State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	**NASPO PARTICIPATING ADDENDUM AMENDMENT**	
	Contract No.:	00226
Public Knowledge, LLC 600 Airport Road Lakewood, NJ 08701	Amendment No.:	First
	Effective Date:	June 4, 2026

FIRST AMENDMENT

TO

NASPO PARTICIPATING ADDENDUM CONTRACT NO. 00226

PROCUREMENT ASSISTANCE AND SUPPORT SERVICES (PASS)

This First Amendment ("Amendment") to Contract No. 00226 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Public Knowledge, LLC, a Washington limited liability company ("Contractor") and is dated as of June 4, 2026.

R E C I T A L S

A. Enterprise Services and Contractor (collectively the "Parties") entered into that certain Contract No. 00226 dated effective as of June 4, 2026 ("Contract").

B. The Parties now desire to amend the Contract to change the contractor on Contract No. 00226 from Civic Initiatives, LLC to Public Knowledge, LLC.

C. The amendment set forth herein is within the scope of the Contract.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

1. Contractor Assignment. Pursuant to the attached Assignment of Contract No. 8010A (Cooperative Contract), this Agreement has been assigned to Public Knowledge, LLC.

2. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Contract is unaffected and remains in full force and effect.

3. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.

4. AUTHORITY. Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

5. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.

6. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

PUBLIC KNOWLEDGE, LLC
A WASHINGTON LIMITED LIABILITY COMPANY

By: Stacey Moss (Jun 4, 2026 15:13:11 MDT)

Name: Stacey Moss

Title: Chief Executive Officer

Date: 06/04/2026

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: Michellee M. Jemmott

Name: Michellee Jemmott

Title: IT Procurement Supervisor

Date: 06/04/2026

NORTH CAROLINA ASSIGNMENT OF CONTRACT NO. 8010A ("CONTRACT")

WAKE COUNTY PROCUREMENT ASSISTANCE SUPPORT SERVICES

This ASSIGNMENT has been requested, has been reviewed and approved, and is entered into by and between the STATE OF NORTH CAROLINA ("STATE"), on behalf of The North Carolina Department of Administration, Office of Purchase and Contract, 1305 Mail Service Center, Raleigh, NC 27566 ("STATE") regarding the above numbered Contract ("CONTRACT"), which was entered into by and between Civic Initiatives ("PARTY") of 7000 N Mopac, #300, Austin TX 78731 as of January 19, 2026 for Procurement Assistance Support Services .

WHEREAS, the PARTY, or an entity officially entitled to do so, has given notice that the PARTY is now assigning/has now assigned all or a part of its duties and benefits under the CONTRACT to a Third Party ("ASSIGNEE"). The PARTY, if extant and available, enters herein to indicate its approval of this ASSIGNMENT.

WHEREAS, the proposed ASSIGNEE is identified as Public Knowledge, LLC, of 222 E. 18th Street, Unit C, Cheyenne, WY 82001).

WITNESSETH

The State, through its relevant entity has reviewed the ASSIGNMENT request, and any other information or material as requested, of the PARTY, or, if the PARTY is no longer available due to merger or otherwise, the Proposed ASSIGNEE. Such a review has involved, *inter alia*, the following:

1. The ability of the ASSIGNEE to fully carry out effectively and efficiently the terms and conditions of the CONTRACT as agreed by the PARTY; and
2. The location of the ASSIGNEE and any implications of location on its ability to carry out the terms of the CONTRACT; and
3. The financial capability of the ASSIGNEE and its ability to carry out the terms of the CONTRACT without due financial difficulties; and
4. The staffing of the ASSIGNEE relevant to the duties of the CONTRACT and its immediate capability to fulfill the duties of the PARTY under the CONTRACT; and
5. The ability of the ASSIGNEE to conduct business as anticipated by the CONTRACT within the State ; and
6. Any complications due to any unavailability of the PARTY; and
7. Other Factors satisfactory to the STATE and relevant to its decision to allow a proper ASSIGNMENT of the CONTRACT, which enhance or detract from the ability of the ASSIGNEE to carry out the duties of the PARTY under the CONTRACT.

SPECIAL FACTORS, if any, applicable to the CONTRACT now required after the above Review as an incentive to modify the CONTRACT:

a. N/A

If the PARTY is still in existence, it shall enter below to agree to this ASSIGNMENT, and to reaffirm its obligations under the CONTRACT.

The ASSIGNEE shall join below to indicate its agreement to the terms of this ASSIGNMENT and the underlying CONTRACT identified above and to undertake the duties therein in lieu of the PARTY. The address for the ASSIGNEE to receive notices or payments is as above, or, alternately, as follows:

NOW, THEREFORE, based on the above information and factors, the STATE agrees to allow the ASSIGNEE to immediately take over the duties, and to receive the benefits, under the CONTRACT as written or as modified herein and the ASSIGNEE hereby agrees to the terms and conditions of this ASSIGNMENT, and the CONTRACT, as of the date of the last signature hereon.

SIGNATORIES:

Civic Initiatives

By:

Dustin lanier

Office

Attest (If Corporation): (SEAL)

Ryan Lanier

Secretary

Date: 5/21/26

ASSIGNEE: Public Knowledge, LLC

By:

Dustin Lanier

Office

Attest (If Corporation): (SEAL)

Stacey Moss

Secretary

Date: 5/21/26

THE STATE OF NORTH CAROLINA: Department of Administration, Office of Purchase and Contract

By:

Melinda Tomlinson

Office:

NC Division of Purchase & Contra

Date: 21/05/2026

Signature: Dustin Lanier (May 21, 2026 09:23:18 CDT)

Email: dlanier@civicinitiatives.com

Signature: PandC - Melinda Tomlinson

Email: melinda.tomlinson@doa.nc.gov

Civic Inititative- Public Knowledge - Assignment Agreement

Final Audit Report 2026-05-21

Created:	2026-05-21
By:	Ian Fox-Castro (ian.m.fox-castro@doa.nc.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAd0gGp_ZpuXDXNK4Ick1k1G01M_xGZJ9j

"Civic Inititative- Public Knowledge - Assignment Agreement" History

Document created by Ian Fox-Castro (ian.m.fox-castro@doa.nc.gov)
2026-05-21 - 2:10:31 PM GMT

Document emailed to Dustin Lanier (dlanier@civicinitiatives.com) for signature
2026-05-21 - 2:10:35 PM GMT

Email viewed by Dustin Lanier (dlanier@civicinitiatives.com)
2026-05-21 - 2:21:54 PM GMT

Document e-signed by Dustin Lanier (dlanier@civicinitiatives.com)
Signature Date: 2026-05-21 - 2:23:18 PM GMT - Time Source: server - Signature Appearance Selected: DRAW

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2026-05-21 - 2:23:24 PM GMT

Email viewed by Melinda Tomlinson (melinda.tomlinson@doa.nc.gov)
2026-05-21 - 2:47:39 PM GMT

Document e-signed by Melinda Tomlinson (melinda.tomlinson@doa.nc.gov)
Signature Date: 2026-05-21 - 2:49:38 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

Agreement completed.
2026-05-21 - 2:49:38 PM GMT

Adobe Acrobat Sign

Civic Inititative- Public Knowledge - Amendment 00226

Final Audit Report 2026-06-04

Created:	2026-06-04
By:	Vivian Daggatt (Vivian.Daggatt@des.wa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjx1KwrZ50ue1MitNNyKWIGfcYonkm1ox

"Civic Inititative- Public Knowledge - Amendment 00226" History

Document created by Vivian Daggatt (Vivian.Daggatt@des.wa.gov)
2026-06-04 - 8:03:43 PM GMT

Document emailed to Stacey Moss (smoss@pubknow.com) for signature
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Email viewed by Stacey Moss (smoss@pubknow.com)
2026-06-04 - 9:12:45 PM GMT

Document e-signed by Stacey Moss (smoss@pubknow.com)
Signature Date: 2026-06-04 - 9:13:11 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW

Document emailed to Michellee Jemmott (michellee.jemmott@des.wa.gov) for signature
2026-06-04 - 9:13:13 PM GMT

Email viewed by Michellee Jemmott (michellee.jemmott@des.wa.gov)
2026-06-04 - 10:14:31 PM GMT

Document e-signed by Michellee Jemmott (michellee.jemmott@des.wa.gov)
Signature Date: 2026-06-04 - 10:14:57 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

Agreement completed.
2026-06-04 - 10:14:57 PM GMT

Adobe Acrobat Sign

PARTICIPATING ADDENDUM

WASHINGTON CONTRACT NO.: 00226

FOR THE

STATE OF WASHINGTON

TO JOIN THE

NASPO VALUEPOINT
COOPERATIVE PURCHASING CONTRACT NO. 00226

Competitively solicited, awarded, and administered by the
State of North Carolina "Lead State"

FOR

PROCUREMENT ASSISTANCE AND SUPPORT SERVICES (PASS)

AWARDED TO

CIVIC INITIATIVES, LLC

This Participating Addendum for the above referenced NASPO ValuePoint Cooperative Purchasing Contract is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Civic Initiatives, LLC, a Texas Company ("Contractor") and is dated and effective as of March 17, 2026.

RECITALS

A. The Washington State Legislature created Enterprise Services to function, in part, as Washington State's central procurement authority for goods and/or services and authorized Enterprise Services to enter into contracts on behalf of the State to provide goods and/or services for state agencies and other designated entities. *See* RCW 43.19.005 and 43.19.011; *see also*, RCW 39.26.050.

B. The Washington State Legislature further authorized Enterprise Services, on behalf of the State of Washington, to participate in cooperative purchasing agreements with designated entities (e.g., other states engaged in public procurement for goods and/or services) to utilize their competitively solicited and awarded contracts to procure goods and/or services and to make such contracts available to Washington state agencies and designated eligible purchasers, to function as enterprise procurement solutions, consistent with terms and conditions set forth by Enterprise Services. *See* RCW 39.26.060.

C. The above-referenced Cooperative Purchasing Contract is the result of a competitive solicitation process undertaken by the above-referenced Lead State, in collaboration with NASPO ValuePoint, which is a division of the National Association of State Procurement Officials (NASPO), a non-profit public procurement association.

D. Enterprise Services timely provided public notice of the Lead State's competitive solicitation process through Washington's Electronic Business Solutions system which functions, in part, as Washington's bid notification system. *See* RCW 39.26.150.

E. The Lead State, as part of its competitive solicitation process, evaluated all responses to its procurement and identified Contractor as an apparent successful bidder and awarded a Cooperative Purchasing Contract to Contractor. Accordingly, Contractor is authorized, pursuant to such Cooperative Purchasing Contract, to enter into a Participating Addendum with interested Participating States.

F. Enterprise Services, on behalf of the State of Washington, has determined that, as conditioned by this Participating Addendum, participating in the Cooperative Purchasing Contract, as a Participating State, is in the best interest of the State of Washington.

G. Accordingly, this Participating Addendum enables Purchasing Entities, as defined herein, to utilize the Cooperative Purchasing Contract, as conditioned by this Participating Addendum, to purchase goods and/or services as set forth in the Cooperative Purchasing Contract.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

1. DEFINITIONS.

1.1. *Contract Usage Agreement*: An agreement between *Enterprise Services* and specified entities that enables such entities to utilize *Enterprise Procurement Solutions* developed and/or identified by Enterprise Services.

1.2. *Contractor*: The entity identified above who, pursuant to a competitive solicitation conducted by the *Lead State*, was awarded a *Cooperative Purchasing Contract* and, as such, is authorized to enter into a *Participating Addendum* with a *Participating State*.

1.3. *Cooperative Purchasing Contract (or NASPO ValuePoint Cooperative Purchasing Contract)*: The above-referenced contract for goods and/or services that was competitively solicited and awarded by the *Lead State* to *Contractor* and which, pursuant to a *Participating Addendum* between *Contractor* and *Participating State*, may be utilized by *Purchasing Entities* identified by the *Participating State* to purchase specified goods and/or services.

1.4. *Enterprise Procurement Solution(s)*: A procurement solution for goods and/or services developed or identified by *Enterprise Services*, on behalf of the State of Washington, that may be utilized by Washington state agencies and other specified purchasing entities to purchase specified goods and/or services. Pursuant to this *Participating Addendum*, the *Cooperative Purchasing Contract* is an *Enterprise Procurement Solution*.

1.5. *Enterprise Services*: The Washington State Department of Enterprise Services, a Washington state governmental agency.

1.6. *Lead State*: The state identified above that conducted the competitive solicitation

and awarded the *Cooperative Purchasing Contract* to *Contractor*.

1.7. *Participating Addendum*: This agreement between *Contractor* and *Participating State*.

1.8. *Participating State*: The State of Washington.

1.9. *Purchase Order*: Any document used by *Purchasing Entities* to purchase goods and/or services under an *Enterprise Procurement Solution* from a *Contractor*.

1.10. *Purchasing Entity(ies)*: Any purchaser authorized by *Enterprise Services* to utilize the *Cooperative Purchasing Contract* through this *Participating Addendum*. Such purchasers are limited to (i) Washington state agencies and Washington state institutions of higher education; and (ii) entities who have executed a *Contract Usage Agreement* with *Enterprise Services*. *See* § 4 – Participation.

1.11. *WEBS*: The Washington Electronic Business Solutions system administered by *Enterprise Services*. *See* RCW 39.26.150.

2. TERM. This Participating Addendum shall terminate upon: (a) expiration of the term set forth in the Cooperative Purchasing Contract; (b) Contractor's breach of any representation and warranty set forth in this Participating Addendum; or (c) written notice of termination for convenience by Enterprise Services, whichever first occurs. Termination of this Participating Addendum, however, shall not relieve any Purchasing Entity of its responsibility to pay for goods and/or services timely ordered by such Purchasing Entity and provided to Purchasing Entity by Contractor.

3. SCOPE. This Participating Addendum covers the Cooperative Purchasing Contract awarded to Contractor.

4. PARTICIPATION. Pursuant to this Participating Addendum, the Cooperative Purchasing Contract may be utilized by the following Purchasing Entities:

4.1. WASHINGTON STATE AGENCIES. All Washington state agencies, departments, offices, divisions, boards, and commissions.

4.2. WASHINGTON STATE INSTITUTIONS OF HIGHER EDUCATION. Any the following specific institutions of higher education (colleges) in Washington:

(a) State universities – i.e., University of Washington & Washington State University;

(b) Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University

(c) Evergreen State College;

(d) Community colleges; and

(e) Technical colleges.

4.3. CONTRACT USAGE AGREEMENT PARTIES. Any of the following types of entities who have executed a Contract Usage Agreement with Enterprise Services:

- Political subdivisions (e.g., counties, cities, school districts, public utility districts, ports) in the State of Washington;

- Federal governmental agencies or entities;
- Certain public benefit nonprofit corporations (i.e., public benefit nonprofit corporations as defined in RCW 24.03A.245) who receive federal, state, or local funding; and
- Federally recognized Indian Tribes located in the State of Washington.

By placing Purchase Order under this Participating Addendum, each Purchasing Entity agrees to be bound by the terms and conditions of this Participating Addendum, including the Cooperative Purchasing Contract. Each Purchasing Entity shall be responsible for its compliance with such terms and conditions.

5. PARTICIPATING STATE MODIFICATIONS OR ADDITIONS TO THE COOPERATIVE PURCHASING CONTRACT.

5.1 CONTRACTOR REGISTRATION. Contractor promptly shall complete the following within seven (7) days of execution of this Participating Addendum:

(a) WEBS REGISTRATION: Contractor shall register in Washington's WEBS System at WEBS. Contractor further shall ensure that all of its information therein is current and accurate and that, throughout the term of this Participating Addendum, Contractor shall maintain an accurate profile in WEBS.

(b) STATEWIDE PAYEE DESK REGISTRATION: Contractor shall register with Washington's Statewide Payee Desk and receive a statewide vendor registration number. Washington state agencies cannot make payments to Contractor until Contractor is registered. Registration materials are available here: Receiving Payment from the State.

5.2 CONTRACT SALES REPORTING. Contractor shall report quarterly to Enterprise Services total Cooperative Purchasing Contract sales made to Purchasing Entities authorized by this Participating Addendum, as set forth below.

(a) REPORTING. Contractor shall report quarterly sales in Enterprise Services' Contract Sales Reporting System. Enterprise Services will provide Contractor with a login password and a vendor number.

(b) PURCHASING ENTITY USAGE DATA. Each sales report also must identify every authorized Purchasing Entity by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The "Miscellaneous" option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized Purchasing Entities specified herein during the term of this Participating Addendum. If there are no sales during the reporting period, Contractor must report zero sales. Refer sales reporting questions to the Primary Contact set forth below.

(c) DUE DATES FOR CONTRACT SALES REPORTING. Quarterly Contract Sales Reports must be submitted electronically by the following deadlines for all sales invoiced during the applicable calendar quarter:

QUARTER	FOR SALES MADE IN CALENDAR QUARTER	DUE BY	PAST DUE
1	January 1 – March 31	April 30	May 1
2	April 1 – June 30	July 31	August 1
3	July 1 – September 30	October 31	November 1
4	October 1 – December 31	January 31	February 1

5.3 VENDOR MANAGEMENT FEE. Contractor shall pay to Enterprise Services a vendor management fee ("VMF") of 1.5 percent on the purchase price for all Cooperative Purchasing Contract sales authorized by this Participating Addendum. The purchase price is the total invoice price less applicable sales tax.

(a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:

Amount owed to Enterprise Services = Total contract sales invoiced (not including sales tax) x .0150.

(b) The VMF must be rolled into Contractor's current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.

(c) Enterprise Services will invoice Contractor quarterly based on contract sales reported to Enterprise Services by Contractor. Contractor shall not remit VMF payment until it receives an invoice from Enterprise Services. Payment must be received within thirty (30) calendar days of the invoice issue date from Enterprise Services. Contractor's VMF payment to Enterprise Services must reference the invoice number.

(d) Contractor's failure accurately and timely to report contract sales Purchasing Entity usage data, or to remit timely payment of the VMF to Enterprise Services, may be cause for Enterprise Services to suspend or terminate this Participating Addendum or exercise any other remedies as provided by law.

(e) Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases.

(f) For purposes of the VMF, the parties agree that the initial management fee is included in the pricing. Therefore, any increase or reduction of the management fee must be reflected in contract pricing commensurate with the adjustment.

5.4 NONDISCRIMINATION.

(a) NONDISCRIMINATION REQUIREMENT. During the term of this Participating Addendum, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written

notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

(b) OBLIGATION TO COOPERATE. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Participating Addendum pursuant to RCW 49.60.530(3).

(c) DEFAULT. Notwithstanding any provision to the contrary, Enterprise Services may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Participating Addendum, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Enterprise Services receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Enterprise Services may terminate this Participating Addendum in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

(d) REMEDIES FOR BREACH. Notwithstanding any provision to the contrary, in the event of termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for damages as authorized by law. Enterprise Services and/or Purchasing Entities shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe Enterprise Services and/or Purchasing Entities for default under this provision.

5.5 CONTRACTOR REPRESENTATIONS AND WARRANTIES. Contractor makes each of the following representations and warranties as of the effective date of this Participating Addendum and at the time any Purchase Order is placed by a Participating Entity pursuant to this Participating Addendum. If, at the time of any such Purchase Order, Contractor cannot make such representations and warranties, Contractor shall not process any Purchase Orders and shall notify Enterprise Services, in writing, within three (3) business days of such breach.

(a) QUALIFIED TO DO BUSINESS. Contractor represents and warrants that Contractor is (a) in good standing; (b) qualified to do business in the State of Washington; and (c) registered with the Washington State Department of Revenue and the Washington Secretary of State.

(b) TAXES. Contractor represents and warrants that Contractor is current, in full compliance, and has paid all applicable taxes owed to the State of Washington.

(c) LICENSES; CERTIFICATIONS; AUTHORIZATIONS; & APPROVALS. Contractor represents and warrants that Contractor possesses and shall keep current during the term of this Participating Addendum all required licenses, certifications, permits, authorizations, and approvals necessary for Contractor's proper performance of this Participating Addendum.

(d) WAGE VIOLATIONS. Contractor represents and warrants that, during the term of this Participating Addendum and the three (3) year period immediately preceding the effective date of this Participating Addendum, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW 49.46, 49.48, or 49.52.

(e) CIVIL RIGHTS. Contractor represents and warrants that Contractor complies with all applicable requirements regarding civil rights. Such requirements prohibit discrimination against individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin.

(f) EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS (MANDATORY INDIVIDUAL ARBITRATION). Contractor represents and warrants that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Participating Addendum, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

(g) WASHINGTON STATE PAY EQUALITY FOR 'SIMILARLY EMPLOYED' INDIVIDUALS. Contractor represents and warrants that, as required by Washington state law (Laws of 2023, ch. 475, § 919), during the term of this Participating Addendum, among Contractor's employees, 'similarly employed' individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but is not limited to, education,

training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Participating Addendum and any Purchasing Entity hereunder similarly may suspend or terminate its use of the Cooperative Purchasing Contract and/or any agreement entered into pursuant to this Participating Addendum.

5.6 CONTRACTOR'S SALES AUTHORITY; PURCHASE ORDERS; & INVOICES.

(a) CONTRACTOR'S SALES AUTHORITY. Pursuant to this Participating Addendum, Contractor is authorized to provide only those goods/services set forth in the Cooperative Purchasing Contract as conditioned by this Participating Addendum. *See, e.g.*, § 3 – Scope. Contractor shall not represent to any Purchasing Entity that it has any authority to sell any other materials, supplies, services and/or equipment.

(b) PURCHASE ORDERS. To utilize the Cooperative Purchasing Contract, each Purchase Order must include the following information and be submitted to Contractor or its authorized dealer:

1. Each of following contract identification numbers, which are set forth on the first page of this Participating Addendum:
   - Washington Statewide Contract Number; and
   - NASPO ValuePoint Cooperative Purchasing Contract Number;
2. The Purchase Order amount; and
3. Purchaser's contact information (i.e., name, address, telephone number, email).

(c) INVOICES. Contractor must provide a properly completed invoice to Purchasing Entities. All invoices are to be delivered to the address indicated in the applicable Purchase Order. Each invoice must include the following:

1. Each of following contract identification numbers, which are set forth on the first page of this Participating Addendum:
   - Washington Statewide Contract Number; and
   - NASPO ValuePoint Cooperative Purchasing Contract Number;

2. Contractor's statewide vendor registration number assigned by the Washington State Office of Financial Management through Washington's Statewide Payee Desk; and
3. The Purchasing Entity's applicable Purchase Order number.

Invoices must be prominently annotated by Contractor with any applicable volume discounts.

6. PRIMARY CONTACTS. The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Participating State

Attn: Team Cypress
State of Washington
Washington Dep't. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Tel: (360) 407-2218
Email:
descontractsteamcypress@des.wa.gov

Contractor

Attn: Derrek Davis
7000 N Mopac, Suite 200
Austin, TX 78731
Tel: (512) 523-4834
Email: ddavis@civicinitiatives.com

7. SUBCONTRACTORS. Contractors shall be responsible for meeting the general requirements applicable across all categories. These requirements include experience, customer service, management, quality control, personnel, and staffing. Contractors are expected to maintain the highest standards of these requirements throughout the life of the contract and must require all Subcontractors to attest to the same standards of service. Subcontractors shall be included in the Performance Management Plan as required by the Master Agreement.

8. ORDERS: Unless the parties to the applicable Purchase Order agree in writing that another contract or agreement applies to such Purchase Order, any Purchase Order placed by a Purchasing Entity for goods and/or services available from the Cooperative Purchasing Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions of) the Cooperative Purchasing Agreement as conditioned by this Participating Addendum.

9. GENERAL.

9.1. ENTIRE AGREEMENT; MODIFICATION. This Participating Addendum and the Cooperative Purchasing Contract, together, set forth the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. This Participating Addendum may not be modified except in writing signed by the Parties.

9.2. AUTHORITY. Each party to this Participating Addendum, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Participating Addendum and that its execution, delivery, and performance of this Participating Addendum has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

9.3. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Participating Addendum or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Participating Addendum or such other ancillary agreement for all purposes.

9.4. COUNTERPARTS. This Participating Addendum may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Participating Addendum at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Participating Addendum.

EXECUTED AND EFFECTIVE as of the date and year first above written.

STATE OF WASHINGTON **DEPARTMENT OF ENTERPRISE SERVICES**	**INSERT NAME OF CONTRACTOR,** **A TEXAS COMPANY**
By: Michellee M. Jemmott	By:
Michellee Jemmott	Derrek Davis
Its: IT Procurement Supervisor	Its: Chief Operating Officer
Date: Mar 20, 2026	Date: Mar 20, 2026

PA Template - NASPO

Final Audit Report 2026-03-20

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