUCATION

Waste management videos and webinars

GUEST SPEAKERS

Speakers on the business case of sustainability

SALES TRAINING

The Green Book® 2021 digital version

Greener Purchasing Guide

COMPETITIONS

Drawdown Ecochallenge

Sustainability Trivia Challenge

60
volunteers
planted sea oats

Sea Dunes Restoration

Continuing our tradition, volunteers participated to help restore our Southern Florida coastline by planting sea oats. A native species, sea oats help stabilize and build dunes, and can be used to strengthen and protect existing dunes from erosion or help restore dunes damaged by storms.

Drawdown Ecochallenge

As part of our Earth Month activities, Office Depot participated in the Drawdown Ecochallenge — an engagement program that focuses on the collective impact of our individual actions to reduce emissions. With 160 participants and 46,971 points, Office Depot took 4th place in the competition.

160
volunteers participated
in the challenge

OUR COLLECTIVE IMPACT

3,219
lbs. of CO_2 saved

49
public officials contacted

13,730
minutes spent being mindful

5,435
minutes spent outdoors

9,452
minutes spent learning

900
vegan meals consumed

Energy & Emissions

We are pleased to say that we exceeded all three of our previously announced public-facing energy and greenhouse gas (GHG) emissions goals for 2021.

PREVIOUS GOALS		RESULTS	
10%	decrease in facility energy consumption by 2021	51%	decrease in facility energy consumption by 2021
15%	increase in mpg in private fleet by 2021	25%	increase in mpg in private fleet by 2021
10%	improvement in cube utilization by 2021	18%	improvement in cube utilization by 2021

TOTAL ENERGY USE

1,615,565

gigajoules (total energy consumed in 2021)

63.7% grid electricity

1.4% renewable sources

DOWN FROM LAST YEAR

13%

decrease in energy consumption

since 2020 (kWh)

11% GRAND & TOY

13% OFFICE DEPOT

GHG Emissions (MT CO2e) in 2021[2]

In addition to Scope 1 and 2 (direct) emissions, this year we calculated our Scope 3 (indirect) emissions to help us understand the full extent of our impacts and identify opportunities for further reductions.

SCOPE 1

57,801

SCOPE 2

LOCATION BASED	MARKET BASED
111,798	118,365

SCOPE 1 & 2 TOTAL

LOCATION BASED	MARKET BASED
169,599	176,166

SCOPE 3

5,350,846

TOTAL GHG EMISSIONS

LOCATION BASED	MARKET BASED
5,520,445	5,527,012

DOWN FROM LAST YEAR

20% Reduction in Scope 1 and 2 emissions since 2020 (MT CO2e)

18% GRAND & TOY

20% OFFICE DEPOT

[2] GHG Calculations were made for calendar year 2021, not fiscal year.

Waste Management

One way we can substantially reduce the environmental impacts of our operations, products, and services is through waste management activities. In 2021, our newly created Waste Reduction Task Force drove company-wide awareness on sustainability and waste diversion initiatives, evaluated current programs for gaps and opportunities, and leveraged current partnerships to engage associates though education, activities, videos, and more.

Our previous goal aimed to increase waste diverted from landfills to over 50% by 2021. We are proud to say we exceeded our landfill diversion goal by achieving an additional 13% in waste diversion! We are exploring innovative ways to further minimize waste and increase our landfill diversion rate through new packaging initiatives, plastic reduction, and effluent management.

PREVIOUS GOAL

Increase to over

50%

waste diverted
from landfills by 2021

WE ACHIEVED A

63%

waste diversion rate

10K+

retail associates
completed a training on Sustainability and Waste Management

66M+

lbs. waste
diverted from landfill

NEW GOAL

Achieve zero waste in

30%

of our distribution centers
by 2025

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

Products & Packaging

Reducing plastic waste is a top priority, as the negative and lasting effects can be clearly seen in the environment around us. As part of our environmental commitment, we are working to reduce and eliminate excessive and non-recyclable plastics and chemicals of concern from our products and packaging.

How2Recycle®

Going forward, we will be implementing the How2Recycle® label on our Private Brand product packaging. The How2Recycle® labeling system empowers consumers to recycle materials by providing clear instructions on what can be recycled, how to prepare the item, and whether the material is commonly accepted at local recycling facilities. Additionally, we are focusing on the reduction of absolute plastic packaging use in our private label products and e-commerce shipping operations and plan to announce meaningful specified quantitative reduction goals by the end of 2022.

NEW GOAL

Implement How2Recycle® label in

100%

of Private Label products

by 2025, where space allows

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

Safer Chemical Management

The ODP Corporation supports the responsible use of chemicals in compliance with all laws and regulations and aims to reduce and eliminate chemicals of concern beyond legal requirements. Additionally, we promote safer chemical management and strive to identify the presence of chemicals of concern in products and packaging and support innovations that result in an orderly transition to safer alternatives.

Read more about our **commitment to safer chemical management.**

GreenerOffice™ Delivery Service

Office Depot is committed to reducing the environmental impact of our deliveries while responding to our customers' interest in saving resources and reducing waste.

Our GreenerOffice™ Delivery Service provides a smart and resourceful way to achieve both of these goals.

Over the years, we've used millions of cardboard boxes and plastic air pillows for delivering our products. A significantly greater amount of wood is used in the production of corrugated boxes than what is used in the production of paper bags. For orders delivered in bags, we reduce the number of boxes used for deliveries and eliminate the use of air pillows. Orders arrive in a paper bag made with 30% post-consumer recycled fiber. Additionally, the bags are much easier to open and can be conveniently reused or recycled. This program is another step in decreasing the overall use of packing material needed for Office Depot deliveries.

THE BAGS

contain

30%

post-consumer recycled content

REUSABLE PLASTIC TOTES

that protect the bags during transportation contain

60%

post-consumer recycled plastic

Customer Solutions

As the global emphasis on sustainability intensifies, our customers are becoming more sensitive to the environmental impact of their shopping decisions.

We offer a number of programs and services to make it easy for our customers to meet their own sustainability goals.

Recycling Solutions

Office Depot continues to offer e-waste recycling services, along with ink and toner cartridge recycling solutions for both retail and contract customers.

TECHNOLOGY RECYCLING

2.6M

lbs. e-waste

recycled for customers

OFFICE DEPOT

INK & TONER RECYCLING

6.6M+

cartridges

EQUAL TO OVER

3M

lbs. recycled

for customers

OFFICE DEPOT

Customer Leadership in Greener Purchasing

To celebrate customers who demonstrate their commitment to purchasing greener products and services, each year we reward forward-thinking organizations for their environmentally conscious choices.

Greener Products

Office Depot continues to place a heavy focus on **greener product** procurement and sales through our **GreenerOffice**™ assortment, which enables our customers to choose products that suit their sustainability needs. Our GreenerOffice™ assortment reflects products with green attributes including recycled, remanufactured, energy-efficient, and ecolabels such as FSC, GREENGUARD, Green Seal, and more.

In 2021, Office Depot received the **Good 2 Green award** from the South Florida Hispanic Chamber of Commerce in recognition of our commitment to being a responsible corporation and inspiring suppliers and customers to do the same.

33%
of total sales
were greener products

33% OFFICE DEPOT
28% GRAND & TOY

20K+
products
in our assortment have green attributes

15K OFFICE DEPOT
5K GRAND & TOY

$1.75B
in revenue
from products 3rd-party certified to environmental and/or social sustainability standards

1.7B OFFICE DEPOT
$46M GRAND & TOY

People

Diversity & Inclusion | Learning & Development | Community Investment

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As we continue to transition and navigate through the pandemic, supporting our associates and communities continues to be a top focus.

Creating a diverse and inclusive environment, emphasizing training and professional development, making a difference through community involvement and investment, and demonstrating the importance of supplier diversity have been some of our priorities this past year.

As we strive to create a more welcoming and supportive work environment, we are putting a greater emphasis on creating a sense of familial belonging and genuine engagement through our associate and community programs.

Diversity & Inclusion

We are devoted to fostering an inclusive work environment that values and respects the culture, identities, talents, and contributions of associates from all backgrounds. In 2021, we focused our efforts on driving belonging, engagement, and retention through our programs and promoting a culture where everyone can bring their whole self to work.

GRAND&TOY[3]

MANAGEMENT	ASSOCIATE
34% Female	40% Female
66% Male	60% Male

[3] Grand & Toy Canada manages and maintains diversity metrics for equality in the workplace as per the **Federal Contractors Program.** The program requires Grand & Toy Canada to ensure that our workforce seeks to be representative of Canada's labour force with respect to the members of the following four designated groups: women, people with disabilities, Aboriginal peoples, and visible minorities. Granular racial/ethnic group data cannot be tracked and are not mandatory by law.

Office DEPOT[4]

MANAGEMENT	ASSOCIATE
34.80% Female	43.51% Female
65.20% Male	55.87% Male
00% Non-binary	00.62% Non-binary
66.04% White	50.74% White
13.66% Hispanic/Latinx	17.94% Hispanic/Latinx
10.38% African American	18.98% African American
4.93% Asian	6.38% Asian
2.17% Two or more races	2.39% Two or more races
0.38% American Indian or Alaska Native	0.72% American Indian or Alaska Native
0.49% Native Hawaiian or Pacific Islander	0.96% Native Hawaiian or Pacific Islander

[4] The 2021 U.S. workforce data provided above is from the EEO-1 Reports for Office Depot, LLC and is based on employees' voluntarily self-disclosure of gender and race/ethnicity. The information does not include data from the Federation companies acquired by Office Depot, which continue to operate as separate entities.

Growing Associate Resource Group Participation

2021 was an active year for our Associate Resource Groups (ARGs), whose activity increased member participation by 86% and accelerated awareness, education and allyship in the workplace, marketplace, and community.

ARG MEMBERS

86%

increase in member participation

SOMOS ARG

recognized as one of the nation's top

15

Hispanic Employee Resource Groups

of the Year by LATINA Style, Inc.

The addition of **D&I Captains** brought focus to and drove awareness of our diversity and inclusion efforts. Our external partnerships have also increased with community organizations such as SOS Children's Villages Florida, HISPA, Milagro Center, Pace Center for Girls, Palm Beach, and more.

Grand & Toy is now home to two associate-led ARGs:

1

Women's Affinity Group

Women's Affinity Group saw increased participation in 2021, as they brought the women of Grand & Toy together to support each other professionally and personally in a non-judgmental environment.

2

Emerging Professionals

Emerging Professionals brings together ambitious and sociable professionals to empower and support associates through networking, resources, support, and collaborative influence.

Martin Luther King, Jr. Day Donation Drive

The Women of Color and Men of Color ARGs, in collaboration with Community Investment, launched a Martin Luther King, Jr. Day Donation Drive in all Office Depot and OfficeMax stores.

$480K+
raised

BENEFITING

27
Title I Schools

Increasing Inclusivity

As part of our efforts to drive belonging and inclusivity, Grand & Toy launched quarterly newsletters to increase engagement with French speaking associates. Office Depot implemented gender inclusivity options, providing associates with the ability to self-identify their pronouns and preferred name, and select nonbinary as a gender. We also added the capability for associates to self-identify as a veteran, which allows us to recognize their service and extend veteran-specific opportunities.

Diversity Day Picnic

In 2021, Grand & Toy's Pause and Affect Council hosted the first ever Diversity Day Picnic. The event fostered inclusion, created a safe space for cultural expression, and provided an opportunity for a record-breaking afternoon.

216
associates
attended

40%
of Grand & Toy's associate population

Learning & Development

In addition to creating a working environment where our associates can thrive, we offer several training and educational programs for personal and professional growth.

Enhanced Learning Opportunities

Equipping our associates with the tools and resources needed to not only excel in their current positions, but gain the skills and knowledge to reach their professional goals is an integral part of The ODP Corporation's culture. This year, we launched a new premier learning platform for associates.

ASPIRE

A premier learning platform ASPIRE, offers

175,000+

courses, videos, articles, and podcasts

on a variety of topics, including business operations, customer service, and productivity

MAY LAUNCH

Following the launch in May, associates accessed ASPIRE

500,000+

times

AND OVER

63,000

training hours were logged

Toolkit for Success

Knowledge sharing is vital for associate performance and success. In 2021, The ODP Corporation created a Mentorship Program Toolkit that provides a curated compilation of tips and best practices for every associate, from individual contributor to senior manager. With a better understanding of roles and guidance, the program aims to improve retention, establish professional relationships, create a culture of continuous learning, and cultivate individual career planning ownership.

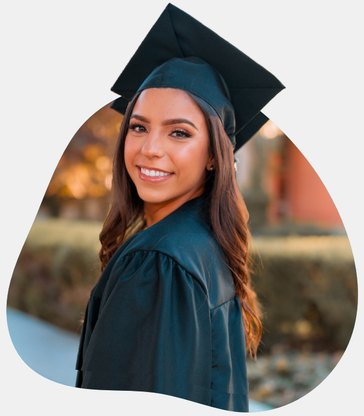
Advancing Aspirations

Grand & Toy's strong commitment to providing high-quality support as part of our continued investment in our people drives our Scholarship Program, benefiting our associates and/or their dependent children.

$91K

in scholarships

awarded to associates and their dependents across Canada since the program's inception



Workforce Development

The ODP Corporation continued our collaboration with Miami Herbert Business School. This year, we partnered with Sustainable Business students who helped enhance Sustainability Reporting for two leading transparency platforms related to climate and ESG.

Disney Institute and National Geographic Live Sponsorship

We are excited to announce that Office Depot is the official sponsor for Disney Institute professional development courses and National Geographic Live events on stages across North America in 2022.

NATIONAL GEOGRAPHIC LIVE

As presenting sponsor of the **National Geographic Live 2021-22 North American Tour**, Office Depot has helped enable National Geographic Explorers to reach local communities through over 169 live events in 50 cities across North America. These dynamic experiences helped further the knowledge of science, adventure and exploration of the natural wonders of our world. The sponsorship aligns seamlessly with Office Depot's sustainability efforts and belief that caring for the environment plays an essential role in the success of their company, industry, and communities, now and for future generations.

DISNEY INSTITUTE

As the proud sponsor of **Disney Institute professional development courses**, Office Depot supports learning opportunities for individuals and organizations to experience Disney's approach to high-quality training. Participants learn directly from Disney leaders to hone, inspire and enhance their skills in the areas of leadership excellence, quality service and employee engagement. Additionally, through this sponsorship, Office Depot provided complimentary online courses based on "Disney's Foundation of Business Excellence" exclusively for Elevate Together® grant recipients to help them leverage strategies to improve and grow their business. Participants were taught how to align their values and vision, create a culture by design, differentiate their service in the marketplace, and deliver on their organization's Brand Promise.

Community Investment

Our Culture of Caring drives us to support mission-driven organizations that positively impact the communities around us. Despite the year's ongoing challenges, our teams found safe ways to step up and provide critical resources and volunteer support to local communities throughout the year.

Through #depotdifference, The ODP Corporation focuses on issues and causes that align with our business and speak to who we are; a company that enables opportunities for people to succeed, no matter their challenges or circumstances. We support nonprofit and community organizations through initiatives primarily impacting our three focus areas:

1. **Empowering Education**
2. **Championing Entrepreneurship**
3. **Strengthening Communities**

ELEVATE TOGETHER®
Powered by Round It Up America®

In 2021, The ODP Corporation launched **Elevate Together®**, powered by Round It Up America®, with the mission of accelerating the creation, growth, and prosperity of Black and Hispanic-owned small businesses. Elevate Together® is a coalition of like-minded businesses aiming to strengthen our local communities, foster job creation, and close the racial wealth gap by providing education, access, and aid to minority small business owners.

NEARLY
$2.3 million raised
in the first year to support minority entrepreneurs

89 direct cash grants
to Black- and Hispanic-owned small businesses

Start Proud!®

Our 4th annual Start Proud! program helped economically distressed elementary schools across the U.S. kick the year off right. Through our signature back-to-school philanthropic initiative, Office Depot provided 28 Title I schools in 18 school districts with fully stocked backpacks, Office Depot gift cards, and teaching supplies.

18,000
premium backpacks

FILLED WITH OVER

$1.8M
worth of school supplies

18
"All Star Teachers" surprised with Office Depot premium items

ITEMS INCLUDED

new technology, furniture, and teaching supplies, **valued at nearly $2,000**

Point-of-Sale Fundraising

Powered by our partner Round It Up America, all Office Depot retail stores and **officedepot.com** went live with customer charity fundraising campaigns focused on education and minority small business. Through the incredible kindness and generosity of our customers both in-store and online, we raised:

$3.5M+
companywide

$2M
to benefit more than 70 Title I schools

Step Up!

Grand & Toy's *Step Up!* program is driven by a need to do the right thing. The Step Up! approach enables associates to give back to the community, and further enables our business to support non-for-profit organizations while remaining laser-focused on our organizational commitment in three focus areas: health and wellness, mentoring, and disaster relief for the vulnerable.

14
philanthropic organizations supported – both local and national organizations

26K+
raised in support of community initiatives

HP Refresh

The huge increase in online learning since the start of the pandemic has been particularly difficult for students with limited access to technology. In partnership with HP, Grand & Toy took part in HP Refresh to make a difference in students' lives by supporting **Parents Engaged in Education**, a charity that helps get school supplies to students across Ontario, Canada. Thanks to our upgraded replacement supply and donations from vendors and customers, Grand & Toy was able to clean, repackage, and donate laptops to underprivileged students.

120
laptops donated

$5000
in value

Grand & Toy Humanitarian Award

Grand & Toy's Humanitarian Award program celebrates associates who go above and beyond in giving back to our communities. Each year we recognize up to four associates for their dedication and contributions to communities in need; winners receive $1,000 each towards a charity of their choice.

$1,000
awarded to each winner
towards a charity of their choice

Depot Day of Service

Depot Day of Service returned in 2021 with the launch of our national partnership with Boys & Girls Clubs of America. Associate volunteer teams in 15 metro markets across the nation completed revitalization projects for 30 local clubhouses.

1,000
associate volunteers

$250,000
invested to revitalize 30 clubhouses

Hurricane Ida Relief Efforts

Our #depotdifference team partnered with local store staff, relief agencies and the Louisiana Governor's office to provide relief to the region devastated by Hurricane Ida in 2021. Contributions included $50,000 to the Baton Rouge Area Foundation's (BRAF) Disaster Relief and Recovery Fund and $15,000 to Feed the Children.

$50K
contribution
to BRAF Disaster Relief and Recovery Fund

$15K
contribution
to Feed the Children

National Day for Truth and Reconciliation

In 2021, we marked our first National Day for Truth and Reconciliation on September 30, 2021. The day honored lost children and survivors of residential schools, their families, and communities. Grand & Toy associates showed support by wearing orange, learning about Indigenous people and their cultures, and connecting our associate population with grassroot charities that commit to showing solidarity with members of our Indigenous communities.

Grand-a-thon

In June 2021, Grand & Toy participated in the virtual Heart & Stroke Ride for Heart event (a.k.a. Grand-a-thon) to raise funds in support of critical heart disease and stroke research.

$10,000+
raised in "grand" total

192
participants
across Canada

18K+
kms
officially tracked

Prosperity

Company Culture | Supplier Diversity

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Our focus on sustainability principles has undoubtedly helped us navigate the challenges of 2021.

These principles — balancing and actively integrating what is right for our people, our planet, our company, and for the communities around us — have once again proven the resilience of our business model.

$8.47B
total annual sales

45% retail
54% business solutions
1% other

1,037
retail locations

2,138,951
sq. meters of retail locations

67
distribution centers and cross docks

198,715+
sq. meters of distribution centers

Building the Best Customer Experience

Our customers are the focus of everything we do. Through Project Hemispheres, we are building a best-in class experience for our customers and associates at Grand & Toy, it aligns with our strategic priorities, and is a solid reflection of our 5C commitments to Customer, Commitment, and Creativity.

63.2
Net Promoter Score
as of December 2021

UP FROM 60.6 IN JANUARY

Company Culture

Our 5C Culture guides our company's strategic direction, inspires how we interact with each other every day, and influences what we offer our communities and customers. Embedded in this is a commitment to fostering an inclusive and supportive workplace, uplifting our communities, and challenging ourselves to make a lasting positive impact on our planet.

This year we elevated our listening strategy to proactively identify and address gaps that will help ensure our 5C culture is integrated and celebrated across all aspects of our organization.

Elevating Our People

As The ODP Corporation continues to help associates develop and expand their skillsets and thrive in a dynamic environment, we introduced a new program: **Elevate Our People**, which focuses on fostering a positive mindset, exploring and sharing in the vision of our future, and approaching challenges with a view of embracing them as opportunities to learn and grow.

Acting on Feedback

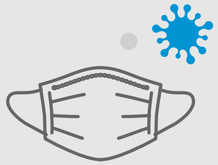
As part of our listening strategy, we conduct annual engagement surveys to gauge how associates feel about how work gets done. In 2021, The ODP Corporation also conducted a culture survey for the first time to gain insight into company culture throughout all levels.

By listening to associate insights and perspectives, we are able to identify and act on areas for improvement to create a more positive and inclusive work environment. For example, Grand & Toy's Engagement Survey showed the importance of wellness to individual and organizational health and success. As a direct result, we expanded our **Wellness for You program** offerings to include an assortment of supportive resources related to mental and physical health, work-life balance, and financial wellbeing.

Recognizing Each Other

Following the success of our 2020 pilot, The ODP Corporation formally launched an enterprise-wide **recognition platform** for associates to recognize teams and peers across the entire organization.

70
engagement score



Continuing Response to the COVID-19 Pandemic

From the beginning of the COVID-19 pandemic, we have remained committed to making the health and wellness of our associates and customers a priority. Based upon the guidance of the U.S. Centers for Disease Control (CDC) and local health authorities, we maintain appropriate measures to help reduce the spread of infection to our associates and customers. While we have reopened our corporate headquarters, certain associates who are able to, continue to work from home. We continue to have associates in our retail stores, customer support and distribution centers working onsite at our facilities, as well as technicians and field support onsite at customer locations. Associate business travel remains limited to only essential business needs.

Supplier Diversity

We are committed to supplier diversity as an integral part of our sourcing strategies and procurement processes, and continuously look for ways to make a bigger impact.

Providing Opportunities for Growth

Our Supplier Diversity program provides opportunities for small and diverse-owned businesses to grow and succeed and enables us to offer an exceptional choice of innovative products and services to our customers.

450+
diverse suppliers

1,700+
products in our Diverse Supplier Catalog

Evolving our Program

In 2021, we set an internal diverse spending target and long-term goals for our supplier diversity program after establishing an existing vendor baseline in 2020.

20%

increase in diverse and small business spend

50%

increase with diverse and small business suppliers

Building National Partnerships

In 2021, Grand & Toy affiliated with national organizations that share our goal of making a positive impact on economic development through supplier diversity: **Women Business Enterprises Canada Council** (WBE Canada) and the **Canadian Aboriginal and Minority Supplier Council** (CAMSC).

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The Sustainability Accounting Standards Board (SASB) connects businesses and investors to the financial impacts of sustainability. Office Depot reports in accordance with the SASB Standard for Multiline and Specialty Retailers and Distributors. Office Depot will continue to examine ways to adjust its disclosures as these topics change over time.

Energy Management in Retail & Distribution

ACCOUNTING METRIC	CATEGORY	UOM	CODE	RESPONSE
1. Total energy consumed 2. Percentage grid electricity 3. Percentage renewable	Quantitative	• Gigajoules (GJ) • Percentage (%)	CG-MR-130a.1	• 1,615,565 • 63,7% • 1.4%

Data Security

ACCOUNTING METRIC	CATEGORY	UOM	CODE	RESPONSE
Description of approach to identifying and addressing data security risks	Discussion & Analysis	n/a	CG-MR-230a.1	Data Security
1. Number of data breaches 2. Percentage involving personally identifiable information (PII) 3. Number of customers affected	Quantitative	• Number • Percentage (%)	CG-MR-230a.2	In the event of an incident involving any suspected or confirmed breach of customer information, ODP is committed to taking immediate action and initiating appropriate remedial measures to protect the confidentiality and integrity of the information. We maintain security incident response, disaster recovery and business continuity plans. In the event of such a breach, ODP requires documentation of all responsive steps in accordance with its security incident response procedures. ODP also requires a post-incident review of the events and any actions taken to change business practices for PII and confidential information.

Labor Practices

ACCOUNTING METRIC	CATEGORY	UOM	CODE	RESPONSE
1. Voluntary 2. Involuntary turnover rate for in-store employees	Quantitative	• Rate	CG-MR-310a.2	• 89.81%* • 6.08%*

Workforce Diversity & Inclusion

ACCOUNTING METRIC	CATEGORY	UOM	CODE	RESPONSE
Percentage of gender and racial/ethnic group representation for 1. Management 2. All other employees	Quantitative	• Percentage (%)	CG-MR-330a.1	**Diversity & Inclusion**

Product Sourcing, Packaging & Marketing

ACCOUNTING METRIC	CATEGORY	UOM	CODE	RESPONSE
Revenue from products third-party certified to environmental and/ or social sustainability standards	Quantitative	• Reporting currency	CG-MR-410a.1	**Customer Solutions**
Discussion of processes to assess and manage risks and/or hazards associated with chemicals in products	Discussion & Analysis	n/a	CG-MR-410a.2	**Commitment to Safer Chemicals Management**
Discussion of strategies to reduce the environmental impact of packaging	Discussion & Analysis	n/a	CG-MR-410a.3	**Products & Packaging**

* Turnover rates reflected are for in-store associates for calendar year 2021.

Activity Metrics

ACCOUNTING METRIC	CATEGORY	UOM	CODE	RESPONSE
Number of 1. Retail locations 2. Distribution centers	Quantitative	• Number	CG-MR-000.A	• 1,037 • 67
Total area of 1. Retail locations 2. Distribution centers	Quantitative	• Square meters (m2)	CG-MR-000.B	• 2,139,389 m² • 842,510 m²

Thank you

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ODP™
THE ODP CORPORATION

Office DEPOT GRAND&TOY.

TAB 4
QUALIFICATION AND EXPERIENCE

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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c) Qualification and Experience

i. Provide a brief history of the Offeror, including year it was established and corporate office location.

Founded in 1986 with the opening of its first retail store in Fort Lauderdale, Florida, the ODP Corporation has become a leading global provider of products, services and solutions for every workplace, whether that be the office, home, school or car. From the late 1980s and throughout the 1990s, ODP Business Solutions developed its structure and customer base by acquiring various office supply companies and expanding its reach to global markets. Having established its prominent e-commerce presence continuing into the new millennium, ODP Business Solutions sustained its growth by merging with OfficeMax Incorporated in late 2013 and remaining a leader in offering excellence in quality workplace products, services and solutions. In addition, ODP Business Solutions, headquartered in Boca Raton, Florida, is expanding its capabilities as a leading provider of business services and supplies, products and technology solutions.

The ODP Corporation (NASDAQ:ODP) is a leading provider of products and services through an integrated business-to-business (B2B) distribution platform and omnichannel presence, which includes world-class supply chain and distribution operations, dedicated sales professionals, a B2B digital procurement solution, online presence, and a network of Office Depot and OfficeMax retail stores. Through its operating companies Office Depot, LLC; ODP Business Solutions, LLC; Veyer, LLC; and Varis, Inc., The ODP Corporation empowers every business, professional, and consumer to achieve more every day.

ODP Business Solutions, LLC, an operating company of The ODP Corporation, is a leading B2B provider of workplace and technology solutions, combining an extensive range of products and services with a national footprint and hundreds of experienced business advisors. As a trusted partner, ODP Business Solutions supports over 140,000 corporate clients, along with the SLED and GSA divisions, in navigating the often-complex needs of today's hybrid business environment. From accessing comprehensive solutions and strategic alliances, to supply chain innovation and robust digital platforms, ODP Business Solutions helps customers achieve business results across every industry. For more information on ODP Business Solutions, visit www.odpbusiness.com or follow on LinkedIn, Twitter and Facebook.

ii. Describe how Offeror ensures contract compliance.

ODP Business Solutions made a significant investment in creating an organization, dedicated to ensuring accurate customer set-up, timely maintenance of customer pricing, and protecting the integrity of our agreements with our customers. To carry out those important responsibilities, we developed an online document management system which calendarizes the significant milestones of our legal agreements. This provides us with visibility to those commitments that are time sensitive. In addition to our system enhancements, our team of Compliance Managers is responsible for establishing a consistent schedule of inspection while ensuring Region 4 ESD end users are receiving the service and pricing ODP Business Solutions has committed to provide.

iii. What measures does Offeror take to ensure all products are authentic and not counterfeit?

ODP works directly with brand manufacturers to ensure products provided are new, unused (with the exception of recycled products) and were purchased solely from the original manufacturer or through the manufacturer's authorized distribution. Our products are covered by manufacturer warranty.

iv. Describe Offeror's reputation in the marketplace.

Our K-12 service support philosophy is uncomplicated: We believe in high quality education through strong business frameworks. We build our team and select our partners around this philosophy. We feel its inherent simplicity will continue to move us toward the future. We commit to providing our district partners our creative and professional best and upholding our company's reputation for excellence.

Supported by a team of K-12 specialists, consultants, and innovators: We provide solutions that are responsive to learner needs and an experience that combines the creativity and insight of our district partners. ODP Business Solutions' team collaborates to provide instructional tools that best facilitate your Participating Agencies' intended learning goals.

Comprehensive K-12 Solutions

- Holistic approach
- Instructional technology
- Collaborative classrooms/furniture
- Instructional resources
- Early learning
- Healthy schools
- School supplies
- School improvement
- Online Store – Fundraising/Promo

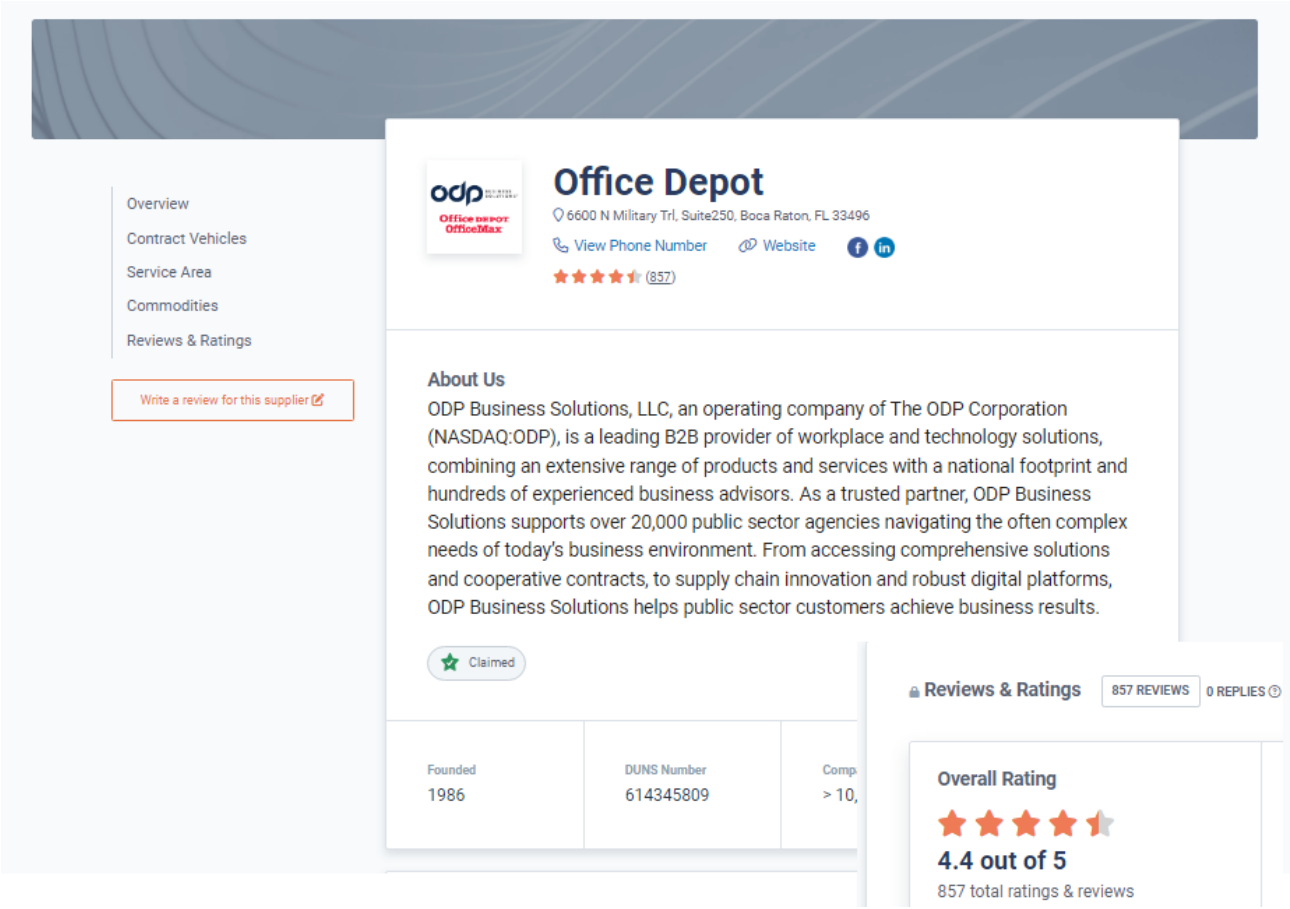
One reflection of a company's reputation in the marketplace is its ability to retain customers over many contract terms and product categories. ODP Business Solutions has an enviable retention rate for our larger customers (Region 4 ESC and its Participating Agencies are among our largest) even in this highly competitive economic situation. Customers understand that the very lowest price sometimes comes at considerable expense in service and support. ODP provides the total package, equaling a highly competitive Total Cost of Ownership.

v. Describe Offeror's reputation of products and services in the marketplace.

ODP Business Solutions is proud of our industry-leading and highly respected B2B sales organization. We boast the largest sales footprint in the industry; combining Field and Inside sales personnel to offer

360-degrees of coverage to our customer's needs. The sales construct within ODP Education is no different, providing nationwide field sales presence and a canvassed inside sales approach to managing our customer accounts. Our sales personnel are uniquely experienced, and partner with our customers to identify and respond to all their school supply needs.

Proof of our focus and reputation in the market is our rating on Procurated, the largest supplier ratings and reviews platform built for the public sector. As of this July 2023, ODP has more than 850 reviews from the end users transacting with ODP Business Solutions and a rating of 4.4 stars out of 5. For more information visit https://www.procurated.com/suppliers/office-depot-c3183439-360d-4380-b5cc-4a2bb696d1a3.



Procurated snapshot

ODP Business Solutions uses our leverage as a Fortune 250 company to bring you the competitive pricing and benefits you need, all while still providing the personal attention and dedicated service you would expect from a local company. Our experience spans nearly every industry in the private and public sectors in both the U.S. and Canada.

Furthermore, our knowledge and experience with leading manufacturers, competitive pricing and private brands are the foundation from which we are able to offer value and add beneficial ways in which we serve you. All you need is one partner with the knowledge and expertise to simplify your current office supplies, cleaning and breakroom, print activities and document processes, and technology. We are experienced in customizing solutions for you involving advanced, scalable technology resources to maximize efficiencies and ROI. We also offer remote document management/tracking and adaptive distribution alternatives to give you more control.

ODP Business Solutions operates under the highest level of integrity, and we have made the necessary investments in system enhancements and infrastructure to ensure the agreements we enter are clear and unambiguous as well as to ensure our contracts are properly priced and that we remain focused on delivering to all terms of our agreements.

Austin, TX is home to ODP Business Solutions' Inside Sales Organization (ISO). The ISO encompasses Facilities Specialists and Sales Support personnel, providing collaborative support for our facilities customers as well as our regionally aligned field sales personnel.

Our facilities field team are located throughout the United States; each tasked with bridging the knowledge gap between 1,200+ traditional ODP Business Solutions Sales Representatives and our customer base, as well as providing in-depth expertise and access to facility solutions for the entirety of vertical market customers. Supporting this entire workforce is the Education and Strategy Team specifically aligned to product and segment categories.

As an ODP Business Solutions customer whose procurement needs include educational school supplies, your account management team members are your primary contacts who can provide:

- Product information, literature and comparison data
- Facility site assessment – in person and virtual
- Pricing Analysis, Review & Design
- Pre-Sales Support; including product knowledge and order placement
- Post-Sales Support, including ETA attainment, Return Merchandise Authorizations (RMA), order tracking and invoicing

iv. Describe the experience and qualification of key employees.

Program Sales Team

Valya Broyer

Vice President, Public Sector

- 30+ Years w/ ODP
- (303) 704-8107 | valya.broyer@odpbusiness.com

Responsible for the public sector organization and development of public sector customers. Cultivates and manages the OMNIA partnership to increase organizational engagement and grow the cooperative portfolio.

Drew Tuller

Program Manager, Public Sector Education, and Government

- 15+ Years industry experience
- BS – Daniel Webster College
- (518) 538-1948 | drew.tuller@odpbusiness.com

Responsible for the growth and management of OMNIA Partner contracts with a focus on Region 4 ESC contracts. Drives growth by working with the agency, cooperative partner, and local sales teams.

Jennifer Jimenez

National Program Manager, Public Sector

- 15+ Years w/ Office Depot
- BS – San Jose State University
- (408) 603-9011 I Jennifer.jimenez@odpbusiness.com

Responsible for the cultivation & management of contracts partnered with OMNIA Partners with a focus on the Region 4 ESC & Oregon State University contracts. Foster dialogue with the agency, cooperative partner and local sales teams for optimal outcomes.

Krystal Gilbert Schafer

Program Manager, Public Sector Education, and Government

- 14+ Years Industry experience
- BS – University of Arkansas
- (870) 703-0454 | krystal.gilbert@odpbusiness.com

Responsible for the cultivation & management of contracts partnered with OMNIA Partners with a focus on Region 4 ESC, Florida International University and City of Tamarac cooperative contracts. Foster dialogue with the agency, cooperative partner, and local sales teams for optimal outcomes.

Marketing

Josie Sandoval

Senior Marketing Analyst

- 6+ Years w/ ODP
- BS – University of Florida
- (561) 438-6084 | josie.sandoval@odpbusiness.com

Josie Sandoval manages Public Sector marketing for ODP Business Solutions. In this role, she is responsible for developing the marketing strategy and executing campaigns to grow and support public sector. Josie joined the company in 2017 and has held previous roles in Private Brand. She received her Bachelor of Science degree in Advertising from the University of Florida.

Financial Reporting

Richard Calhoun

Sr. Manager, Customer Rebates

- 10 Years w/ ODP
- BS in Accounting, Northeastern University
- (561) 395-4001 | richard.calhoun@odpbusiness.com

Rich manages the Customer Rebate Team for the Business Solutions Division. He works closely with the Sales Team to develop pricing and rebate structures best suited to the

customer's served under the Region 4 Program and with his team, Sales, Accounting and Finance to assure that all rebate calculations and reporting are accurate and that payments are made on a timely basis.

Accounts Payable Team

Accounts Payable Team

- Hours of Operation: 8 am – 5 pm Eastern
- Location: ODP Corporate Headquarters
- (844) 259-9131

Two groups in Accounts Payable provide support to our Vendors. The AP Rep group provides support for Expense Vendors. The AP Tech group provides support for Merchandise Vendors.

Contracts & Contract Compliance

Valya Broyer
Vice President, Public Sector

- 30+ years w/ ODP
- (303) 704-8107 I valya.broyer@odpbusiness.com

Team manages private sector buying groups and public sector cooperatives ultimately responsible for management of contracts.

Jean P. Davis

Sr. Consultant Sales Contract BSD, Pricing Compliance

- 20+ Years w/ ODP
- Chesapeake College – Paralegal Studies
- (443) 889-7670 I jean.davis@odpbusiness.com

Manage and maintain contract & pricing compliance. Works directly with the selling organization to provide structure and compliance for the various levers within the contract. Serves as a liaison between the legal department, sales, and the client.

Sales Support

Les Levy

Service Consultant- Public Sector & International

- 25+ Years – Office Supply Industry Experience (5 years with ODP)
- (646) 573-1004 | les.levy@odpbusiness.com

Responsible for supporting the OMNIA partner contracts and clients in the Public Sector.

Diane Turley

Global Service Consultant

- 16+ Years w/ Office Depot
- BA – University of Texas (Arlington)
- (817) 475-2079 | diane.turley@odpbusiness.com

Responsible for supporting the OMNIA partner contracts and clients.

Executive Support

David Centrella

President, ODP Business Solutions; EVP, The ODP Corporation

- 25+ Years w/ ODP
- University of Florida's Fisher School of Accounting, B.A.
- (561) 438.4800 | David.centrella@odpbusiness.com

David was named President of ODP Business Solutions in May 2022. In this role, he is responsible for core B2B sales and operations across all customer segments and vertical markets, including through Grand & Toy and ODP's Federation Entities.He has held various roles, the most recent as Sr. VP of FP&A.

Steve Blyth

Sr. Vice President, Public

- 3 Years w/ ODP
- 22 years with Cintas Corporation
- (630) 418-0217 | Steven.blyth@odpbusiness.com

Steve was named SVP of the Business Service Division in February 2020. He is responsible for ODP's growth strategy in North America for the mid-market and strategic customer segment which includes acquisition and retention. Before taking on this current role, Steve served in various Senior leadership roles over a 22-year career with Cintas.

v. Describe Offeror's experience working with the government sector.

Experienced public sector advisors are here to serve you

ODP Business Solutions understands the unique requirements of public agencies. After all, we've served the public sector for 36 years, supporting government at every level — and consistently delivering industry-leading value.

GOVERNMENT

With decades of experience serving the public sector, ODP Business Solutions specializes in meeting the demands of federal, state and local agencies. We offer products, services, strategies and savings that can improve procurement efficiency.

State and local governments

ODP Business Solutions is well versed in supporting state and local agencies. Leverage our contracts, including OMNIA Partners and NASPO ValuePoint, to help Participating Agencies save on products and solutions — wherever you require them.

Federal government

ODP Business Solutions offers products, services, strategies and savings that can help Participating Agencies increase efficiency in procurement. Our GSA MAS contracts (#47QSEA20D005Q and #47QSCA20D000B) contain a broad assortment of office and facility supplies, plus technology and furniture. In addition, our dedicated federal government account management specialists can help you choose solutions for your specific agency.

ODP Business Solutions has programs specifically geared to support public sector customers and, in particular, public administrations in the Federal, State and local government sectors. We have significant experience in managing all aspects of public contracts and vast experience implementing and transitioning sophisticated e-procurement systems supporting government programs. We are the

awarded supplier for many government entities with expertise ranging from simple to complex implementations for any size public agency. In these instances, we boast an A+-rated Implementation team that possesses the expertise necessary to ensure a seamless transition to the ODP Business Solutions website, odpbusiness.com, or to ecommerce platforms via third party integrations and punchout solutions. For example, recent implementation and maintenance projects have included SAP, Coupa, Jaggaer, and an extensive list of other ecommerce systems.

During implementation and ongoing, we are the logical choice in that our customers choose ODP Business Solutions to reduce purchasing and accounting costs, drive continuous improvement, and maintain contract compliance. One way we support our customers is through support of Pcard programs, electronic invoicing and electronic payment, where our AR system information is transmitted directly to the customer's AP system, decreasing the risk of errors that may be caused by data re-entry. Here are some additional program services that may benefit Participating Agencies:

Contract Compliance. ODP Business Solutions understands the importance of meeting contractual terms and conditions. Our sales team will partner with <<Client>> and in conjunction with our internal Compliance team, will work to ensure that the contract terms and requirements are met and supported with timely, consistent reporting.

Auditable Pricing. Pricing controls and/or discounts by category that support customized services with extensive experience in the office products industry, and ample staff prepared to support the needs of a complex purchasing community and/or a statewide procurement contract.

References/B2B Requirements. Experience supported by references and/or case studies in B2B enterprises and government providing a full line of office supplies and variety of other product categories such as furniture, technology, and janitorial supplies.

Contract Strategist. Dedicated advisors working with public administrations to achieve goals and maximize budgets. Our sales personnel work with <<Client>>'s/agencies' to resolve operational issues, identify improvement opportunities, and to pursue potential savings opportunities.

Innovation/Digital Platforms. Comprehensive product offering to support a city or statewide online catalog as a customizable solution with management tools. The online catalog provides help/Chat functions, order tracking and savings, contract pricing, product descriptions and environmental and other website icons to identify items and services.

Excellent Customer Care. Support for your needs is of the utmost importance for your numerous ordering entities. We have multiple ways to support placement of orders including: Phone, fax, email, internet ordering, Electronic Data Interchange (EDI), and E-Procurement Integration.

Sustainability/Green Products. When customizing options to meet your environmental sustainability goals, choose to leverage experience honed by serving some of the world's most green-minded organizations. End users can choose from thousands of products with eco-attributes, including multiple options in categories such as paper, office supplies, cleaning, furniture, and technology, and our exclusive digital catalog will enhance your agencies' shopping experience.

Electronic Invoicing/ACH. eBills to the end user with the information needed to reconcile orders and billing to the contract account, and customization and identification of cost centers and billing/order information, saves time, money, and streamlines billing. Time-saving account tools like online bill management provides advanced search capabilities to determine what is paid and outstanding, and provides visibility to drill down to invoice, payments, credits, and adjustments.

Visible Insight and Analytics. Reports uniquely suited for each customers' needs providing usage and tracking of spend for the overall program for the entire account, including visibility to monitor specific location purchases, and end-user compliance and usage. When looking to see how we get there, or where you are in comparison, regular Business Reviews communicating essential contract and statistical information that we gather on our performance and service levels provide visibility and insight.

ODP Business Solutions has become a very successful supplier of office supplies and services to federal, state, and local governments by meeting the very unique requirements of government agencies. For example, ODP is:

- An approved supplier of AbilityOne/JWOD products
- An aggressive and successful Tier One and Tier Two partner and promoter
- Committed to make MWDVE HUB products available to all of its customers
- A committed supplier of GREEN (environmentally friendly) products
- Able to provide service through its delivery service and retail stores in all 50 state & Puerto Rico
- Able to provide delivery service direct to US Government Agencies in 35 other countries
- Able to meet the highly varied ordering and paperwork requirements of different agencies
- Committed to provide the level of customer service that each customer feels is necessary
- Skilled at operating a secure and safe delivery system
- Constantly seeking ways to reduce costs
- Able to report detailed customer purchasing history so informed spend decisions can be made

With 36 years of public sector experience, innovative technology, and associates that understand how to support public institutions, we are confident our customers won't find another company who can deliver this type of infrastructure, support, and value. From top-level procurement management of government contracts to managing the thousands of details for affiliate agencies and users, we have the products, services, and track record to help our customers succeed.

ODP Business Solutions has the operational infrastructure in place to provide delivery to central urban areas and rural locations. We focus on partnering with our customers to deliver excellent customer service, all while reducing total cost of ownership and administration time, allowing contract participants to focus on their core responsibilities. Regardless of size of program or geographical location, our customers have come to expect the same consistent service, contractual compliance, and wide variety of product and economical pricing that ODP Business Solutions delivers.

In addition, ODP Business Solutions serves both public and private sector educational government agencies, such as K-12 and Higher Educational institutions, as described elsewhere in our RFP response, such as Tab 2.

Experienced public sector advisors are here to serve you

ODP Business Solutions understands the unique requirements of public agencies. After all, we've served the public sector for nearly 36 years, supporting schools at every level — and consistently delivering industry-leading value.

Education

We work with schools and districts across the U.S. as they tackle today's unique challenges. With decades of knowledge and experience in the education sector, ODP Business Solutions advisors know your industry.

Count on us for the innovative products, services and solutions you need to help create a productive and comfortable learning environment for administration, students and faculty. We can help you streamline purchasing, reduce costs and maintain contract compliance by consolidating vendors — so a single resource can provide solutions wherever you want them, especially during times of rapid change.

K-12 education

ODP Business Solutions is committed to helping you meet the demands that your school and district face every day. We'll help with effective procurement and payment solutions for your K–12 schools and your district, so you can focus on every aspect of learning and use district budgets effectively.

Rely on us for products and services for your institution — and for the big-picture thinking that can help you aim higher. As your collaborator, ODP Business Solutions's advisors use their experience to bring you innovative ideas. We'll tailor solutions that can help you address important issues, such as helping to reduce absenteeism and improve student achievement, fostering team building in classrooms, supporting remote or collaborative learning options, and more.

Higher education

At ODP Business Solutions, we know that the day-to-day challenges and requirements of running a college or university can add up for your procurement department. That's why we operate as an extension of your team — one that can help you reduce costs, maintain contract compliance, achieve sustainability and diversity goals, provide peace of mind with a world-class supply chain, and more.

We're committed to exchanging ideas, providing transformative thinking, and delivering innovative solutions that help you work better and make your job easier. Whether you're searching for furniture and space planning, ways to maximize visibility and reporting, or options to help you improve your sustainability and diversity practices, ODP Business Solutions is here to support the success of your institution.

vi. Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors.

As stated in our response to *Tab 3A, J.*, the ODP Corporation is a large, publicly traded company with many retail operations, which subjects it to legal proceedings and business litigation of many types. However, there are no pending legal proceedings or any pending business litigation that would affect ODP's ability to support our customers or affect our ability to meet the stated requirements in this RFP.

ODP Business Solutions is one of the largest office products distributors in the world. On June 30, 2020, Office Depot, Inc., the predecessor of The ODP Corporation, implemented a holding company reorganization (the "Reorganization"), which resulted in The ODP Corporation becoming the parent company of, and the successor issuer to, Office Depot, Inc. The company has combined annual sales of approximately $8.49 billion.

Region 4 ESC and its participating Agencies have been customers of the Business Solutions Division of Office Depot, LLC, for years. In June 2022, The ODP Corporation went through an internal reorganization which has resulted in the company being organized across four (4) separate business units. One such unit is ODP Business Solutions, LLC, whose focus will be exclusively on our customers in the B2B business sector. So, although the entity that is responding to this particular Bid/RFP is ODP Business Solutions, LLC, a portion of the responses provided, and the information that is provided herein, is based on the Office Depot-related entity that oversaw our B2B business in the past (Office Depot, LLC). We believe that providing the requested information in this fashion provides the greatest insight into our business and provides the clearest picture on who we are. To be clear, there are no other changes but for the change in entity resulting from the internal reorganization.

For more information on the 2022 relignment, see attached *04.01 ODP Corp Completes Realignment* press release.

Furthermore, ODP has never declared bankruptcy and does not believe there have been any material changes in operating performance or financial position that would impact the services offered.

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THE ODP CORPORATION

The ODP Corporation Completes Realignment of Operating Business Entities to Better Serve Customers

June 21, 2022

Following Review of Alternatives, Board Unanimously Determines to Maintain B2B and B2C Businesses Under Common Ownership

Company Continues Strong Operating Performance and Issues Preliminary Second Quarter 2022 Guidance

BOCA RATON, Fla.--(BUSINESS WIRE)--Jun. 21, 2022-- The ODP Corporation (NASDAQ:ODP) ("ODP" or the "Company"), a leading provider of business services, products and digital workplace technology solutions through an integrated B2B distribution platform, today announced that its Board of Directors completed its previously announced review of the public and private non-binding proposals received by the Company to acquire its consumer business, including the Office Depot and OfficeMax retail stores business and its direct channel business, officedepot.com.

Following the completion of that review, the Board of Directors unanimously determined it is in the best interests of the Company and its shareholders not to divest the consumer business at this time. In reaching its conclusion, the Board was assisted by its financial and legal advisors, and its process included further discussions of the non-binding proposals with the potential buyers to ascertain additional details about the proposed terms and conditions. It also consisted of evaluating the expected value to the Company of such proposals, taking into account the proposed structure, economic terms, certainty, expected timing and potential regulatory requirements.

Further, due to current market conditions, the Board also determined not to resume the Company's previously announced potential public company separation at this time and instead to maintain all of its businesses under common ownership. That separation process had been put on hold earlier this year pending evaluation of potential opportunities to divest the Company's consumer business.

"Given current market and macroeconomic conditions, as well as the benefits of maintaining purchasing and supply chain synergies, the Board has determined that now is not the right time to further pursue separating the Company into two independent, publicly traded companies," said Joseph Vassalluzzo, chair of the Board of Directors of The ODP Corporation. "However, the completion of our internal reorganization will make such a potential separation substantially simpler should the Company determine to resume the separation process following a change of market conditions in the future."

The ODP Corporation recently completed transforming its operations under its holding company structure into its B2C business and three distinct B2B business and digital segments focused on further enhancing value for shareholders:

- **Office Depot, LLC** – a leading provider of retail consumer and small business products and services distributed via approximately 1,000 Office Depot and OfficeMax retail locations and an award-winning eCommerce presence (officedepot.com).

- **ODP Business Solutions, LLC** – ODP's leading B2B solutions provider serving small, medium and enterprise level companies (odpbusiness.com). This includes the contract sales channel of ODP's prior Office Depot Business Solutions Division; Grand & Toy, operating one of the biggest distribution networks serving customers in Canada coast-to-coast via its direct sales force and best in class e-commerce platform (grandandtoy.com); and the Company's Federation Entities, which comprise more than a dozen regional office supply distribution businesses acquired by ODP as part of its transformation to expand its reach and distribution network into geographic areas that were previously underserved, and which continue to operate under their own brand names.

- **Veyer, LLC** – a world-class supply chain, distribution, procurement and global sourcing operation (veyerlogistics.com). Veyer procures and distributes products for both Office Depot, LLC and ODP Business Solutions, LLC, as well as third-party customers.

- **Varis, LLC** – ODP's B2B digital platform technology business focused on transforming digital commerce between buying organizations and suppliers (govaris.com).

“Completing the realignment of our operating businesses enables our dedicated management teams to focus on meeting their respective customers’ needs and implement channel specific go-to-market strategies. And by the end of the year, it will also enable us to provide greater visibility to our investors about these operating businesses’ performance on a go-forward basis,” said Gerry Smith, chief executive officer of The ODP Corporation. “Moreover, because of the current scaling benefits derived from operating under The ODP Corporation holding company structure, Office Depot, ODP Business Solutions, Veyer and Varis are better together as a value creating enterprise at this time.”

“Our operating flexibility and balance sheet currently have us well positioned to continue delivering strong results against a macroeconomic backdrop that remains challenged by inflation and supply chain constraints,” said Anthony Scaglione, executive vice president and chief financial officer of The ODP Corporation. “For the second quarter of 2022, we expect consolidated revenue to be approximately $2.0 billion and adjusted EBITDA in a range of $85 to $90 million. We continue to expect our full-year 2022 results to be in-line with the previous year and will provide more details regarding our operating segment realignment and long-range outlook, including capital allocation and returns, in the coming months.”

About The ODP Corporation

The ODP Corporation (NASDAQ:ODP) is a leading provider of business services and supplies, products and digital workplace technology solutions to small, medium and enterprise businesses, through an integrated business-to-business (B2B) distribution platform, which includes world-class supply chain and distribution operations, dedicated sales professionals and technicians, online presence, and approximately 1,000 stores. Through its banner brands Office Depot®, OfficeMax®, ODP Business Solutions™, Varis™ and Grand&Toy®, as well as others, the Company offers its customers the tools and resources they need to focus on their passion of starting, growing and running their business. For more information, visit news.theodpcorp.com and investor.theodpcorp.com.

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FORWARD LOOKING STATEMENTS

This communication may contain forward-looking statements within the meaning of the Private Securities Litigation Reform Act of 1995. These statements or disclosures may discuss goals, intentions and expectations as to future trends, plans, events, results of operations, cash flow or financial condition, the potential impacts on our business due to the unknown severity and duration of the COVID-19 pandemic, or state other information relating to, among other things, the Company, based on current beliefs and assumptions made by, and information currently available to, management. Forward-looking statements generally will be accompanied by words such as “anticipate,” “believe,” “plan,” “could,” “estimate,” “expect,” “forecast,” “guidance,” “expectations”, “outlook,” “intend,” “may,” “possible,” “potential,” “predict,” “project,” “propose” or other similar words, phrases or expressions, or other variations of such words. These forward-looking statements are subject to various risks and uncertainties, many of which are outside of the Company’s control. There can be no assurances that the Company will realize these expectations or that these beliefs will prove correct, and therefore investors and stakeholders should not place undue reliance on such statements.

Factors that could cause actual results to differ materially from those in the forward-looking statements include, among other things, highly competitive office products market and failure to differentiate the Company from other office supply resellers or respond to decline in general office supplies sales or to shifting consumer demands; competitive pressures on the Company’s sales and pricing; the adverse effects of an unsolicited tender offer on our business, operating results or financial condition; the risk that the Company is unable to transform the business into a service-driven, B2B platform that such a strategy will not result in the benefits anticipated; the risk that the Company will not be able to achieve its strategic plans, including the proposed separation or sale of its consumer business, and the high costs in connection with these transactions may not be recouped if these transactions are not consummated; the risk that the Company may not be able to realize the anticipated benefits of acquisitions due to unforeseen liabilities, future capital expenditures, expenses, indebtedness and the unanticipated loss of key customers or the inability to achieve expected revenues, synergies, cost savings or financial performance; the risk that the Company is unable to successfully maintain a relevant omni-channel experience for its customers; the risk that the Company is unable to execute the Maximize B2B Restructuring Plan successfully or that such plan will not result in the benefits anticipated; failure to

effectively manage the Company's real estate portfolio; loss of business with government entities, purchasing consortiums, and sole- or limited- source distribution arrangements; failure to attract and retain qualified personnel, including employees in stores, service centers, distribution centers, field and corporate offices and executive management, and the inability to keep supply of skills and resources in balance with customer demand; failure to execute effective advertising efforts and maintain the Company's reputation and brand at a high level; disruptions in computer systems, including delivery of technology services; breach of information technology systems affecting reputation, business partner and customer relationships and operations and resulting in high costs and lost revenue; unanticipated downturns in business relationships with customers or terms with the suppliers, third-party vendors and business partners; disruption of global sourcing activities, evolving foreign trade policy (including tariffs imposed on certain foreign made goods); exclusive Office Depot branded products are subject to additional product, supply chain and legal risks; product safety and quality concerns of manufacturers' branded products and services and Office Depot private branded products; covenants in the credit facility; general disruption in the credit markets; incurrence of significant impairment charges; retained responsibility for liabilities of acquired companies; fluctuation in quarterly operating results due to seasonality of the Company's business; changes in tax laws in jurisdictions where the Company operates; increases in wage and benefit costs and changes in labor regulations; changes in the regulatory environment, legal compliance risks and violations of the U.S. Foreign Corrupt Practices Act and other worldwide anti-bribery laws; volatility in the Company's common stock price; changes in or the elimination of the payment of cash dividends on Company common stock; macroeconomic conditions such as future declines in business or consumer spending; increases in fuel and other commodity prices and the cost of material, energy and other production costs, or unexpected costs that cannot be recouped in product pricing; unexpected claims, charges, litigation, dispute resolutions or settlement expenses; catastrophic events, including the impact of weather events on the Company's business; the discouragement of lawsuits by shareholders against the Company and its directors and officers as a result of the exclusive forum selection of the Court of Chancery, the federal district court for the District of Delaware or other Delaware state courts by the Company as the sole and exclusive forum for such lawsuits; and the impact of the COVID-19 pandemic on the Company's business, including on the demand for its and our customers' products and services, on trade and transport restrictions and generally on our ability to effectively manage the impacts of the COVID-19 pandemic on our business operations. The foregoing list of factors is not exhaustive. Investors and shareholders should carefully consider the foregoing factors and the other risks and uncertainties described in the Company's Annual Reports on Form 10-K, Quarterly Reports on Form 10-Q, and Current Reports on Form 8-K filed with the U.S. Securities and Exchange Commission. The Company does not assume any obligation to update or revise any forward-looking statements.

View source version on businesswire.com: https://www.businesswire.com/news/home/20220621005423/en/

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TAB 4A
REFERENCES

(CONFIDENTIAL)

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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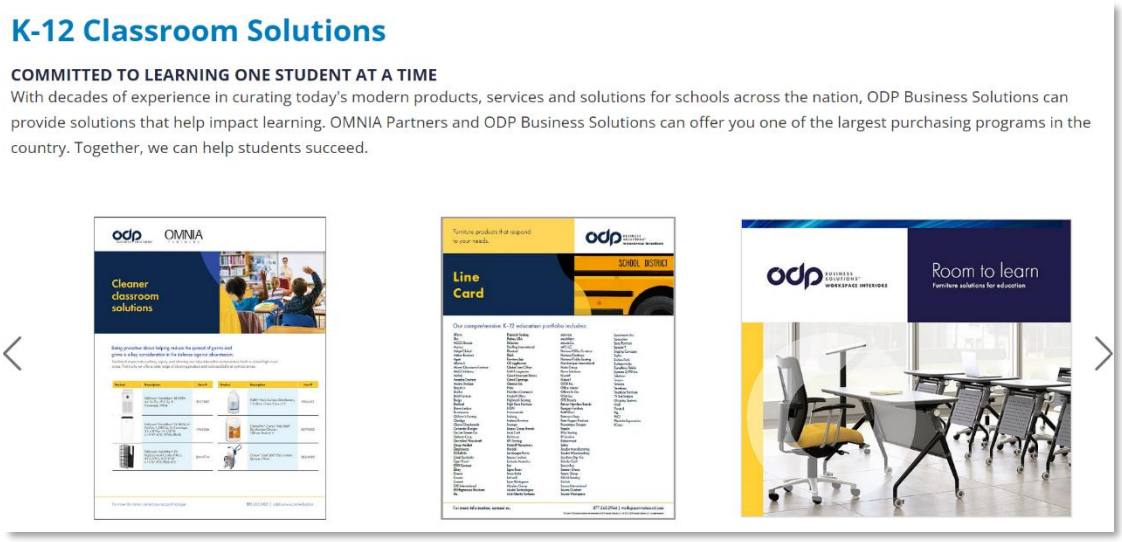
viii. Provide any additional information relevant to this section.

At ODP Business Solutions, we believe in high-quality business frameworks. This means improving efficiency to reallocate resources towards procurement solutions, growth, and sustainability. We understand the importance of being great stewards of public funding, and we offer an array of services and solutions to help public agencies manage costs and operate more efficiently. Our commitment to serving Public Sector Agencies is evident in our deployment to service and experience serving those that have entrusted us to provide innovative solutions and world-class contract compliance.

We understand that today's procurement officers are not only being challenged to do more with less; they are also making shifts in procurement methodologies, demands from the constituencies they serve, and a changing workforce. ODP Business Solutions has been successfully partnering with the agencies we serve to bring them the products and services they need to support these shifts.

The cooperative contracting platform continues to gain momentum and acceptance in the marketplace amongst the most respected public procurement professionals, while allowing us to adapt to the changes and needs of our valued public agency customers. We continue to refine our contract offering to meet the demands in the marketplace with industry leading contract compliance while offering the right products through related contracts.

We are proud to be an incumbent contract holder of several current Region 4 ESC / OMNIA Partner contracts. We do not take this privilege lightly – as we compete for this award once again, our entire sales organization is actively engaged in promoting existing agreements. Our team is committed to providing a comprehensive collection of solutions to the Region 4 ESC and OMNIA Partners contracting label. This market approach supports the desire of many public procurement officials to reduce vendor count while giving them the benefits of the solutions that we currently offer and are proposing in this solicitation.



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odp BUSINESS SOLUTIONS™

TAB 5
VALUE ADD

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

odp BUSINESS SOLUTIONS™ EDUCATION

region 4

OMNIA® PARTNERS

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d) Value Add

The following pages include the comprehensive solutions that ODP Business Solutions provides to public sector agencies. We are truly a "one-stop shop" that facilitates time and cost savings through supplier consolidation opportunities and provides a significant variety of product, services, and solutions to our customers. We believe this detail demonstrates how ODP Business Solutions continually invests in new products, services, and solutions to meet the ever-changing needs of the workplace. Adapting to the needs of our customers has been our legacy and will be our future.

i. Provide any additional information related to products and services Offeror proposes to enhance and add value to the Contract.

At ODP Business Solutions, a commitment to education is at our core, and efficiency is one of the main benefits that sets us apart.

We'll continue to build on our foundation with proficiencies that help us support districts, communities, teachers, and parents in providing a school system that propels students into the future with lasting success. No matter the size of your Participating Agency or how many schools they have, Region 4 ESC can count on us for quality products at competitive prices.

As noted throughout our proposal, ODP Business Solutions is dedicated to helping students succeed in school and in life. We are proud to impact education at every level.

- 25 years working with public and private education institutions
- Dedicated K-12 and higher education representatives who are knowledgeable about industry trends, their impact on procurement practices, and designing solutions that may not have seemed possible
- Leader in national cooperative purchasing contracts

School Supplies and Solutions

We understand that running a school requires more than paper and pencils. That's why we offer a complete range of products and resources with single-source savings and convenience.

The ODP Story, Simplified

Office Depot has spent 36 years assisting business leaders to run the working world. Now, we're doing it as ODP Business Solutions.

Why is our business evolving? Well, why is any business evolving?

- To answer shifting marketplace demands.
- To stay competitive against an expanding set of challengers.
- To take advantage of technological innovation.
- To enable more efficient ways of working.

- To make business more inclusive and sustainable.
- To better support and empower our employees.
- To continue to serve our customers to the very highest standard.
- To enrich and elevate local communities.
- To make sure business works for people, and not just the other way around.

Sound familiar?

Our business is evolving because *your* business is evolving.

Access our expansive breadth of education solutions to custom fit your Participating Agencies' unique and changing needs

We focus on providing your Paticipating Agencies with relevant Solutions at the value they deserve.

COMPETITIVE DIFFERENCIATORS

HUMAN

Dedicated advisors who understand your goals and empathize with your needs

- Dedicated Account Team: To help you improve school efficiency, optimize budgets, and inform you of new and emerging education solutions.
- Education Advisors: Solution consultants focused on helping you achieve district and school goals through powerful insights to find the right answers.

COMPREHENSIVE

An offering as extensive as the challenges you're trying to solve

- Extensive Product Range: With offerings that continuously grow, evolve, and adapt to fit your needs.
- Wide-Range Business Services: From innovative classroom conceptualization and optimization to technology solutions, staff-room planning, and beyond.
- Product Authenticity: Innovative products and solutions from leading brands that live up to the quality expected.

FORWARD THINKING

Focused on innovation and sustainability to help your business and people thrive

- People, Planet, and Prosperity: Eco-conscious products, greener services, and a vast roster of women and minority-owned suppliers to help you achieve your environmental, social, and governance goals.
- Innovative Digital Platforms:Custom digital platforms, mobile optimization, and dashboard analytics are just a few of the ways we are pushing the client experience forward.

ACCESSIBLE

Visibility, insight, and analytics that allow you to assess and adjust in real time

- Cooperative Contracts: An extensive collection of cooperative contracts that offer a wide range of products and a world-class supply chain at predetermined prices.
- Advanced Visibility & Reporting: A real-time user dashboard and mobile app that provides full access to your purchasing history, financial metrics, shopping, purchasing, and spend tracking.
- Customized Order Delivery:Custom delivery sizes, subscription services, special handling, and next-business-day and free shipping options available to help you get exactly what you need.
- Extensive Supply Chain: We are dedicated to delivering the products and solutions you need in a consistent and timely manner to help eliminate downtime and maximize productivity.

Education Solutions are at our Core

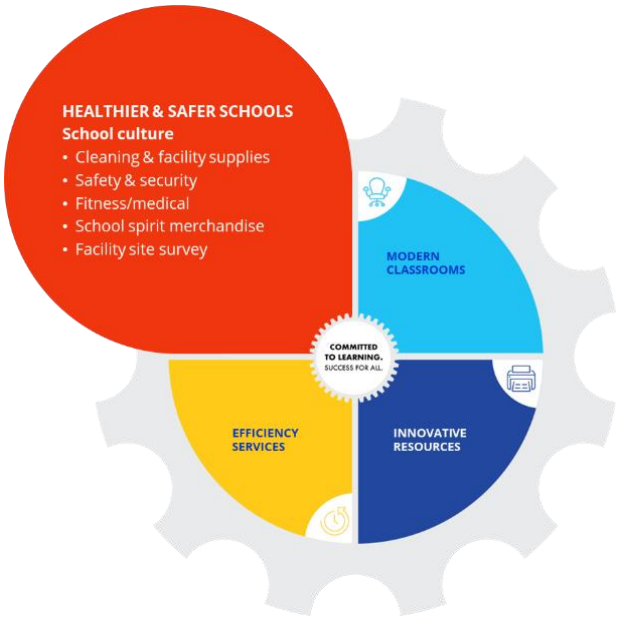
No matter the size of your Participating Agency's, you can count on us for quality products and solutions at competitive prices.

Four areas of focus. One common mission

ODP Business Solutions is committed to curating today's modern products, services, and solutions for schools across the nation.

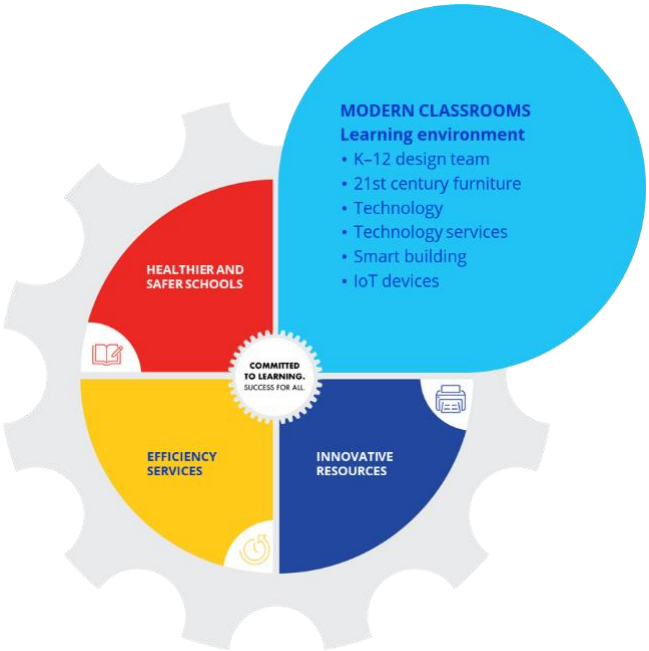
HEALTHIER AND SAFER SCHOOLS

Empowering cleaner and safer environments while fostering productivity.



Modern classrooms

Preparing students for the future, stimulating critical thinking, and inspiring collaboration.

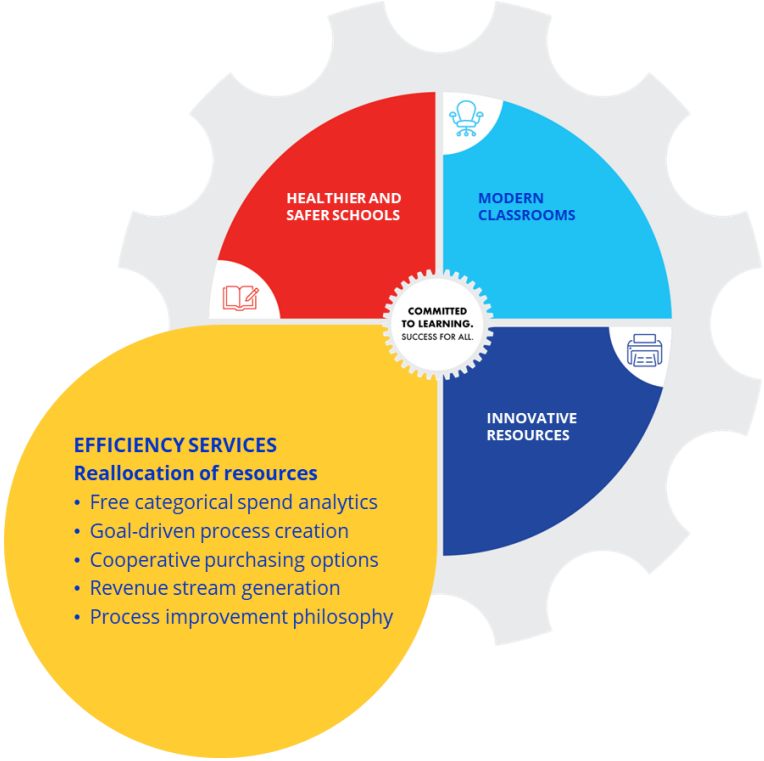


Innovative resources

Evolving asset utilization, from managed print services to leading-edge resources.

Efficiency services

Enabling success with print services, future orders, and reallocation of resources.



ODP Business Solutions Knowledge and Reach in Education

1.5M+
ORDERS IN ONE FISCAL YEAR

24
OF THE TOP 25 DISTRICTS IN AMERICA USE ODP BUSINESS SOLUTIONS

$500M+
SALES IN 2021

40%*
K-12 PURCHASES ARE NON-TRADITIONAL (i.e., excludes school and office supplies)

10K+
ACTIVE K-12 CUSTOMERS

*As of 2021 fiscal year

Teacher and Community Programs

We're proud to provide programs that support, inspire, and reward teachers and their communities everywhere.

Give Back to Schools Program

When parents, teachers, and members of the community make personal purchases of qualifying school supplies and provide your school's ID at checkout (in store and online), your school will receive 5% back in credits for FREE supplies. Once your school has earned more than $10 in credits within the quarter, we will mail you a merchandise certificate which can be redeemed at any Office Depot or OfficeMax store or on officedepot.com.

Bulk gift cards

- Office Depot OfficeMax gift cards can be purchased online and in bulk
- Bulk purchases will have discount levels built in
- Districts can use these to allow teachers to purchase supplies for their rooms using district funds

#depotdifference Overview

The ODP Corporation is a company practicing social, corporate and environmental responsibility as evident in our evolving, refining, and aligning of the following areas: planet, people, community, and prosperity. Our current Corporate Sustainability Report provides a detailed glimpse into our practices. Please search Sustainability Solutions for Business (odpbusiness.com) for the latest copy of our Corporate Sustainability Report.

#depotdifference

As our company changes and evolves in exciting ways, so has the way we impact our communities, and #depotdifference brings an employee-centric, hands-on approach to empower us all to make a difference. Led by our Community Ambassador Network in North America and

guided by the Community Investment Team at the corporate headquarters, #depotdifference strives to get all 35,000 associates involved in the communities we serve and call home.

We are all in this together, as one unified community.

During the pandemic, the ODP family has supported students, teachers, schools, families and communities in need during this unprecedented and challenging time. We're donating over $500,000 in support grants, joining you in the fight against the COVID-19 coronavirus outbreak.

Here are some of the recent ways we're joining together to support communities in need:

- Donating $200,000 in grants to nonprofit summer camp providers to "Slow the Summer Slide" by supporting their education programming
- Donating $25,000 to hunger relief agencies to supplement the National School Lunch Program (NSLP) at Title I schools
- Converting our annual Depot Day of Service program to support the most disadvantaged schools and after-school programs across the country by donating over $200,000 in 'Teacher Support Grants' to Title I schools and 'Youth Education Grants' to after-school programs
- Donating a combined $50,000 to South Florida non-profits to aid in their COVID-19 relief programs
- Supporting an "Electronic Device Drive" for South Florida families in need to enable remote learning for students
- Supporting "Work From Home" for South Florida teachers with specialty supplies and products

#depotdifference Signature Programs

Through #depotdifference, the ODP Corporation is focused on issues and causes that not only align with our business, but that speak to who we are as an organization; a company that enables opportunities for people to succeed, no matter their challenges or circumstances. Specifically, the #depotdifference program supports nonprofit and community organizations through volunteer and philanthropic initiatives primarily impacting three areas of focus:

- Empowering Education: Supporting early childhood education, K-12 success and college/career attainment.
- Championing Minority-Led Entrepreneurship: Supporting organizations that foster entrepreneurial leadership in economically distressed communities.
- Strengthening Communities: Supporting local communities through our commitment to volunteerism, associate engagement, disaster relief, and diversity.

This is our mission and our goal. Each of these cause areas are supported by robust employee-led volunteerism, with a focus on celebrating diversity of all kinds.

Through a portfolio of #depotdifference programs, we engage thousands of associates and impacted many of our largest communities.

- Depot Day of Service – Our company's first-ever, biggest volunteer service event of the year, was unveiled with over 2,000 associates, family members and friends serving tens of thousands of hours of volunteer service.
- Start Proud! – ODP Business Solutions' back-to-school philanthropic initiative, partners with Title I schools to provide thousands of backpacks, supplies and other support to the students, parents and teachers of that school community.
- Mentorship Movement – A program that gives interested associates committed, longer-term mentorship opportunities, creating relationships with great possibility of changing futures and impacting lives.
- Season of Service – The ability to spread holiday cheer and put our passion into action, the Season of Service campaign includes heart-warming and meaningful volunteer and philanthropic projects.
- Elevate Together – ODP Business Solutions announced the launch of Elevate Together™ powered by Round It Up America®, a new nonprofit initiative designed to help accelerate the creation, growth, and prosperity of Black and Hispanic-owned small businesses.

#depotdifference is just getting started! More exciting new announcements and programs will be following, as we become even more involved in local communities.

Annual Investment
Resources Donated
Corp. Donations (t) - $1.5M
Customer Donations (Ed. 365/POS) (t) $3.5M
Product Donations (t) $21M

Value Added Services

ODP Business Solutions takes great pride in our commitment to our customers. We know how critical it is to bring you both lower costs and smart, value-added solutions. Just look at a few of the benefits your company can expect from partnering with ODP Business Solutions:

- Convenient ways to shop – by phone and 24/7 secure online ordering
- The most comprehensive online and scheduled management reporting in our industry
- One of the largest assortments of environmentally preferable products in the industry
- Special customer pricing on core items
- Convenient purchasing options, including account billing
- Special discounts offered to our customers' employees
- One solution source for office essentials, copy and print, furniture, technology, workspace facilities and coffee & break room
- A dedicated technology division, with more than 300,000 available products such as PC hardware, software and networking supplies as well as IT solutions expertise
- A large selection of HP®, Dell® and Canon® ink and toner, as well as high-quality ODP Business Solutions® Brand ink and toner

- The flexibility of integrated ordering, billing and usage reports – one consolidated and convenient statement for all of your ODP Business Solutions orders
- Award-winning customer service (*Newsweek*'s America's Best Customer Service – 2019, Stevie Awards in 2014, 2013, 2012)

IT Security – Keeping your data secure

The ODP Business Solutions System and Organization Controls (SOC2) Report

The SOC2 audit report provides third-party attestation on the effectiveness of the controls in place related to confidentiality and security of the company's customer systems and can be submitted to customers in lieu of answering a questionnaire.

SOC2 audit reports are an industry standard for demonstrating security and data confidentiality and it can provide an additional layer of trust with our customers.

This report is specific to our ODP Business customer selling systems (except for Print, Promo & Apparel systems). The report can be shared directly to our customers by Information Security and the requestor will receive an email confirming it was sent.

SOC 1 Reports

A SOC 1 report is available upon request from ODP Business Solutions' datacenter managing partner, ATOS, who maintains the certification. Please allow one week to obtain the SOC 1 report after request. In addition, our controls are designed to conform to the principles outlined in the Payment Card Industry Data Security Standard ("PCI DSS") where applicable. For more information, please see the Security Posture Statement.

How can we support Region 4 ESC and your Participating Agencies?

We've organized our offering by how we enable your education outcomes.

Recommendations for addressing Region 4 ESC's most pressing objectives

- Deliver a quality education from anywhere with solutions to enhance flexibility and provide continuity.
- Focus on student and community well-being by creating healthier schools and supporting the communities where we live and work.

Questions that lead to breakthrough education solutions

- Where can you streamline process, partners, and payments?
- Which vendors can provide accountability and help enhance resiliency?
- What tech can change your classroom and help achieve curriculum goals?
- What changes are you making to buildings to impact students & educators?

Focused on you, so you can focus on your students.

Whether you want to maintain a healthier school or innovate your classrooms and more, our solutions, experience, and commitment can help you succeed.

Let's get started!

ii. Furniture can be included as a Value-Add, include any fees such as installation, delivery options, setup/cleaning, classroom design/layout, special orders, etc.

ODP can provide value-added furniture and interiors service through our existing Omnia Partners Region 4 ESC Furniture contract (R191812). Additional details about our furniture capabilities are outlined within this document.

FURNITURE SOLUTIONS AND SERVICES

ODP Business Solutions can help you furnish every space in your school, including offices, classrooms, libraries, cafeterias, computer labs, and locker areas.

- Comprehensive product assortment and services
- Relationships with 300+ furniture industry leaders
- Private collection of brands such as WorkPro® and Realspace®
- Furniture with antimicrobial treatment
- Dedicated furniture resources

Comprehensive product assortment and services:

- Relationships with 300+ furniture industry leaders, such as HON®, Bush®, Safco®, Global®, and Iceberg®
- Private collection of brands such as WorkPro® and Realspace® that provide outstanding value and great quality and are part of our in-stock inventory available for fast delivery
- Ease of ordering via online, in-store pickup, customer service, account manager, or inside sales furniture manager
- Flexible and agile furniture for modern classrooms
- Desk shields and furniture with antimicrobial features to help reduce the spread of germs

Dedicated furniture resources for space planning and more:

- Product recommendations
- Access to current promotions
- Standards programs
- Ergonomic solutions

- Filing consolidations
- Order placement and management
- Installation and delivery arrangements

ODP Business Solutions™ Workspace Interiors

- Modernize spaces to help enhance instructional pedagogies and advance student achievement
- Develop the look and feel of educational environments — from concept to completion
- Use our holistic approach for time and money savings
- Turn inspiration into realization by designing classrooms that can help stimulate learning through flexibility, mobility, and connectivity
- Leverage our design services for space planning, color choices, fabric selection, ergonomic evaluations, furniture selection, and installation
- Tap into our relationships with 200+ manufacturers

The world of education is evolving. Fact-learning environments are in transition, and middle and high school facilities are attempting to replicate college and university life. By combining years of experience and partnerships with some of the best furniture manufacturers in the industry, ODP Business Solutions™ Workspace Interiors can help you transform your learning environments and create spaces to help retain, grow, and drive student achievement.

Comprehensive product assortment and services

- Top-grade office furniture from top brands
- Custom-made solutions to fit your unique space
- Space planning and design services
- Certified, insured, factory-trained North American installation associates
- Repair and restoration services
- Flexible financial services that include leasing and renting options

Dedicated furniture account team

- From small upgrades to complete multilocation installations

Comprehensive Public Procurement Solutions

A Look into the ODP Business Solutions Value Added Services

At ODP Business Solutions, we believe in high-quality business frameworks. This means improving efficiency to reallocate resources towards procurement solutions, growth, and sustainability. We understand the importance of being great stewards of public funding, and we offer an array of services and solutions to help public agencies manage costs and operate more efficiently. Our commitment to serving Public Sector Agencies is evident in our deployment to service and serve those that have entrusted us to provide innovative solutions and world-class contract compliance.

We understand that today's procurement officers are not only being challenged to do more with less; they are also making shifts in procurement methodologies, demands from the constituencies they serve, and a changing workforce. ODP Business Solutions has been partnering with the agencies we serve to bring them the products and services they need to support these shifts.

The cooperative contracting platform continues to gain momentum and acceptance in the marketplace amongst the most respected public procurement professionals while allowing us to adapt to the changes and needs of our valued public agency customers. We continue to refine our contract offering to meet the demands in the marketplace with industry leading contract compliance while offering the right products through related contracts.

We are proud to be an incumbent contract holder of the current Janitorial Supplies, Equipment, Maintenance and Repair contract (R162102). We do not take this privilege lightly – as we compete for this award once again, our entire sales organization is actively engaged in promoting the entire suite of Region 4 ESC contract awards. Our team is committed to providing a comprehensive market basket of cost-saving solutions under the Region 4 ESC and OMNIA Partners contracting label. This market basket approach supports the desire of many public procurement officials to reduce vendor count while giving them the benefits of the solutions that we currently offer and are proposing in this solicitation.

Five Contracts – One Account Number

As we work to serve the needs of our public agencies and provide them with competitively solicited and awarded cooperative contracts, ODP Business Solutions has elected to monitor and respond to cooperative contract solicitations lead by Region 4 ESC to provide a unique customer contracting solution. To date, our team has responded to and has been awarded five (5) contracts with Region 4 ESC. This unique strategy aligned with the vast and growing number of product categories, solutions and services we provide allow us to provide our customers with all five (5) contracts utilizing a single account number. This supports several initiatives our public agencies have today; vendor consolidation, simplified buying and billing experience and peace of mind that the category has been competitively solicited and awarded, thus meeting the procurement standards as set forth by the various agencies we serve. We like to refer to this solution as Five in One.

ODP Business Solutions's current Region 4 ESC Contract portfolio has been carefully developed as we responded to and were awarded the five contracts we are able to offer our public sector customer base today. As we continue to listen to the needs of our public sector customers, it is our intent to continue to respond to solicitations that can provide further value while streamlining the procurement process for the agencies we are privileged to serve.

R190303 – Office Supplies

R190502 – School Supplies

R191812 – Furniture Solutions

R210405 – Technology Solutions

R1211302 – Cleaning Solutions

Only at ODP

ODP Business Solutions' unique offerings bring unusual value to Participating Agencies in areas that may be highly important to those Agencies, providing them opportunities not available from other suppliers. These include:

- Certificates for trees planted or carbon offsets purchased by the Agencies, which they can post or publish under the TreeUp program based on purchasing thresholds of paper by the Agency. The Arbor Day Foundation TreeUp program is described in our sustainability program; see Tab 3 – *Performance Capability* of this proposal.
- A new group in ODP Business Solutions specializes in customer satisfaction. The emphasis is on Participating Agencies and their satisfaction is monitored by new tools and techniques that are highly sensitive to customer inputs and takes quick action in response to anything less that complete satisfaction.

ODP Business Solutions' other main areas of distinction include:

- World-Class Reporting Capabilities
- Leading Diversity program with three-dimensional approach
- Benchmark Environmental program

Other key differentiators include:

- Largest portfolio of products and services in the industry with value-adds:
  - Janitorial & Breakroom Supplies
  - Single-Cup Coffee Program (K-Cups and Commercial Keurig Brewers)
  - Print-on-Demand
  - Virtual File Cabinet
  - Brand Identity
  - Managed Print Services
  - Promotional Products
  - National copy and print program for in-store use
  - Furniture & Interiors
  - Over 275,000 technology products competitively priced

Employee Discount Programs

ODP Business Solutions stocks and buys more items directly than any supplier in the industry. This approach allows us to minimize the use of wholesalers and other middlemen that add cost to the sell price.

- Distinctive, experienced Account Management and Implementation Teams that provide more on-site support and services.
- Customer-Centric Business Reviews presented with cost savings and continuous improvement opportunities
- Well-Seasoned Customer Care team with a One-Call-Resolution process
- 25 U.S. Distribution Centers and a network of delivery points to provide local reliable next business day service
- Supply Chain Excellence with industry-leading inventory turns
- Single-order platform for all products and services
- World-Class Business B2B Contract Website offering multiple features and cost savings benefits
- Unique customized solutions for your business that will stay flexible throughout the life of our agreement.
- Contract Compliance organization, which monitors all customer agreements. This shows Participating Agencies our commitment to total transparency in our pricing. We are the only major supplier that has developed this solution for our customers.

These combined resources will provide all Participating Agency locations, from the main offices to the smallest location, a level of service that exceeds the Agencies' expectations.

Solutions and Programs

In addition to our Tab 2 – *Products and Pricing Overview* and *Tab 3A Appendix D* – Omnia Partners Exhibits, ODP Business Solutions has core pillar solutions that are organizational strengths and curated specifically for public sector. We also offer a greater technology offering and modern solutions for safety and security through Information Technology.

COPY & PRINT SERVICES – PRINT PROMO APPAREL

Besides the specific curriculum solution mentioned in Tab 2, *Products and Pricing*, ODP Business Solutions also provides comprehensive print and promotional product solutions to meet all your agency's needs. For more than 30 years, our customers have utilized our Copy and Print Depot to save an average of 25% to 40% on their print spend while also streamlining their procurement process.

Our solutions include:

- Digital print services
- Promotional products
- Signs and banners
- School spirit backpack programs
- School-specific stationery items
- Stamps and daters
- Direct mail services for mass mailing
- Consultative services

ODP Business Solutions specializes in helping Curriculum Departments manage the ordering, production, and distribution of instructional materials. We provide classroom consumables, testing materials, and professional development materials. We enable school districts to order exact quantities needed at an aggressive price point and deliver to point of need (whether that be a central warehouse or to the school level, packaged by grade level). We have helped many school districts free up thousands of dollars and hundreds of hours of teacher's time. The services we provide for our traditional educators transcend to our public agencies in the areas of training, employee manuals, human resource materials, community outreach materials and more.

Our state-of-the art production equipement allows us to take on your curriculum & testing needs and deliver on time and when you need it. Our project managers worked along-side the curriculum department to ensure the right materials were printed, packed and labeled for delivery to the district. Imagine the possibilities, then think differently when it comes to producing your next print project.

Our Web-based Online Print Center is an innovative print ordering service that helps public agencies meet their everyday printing needs, as well as time sensitive or confidential print orders. With our integrated, multi-channel Online Print Center program, print orders can be picked up at any of the 1,000 Office Depot or OfficeMax retail locations or customers can opt to save time and mailing costs by having their order shipped to their preferred destination. Region 4 ESC contract users can place orders online 24/7 from any computer with and web connection.

MyFiles Digital Archiving

Agencies can conveniently reorder documents by storing preconfigured files in their own secure File Cabinet, an online digital document archiving service provided at no cost to Region 4 ESC customers. Benefits of this Digital Archiving service include:

- Allows employees to spend more time focusing on their core competencies and less time preparing materials
- Order only the quantity needed thus saving budget dollars
- Decentralize the print procurement process
- Allow specific departments to control the content of printed materials directly from the desktop
- Enhance version control

We understand this, so one of the main goals of our solution is to provide a more streamlined procurement process. Performing core job competencies is the goal and our print programs not only give more time back to your employees it also stretches their budget dollars, so they have the all the necessary materials to complete their assigned tasks. We accomplish this by offering a completely integrated print/promo solution located directly on our ODP Business Solutions business website. Our solutions can help you:

- Repurpose staff – ODP can suggest ways in which agencies can retain key personnel and, in some cases, subsidize payroll dollars through supplemental revenue streams.
- Rationalize copier fleets – ODP can share our expertise and understanding of machine utilization down to the school level. Our Total Cost of Ownership analysis will help you determine what equipment is necessary. Enabling you to make informed buying decisions.
- Increase productivity – ODP can modernize the fulfillment of printed materials utilizing state of the art technology. Our hands-on approach to taking an active role in training individual agencies and departments results in increased compliance.
- Reduce waste & obsolescence – Statistics show that waste and obsolescence factor run high in the Education Market as well as other public agencies. Often reaching the 18-20% realm. Blending your current strategy and our customized programs together we can work to minimize the financial impact well into the single digits.
- Complement existing state – ODP can introduce additional products and services that enhance your current offering.

At ODP Business Solutions, we don't teach, prepare lesson plans, build roads, remove snow, or train our first responders. But we can help you do what you do best by taking printing and copying chores off your hands.

MANAGED PRINT SERVICES

In today's challenging economy, organizations are continually looking for ways to reduce expenses and improve productivity. For many organizations, the printing environment represents an untapped opportunity to save money. Nevertheless, the total cost of managing and printing documents along with the pathway to driving improvements remains a challenge.

ODP Business Solutions understands the issues and opportunities associated with typical printing environments and highlights the value-added services available from ODP Business Solutions that can help organizations take the logical steps to meaningful savings and improvements in productivity.

In organizations that have successfully implemented Managed Print Services, the breakdown of service requests begins to reveal what it takes to support an office printing environment.

By utilizing the ODP Business Solutions Managed Print Services Program, organizations can:

1) control and manage toner spend
2) optimize the printing environment
3) enhance printing and document services

THE OFFICE DEPOT THREE-STEP APPROACH

This three-step approach, combined with 30 years of account implementation experience, enables ODP Business Solutions to address today's printing-related challenges with comprehensive solutions, and dedicated support.

Controlling and managing toner spend represents a natural starting point. Getting this right, addresses a large portion of the total print spend. For example, ODP Business Solutions ships approximately 1.7 million toner cartridges to Region 4 ESC Participating Agencies per year, at a cost of $100 million. Each order for a toner cartridge requires an employee to make a phone call or go online to submit the order using up valuable man-hours.

A value-added service from ODP Business Solutions, the Auto Toner Replenishment service, automates the ordering process for Region 4 ESC Participating Agencies who purchase toner.

Auto Toner Replenishment is a free service that enables ODP Business Solutions to ship toner just-in-time, based on requests received directly from the printers on the organization's network.

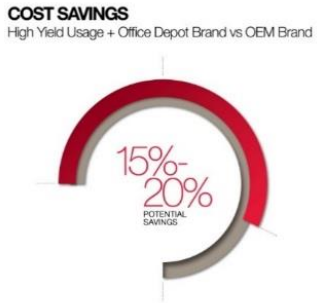
Benefits of Auto Toner Replenishment include:

- No need for employees to place toner orders – giving valuable time back to the organization
- Reduction in onsite toner inventory
- Next-business-day delivery, using ODP Business Solutions's world-class logistics and distribution network
- Improved printer up-time and efficiency – printers will always have the toner they need when they need it
- Most network printers are supported by a large assortment of national brands and ODP Business Solutions® brand products – more than 3,000 ink & toner choices in stock
- Reduction of old supply waste by utilizing the ODP Business Solutions recycling program for supplies and equipment.
- Comprehensive reporting and insight providing data to further optimize the organization's printing environment

After Auto Toner Replenishment has been running for 30 days, your organization will receive the initial ODP Business Solutions Print Assessment, which includes the following:

- Usage and performance data for the entire printer/MFP fleet
- Total cost of ownership (TCO)
- Recommendations for optimization and further cost savings

The ODP Business Solutions Print Assessment provides facts on key areas to optimize the print environment, including:



- Saving more on toner spend: Using high-yield toner cartridges and establishing the right balance between Original Equipment Manufacturer (OEM) toner and ODP Business Solutions® Brand remanufactured toner could save 15-20% on current toner spend.
- Freeing IT from printer-related issues: With an ODP Business Solutions Managed Print Services contract, break-fix services can be outsourced, which will enable IT to focus on higher-value projects. ODP Business Solutions provides a 4-hour response and typically restores printers to operating order within one day.
- Optimizing equipment: Printer purchases have historically been decentralized, enabling the total number of devices to grow unchecked. Larger multifunction devices often have advanced capabilities that are largely unused. The data from an ODP Business Solutions Print Assessment coupled with insights on employee workflow will help create the roadmap for ongoing cost savings and productivity gains. Equipment optimization can include: rebalancing print volume to more productive equipment, replacing aging printers and multifunction devices, or remapping the entire print environment to drive significant cost savings.

As an unbiased and vendor-neutral advisor, ODP Business Solutions is in a unique position to help optimize organizations print environment. Backed by dedicated Account Managers who understand the challenges associated with the printing environment and strategic partnerships with Hewlett Packard, Lexmark, Xerox and others, ODP Business Solutions can provide the most comprehensive solutions the industry has to offer.

ODP Business Solutions can enhance Printing and Document Services

In an effort to reduce expenses and increase productivity, ODP Business Solutions can enhance your printing and document services. With dedicated national Public Sector print consultants, school districts can be assured that ODP Business Solutions understands institution-specific needs.

ODP Business Solutions can assist organizations leverage today's technologies along with their existing Region 4 ESC contract pricing to save up to an additional 40% on their true cost of print procurement. This assists Public Sector customers in the following ways:

- Save up to 40% over your internal print costs on larger run print jobs
- Decrease the need for large production-style technology. As Xerox's second largest customer in the U.S., ODP Business Solutions has already invested in today's latest and greatest technology so customers don't need to
- Move to a just-in-time print procurement model to save dollars and reduce waste
- Increase the ability to track and control print spends
- Consolidate print spends and increase rebates via a complete suite of custom printing offerings, including print on demand, Virtual File Cabinet, stationery items, custom stamps, promotional products and more

The Copy & Print Depot™ team provides a free Total Cost of Ownership analysis to give organizations a comprehensive view of the true cost of their printed materials. Participating Agencies can use this analysis to get a better understanding of how to utilize the Copy & Print Depot™ print services and leverage copier fleet expenditures, create internal revenue streams and more.

- Financial impact study: Most organizations are not aware of their true cost to produce a copy. ODP Business Solutions will show the effects of a copy and print program on rebate dollars and bottom line.
- Comprehensive implementation: A detailed list will identify all tasks required to enable a successful launch and smooth transition.
- Flexible configuration: ODP Business Solutions will accommodate specific agency needs, whether we come on-site, align near-site or a blend of both.

At ODP Business Solutions™, highly-trained Xerox®-Certified Print Specialists will create powerful tools to help organizations communicate their messages clearly and effectively. With 1,300+ retail locations, 4 commercial printing facilities, 6 closed-door printing facilities, and online printing

capabilities, ODP Business Solutions provides all the resources and convenience organizations need.

Products and services include:

- Black & White and color copies
- Free document archiving
- Flyers, newsletters & brochures
- NCR Forms & labels
- Banners and Posters

Copy & Print Depot also provides a complete list of finishing services, including:

- Binding
- Collating
- Cutting
- Stapling
- Laminating
- Mounting
- Folding
- Hole-punching

With today's decreased budgets, organizations are looking for strategies to maintain their print shops and personnel. The Copy & Print Depot™ team specializes in introducing products and services that can enhance print shop capabilities. They pay for the high-cost technology, software, and labor.

Organizations gain access to state-of-the-art solutions from simple black & white copies to oversized signs and banners. These include:

- Enhanced product line up – organizations can take advantage of new and exciting products and services without the capital investment.
- Creation of revenue streams to support print shop personnel
- Ability to outsource short-run labor-intensive jobs that require added assistance
- Free distribution throughout your organization
- A ready partner for the organization's peak seasons: ODP Business Solutions has the capacity to provide a host of comprehensive services when it is needed most.

The combined power of Managed Print Services and Copy & Print Depot™ allows ODP Business Solutions to enhance the printing environment with a Total Document Solution. ODP Business Solutions is one of the only companies focused on making the print procurement process less

expensive and more efficient while consulting with organizations on how to decrease their capital investments on copy and print hardware.

Efficiency Solutions

Customer-Centric Business Review

ODP Business Solutions provides planning meetings with our public agencies. Our Business Review process is a high-level summary which ties together all the statistical information that we gather on our performance and resulting time/cost savings. We will provide Region 4 ESC Participating Agencies specific performance data based off our programs. This process also allows us to compare each agencies performance to find best practices, innovations and ensure all departments are performing to established standards.

Our review will be customized to provide the specific format and metrics that Region 4 ESC Participating Agencies would like to evaluate. The goal of these reviews is to provide more than "raw data." Our objective is to create documents that will show in one page how we are doing in meeting objectives within the goals of the partnership such as cost reduction, purchasing efficiency, end-user spend, service levels, reallocation of resources into strategic plans.

The ODP Business Solutions account management team will assist each Region 4 ESC Participating Agency location by analyzing spending and usage data. This process helps you by providing a consistent quarterly focus to drive greater usage to their core product list, identify rogue spend outside their endorsed contract stationer and analyze actual product usage.

Business Reviews include:

- Our customer's initial objectives
- Previous time-period accomplishments and objectives for the next reporting period

Performance Statistics:

- Purchases by product group
- Sales by location
- Average monthly sales
- Special categories

Performance Measurements:

- Customer Report Card
- Customer Quarterly Review

- Customer Evaluation Survey
- ODP Business Solutions's plan of action to ensure customer satisfaction

Strategic Planning

- Initiatives review
- Budgeting and reallocation
- Next steps & planning

Independent Business Reviews:

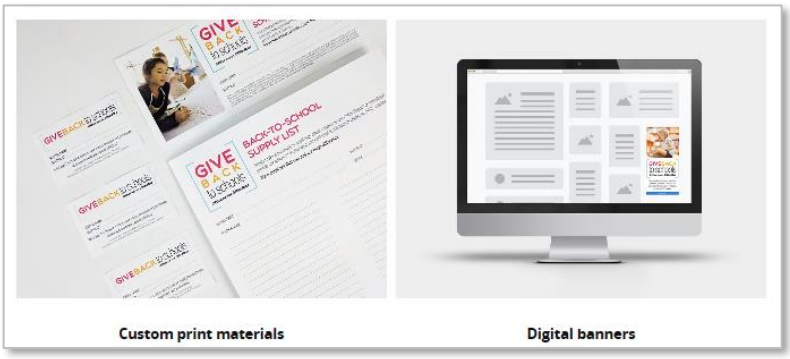
- Customer Focus Groups
- Customer Interviews
- Customer Telephone Surveys

GIVE BACK TO SCHOOLS PROGRAM

ODP Business Solutions is committed to education across our omnichannel network: retail, direct, and contract, where we are promoting our 5% back to the school's program. This is an opportunity for our Region 4 ESC Participating Agencies to achieve additional reallocation by earning 5% back through a School Promo ID and retail purchasing. This program and pricing is a retail program and the pricing will not be Region 4 ESC contract pricing.

ODP Business Solutions also helps schools spread the word by providing free tools they can use in their School community.

Shoppers can simply make a purchase of qualifying school supplies, provide their school's ID at checkout (in-store and online) and the designated school will receive 5% back in credits for FREE supplies. It's a small act that can make a huge difference.



Custom print materials | Digital banners

This is a meaningful way that the entire District community can participate in advancing their School's educational mission.

Future Orders Program

Planning, budgeting, and staffing are important factors in maximizing school resources. ODP Business Solutions supports advanced bulk ordering that helps schools do just that.

Schools can plan and maximize budgets by taking advantage of our Future Order capabilities to order back-to-school supplies for a future date, delivered 21-180 days out— and have the peace of mind that their order will be there when they need it.

Best of all, we're committed to having items in stock and we'll provide a consolidated statement for convenience.

Future Order Program features at a glance:

- **Curated school supply list**
  Choose from 2,000 school supplies that you need most
- **In stock and ready**
  Rest assured that our in-stock select items are ready when you need them
- **Delivery**
  Schedule your order to be delivered by your requested time frame
- **Extended cancellation window**
  Take advantage of more time to cancel your order, should you need it
- **Statement consolidation**
  Keep your Future Order items together with one consolidated statement

Stocked Assortment:

Driven by usage from our Region 4 ESC / Omnia Partners contract, we stock the 2,000 school supplies SKUs customers need the most during this season.

Closing Commitment

Our Commitment

We commit to providing our Region 4 ESC partners our creative and professional best and treating them with integrity and respect. We commit to upholding and enhancing our company's reputation for excellence. We customize each endeavor to ensure that what is offered is the best match for the holistic need of the district, teaching teams, educator, and most importantly the learner!

- Committed to Service
- Committed to Solutions
- Committed to YOU!

With all of this, we believe that ODP Business Solutions is the right choice for Omnia Partners / Region 4 ESC and its Participating Agencies. We thank you for this opportunity!

TAB 6
APPENDIX C
ADDITIONAL REQUIRED DOCUMENTS

RFP 23-03

Educational School Supplies, Instructional Solutions, and Related Products

07/25/2023 2:00pm Central Time

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Appendix C
ADDITIONAL REQUIRED DOCUMENTS

DOC #1	Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy
DOC #2	Antitrust Certification Statements (Tex. Government Code § 2155.005)
DOC #3	Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295)
DOC #4	Texas Government Code 2270 Verification Form
Addendum 1	Attached Excel version of RFP 23-03 Tab 2a Market Basket (Appendix E)

Appendix , Doc #1

ACKNOWLEDGMENT AND ACCEPTANT OF REGION 4 ESC'SOPEN RECORDS POLICY

All proposals, information and documents submitted are subject to the Public Information Act requirements governed by the State of Texas once a Contract(s) is executed. If an Offeror believes 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 and include detailed reasons to substantiate the exemption. Price is not confidential and will not be withheld. Any unmarked information 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 Offeror. Offeror is 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.

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.

☐ 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 include detailed reasons to substantiate the exemption(s). Price is not confident and will not be withheld. All information believed to be a trade secret or proprietary must be listed. It is further understood that failure to identify such information, in strict accordance with the instructions, will result in that information being considered public information and released, if requested under the Public Information Act.)

07-16-2023
Date

Valya Brazil — *VP, Public Sector*
Authorized Signature & Title

Appendix C, Doc #2

ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)
Attorney General Form

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.

Company ODP Business Solutions, LLC

Address 6600 N Military Trail

Boca Raton, FL 33496

Phone 561.438.4800

Fax 888.813.7272

Contact

Valya Broyer

Signature

Valya Broyer

Printed Name

VP, Public Sector

Position with Company

Official Authorizing Proposal

Valya Broyer

Signature

Valya Broyer

Printed Name

VP, Public Sector

Position with Company

Appendix C, DOC #3

Implementation of House Bill 1295
Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:
Staring on January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. This process is known as acknowledging the certificate. The commission will post the acknowledged Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency. The posted acknowledged form does not contain the declaration of signature information provided by the business.

A certificate will stay in the pending state until it is acknowledged by the governmental agency. Only acknowledged certificates are posted to the commission's website.

Electronic Filing Application:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Frequently Asked Questions:
https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php

Changes to Form 1295: https://www.ethics.state.tx.us/data/filinginfo/1295Changes.pdf

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

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.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2023-1044593

Date Filed:
07/11/2023

Date Acknowledged:

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

ODP Business Solutions, LLC
Boca Raton, FL United States

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

Region 4 ESC

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

23-03
Educational School Supplies, Instructional Solutions, and Related Products.

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 UNSWORN DECLARATION

My name is Valya Broyer, and my date of birth is 02-27-1968.

My address is 1055 Neptunite PL (street), Castle Rock (city), CO (state), 80108 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Douglas County, State of Colorado, on the 11 day of July (month), 20 23 (year).

Valya Broyer
Signature of authorized agent of contracting business entity
(Declarant)

Changes to Form 1295

Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an "unsworn declaration."

What type of contracts are exempt from the Form 1295 filing requirement under the amended law?

The amended law adds to the list of types of contract exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

- a sponsored research contract of an institution of higher education;
- an interagency contract of a state agency or an institution of higher education;
- a contract related to health and human services if:
  - the value of the contract cannot be determined at the time the contract is executed; and
  - any qualified vendor is eligible for the contract;
- a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;*
- a contract with an electric utility, as that term is defined by Section 31.002, Utilities Code;* or
- a contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.*

The newly exempt contract types are marked with an asterisk.

Why do I need to include my date of birth and address when I sign Form 1295? Was this always the case?

In 2017, the legislature amended the law to require Form 1295 to include an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form. The change in the law applies to contracts entered into, renewed, or amended on or after January 1, 2018. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018.

Will my date of birth and address appear on the TEC's website when I file the form?

No. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application.

Although the TEC does not capture the date of birth and street address of the signatory, the contracting state agency or governmental agency will have a physical copy of the form that includes the date of birth and address of the signatory. The TEC cannot answer whether the contracting state agency or governmental agency may release such information. Questions regarding the Texas Public Information Act may be directed to the Office of the Attorney General. *See also Paxton v. City of Dall.*, No. 03-13-00546-CV, 2015 Tex. App. LEXIS 5228, at *10-11 (App.—Austin May 22, 2015) (mem. op.) (pet. denied) (*available* here).

Appendix C, DOC #4

Texas Government Code 2270 Verification Form

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification that the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, Valya Broyer, VP, Public Sector, as an authorized representative of

ODP Business Solutions, LLC, a contractor engaged by
Insert Name of Company

Region 4 Education Service Center, 7145 West Tidwell Road, Houston, TX 77092, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf.

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one
(1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

Valya Broyer

Signature of Named Authorized Company Representative

07-16-2023

Date

7145 West Tidwell Road ~ Houston, Texas 77092
(713)-462-7708
www.esc4.net

NOTICE TO OFFEROR

ADDENDUM NO. 1

Solicitation Number 23-03

Request for Proposal ("RFP")
by

Region 4 Education Service Center ("ESC")
for
Educational School Supplies, Instructional Solutions, and Related Products

SUBMITTAL DEADLINE: Tuesday, July 25, 2023, 2:00 PM CENTRAL TIME

This Addendum No. 1 amends the Request for Proposals (RFP) for Educational School Supplies, Instructional Solutions, and Related Products ("Addendum"). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 4 Education Service Center ("Region 4 ESC") requests proposals from qualified suppliers with the intent to enter into a Contract for Educational School Supplies, Instructional Solutions, and Related Products. Addendum No. 1 is hereby issued as follows:

1. **Attached Excel version of RFP 23-03 Educational School Supplies, Instructional Solutions, and Related Products**:

   Use link from Solicitations | OMNIA Partners to receive fillable Excel version of Tab 2 a. Market Basket (Appendix E). Market Basket items listing is protected.

RECEIPT OF ADDENDUM NO. 1 ACKNOWLEDGEMENT

Offeror shall acknowledge this addendum by signing below and include in their proposal response.

Company Name ODP Business Solutions, LLC

Contact Person Valya Broyer

Signature Valya Broyer

Date 07-17-2023

Crystal Wallace
Region 4 Education Service Center
Business Operations Specialist