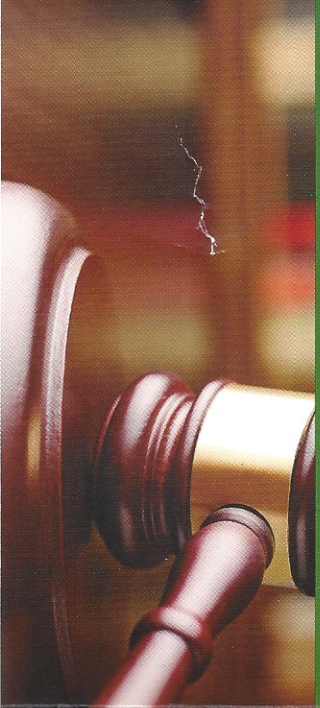


What is NCPA?

NCPA is a nationwide government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA utilizes state of the art procurement resources and solutions that result in competitively bid master contracts.

Contracts are awarded based on quality, performance, and, most importantly, pricing.
www.ncpa.us



Who can use NCPA?

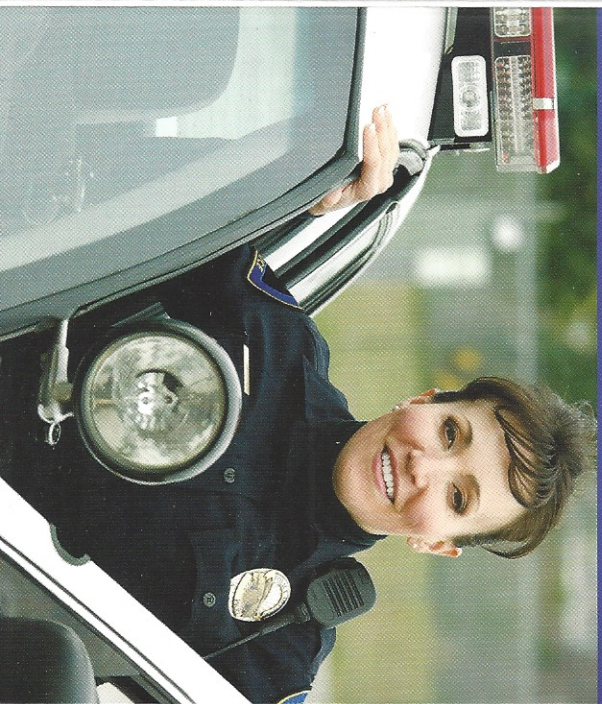
There are over 90,000 agencies nationwide from both the public and nonprofit sectors that are eligible to utilize the NCPA program. These include, but are not limited to, the following agency types:

- School Districts (including K-12, Charter schools, and Private K-12)
- Higher Education (including Universities, Community Colleges, Private Colleges, and Technical/Vocational Schools)
- Cities
- Counties
- Local Government
- State Agencies
- Healthcare Organizations
- Church/Religious
- Nonprofit Corporations

AOPD/NCPA customers enjoy all of the benefits of a corporate purchasing program, including:

- Competitive Pricing
- Extensive Product Selection
- Accurate Invoicing and Reporting
- Local Dealer Representation

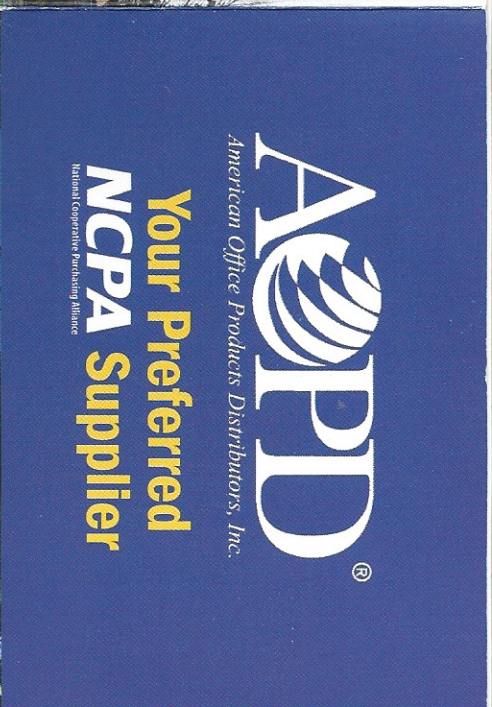
AOPD is the exclusive office products contract holder for NCPA.



What is NCPA's solicitation and award process for contract?

NCPA works with a lead agency that competitively solicits national master contracts for use by all public agencies. These contracts are established using the following process:

- The lead agency issues a competitive solicitation for a product or service on behalf of NCPA and all public agencies
- The solicitation is advertised nationally for a minimum of 30 days
- The solicitation contains language that allows the contract to be accessible nationally to public agencies in states whose laws allow for intergovernmental contract use (also known as "piggybacking" or "adopting")
- Vendors respond to the solicitation with sealed responses that are recorded and publicly opened
- The lead agency evaluates the responses based on "Identified Evaluation Criteria" and awards contracts



AOPD
American Office Products Distributors, Inc.

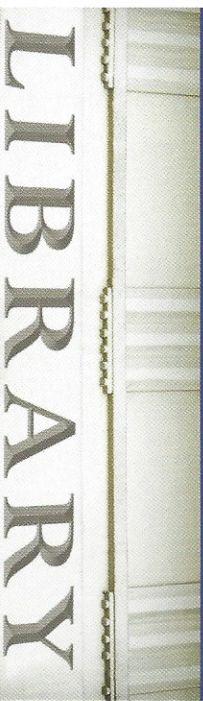
**Your Preferred
NCPA Supplier**

National Cooperative Purchasing Alliance

What is AOPD?

Established in 1978, AOPD is the world's largest network distributor of office products. AOPD has grown to include nearly 100 dealers and affiliates with more than 170 locations throughout the United States as well as Canada and Australia. AOPD's only business is the development and implementation of regional, national, and international office products distribution programs. AOPD customers also get the advantages of working with a local committed distributor, including unparalleled levels of customer service, order fulfillment, and problem resolution. All of AOPD's locally owned and operated dealers take an active role in their business communities. When you purchase your office products from an AOPD dealer, you know that your dollars will stay local and help finance the infrastructure of your community.

Local Service, Nationwide



AOPD Headquarters:

1652 E. Main St., Suite 220

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(630) 761-0600

www.aopd.com



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**Providing Local Service,
Nationwide to
Public Sector Agencies**

Contract #NCPA11-01