



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**
ANDREW JOHNSON TOWER, 5TH FLOOR
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243

BILL LEE
GOVERNOR

LISA PIERCEY, MD, MBA, FAAP
COMMISSIONER

November 15, 2019

Krista Lee Carsner, Director
Fiscal Review Committee
Suite G-102, Cordell Hull Building
425 5th Avenue North
Nashville, TN 37243

Mike Perry, Chief Procurement Officer
Central Procurement Office, Department of General Services
22nd Floor, Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, TN 37243

Dear Director Carsner and CPO Perry:

The Department of Health's Women, Infants, and Children Program (WIC) requests approval to establish a three-year, sole source contract with two one-year options to renew with Brush Art Corporation for WIC learning materials. Brush Art Corporation provides a package of services, including quality production materials, storage of materials, and an online ordering system with the ability to allocate inventory to receive real time and monthly reports, track orders, and provide shipment to all clinics in the state. These services will improve health messaging in WIC programs across the state.

The estimated total cost of a three-year contract is \$2,563,500.00 and an estimated \$4,272,500.00 if all options to renew are executed. The contract will be fully federally funded.

A Request for Information (RFI) was released in May 2019, and Brush Art Corporation provided the only response. Brush Art Corporation has worked with 26 other states' WIC programs. Considering Brush Art Corporation's experience and cost effective approach, the sole source contract will ensure consistency in material development and fulfillment for the program.

We appreciate your approval to proceed with this contract and thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Piercey, MD, MBA, FAAP" followed by a stylized flourish.

Lisa Piercey, MD, MBA, FAAP
Commissioner

Supplemental Documentation Required for
Fiscal Review Committee

*Contact Name:	Melissa Barbour	*Contact Phone:	615-253-7779		
*Presenter's name(s):	Alexa Witcher, Dr. Morgan McDonald, Lindsay Oliveras				
Edison Contract Number: <i>(if applicable)</i>	TBD	RFS Number: <i>(if applicable)</i>	34353-15920		
*Original or Proposed Contract Begin Date:	January 15, 2020	*Current or Proposed End Date:	September 30, 2022		
Current Request Amendment Number: <i>(if applicable)</i>	N/A				
Proposed Amendment Effective Date: <i>(if applicable)</i>	N/A				
*Department Submitting:	Health				
*Division:	Family Health and Wellness				
*Date Submitted:	November 15, 2019				
*Submitted Within Sixty (60) days: <i>If not, explain:</i>	Yes				
*Contract Vendor Name:	Brush Art Corporation				
*Current or Proposed Maximum Liability:	\$2,563,500.00				
*Estimated Total Spend for Commodities:	N/A				
*Current or Proposed Contract Allocation by Fiscal Year: (as Shown on Most Current Fully Executed Contract Summary Sheet)					
FY:20	FY:21	FY:22	FY:23	FY	FY
\$640,874.97	\$854,500.00	\$854,500.00	\$213,625.03	\$	\$
*Current Total Expenditures by Fiscal Year of Contract: (attach backup documentation from Edison)					
FY	FY:	FY:	FY:	FY	FY
\$ NA	\$ NA	\$ NA	\$ NA	\$	\$
IF Contract Allocation has been greater than Contract Expenditures, please give the reasons and explain where surplus funds were spent:	N/A				
IF surplus funds have been carried forward, please give the reasons and provide the authority for the carry forward provision:	N/A				
IF Contract Expenditures exceeded Contract Allocation, please give the reasons and explain how funding was acquired to pay the overage:	N/A				
*Contract Funding Source/Amount:					

Supplemental Documentation Required for
Fiscal Review Committee

State:	\$0	Federal:	\$2,563,500.00
<i>Interdepartmental:</i>	\$0	<i>Other:</i>	\$0
If “ <i>other</i> ” please define:			
If “ <i>interdepartmental</i> ” please define:			
Dates of All Previous Amendments or Revisions: <i>(if applicable)</i>	Brief Description of Actions in Previous Amendments or Revisions: <i>(if applicable)</i>		
N/A	N/A		
Method of Original Award: <i>(if applicable)</i>		Sole Source	
<p>*What were the projected costs of the service for the entire term of the contract prior to contract award? How was this cost determined?</p>		<p>This is a new contract and has not been awarded.</p> <p>Projected costs for this contract request are based on proposed material needs and cost estimates from the RFI. Those costs were compared to contract costs from states with existing similar contracts.</p>	
<p>*List number of other potential vendors who could provide this good or service; efforts to identify other competitive procurement alternatives; and the reason(s) a sole-source contract is in the best interest of the State.</p>		<p>No other potential vendors have been identified.</p> <p>The RFI released in Tennessee had only one respondent. Verbal and written communication with State WIC contacts from four other states confirmed the absence of providers for like services.</p> <p>This proposed contract will provide a consolidation of multiple service contracts for cost effectiveness and consistency. There is an absence of other providers for these services. This proposed partnership is with a reputable company of consistent integrity and 12 years of experience with 26 states in the niche of public health and the Women, Infants, and Children program population.</p>	

**CONTRACT**

(fee-for-goods or services contract with an individual, business, non-profit, or governmental entity of another state)

Begin Date January 15, 2020	End Date September 30, 2022	Agency Tracking # 34353-15920	Edison Record ID		
Contractor Legal Entity Name Brush Art Corporation				Edison Vendor ID 137025	
Goods or Services Caption (one line only) WIC Program Material Development Services					
Contractor <input checked="" type="checkbox"/> Contractor			CFDA # 10.557		
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2020		\$640,874.97			\$640,874.97
2021		\$854,500.00			\$854,500.00
2022		\$854,500.00			\$854,500.00
2023		\$213,625.03			\$213,625.03
TOTAL:		\$2,563,500.00			\$2,563,500.00
Contractor Ownership Characteristics:					
<input type="checkbox"/> Minority Business Enterprise (MBE):					
<input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American					
<input type="checkbox"/> Woman Business Enterprise (WBE)					
<input type="checkbox"/> Tennessee Service Disabled Veteran Enterprise (SDVBE)					
<input type="checkbox"/> Disabled Owned Business (DSBE)					
<input type="checkbox"/> Tennessee Small Business Enterprise (SBE): \$10,000,000.00 averaged over a three (3) year period or employs no more than ninety-nine (99) employees.					
<input type="checkbox"/> Government <input checked="" type="checkbox"/> Non-Minority/Disadvantaged <input type="checkbox"/> Other:					
Selection Method & Process Summary (mark the correct response to confirm the associated summary)					
<input type="checkbox"/> Competitive Selection					
<input checked="" type="checkbox"/> Other					
The Contractor was chosen for its current capacity to perform all needed services and its experience with WIC Program materials. An RFI (34353-15720) was conducted and Contractor was the single proposal received.					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.					
Speed Chart (optional) HL00000355			Account Code (optional) 70899000		

**CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF HEALTH
AND
BRUSH ART CORPORATION**

This Contract, by and between the State of Tennessee, Department of Health ("State") and the Brush Art Corporation ("Contractor"), is for the provision of Women, Infants, and Children (WIC) Program Material Development Services, as further defined in the "SCOPE." State and Contractor may be referred to individually as a "Party" or collectively as the "Parties" to this Contract.

The Contractor is For-Profit Corporation
Contractor Place of Incorporation or Organization: Kansas
Contractor Edison Registration ID # 137025

A. SCOPE

- A.1. The Contractor shall provide all goods or services and deliverables as required, described, and detailed below and shall meet all service and delivery timelines as specified by this Contract.
- A.2. Definitions. For purposes of this Contract, definitions shall be as follows and as set forth in the Contract:
- a. USDA – The United States Department of Agriculture, federal funding entity for the WIC program.
 - b. WIC or Tennessee WIC – Special Supplemental Nutrition Program for Women, Infants, and Children funded by federal grants to states for supplemental foods, nutrition education, breastfeeding support, and healthcare referrals for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, infants, and children up to age five who are found to be at nutritional risk.
- A.3. This Contract is established to provide design, print, and fulfillment services of WIC program educational materials for the Tennessee Department of Health, Special Supplemental Nutrition Program. Materials developed through this Contract must meet the following criteria:
- a. Materials must be customizable and meet federal and state guidance to include multiple language translations and varied formats.
 - b. Design Tennessee WIC graphic branding.
 - (1) Utilize Tennessee State Government branding guidelines;
 - (2) Utilize National WIC Association National WIC branding graphics and guidelines;
 - (3) This visual look will be used for all materials developed; and
 - (4) All materials are subject to State review and approval.
 - c. Design materials to be used for clients and vendors as education or reference.
 - (1) Nutritional and developmental information for Infant series of two (2).
 - i. One for birth to 6 months.
 - ii. One for 6 months to one-year old.
 - iii. Includes serving size chart and sample menu.
 - iv. 5 ½" x 8 ½" 12- to 16-page material complete in languages identified by the State.
 - (2) Nutritional and developmental information for Child series of eight (8).

- i. Separate materials for each age group.
 - ii. 1 - 1 ½ years old and every 6 months up to age 4 ½ - 5 years old.
 - iii. 22 ½" x 8 ½" folded to 4 ½" x 8 ½" 2-sided accordion fold with English on one side and languages identified by the State on the other side.
- (3) Nutritional and guidance information: Parent series of two (2).
 - i. Separate materials for pregnant and postpartum parents.
 - ii. 5 ½" x 8 ½" 24-page tabbed material complete in English and i languages identified by the State.
- (4) Nutritional and guidance information: Breast/chestfeeding .
 - i. Double Stair-Step multi-page material with pocket, folded size 9.625" x 4.75".
 - ii. Complete in English and ilanguages identified by the State.
- (5) Allowable Food List and instruction materials.
 - i. 28 page + 4 page cover with Electronic Benefits Transfer card holder pocket, 100# Silk Cover and Text. Folded size 4.5" x 6".
 - ii. Complete in English and languages identified by the State.
- (6) Nutrition/Health single topics for up to 15 topics.
 - i. 4" x 9 ¼" card 80 Lb. Satin Cover, printed two (2) sides, front and back.
 - ii. Complete in English and languages identified by the State.
- (7) Healthy Food Habits Coloring Book.
 - i. Under age five (5) appropriate.
 - ii. Eight (8) page self-cover booklet, full color, folded size 8.5" x 11".
- d. Design points include cultural diversity and follow USDA standards for content with full color photographs that include people representative of WIC adult, child, and infant participants.
- e. Materials may be changed to a variety of formats: e.g., multi-page stair step booklets with interior pocket, 5 fold, card stock, and others as agreed.
- f. All materials will be developed in English, Spanish, Arabic, Egyptian Arabic, Swahili, Burmese, and other languages as requested.
- g. Copy is written specifically for use by the WIC program and therefore meets all current USDA standards and recommendations.
- h. Nutrition education and breastfeeding materials include scientifically valid, evidence-based, and up-to-date information to be reviewed annually.
- i. Copy development and translation is collaborative with the WIC program and is subject to final approval by the State.
- j. The order of material development will be established by Tennessee WIC priorities and along deadlines agreed to by the Parties.
- k. PDF and hard copy proofs required:

- (1) Updates to content, preferred messaging, and graphics as needed will occur before reprints and are subject to final approval by the State.
- (2) Obsolete materials will be recycled.

I. Production:

- (1) Four- or five-color printing in English, Spanish, Arabic, Egyptian Arabic, Swahili, and Burmese.
- (2) Four- or five-color PDF files for all languages as identified by the State.
- (3) Annual quantities for each Contract year (January 2020 – September 2020, October 2020 – September 2021, and October 2021 – September 2022) will be based on participation estimates and are subject to final approval by the State.

- i. Infant Series in A.3.c.1. estimated maximum quantity 220,000 total;
- ii. Child Series in A.3.c.2. estimated maximum quantity 360,000 total;
- iii. Parent Series in A.3.c.3. estimated maximum quantity 160,000 total;
- iv. Breast/Chestfeeding in A.3.c.4. estimated maximum quantity 45,000 total;
- v. Allowable Food List/Instructions in A.3.c.5 estimated maximum quantity 250,000 total;
- vi. Nutrition/Health Topic cards in A.3.c.6. estimated maximum quantity 790,000 total; and
- vii. Healthy Food Habits Coloring Book in A.3.c.7. estimated maximum quantity 60,000 total.

m. Store WIC materials and manage inventory:

- (1) Online ordering system for the materials:
 - i. State will identify 14 agencies for inventory and order allotment and order placement;
 - ii. Visual example of material with version and language identified; and
 - iii. Real time availability of items and quantities in remaining in allotment.
- (2) Inventory information will be available on request and by monthly report to Tennessee WIC – Contractor must have the ability to budget and re-allocate inventory among agencies.

n. Shipment tracking and management:

- (1) Shipments will be tracked from fulfillment with information available as needed;
- (2) The minimum shipping quantity shall be twenty-five (25) units;
- (3) Shipping is available to at least 125 Tennessee addresses, and includes but is not limited to those listed in Attachment 1;
- (4) Shipment will take place within 3 business days;
- (5) Delivery occurs no later than 5 calendar days after an online order is placed; and
- (6) Reports of orders placed each month will be received by the 7th of the following month to Tennessee WIC.

o. Retain records for at least 4 years.

A.4. Warranty. Contractor represents and warrants that the term of the warranty ("Warranty Period") shall be the greater of the Term of this Contract or any other warranty generally offered by Contractor, its suppliers, or manufacturers to customers of its goods or services. The goods or services provided under this Contract shall conform to the terms and conditions of this Contract throughout the Warranty Period. Any nonconformance of the goods or services to the terms and conditions of this Contract shall constitute a "Defect" and shall be considered "Defective." If

Contractor receives notice of a Defect during the Warranty Period, then Contractor shall correct the Defect, at no additional charge.

Contractor represents and warrants that the State is authorized to possess and use all equipment, materials, software, and deliverables provided under this Contract.

Contractor represents and warrants that all goods or services provided under this Contract shall be provided in a timely and professional manner, by qualified and skilled individuals, and in conformity with standards generally accepted in Contractor's industry.

If Contractor fails to provide the goods or services as warranted, then Contractor will re-provide the goods or services at no additional charge. If Contractor is unable or unwilling to re-provide the goods or services as warranted, then the State shall be entitled to recover the fees paid to Contractor for the Defective goods or services. Any exercise of the State's rights under this Section shall not prejudice the State's rights to seek any other remedies available under this Contract or applicable law.

- A.5. Inspection and Acceptance. The State shall have the right to inspect all goods or services provided by Contractor under this Contract. If, upon inspection, the State determines that the goods or services are Defective, the State shall notify Contractor, and Contractor shall re-deliver the goods or provide the services at no additional cost to the State. If after a period of thirty (30) days following delivery of goods or performance of services the State does not provide a notice of any Defects, the goods or services shall be deemed to have been accepted by the State.
- A.6. The State may, at its sole discretion and with written notice to the Contractor, request changes in the Scope that are necessary but were inadvertently unspecified in this Contract.
- a. **Change Order Creation**— After receipt of a written request for additional services from the State, the Contractor shall respond to the State, within a maximum of ten (10) business days, with a written proposal for completing the service. Contractor's proposal must specify:
- (1) the effect, if any, of implementing the requested change(s) on all other services required under this Contract;
 - (2) the specific effort involved in completing the change(s);
 - (3) the expected schedule for completing the change(s);
 - (4) the maximum number of person hours required for the change(s); and
 - (5) the maximum cost for the change(s)— this maximum cost shall in no instance exceed the product of the person hours required multiplied by the appropriate payment rate proposed for such work.
- The Contractor shall not perform any additional service until the State has approved the proposal. If approved, the State will sign the proposal, and it shall constitute a Change Order between the Contract Parties pertaining to the specified change(s) and shall be incorporated, hereby, as a part of this Contract.
- b. **Change Order Performance**— Subsequent to creation of a Change Order, the Contractor shall complete the required services. The State will be the sole judge of the acceptable completion of work and, upon such determination, shall provide the Contractor written approval.
- c. **Change Order Remuneration**— The State will remunerate the Contractor only for acceptable work. All acceptable work performed pursuant to an approved Change Order, without a formal amendment of this Contract, shall be remunerated in accordance with

and further limited by Contract Section C.3.c., PROVIDED THAT, the State shall be liable to the Contractor only for the cost of the actual goods or services provided to complete the necessary work, not to exceed the maximum cost for the change detailed in the Change Order. In no instance shall the State be liable to the Contractor for any amount exceeding the maximum cost specified by the Change Order authorizing the goods or services. Upon State approval of the work, the Contractor shall invoice the State in accordance with the relevant provisions of this Contract.

B. TERM OF CONTRACT

- B.1. This Contract shall be effective for the period beginning on January 15, 2020, ("Effective Date") and ending on September 30, 2022, ("Term"). The State shall have no obligation for goods or services provided by the Contractor prior to the Effective Date.
- B.2. Renewal Options. This Contract may be renewed upon satisfactory completion of the Term. The State reserves the right to execute up to two (2) renewal options under the same terms and conditions for a period not to exceed twelve (12) months each by the State, at the State's sole option. In no event, however, shall the maximum Term, including all renewals or extensions, exceed a total of sixty (60) months.

C. PAYMENT TERMS AND CONDITIONS

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed Two Million Five Hundred Sixty-Three Thousand Five Hundred Dollars (\$2,563,500.00) ("Maximum Liability"). This Contract does not grant the Contractor any exclusive rights. The State does not guarantee that it will buy any minimum quantity of goods or services under this Contract. Subject to the terms and conditions of this Contract, the Contractor will only be paid for goods or services provided under this Contract after a purchase order is issued to Contractor by the State or as otherwise specified by this Contract.
- C.2. Compensation Firm. The payment methodology in Section C.3. of this Contract shall constitute the entire compensation due the Contractor for all goods or services provided under this Contract regardless of the difficulty, materials or equipment required. The payment methodology includes all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Contractor.
- C.3. Payment Methodology. The Contractor shall be compensated based on the payment methodology for goods or services authorized by the State in a total amount as set forth in Section C.1.
- a. The Contractor's compensation shall be contingent upon the satisfactory provision of goods or services as set forth in Section A.
- b. The Contractor shall be compensated based upon the following payment methodology:

Goods or Services Description	Amount (per compensable increment)
Design and production of WIC materials as identified in paragraph A.3.c.1. of the Scope	\$ 0.55 each
Design and production of WIC materials as identified in paragraph A.3.c.2. of the Scope	\$ 0.40 each
Design and production of WIC materials as identified in paragraph A.3.c.3. of the Scope	\$ 0.95 each
Design and production of WIC materials as identified in paragraph A.3.c.4. of the Scope	\$ 2.50 each

Design and production of WIC materials as identified in paragraph A.3.c.5. of the Scope	\$ 0.62 each
Design and production of WIC materials as identified in paragraph A.3.c.6. of the Scope	\$ 0.20 each
Design and production of WIC materials as identified in paragraph A.3.c.7. of the Scope	\$ 0.20 each

C.4. Travel Compensation. The Contractor shall not be compensated or reimbursed for travel time, travel expenses, meals, or lodging.

C.5. Invoice Requirements. The Contractor shall invoice the State only for goods delivered and accepted by the State or services satisfactorily provided at the amounts stipulated in Section C.3., above. Contractor shall submit invoices and necessary supporting documentation, no more frequently than once a month, and no later than thirty (30) days after goods or services have been provided to the following address:

By email: Margaret.T.Lewis@tn.gov and Laura.Hutton@tn.gov.

By regular mail:

Peggy Lewis, Supplemental Nutrition Program Section Chief
Tennessee Department of Health
Division of Family Health and Wellness
Andrew Johnson Tower, 8th Floor
710 James Robertson Parkway
Nashville, TN 37243
(615) 741-7218
Margaret.T.Lewis@tn.gov

- a. Each invoice, on Contractor's letterhead, shall clearly and accurately detail all of the following information (calculations must be extended and totaled correctly):
- (1) Invoice number (assigned by the Contractor);
 - (2) Invoice date;
 - (3) Contract number (assigned by the State);
 - (4) Customer account name: Department of Health, Division of Family Health and Wellness;
 - (5) Customer account number (assigned by the Contractor to the above-referenced Customer);
 - (6) Contractor name;
 - (7) Contractor Tennessee Edison registration ID number;
 - (8) Contractor contact for invoice questions (name, phone, or email);
 - (9) Contractor remittance address;
 - (10) Description of delivered goods or services provided and invoiced, including identifying information as applicable;
 - (11) Number of delivered or completed units, increments, hours, or days as applicable, of each good or service invoiced;
 - (12) Applicable payment methodology (as stipulated in Section C.3.) of each good or service invoiced;
 - (13) Amount due for each compensable unit of good or service; and
 - (14) Total amount due for the invoice period.
- b. Contractor's invoices shall:
- (1) Only include charges for goods delivered or services provided as described in Section A and in accordance with payment terms and conditions set forth in Section C;

- (2) Only be submitted for goods delivered or services completed and shall not include any charge for future goods to be delivered or services to be performed;
 - (3) Not include Contractor's taxes, which includes without limitation Contractor's sales and use tax, excise taxes, franchise taxes, real or personal property taxes, or income taxes; and
 - (4) Include shipping or delivery charges only as authorized in this Contract.
- c. The timeframe for payment (or any discounts) begins only when the State is in receipt of an invoice that meets the minimum requirements of this Section C.5.
- C.6. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any payment, invoice, or other matter. A payment by the State shall not be construed as acceptance of goods delivered, any part of the services provided, or as approval of any amount invoiced.
- C.7. Invoice Reductions. The Contractor's invoice shall be subject to reduction for amounts included in any invoice or payment that is determined by the State, on the basis of audits conducted in accordance with the terms of this Contract, to not constitute proper compensation for goods delivered or services provided.
- C.8. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Contractor under this or any contract between the Contractor and the State of Tennessee, any amounts that are or shall become due and payable to the State of Tennessee by the Contractor.
- C.9. Prerequisite Documentation. The Contractor shall not invoice the State under this Contract until the State has received the following, properly completed documentation.
- a. The Contractor shall complete, sign, and present to the State the "Authorization Agreement for Automatic Deposit Form" provided by the State. By doing so, the Contractor acknowledges and agrees that, once this form is received by the State, payments to the Contractor, under this or any other contract the Contractor has with the State of Tennessee, may be made by ACH; and
 - b. The Contractor shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Contractor's Federal Employer Identification Number or Social Security Number referenced in the Contractor's Edison registration information.

D. MANDATORY TERMS AND CONDITIONS

- D.1. Required Approvals. The State is not bound by this Contract until it is duly approved by the Parties and all appropriate State officials in accordance with applicable Tennessee laws and regulations. Depending upon the specifics of this Contract, this may include approvals by the Commissioner of Finance and Administration, the Commissioner of Human Resources, the Comptroller of the Treasury, and the Chief Procurement Officer. Approvals shall be evidenced by a signature or electronic approval.
- D.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective Party at the appropriate mailing address, facsimile number, or email address as stated below or any other address provided in writing by a Party.

The State:

Peggy Lewis, Supplemental Nutrition Program Section Chief
 Tennessee Department of Health
 Division of Family Health and Wellness
 Andrew Johnson Tower, 8th Floor
 710 James Robertson Parkway
 Nashville, TN 37243
 (615) 741-7218
Margaret.T.Lewis@tn.gov

The Contractor:

Tim Brush, President
 Brush Art Corporation
 P.O. Box 217
 Downs, KS 67437
 (785) 454-3383
timbrush@brushart.com

All instructions, notices, consents, demands, or other communications shall be considered effective upon receipt or recipient confirmation as may be required.

- D.3. Modification and Amendment. This Contract may be modified only by a written amendment signed by all Parties and approved by all applicable State officials.
- D.4. Subject to Funds Availability. The Contract is subject to the appropriation and availability of State or federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Contract upon written notice to the Contractor. The State's exercise of its right to terminate this Contract shall not constitute a breach of Contract by the State. Upon receipt of the written notice, the Contractor shall cease all work associated with the Contract. If the State terminates this Contract due to lack of funds availability, the Contractor shall be entitled to compensation for all conforming goods requested and accepted by the State and for all satisfactory and authorized services completed as of the termination date. Should the State exercise its right to terminate this Contract due to unavailability of funds, the Contractor shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages of any description or amount.
- D.5. Termination for Convenience. The State may terminate this Contract for convenience without cause and for any reason. The State shall give the Contractor at least thirty (30) days written notice before the termination date. The Contractor shall be entitled to compensation for all conforming goods delivered and accepted by the State or for satisfactory, authorized services completed as of the termination date. In no event shall the State be liable to the Contractor for compensation for any goods neither requested nor accepted by the State or for any services neither requested by the State nor satisfactorily performed by the Contractor. In no event shall the State's exercise of its right to terminate this Contract for convenience relieve the Contractor of any liability to the State for any damages or claims arising under this Contract.
- D.6. Termination for Cause. If the Contractor fails to properly perform its obligations under this Contract in a timely or proper manner, or if the Contractor materially violates any terms of this Contract ("Breach Condition"), the State shall have the right to immediately terminate the Contract and withhold payments in excess of compensation for completed services or provided goods. Notwithstanding the above, the Contractor shall not be relieved of liability to the State for damages sustained by virtue of any Breach Condition and the State may seek other remedies allowed at law or in equity for breach of this Contract.
- D.7. Assignment and Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without the prior written approval of the State. Notwithstanding any use of the approved subcontractors, the Contractor

shall be the prime contractor and responsible for compliance with all terms and conditions of this Contract. The State reserves the right to request additional information or impose additional terms and conditions before approving an assignment of this Contract in whole or in part or the use of subcontractors in fulfilling the Contractor's obligations under this Contract.

- D.8. Conflicts of Interest. The Contractor warrants that no part of the Contractor's compensation shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed under this Contract.

The Contractor acknowledges, understands, and agrees that this Contract shall be null and void if the Contractor is, or within the past six (6) months has been, an employee of the State of Tennessee or if the Contractor is an entity in which a controlling interest is held by an individual who is, or within the past six (6) months has been, an employee of the State of Tennessee.

- D.9. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, creed, color, religion, sex, national origin, or any other classification protected by federal or state law. The Contractor shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

- D.10. Prohibition of Illegal Immigrants. The requirements of Tenn. Code Ann. § 12-3-309 addressing the use of illegal immigrants in the performance of any contract to supply goods or services to the state of Tennessee, shall be a material provision of this Contract, a breach of which shall be grounds for monetary and other penalties, up to and including termination of this Contract.

- a. The Contractor agrees that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract. The Contractor shall reaffirm this attestation, in writing, by submitting to the State a completed and signed copy of the document at Attachment 2, semi-annually during the Term. If the Contractor is a party to more than one contract with the State, the Contractor may submit one attestation that applies to all contracts with the State. All Contractor attestations shall be maintained by the Contractor and made available to State officials upon request.
- b. Prior to the use of any subcontractor in the performance of this Contract, and semi-annually thereafter, during the Term, the Contractor shall obtain and retain a current, written attestation that the subcontractor shall not knowingly utilize the services of an illegal immigrant to perform work under this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant to perform work under this Contract. Attestations obtained from subcontractors shall be maintained by the Contractor and made available to State officials upon request.
- c. The Contractor shall maintain records for all personnel used in the performance of this Contract. Contractor's records shall be subject to review and random inspection at any reasonable time upon reasonable notice by the State.
- d. The Contractor understands and agrees that failure to comply with this section will be subject to the sanctions of Tenn. Code Ann. § 12-3-309 for acts or omissions occurring after its effective date.
- e. For purposes of this Contract, "illegal immigrant" shall be defined as any person who is not: (i) a United States citizen; (ii) a Lawful Permanent Resident; (iii) a person whose physical presence in the United States is authorized; (iv) allowed by the federal

Department of Homeland Security and who, under federal immigration laws or regulations, is authorized to be employed in the U.S.; or (v) is otherwise authorized to provide services under the Contract.

- D.11. Records. The Contractor shall maintain documentation for all charges under this Contract. The books, records, and documents of the Contractor, for work performed or money received under this Contract, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the State, the Comptroller of the Treasury, or their duly appointed representatives. The financial statements shall be prepared in accordance with generally accepted accounting principles.
- D.12. Monitoring. The Contractor's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.13. Progress Reports. The Contractor shall submit brief, periodic, progress reports to the State as requested.
- D.14. Strict Performance. Failure by any Party to this Contract to require, in any one or more cases, the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the Parties.
- D.15. Independent Contractor. The Parties shall not act as employees, partners, joint venturers, or associates of one another. The Parties are independent contracting entities. Nothing in this Contract shall be construed to create an employer/employee relationship or to allow either Party to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one Party are not employees or agents of the other Party.
- D.16. Patient Protection and Affordable Care Act. The Contractor agrees that it will be responsible for compliance with the Patient Protection and Affordable Care Act ("PPACA") with respect to itself and its employees, including any obligation to report health insurance coverage, provide health insurance coverage, or pay any financial assessment, tax, or penalty for not providing health insurance. The Contractor shall indemnify the State and hold it harmless from any costs to the State arising from Contractor's failure to fulfill its PPACA responsibilities for itself or its employees.
- D.17. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Contract. In no event will the State be liable to the Contractor or any other party for any lost revenues, lost profits, loss of business, decrease in the value of any securities or cash position, time, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Contract or otherwise. The State's total liability under this Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability. This limitation of liability is cumulative and not per incident.
- D.18. Limitation of Contractor's Liability. In accordance with Tenn. Code Ann. § 12-3-701, the Contractor's liability for all claims arising under this Contract shall be limited to an amount equal to two (2) times the Maximum Liability amount detailed in Section C.1. and as may be amended, PROVIDED THAT in no event shall this Section limit the liability of the Contractor for: (i) intellectual property or any Contractor indemnity obligations for infringement for third-party intellectual property rights; (ii) any claims covered by any specific provision in the Contract providing for liquidated damages; or (iii) any claims for intentional torts, criminal acts, fraudulent conduct, or acts or omissions that result in personal injuries or death.

- D.19. Hold Harmless. The Contractor agrees to indemnify and hold harmless the State of Tennessee as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Contract. The Contractor further agrees it shall be liable for the reasonable cost of attorneys' fees, court costs, expert witness fees, and other litigation expenses for the State to enforce the terms of this Contract.

In the event of any suit or claim, the Parties shall give each other immediate notice and provide all necessary assistance to respond. The failure of the State to give notice shall only relieve the Contractor of its obligations under this Section to the extent that the Contractor can demonstrate actual prejudice arising from the failure to give notice. This Section shall not grant the Contractor, through its attorneys, the right to represent the State in any legal matter, as the right to represent the State is governed by Tenn. Code Ann. § 8-6-106.

- D.20. HIPAA Compliance. The State and Contractor shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Health Information Technology for Economic and Clinical Health ("HITECH") Act and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Contract.

- a. Contractor warrants to the State that it is familiar with the requirements of the Privacy Rules, and will comply with all applicable requirements in the course of this Contract.
- b. Contractor warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of the Contract so that both parties will be in compliance with the Privacy Rules.
- c. The State and the Contractor will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and Contractor in compliance with the Privacy Rules. This provision shall not apply if information received or delivered by the parties under this Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the parties to receive or deliver the information without entering into a business associate agreement or signing another document.
- d. The Contractor will indemnify the State and hold it harmless for any violation by the Contractor or its subcontractors of the Privacy Rules. This includes the costs of responding to a breach of protected health information, the costs of responding to a government enforcement action related to the breach, and any fines, penalties, or damages paid by the State because of the violation.

- D.21. Tennessee Consolidated Retirement System. Subject to statutory exceptions contained in Tenn. Code Ann. §§ 8-36-801, *et seq.*, the law governing the Tennessee Consolidated Retirement System ("TCRS"), provides that if a retired member of TCRS, or of any superseded system administered by TCRS, or of any local retirement fund established under Tenn. Code Ann. §§ 8-35-101, *et seq.*, accepts State employment, the member's retirement allowance is suspended during the period of the employment. Accordingly and notwithstanding any provision of this Contract to the contrary, the Contractor agrees that if it is later determined that the true nature of the working relationship between the Contractor and the State under this Contract is that of "employee/employer" and not that of an independent contractor, the Contractor, if a retired member of TCRS, may be required to repay to TCRS the amount of retirement benefits the Contractor received from TCRS during the Term.

- D.22. Tennessee Department of Revenue Registration. The Contractor shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Contract.
- D.23. Debarment and Suspension. The Contractor certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Contractor shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded, disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the Party except to the extent that the non-performing Party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either Party from its obligations under this Contract. Except as set forth in this Section, any failure or delay by a Party in the performance of its obligations under this Contract arising from a Force Majeure Event is not a default under this Contract or grounds for termination. The non-performing Party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the Party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Contractor's representatives, suppliers, subcontractors, customers or business apart from this Contract is not a Force Majeure Event under this Contract. Contractor will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Contractor's performance longer than forty-eight (48) hours, the State may, upon notice to Contractor: (a) cease payment of the fees for the affected obligations until Contractor resumes performance of the affected obligations; or (b) immediately terminate this Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Contractor will not increase its charges under this Contract or charge the State any fees other than those provided for in this Contract as the result of a Force Majeure Event.
- D.25. State and Federal Compliance. The Contractor shall comply with all State and federal laws and regulations applicable to Contractor in the Contractor's performance of this Contract.

- D.26. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Tennessee Claims Commission or the state or federal courts in Tennessee shall be the venue for all claims, disputes, or disagreements arising under this Contract. The Contractor acknowledges and agrees that any rights, claims, or remedies against the State of Tennessee or its employees arising under this Contract shall be subject to and limited to those rights and remedies available under Tenn. Code Ann. §§ 9-8-101 - 408.
- D.27. Entire Agreement. This Contract is complete and contains the entire understanding between the Parties relating to its subject matter, including all the terms and conditions of the Parties' agreement. This Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the Parties, whether written or oral.
- D.28. Severability. If any terms and conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions of this Contract shall not be affected and shall remain in full force and effect. The terms and conditions of this Contract are severable.
- D.29. Headings. Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.
- D.30. Incorporation of Additional Documents. Each of the following documents is included as a part of this Contract by reference. In the event of a discrepancy or ambiguity regarding the Contractor's duties, responsibilities, and performance under this Contract, these items shall govern in order of precedence below:
- a. any amendment to this Contract, with the latter in time controlling over any earlier amendments;
 - b. this Contract with any attachments or exhibits (excluding the items listed at subsections c. through f., below), which includes the Contractor RFI Proposal;
 - c. any clarifications of or addenda to the Contractor's proposal seeking this Contract;
 - d. the State solicitation, as may be amended, requesting responses in competition for this Contract;
 - e. any technical specifications provided to proposers during the procurement process to award this Contract; and
 - f. the Contractor's response seeking this Contract.
- D.31. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Contract. The Contractor certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.32. Insurance. Contractor shall maintain insurance coverage as specified in this Section. The State reserves the right to amend or require additional insurance coverage, coverage amounts, and endorsements required under this Contract. Contractor's failure to maintain or submit evidence of insurance coverage, as required, is a material breach of this Contract. If Contractor loses insurance coverage, fails to renew coverage, or for any reason becomes uninsured during the Term, Contractor shall immediately notify the State. All insurance companies providing coverage must be: (a) acceptable to the State; (b) authorized by the Tennessee Department of Commerce and Insurance ("TDCI"); and (c) rated A- / VII or better by A.M. Best. All coverage must be on a primary basis and noncontributory with any other insurance or self-insurance carried by the State. Contractor agrees to name the State as an additional insured on any insurance policy with the exception of workers' compensation (employer liability) and professional liability (errors and

omissions) insurance. All policies must contain an endorsement for a waiver of subrogation in favor of the State. Any deductible or self insured retention ("SIR") over fifty thousand dollars (\$50,000) must be approved by the State. The deductible or SIR and any premiums are the Contractor's sole responsibility. The Contractor agrees that the insurance requirements specified in this Section do not reduce any liability the Contractor has assumed under this Contract including any indemnification or hold harmless requirements.

To achieve the required coverage amounts, a combination of an otherwise deficient specific policy and an umbrella policy with an aggregate meeting or exceeding the required coverage amounts is acceptable. For example: If the required policy limit under this Contract is for two million dollars (\$2,000,000) in coverage, acceptable coverage would include a specific policy covering one million dollars (\$1,000,000) combined with an umbrella policy for an additional one million dollars (\$1,000,000). If the deficient underlying policy is for a coverage area without aggregate limits (generally Automobile Liability and Employers' Liability Accident), Contractor shall provide a copy of the umbrella insurance policy documents to ensure that no aggregate limit applies to the umbrella policy for that coverage area. In the event that an umbrella policy is being provided to achieve any required coverage amounts, the umbrella policy shall be accompanied by an endorsement at least as broad as the Insurance Services Office, Inc. (also known as "ISO") "Noncontributory—Other Insurance Condition" endorsement or shall be written on a policy form that addresses both the primary and noncontributory basis of the umbrella policy if the State is otherwise named as an additional insured.

Contractor shall provide the State a certificate of insurance ("COI") evidencing the coverages and amounts specified in this Section. The COI must be on a form approved by the TDCI (standard ACORD form preferred). The COI must list each insurer's National Association of Insurance Commissioners (NAIC) number and be signed by an authorized representative of the insurer. The COI must list the State of Tennessee – CPO Risk Manager, 312 Rosa L. Parks Ave., 3rd floor Central Procurement Office, Nashville, TN 37243 as the certificate holder. Contractor shall provide the COI ten (10) business days prior to the Effective Date and again thirty (30) calendar days before renewal or replacement of coverage. Contractor shall provide the State evidence that all subcontractors maintain the required insurance or that subcontractors are included under the Contractor's policy. At any time, the State may require Contractor to provide a valid COI. The Parties agree that failure to provide evidence of insurance coverage as required is a material breach of this Contract. If Contractor self-insures, then a COI will not be required to prove coverage. Instead Contractor shall provide a certificate of self-insurance or a letter, on Contractor's letterhead, detailing its coverage, policy amounts, and proof of funds to reasonably cover such expenses. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

The State agrees that it shall give written notice to the Contractor as soon as practicable after the State becomes aware of any claim asserted or made against the State, but in no event later than thirty (30) calendar days after the State becomes aware of such claim. The failure of the State to give notice shall only relieve the Contractor of its obligations under this Section to the extent that the Contractor can demonstrate actual prejudice arising from the failure to give notice. This Section shall not grant the Contractor or its insurer, through its attorneys, the right to represent the State in any legal matter, as the right to represent the State is governed by Tenn. Code Ann. § 8-6-106.

The insurance obligations under this Contract shall be: (1)—all the insurance coverage and policy limits carried by the Contractor; or (2)—the minimum insurance coverage requirements and policy limits shown in this Contract; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and minimum required policy limits, which are applicable to a given loss, shall be available to the State. No representation is made that the minimum insurance requirements of the Contract are sufficient to cover the obligations of the Contractor arising under this Contract. The Contractor shall obtain and maintain, at a minimum, the following insurance coverages and policy limits.

a. Commercial General Liability ("CGL") Insurance

- (1) The Contractor shall maintain CGL, which shall be written on an ISO Form CG 00 01 occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from property damage, premises and operations products and completed operations, bodily injury, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Contractor shall maintain single limits not less than one million dollars (\$1,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this policy or location of occurrence or the general aggregate limit shall be twice the required occurrence limit.

b. Workers' Compensation and Employer Liability Insurance

- (1) For Contractors statutorily required to carry workers' compensation and employer liability insurance, the Contractor shall maintain:
- i. Workers' compensation in an amount not less than one million dollars (\$1,000,000) including employer liability of one million dollars (\$1,000,000) per accident for bodily injury by accident, one million dollars (\$1,000,000) policy limit by disease, and one million dollars (\$1,000,000) per employee for bodily injury by disease.
 - ii. If the Contractor certifies that it is exempt from the requirements of Tenn. Code Ann. §§ 50-6-101 – 103, then the Contractor shall furnish written proof of such exemption for one or more of the following reasons:
 - iii. The Contractor employs fewer than five (5) employees;
 - iv. The Contractor is a sole proprietor;
 - v. The Contractor is in the construction business or trades with no employees;
 - vi. The Contractor is in the coal mining industry with no employees;
 - vii. The Contractor is a state or local government; or
 - viii. The Contractor self-insures its workers' compensation and is in compliance with the TDCI rules and Tenn. Code Ann. § 50-6-405.

c. Automobile Liability Insurance

- (1) The Contractor shall maintain automobile liability insurance which shall cover liability arising out of any automobile (including owned, leased, hired, and non-owned automobiles).
- (2) The Contractor shall maintain bodily injury/property damage with a limit not less than one million dollars (\$1,000,000) per occurrence or combined single limit.

D.33. Major Procurement Contract Sales and Use Tax. Pursuant to Tenn. Code Ann. § 4-39-102 and to the extent applicable, the Contractor and the Contractor's subcontractors shall remit sales and use taxes on the sales of goods or services that are made by the Contractor or the Contractor's subcontractors and that are subject to tax.

D.34. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Contractor by the State or acquired by the Contractor on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Contractor to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Contractor due to intentional or negligent actions or inactions of agents

of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Contractor shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Contract.

D.35. Equal Opportunity. The Contractor agrees as follows:

- a. 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:
 - (1) Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising;
 - (2) Layoff or termination;
 - (3) Rates of pay or other forms of compensation; and
 - (4) 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 contracting officer setting forth the provisions of this nondiscrimination clause.

- b. 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 considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. If the State approves any subcontract, the subcontract shall include paragraphs (a) and (b) above.

In addition, to the extent applicable the Contractor agrees to comply with 41 C.F. R. § 60-1.4, as that section is amended from time to time during the term.

E. SPECIAL TERMS AND CONDITIONS

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Contract, the special terms and conditions shall be subordinate to the Contract's other terms and conditions.
- E.2. Printing Authorization. The Contractor agrees that no publication coming within the jurisdiction of Tenn. Code Ann. §§ 12-7-101, *et. seq.*, shall be printed pursuant to this Contract unless a printing authorization number has been obtained and affixed as required by Tenn. Code Ann. § 12-7-103 (d).
- E.3. Additional lines, items, or options. At its sole discretion, the State may make written requests to the Contractor to add lines, items, or options that are needed and within the Scope but were not included in the original Contract. Such lines, items, or options will be added to the Contract through a Memorandum of Understanding ("MOU"), not an amendment.
 - a. After the Contractor receives a written request to add lines, items, or options, the Contractor shall have ten (10) business days to respond with a written proposal. The Contractor's written proposal shall include:
 - (1) The effect, if any, of adding the lines, items, or options on the other goods or services required under the Contract;
 - (2) Any pricing related to the new lines, items, or options;

- (3) The expected effective date for the availability of the new lines, items, or options; and
 - (4) Any additional information requested by the State.
- b. The State may negotiate the terms of the Contractor's proposal by requesting revisions to the proposal.
 - c. To indicate acceptance of a proposal, the State will sign it. The signed proposal shall constitute a MOU between the Parties, and the lines, items, or options shall be incorporated into the Contract as if set forth verbatim.
 - d. Only after a MOU has been executed shall the Contractor perform or deliver the new lines, items, or options.
- E.4. Prohibited Advertising or Marketing. The Contractor shall not suggest or imply in advertising or marketing materials that Contractor's goods or services are endorsed by the State. The restrictions on Contractor advertising or marketing materials under this Section shall survive the termination of this Contract.
- E.5. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Contractor shall prohibit smoking of tobacco products within any indoor premises in which services are provided pursuant to this Contract to individuals under the age of eighteen (18) years. The Contractor shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Contract.
- E.6. Lobbying. The Contractor certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, 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.
 - b. If any funds other than federally 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 any contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - c. The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, 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 and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.
- E.7. Federal Funding Accountability and Transparency Act (FFATA). This Contract requires the Contractor to provide supplies or services that are funded in whole or in part by federal funds that are subject to FFATA. The Contractor is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Contractor provides information to the State as required.

The Contractor shall comply with the following:

a. Reporting of Total Compensation of the Contractor's Executives.

- (1) The Contractor shall report the names and total compensation of each of its five most highly compensated executives for the Contractor's preceding completed fiscal year, if in the Contractor's preceding fiscal year it received:
 - i. 80 percent or more of the Contractor's annual gross revenues from federal procurement contracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

As defined in 2 C.F.R. § 170.315, "Executive" means officers, managing partners, or any other employees in management positions.

- (2) Total compensation means the cash and noncash dollar value earned by the executive during the Contractor's preceding fiscal year and includes the following (for more information see 17 C.F.R. § 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

- b. The Contractor must report executive total compensation described above to the State by the end of the month during which this Contract is awarded.
- c. If this Contract is amended to extend the Term, the Contractor must submit an executive total compensation report to the State by the end of the month in which the term extension becomes effective.

- d. The Contractor will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this Contract. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>

The Contractor's failure to comply with the above requirements is a material breach of this Contract for which the State may terminate this Contract for cause. The State will not be obligated to pay any outstanding invoice received from the Contractor unless and until the Contractor is in full compliance with the above requirements.

IN WITNESS WHEREOF,

BRUSH ART CORPORATION

CONTRACTOR SIGNATURE

DATE

PRINTED NAME AND TITLE OF CONTRACTOR SIGNATORY (above)

DEPARTMENT OF HEALTH

LISA PIERCEY, MD, MBA, FAAP, COMMISSIONER

DATE

ATTACHMENT 2**ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE**

SUBJECT CONTRACT NUMBER:	34353-15920
CONTRACTOR LEGAL ENTITY NAME:	Brush Art Corporation
EDISON VENDOR IDENTIFICATION NUMBER:	137025

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.

CONTRACTOR SIGNATURE

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor. Attach evidence documenting the individual's authority to contractually bind the Contractor, unless the signatory is the Contractor's chief executive or president.

PRINTED NAME AND TITLE OF SIGNATORY

DATE OF ATTESTATION

From: [Lindy Wyant](#)
To: [Terri L. Bartlett](#); [Laura Hutton](#); [David Clifford](#); [Michel Perry](#); [Tammy Golden](#)
Cc: [Lindsay R. Oliveras](#); [Margaret T. Lewis](#); [Melissa Barbour](#); [Don Conner](#)
Subject: RE: WIC Brochures
Date: Friday, August 30, 2019 10:33:07 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Laura and Terri,

It was a pleasure meeting with all of you and learning about your future printing needs. Tammy and I discussed and at this time I think Brush Art would be a great choice for your program. As I mentioned in the meeting at the end of your contract we would like to re-visit this opportunity. We would be glad to help you on any overflow and I really hope you will reach out to our Graphic Arts team in the future. Have a great holiday weekend!



Lindy Wyant | Customer Service Manager
Document Solutions

William R. Snodgrass Tennessee Tower, 4th Floor
312 Rosa Parks Avenue Nashville, TN. 37243
p. 615-741-4188 (Office-VM), 629-395-1935 (Cell)
lindy.wyant@tn.gov
tn.gov/generalservices/
[Recognize this Employee](#)

From: Terri L. Bartlett
Sent: Friday, August 30, 2019 10:24 AM
To: Laura Hutton; Lindy Wyant; David Clifford; Michel Perry
Cc: Lindsay R. Oliveras; Margaret T. Lewis; Melissa Barbour
Subject: RE: WIC Brochures

Hi Michel,

Let us know if you need anything else in the meantime. I hope you have a good safe Labor Day weekend.

Thanks

Terri

From: Laura Hutton
Sent: Friday, August 30, 2019 10:19 AM
To: Lindy Wyant; David Clifford; Michel Perry
Cc: Lindsay R. Oliveras; Margaret T. Lewis; Melissa Barbour; Terri L. Bartlett
Subject: RE: WIC Brochures

Good morning, all!

It was a pleasure to meet with everyone last week! Thank you for the updates on your services. As SNP moves forward on BrushArt materials, it would be helpful to have a statement from you that the scope of the materials/services requested are outside of General Services' deliverables.

Thank you,
Laura

WIC? It's a nutrition and breastfeeding education program that provides supplemental healthy foods to help families grow and prosper in Tennessee!



Laura Hutton, MS, RDN, LDN, CLC | State WIC Breastfeeding Coordinator
Family Health & Wellness/Supplemental Nutrition Programs

Andrew Johnson Tower, 8th Floor
710 James Robertson Pkwy., Nashville, TN 37243
p. 615-741-0266 f. 615-532-7189

Laura.Hutton@tn.gov

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...nurse them, without fear, feed them, because this, too, is a language of love. -Pope Francis

From: Lindy Wyant
Sent: Thursday, August 15, 2019 3:57 PM
To: Terri L. Bartlett
Cc: Michel Perry; David Clifford; Lindsay R. Oliveras; Margaret T. Lewis; Laura Hutton; Melissa Barbour
Subject: RE: WIC Brochures

Hi Terri,

Margaret Lewis is going to schedule a meeting with us next Thursday.

Thanks!

From: Terri L. Bartlett
Sent: Thursday, August 15, 2019 11:34 AM
To: Lindy Wyant
Cc: Michel Perry; David Clifford; Lindsay R. Oliveras; Margaret T. Lewis; Laura Hutton; Melissa Barbour

Subject: RE: WIC Brochures
Importance: High

Hi Lindy,

I have attached a draft contract for reference that pertains to the service we are seeking. We are interested in various materials that are needed for the Women Infant and Children (WIC) program. Lindsay had referred you to us as a contact. Please see in the body of this email information provided from Peggy Lewis, Section Chief about the concerns of the costs of printing and maintaining enough inventory at all times.

Can you let us know as soon as you are able if this is something that can be done by your office.

We appreciate your time,

Thank you

Terri

From: Lindsay R. Oliveras
Sent: Thursday, August 15, 2019 7:34 AM
To: Margaret T. Lewis; Laura Hutton
Cc: Terri L. Bartlett; Michel Perry; David Clifford
Subject: RE: WIC Brochures

Hi Peggy,

You can try Lindy Wyant. She is the customer service manager.

Thank you,

 **Department of Health**
Lindsay Oliveras | Director
Procurement Management Office |
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
p. 615-532-7148
Lindsay.R.Oliveras@tn.gov
tn.gov/health

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From: Margaret T. Lewis
Sent: Monday, August 12, 2019 11:56 AM
To: Lindsay R. Oliveras; Laura Hutton
Cc: Terri L. Bartlett; Michel Perry; David Clifford
Subject: RE: WIC Brochures

Yes, please provide a contact. I will be glad to discuss to prevent a delay.

Of note for you, Brush Art does more than the printing—they print, store, supply materials to each CLINIC location-not just the regions, and maintain the inventory of each pamphlet, brochure, etc. so we are never short or out of an item. The cost of all these services is a part of the price per pamphlet/brochure. The State Central Stores costs alone are higher than the total cost per pamphlet without including outside printing costs because the State cannot print in multi-color.

Thanks for the heads-up and the contact at DGS.

Peggy



Peggy Lewis, MHE RD LDN | Section Chief
Family Health & Wellness/Supplemental Nutrition Programs

Andrew Johnson Tower, 8th Floor
710 James Robertson Pkwy., Nashville, TN 37243
p. 615-741-7218

Margaret.t.lewis@tn.gov
tn.gov/health

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From: Lindsay R. Oliveras
Sent: Monday, August 12, 2019 11:12 AM
To: Laura Hutton; Margaret T. Lewis
Cc: Terri L. Bartlett; Michel Perry; David Clifford
Subject: WIC Brochures

Good morning Laura and Peggy,

I am currently reviewing the special contract request for the contract with Brush Art. Have you all had any conversations with DGS Printing to make sure they are unable to provide the same or similar materials and services? If not, I recommend you all reach out soon; I'd be happy to provide a contact at Printing and attend the meeting with you. The Central Procurement Office will not process the special contract request without a confirmation from Printing.

Please let me know what questions you have.

Thank you,



Department of
Health

Lindsay Oliveras | Director

Procurement Management Office |

Division of Administrative Services

Andrew Johnson Tower, 5th Floor

710 James Robertson Parkway

Nashville, TN 37243

p. 615-532-7148

Lindsay.R.Oliveras@tn.gov

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Comments

OK

Special Contract Request

This form should be utilized to facilitate contract and procurement requests that require the Chief Procurement Officer's prior approval and that of the Comptroller of the Treasury, as applicable.

NOT required for a contract with a federal, Tennessee, or Tennessee local government entity or a grant.

Route a completed request, as one file in PDF format, via e-mail attachment sent to: agsprs.agsprs@tn.gov.

APPROVED		APPROVED	
CHIEF PROCUREMENT OFFICER	DATE	COMPTROLLER OF THE TREASURY	DATE

Request Tracking #	34353-15920
1. Contracting Agency	Tennessee Department of Health
2. Type of Contract or Procurement Method	<input type="checkbox"/> No Cost <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Sole Source <input type="checkbox"/> Proprietary <input type="checkbox"/> Competitive Negotiation <input type="checkbox"/> Other _____
3. Requestor Contact Information	Margaret T. Lewis
4. Brief Goods or Services Caption	Production and Fulfillment Services
5. Description of the Goods or Services to be Acquired	Design, production, storage and distribution of WIC (Women, Infants and Children) program material. Materials must be customizable and meet federal and state guidance to include multiple language translations and varied formats. The fulfillment system must include an online ordering system that will provide inventory information on request and the ability to ship to 125 Tennessee addresses.
6. Proposed Contractor	Brush Art Corporation
7. Name & Address of the Contractor's principal owner(s) – NOT required for a TN state education institution	Julie Brush WIC Account Team Leader 343 W Hwy 24 Downs, Kansas 37437
8. Proposed Contract Period – with ALL options to extend exercised The proposed contract start date shall follow the approval date of this request.	36 months

Request Tracking #	34353-15920
9. Strategic Technology Solutions ("STS") Pre-Approval Endorsement Request – information technology (N/A to THDA)	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Attached
10. eHealth Pre-Approval Endorsement Request – health-related professional, pharmaceutical, laboratory, or imaging	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Attached
11. Human Resources Pre-Approval Endorsement Request – contracts with an individual, state employee training, or services related to the employment of current or prospective state employees	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Attached
12. Are these goods or services currently available on a statewide contract? If YES, please explain why the current statewide contract is not being used for this procurement.	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES,
13. Maximum Contract Cost – with ALL options to extend exercised	\$ 2,563,500.00
14. Was there an initial government estimate? If so, what amount?	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES, \$2,563,500
15. Cost Determination Used- How did agency arrive at the estimate of expected costs?	RFI #34353-15720
16. Explanation of Fair and Reasonable Price- Explain how agency determined that price is fair and reasonable	In the absence of other companies who provide the exact development, production and fulfillment services, comparisons were made to existing materials that might be ordered to satisfy some of the requirements under the Federal Special Supplemental Nutrition Program for Women, Infants and Children (WIC) funding regulations. Of the items that could be found as minimal substitutes, costs were found to be at least twice the RFI estimate without language, editing, or inventory support. Discussion with a Minnesota WIC staff and comparison to their contract costs confirmed pricing similarities and the absence of providers to meet the cost and services.
17. Documentation of Discussions with Contractor- How did agency document discussions with Contractor? Attach documentation to this request as applicable.	Email and meeting minutes

Request Tracking #	34353-15920
18. Explanation of Need for or requirement placed on the State to acquire the goods or services	Under Federal Special Supplemental Nutrition Program for Women, Infants and Children (WIC) funding regulations §246.11(c)(3) "the State agency is responsible to develop resources and educational materials for use in local agencies, including breastfeeding promotion and instruction materials, taking reasonable attempts to include materials in languages other than English, considering the size and concentration of such population and, where possible, the reading level of participants."
19. Proposed contract impact on current State operations	The proposed contract will streamline the provision of required support materials to staff to guide and promote healthy changes in the diets and health choices of Tennesseans most at risk. This has been an ongoing deficit with limited solutions. This service will ensure access to information regardless of language and reading level to meet Federal regulations for the funding of the WIC program. This contract will create consistent professional messaging recognizable as Tennessee sourced. By utilizing an all in one service, there are indirect as well as direct cost savings. Utilizing one contract instead of six or seven to develop, monitor, pay and coordinate relieves time and financial burdens. Since this is a Federally funded program this contract does not impact any State funding.
20. Justification – Specifically explain why the goods or services should be acquired through the procurement method or contract type selected.	These goods and services require compliance with specific Federal requirements as mandated by the Supplemental Nutrition Program for Women, Infant and Children (WIC) Program funding. Due to the lack of available purveyors who have the knowledge and experience with specific Program mandates, State requirements and research-based nutrition content, as well as, offer complete service package from development to delivery in one price; a sole source contract is the most efficient process for obtaining a suitable agreement. The short term nature of a sole source contract will also allow a faster rebid time as others may join the industry niche and Tennessee will be able to access competitive bid pricing sooner.
For No Cost and Revenue Contracts Only	

Request Tracking #	34353-15920
21. What costs will the State incur as a result of this contract? If any, please explain.	
22. What is the total estimated revenue that the State would receive as a result of this contract?	
23. Could the State also contract with other parties interested in entering substantially the same agreement? Please explain.	<input type="checkbox"/> NO <input type="checkbox"/> YES
24. Summary of State responsibilities under proposed contract	
For Sole Source and Proprietary Procurements Only	
25. Evidence of Contractor's experience & length of experience providing the goods or services to be procured.	Through previous conversations with contractor, conversations with other states, and current RFI documentation; Brush Art has worked with WIC materials since 2008, has had projects with 26 states, and currently holds active contracts for the goods and services specified in this request with four states.
26. Has the contracting agency procured the subject goods or services before? If yes, provide the method used to purchase the goods or services and the name and address of the contractor.	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES, Method: Name/Address:
27. Contractor selection process and efforts to identify reasonable, competitive, procurement alternatives	RFI was issued May 24, 2019, with only one response received. Informal discussion at State and Federal level meetings and calls to current Brush Art contracted states to identify current or previous suppliers for these specific goods and services did not return any company contacts to meet all aspects of this request.
Signature Required for all Special Contract Requests	

Request Tracking #	34353-15920
Signature of Agency head or authorized designee, title of signatory, and date (the authorized designee may sign his or her own name if indicated on the Signature Certification and Authorization document)	
Signature:	Date:



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

**REQUEST FOR INFORMATION
FOR
WIC BROCHURES PRODUCTION AND FULFILLMENT SERVICES**

**RFI # 34353-15720
May 24, 2019**

1. STATEMENT OF PURPOSE

The State of Tennessee, Department of Health issues this Request for Information ("RFI") for the purpose of informing the Program of the marketplace for the design, production, storage, and distribution of Women, Infants, and Children (WIC) Program educational materials. We appreciate your input and participation in this process.

2. BACKGROUND

The State is seeking to procure services for the design, printing and fulfillment of WIC program educational materials. Materials must be customizable and meet federal and state guidance to include multiple language translations and varied formats. The fulfillment system must include an online ordering system that will provide inventory information on request and the ability to ship to 125 Tennessee addresses.

3. COMMUNICATIONS

3.1. Please submit your response to this RFI to:

Tara Roark, Sourcing Account Specialist
Central Procurement Office
Division of General Services
WRS Tennessee Tower, 3rd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 532-1837
Tara.Roark@tn.gov

3.2. Please feel free to contact the Department of Health, Supplemental Nutrition Program Section with any questions regarding this RFI. The main point of contact will be:

Laura Hutton, State WIC Breastfeeding Coordinator
Tennessee Department of Health
Division of Family Health & Wellness
Andrew Johnson Tower, 8th Floor
710 James Robertson Parkway

RFI #34353-15720
TECHNICAL INFORMATIONAL FORM

1. RESPONDENT LEGAL ENTITY NAME: Brush Art Corporation

2. RESPONDENT CONTACT PERSON:

Julie Brush, WIC Account Team Leader

343 W Hwy 24 Downs, Kansas 67437

785-454-3383

juliebrush@brushart.com

3. Please provide a brief description of experience providing similar scope of services / products.

Experience providing similar services/products:

Brush Art Corporation has experience providing services for the design, printing and fulfillment of WIC program educational materials. The materials we create are customizable and meet federal and state guidelines to include multiple language translations and varied formats. Our fulfillment system includes an online ordering system which provides inventory information on request and we have the ability to ship to 125 Tennessee addresses.

Brush Art Corporation has six (6) years of experience providing design, print, *and fulfillment services* comparable in size and complexity to those specified in this RFI and we have twelve (12) years of experience providing design and print services for state WIC programs.

Since 2008, we've designed and produced WIC materials for the following 26 state WIC programs: Alaska, Connecticut, Colorado, Delaware, District of Columbia, Indiana, Kansas, Louisiana, Maine, Maryland, Michigan, Minnesota, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, Oklahoma, Pennsylvania, Tennessee, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

In October of 2013 Brush Art Corporation secured a contract to provide design, print, and fulfillment services of WIC program materials for the state of Indiana WIC program. One month later, we won a bid to provide these services for the Kansas WIC program.

Currently, Brush Art has contracts to provide design, print, and fulfillment services for the following four (4) states:

Indiana WIC – As of 2013

We design, print, store, manage inventory, ship and track delivery of over 54 different pieces of WIC nutrition education, promotion and operational materials to 40 local Indiana WIC agency's at 43 different locations (one very large agency has 3 different locations we ship to). Average delivery occurs within 3 business days of placement of order. Average percentage of on-time deliveries is 99%. Average time to resolve problems is 1 day and average maintenance response time is 1 day.

Kansas WIC – As of 2013

We design, print, store, manage inventory, ship and track delivery of 38 different pieces of WIC

Process for developing translated materials is as follows:

1. Brush Art will provide translated copy in each language requested to Tennessee WIC.
2. Tennessee WIC will review and provide feedback on the translation.
3. Brush Art will make translation changes as needed until approved by Tennessee WIC.

6. What is your fulfillment process and tracking system?

Process for fulfillment of materials:

After WIC materials have been developed and printed/produced, they are entered into our website database and made available for local agency's to view and order through our online ordering system as follows:

1. Brush Art will assign a specific quantity of brochures/materials/nutrition items to each local agency. The quantity of materials allotted to each agency is based on the number of WIC participating households served, languages spoken, content of material, and other participant statistics and/or local agency factors as deemed necessary by Tennessee WIC.
2. Tennessee WIC will review and provide feedback on the allotments.
3. Once the allotments are approved they are entered in our website database.
4. Tennessee WIC will send an email to local agency staff to introduce Brush Art and the services we'll be providing for the state (this only has to be done once as this is an "introduction" email).
5. Brush Art will then send an email to each individual local agency and/or clinic location containing the list and quantity of products available to that local agency/location. Log in credentials, a link to our website and instructions for ordering materials online will also be provided.
6. A confirmation email is sent to the local agency contact (i.e. to the email address entered by the local agency contact placing the order) immediately after an order is placed. This confirmation email will also be sent to the email address of a predetermined Tennessee state WIC program contact person and Brush Art Corporation.
7. Shipments are sent within three (3) days of receipt of online order and delivery occurs no later than five (5) calendar days after an online order is placed.
8. Every time a new product is created and/or additional quantities of current products are printed and available to view and order online, Brush Art will inform local agencies via email.
9. Reports are sent monthly and on an as needed basis. A list of reports can be found in the answer provided for number seven (7) of this Technical Information Form.

Tracking System:

Shipments are sent via UPS, Fed Ex, or other trucking company based on order size and individual local agency needs. Every shipment is tracked to ensure proof of delivery. Tracking information is used as needed and/or as requested by the state or local agency WIC program. Information provided includes the shipment tracking number, proof of delivery, name and signature of receiver.

8. Provide an example of your process plan to develop, produce, inventory, store and ship customized materials in multi-page stair step booklets and card formats.

Process Plan:

Brush Art Corporation will work with Tennessee WIC to develop, produce, inventory, store and ship customized WIC materials in multi-page stair step booklets and card formats.

A step by step plan to include the major tasks that will be accomplished is listed below:

Task A – Development of Copy:

1. Brush Art will provide copy for nutrition education materials as needed and/or requested. This copy is written specifically for use by the WIC program and therefore meets all current USDA standards and recommendations.
2. Tennessee WIC will provide feedback on the copy and may request changes.
3. Brush Art will make copy changes as needed until copy is approved.

Task B – Development of Design:

1. Brush Art will provide Tennessee WIC with a pdf of the proposed design for each product/material/brochure. Every design is created with cultural diversity and USDA standards for content creation in mind.
2. Tennessee WIC will provide feedback on the design and may request changes.
3. Brush Art will make design changes as needed until it is approved by Tennessee WIC.

Task C – Translations:

1. Brush Art will provide translated copy in each language requested to Tennessee WIC.
2. Tennessee WIC will review and provide feedback on the translation.
3. Brush Art will make translation changes as needed until approved by Tennessee WIC.

Task D – Production:

1. Brush Art will print all materials in each language as requested. Print quantities will be determined by Tennessee WIC. Suggested print quantities will be provided by Brush Art based on Tennessee WIC participant numbers and past experience with similar sized state WIC programs.
2. Samples are sent to the Tennessee WIC state office.

Task E – Inventory Management & Storage:

1. Brush Art will assign a specific quantity of brochures/materials/nutrition items to each local agency. The quantity of materials allotted to each agency is based on the number of WIC participating households served, languages spoken, content of material, and other participant statistics and/or local agency factors as deemed necessary by Tennessee WIC.
2. Tennessee WIC will review and provide feedback on the allotments.
3. Once the allotments are approved they are entered in our website database.

Task F – Ongoing Communications and Shipments:

1. Tennessee WIC will send an email to local agency staff to introduce Brush Art and the services we'll be providing for the state (this only has to be done once as this is an "introduction" email).
2. Brush Art will then send an email to each individual local agency and/or clinic location containing the list and quantity of products available to that local agency/location. Log in credentials, a link to our website and instructions for ordering materials online will also be provided.

An "allotment" of every item we create for the state WIC program will be assigned to each individual local agency. The quantity of each allotment is based on the number of WIC participants served at each agency. For example, if 10,000 "Breastfeeding Peer Counselor" brochures are printed, a quantity of 5,000 would be allotted to "agency A" who serves 50% of the state WIC population and only 1,000 will be allotted to "agency B" who serves only 10% of the WIC population.

Allotments are entered in our website database according to corresponding local agency name and ID number. When an agency requests shipment (i.e. places an order) for any amount of their allotted materials, their inventory is automatically reduced per the quantity ordered.

Our online ordering site is easy and simple to use. Products are grouped according to WIC participant category and local agency staff are able to view not only the name, but also a picture/pdf of each item available.

ii. inventory information on request

Inventory Information:

Our website automatically and immediately adjusts the quantity of inventory remaining as orders are placed. This means state WIC programs can request inventory information about any or all of their products at any time and receive an exact, up to date, current inventory report.

iii. ability to budget inventory allotment to various sites

Inventory Allotment Adjustments:

It is a known fact that some local agency's will use certain materials more often than other agency's use them. Our online ordering system makes it easy to re-allocate materials based on local agency needs. For example, if "Agency A" uses a lot of the "Breastfeeding Peer Counselor" brochure and they have zero allotment left but are wanting more, and "Agency B" has plenty of these brochures left in their allotment, we can re-allocate brochures from Agency B to Agency A (with state approval).

d. Provide details of how you would manage shipment and shipment tracking for:

i. Large and small quantities

Shipping and Tracking Management Details - Large and Small Quantities:

Local agency staff are allowed to order as many different items, and as much of any item as they'd like (within their allotment) at any time. This means they can order all their allotted materials at once – and receive one large shipment from us, or they can order a small quantity of materials every week – and receive several small shipments from us. Most local agency's do something in between these two extremes. Either way, it is important to note that we allow the local WIC agency's to order materials in whatever way works best for them. Smaller shipments are sent via UPS or Fed Ex. Larger orders (big enough to be put on a pallet) will be sent by R & L truckline or other local trucking company. Every shipment, large or small, is tracked to ensure proof of delivery. Tracking information is used as needed and/or as requested by the state or local agency WIC program. Information provided includes the shipment tracking number, proof of delivery, name and signature of receiver.

Translations

File creation for both print and electronic formats

Printing and Production

Storage

Inventory management and reporting

Allotment assignments per agency

Online ordering/materials fulfillment website

Drop shipping

Shipment tracking and management

Logistics communications with local agency's as directed by State

The price per piece is based on the quantity ordered as well as client potential for future orders. For example, an order of 250,000 brochures will cost substantially less per piece than an order of 50,000 brochures. Also, when developing new WIC materials, we sustain considerable costs upfront in the areas of research, copy writing, photography, artwork design, printing, production, warehousing and shipping costs. But, when a client buys from us through a contract we can offer a lower price per piece because we are able to recoup these initial costs in future orders, as the cost for updating and reprinting materials is less.

Our pricing may look higher than our competitors at first glance, once consideration is taken for all the services included is our per piece pricing, the savings becomes evident.

With our pricing there will be no surprises, no additional fees or hidden charges. We don't track the time we spend working on your account, or the number of revisions made to your design. We simply focus on providing our clients the best possible experience at a fair price.

2. Describe the typical price range for similar services or goods. Please include ranges for development, printing, storage and shipping.

Typical price range:

Our per piece pricing includes the cost of development, printing, storage, and shipping. A more extensive list of the services included for the price ranges listed below can be found in my answer to number one (1) located above, in the cost information section of this RFI.

Product	Quantity	Cost	Each
Tips for a Healthy Pregnancy (24 pg tabbed)	90,000	\$85,500.00	\$0.95
Health Tips for New Moms (24 pg tabbed)	70,000	\$66,500.00	\$0.95
Birth to 6 months (12 pg)	120,000	\$66,000.00	\$0.55
6 months to 12 months (12 pg)	100,000	\$55,000.00	\$0.55

ADDITIONAL CONSIDERATIONS

1. Please provide input on alternative approaches or additional things to consider that might benefit the State:

