



Wednesday, December 6, 2017

To Whom It May Concern:

This letter is to clarify which product categories are covered under AOPD's NCPA contract #11-18. While the contract specifically covers Office Supplies and Services, the NCPA RFP allowed for Value Added Products and Services to be added under the contract as well. These categories include but are not limited to:

- Basic Office Supplies
- Paper and Paper Products
- Ink and Toner Products
- Break Room Supplies
- Cleaning, Janitorial and Facility Products
- Office Furniture
- Technology Products and Computer Accessories
- Print Services

If there are any questions on this matter feel free to reach out to me directly at 832-477-3475 or [japplegate@ncpa.us](mailto:japplegate@ncpa.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Applegate", is written over a light blue horizontal line.

Jonathan Applegate  
Director, Operations