Contracts and Agreements
Training Session

Lidia Quiroga
Debbie Carpenter
Sherry Hawn
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Contract Types</td>
<td>4</td>
</tr>
<tr>
<td>Standard Contract/Agreement Examples</td>
<td>5</td>
</tr>
<tr>
<td>Other Less Common Agreements</td>
<td>6 - 7</td>
</tr>
<tr>
<td>Contract Threshold Tips</td>
<td>8</td>
</tr>
<tr>
<td>Click Thru Agreements</td>
<td>9</td>
</tr>
<tr>
<td>Agreements Over $50k</td>
<td>10</td>
</tr>
<tr>
<td>Non-Standard Contracts</td>
<td>11</td>
</tr>
<tr>
<td>Amendments</td>
<td>12</td>
</tr>
<tr>
<td>Bids Summary</td>
<td>13</td>
</tr>
<tr>
<td>Legal review</td>
<td>14</td>
</tr>
<tr>
<td>After Legal Review</td>
<td>15</td>
</tr>
<tr>
<td>Risk, Purchases &gt;100K, ISHSC &amp; FAQs</td>
<td>16 - 26</td>
</tr>
</tbody>
</table>
Session Purpose

• This training will help you understand:

  • The types of contracts we have,
  • The contract process,
  • Compliance requirements,
  • How to satisfy University policies, federal and state laws, and regulations.
Contract Types

- **Standard**
  - Uses a basic contract template developed by UH system, with no variation
  - The vendor makes no changes to the terms and conditions

- **Non-Standard**
  - Uses a vendor’s contract template
  - Or a UH template with changes to the terms and conditions
## Standard Contract or Agreement - Examples

<table>
<thead>
<tr>
<th>Contract/Agreement</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Standard Purchasing Agreement</td>
<td>For any type of services [not goods]</td>
</tr>
<tr>
<td>* Performer Agreement</td>
<td>For musicians, DJ’s, dancers</td>
</tr>
<tr>
<td>* Speaker Agreement</td>
<td>For workshops, presentations or any speaker event</td>
</tr>
<tr>
<td>* Professional Services Agreement</td>
<td>For any medical professionals</td>
</tr>
<tr>
<td>* Revenue Contract</td>
<td>For anticipated revenue of $50k or more</td>
</tr>
</tbody>
</table>
Other Less Common Agreements

- Articulation Agreement
  - Agreement with Jr and Community Colleges

- Interagency Agreement
  - Agreement between two or more Texas agencies

- Interlocal Agreement
  - Agreement between UHCL and local government
Other Less Common Agreements. Cont’d

- **Affiliation Agreement/ Credit & Non-Credit**
  - Use for field practicum and internships

- **Facility License Agreement**
  - Use for campus recreation special events
  - Can be zero-dollar
  - Has strong indemnification/hold harmless terms

- **Memorandum of Understanding**
  - Formalizes a relationship, arrangement, or understanding between UHCL and another party.
  - May not be legally binding unless so specified in the agreement.
## Contract Threshold Tips

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-$15k</td>
<td>No bid required</td>
</tr>
<tr>
<td>Over $15k</td>
<td>Specify procurement method:</td>
</tr>
<tr>
<td></td>
<td>• Sole source</td>
</tr>
<tr>
<td></td>
<td>• Bid Solicitations</td>
</tr>
<tr>
<td></td>
<td>• Cooperative Contracts</td>
</tr>
<tr>
<td></td>
<td>• Emergency Purchases</td>
</tr>
<tr>
<td>Over $50k Not Construction</td>
<td>Needs OCA cover sheet</td>
</tr>
<tr>
<td></td>
<td>(Even if standard contract)</td>
</tr>
<tr>
<td></td>
<td>Legal review</td>
</tr>
<tr>
<td></td>
<td>Procurement manages document flow</td>
</tr>
<tr>
<td>Over $100k Construction</td>
<td>Needs OCA cover sheet</td>
</tr>
<tr>
<td></td>
<td>Legal review</td>
</tr>
<tr>
<td></td>
<td>Procurement manages document flow</td>
</tr>
</tbody>
</table>
Click Through (CT) Agreements

What is it?
A click through agreement is an online purchase, often for software, where the buyer agrees to the vendor’s terms and conditions by clicking a box or “signing” an online form.

How does UHCL Process it?
Click through agreements are contracts, so UH System legal requires a buyer to prepare and sign a memo, acknowledging that they read and understood the click-through agreement, that it is a must-have agreement that must be accepted as-is, and that they would like to proceed.

Please note that click-through agreements should only be used for low-dollar or no-dollar contracts that in practice cannot be negotiated with the vendor.
Revenue Agreements Over $50k

• Allow adequate review time!
  • UHS Tax office must review prior to execution. Please allow time for this step.

• Submit a complete packet!
  • Procurement needs BOTH:
    • Revenue Contract Coversheet and
    • OCA Coversheet.

• UHCL routes documents for approval by tax and legal departments
Non-Standard Contracts

• A non-standard contract happens when your vendor has different terms and conditions than our basic contract template contains.

  • *Either* use a Standard Contract Addendum (SCA) to add their terms to ours.

  • *Or,* the vendor uses their own template – Procurement then legal review required.
Amendments

• Any change to an existing contract requires the following:

  • Attach the original contract.

  • Process it before the original contract expires.

  • Same approval level or higher as the original contract.

  • Legal review required; allow adequate time.

  • Typically, no extensions past 5 years.
Bids - Summary

• **Informal Bids - $15,001 - $25,000 – Not posted to ESBD**
  • Department recommends a vendor in writing
  • Procurement will solicit a minimum of 3 informal bids
    • Two must be “HUB” vendors
    • Historically underutilized businesses
  • Bids are not posted to Texas Electronic State Business Daily

• **Formal Bids – Over $25,000 – Posted to ESBD**
  • Department recommends a vendor in writing
  • Procurement will solicit a minimum of 3 formal, *written* bids
    • Two must be HUB vendors
  • Bid posted to Texas Electronic State Business Daily for 14 days
  • Emergency purchases – contact Procurement for details
Legal Review

- **When is it required?**
  - Any change in contract terms and conditions
  - Exceeding threshold limits [see slide 8]

- **Submit a complete packet!**
  - OCA Coversheet
    - Fill in editable areas (vendor name, address, cost center, amount, a brief description of scope of work, etc.)
    - Initial first five lines under certification (left side)
    - Indicate if request is a rush
    - Authorized Signatory
  - Procurement Method (if applicable)
  - All contract documentation (Agreement, T&C’s, COI, Etc.)

- **Do NOT sign the agreement before legal review.**
After Legal Review

- Department steps
  - Reviews documentation / obtain corrections if needed
    - See slide 20 for review checklist
  - **DO NOT SIGN YET**
  - Sends to vendor for review/approval
  - Vendor returns signed contract
  - UHCL authorized signatory signs contract
  - Sends fully executed copy to Procurement
    - Has final stamp (pictured above)
Risk Management

• **Certificate of Insurance (COI)**
  • Required for any vendor providing services on campus.
    • Limits must match contract or addendum insurance clauses
    • Services are intangible benefits, not tangible goods.
  • List UHCL as *Certificate Holder* and *Additional Insured*.
  • Waiver of subrogation required
    • Endorsement required from vendors to avoid being held liable for claims that occur on their jobs here.

• UHS reviews any/all insurance waivers
  • Allow 7-14 days
Summary for Purchases Exceeding $100,000

- Use this form with any service or good purchase that exceeds $100,000 that will be reviewed by OGC.
This form is an assessment of information security items to be completed for contracts that include hosting of University information on non-UHS servers.

• This includes information specific to individual persons.

• This sheet should be submitted along with the proposed contract to the procurement department.

• After assessment by UHS Information Security, this completed checklist will be included in the packet submitted to the Office of Contracts Administration (OCA)
The quality control on all contracts and agreements starts at the department.

It is the responsibility of the department to read the terms of the contract for accuracy.
FAQs

• Checklist
• Sample Coversheet
• Tip sheet
• Time Required
• Delegation of Authority
• Information Security Hosted Services Contract Checklist
Checklist

- Determine the type of contract / agreement
  - SPA ☑ SCA ☑ MOU ☑ Affiliation ☑ Articulation ☐ vendor provided
  - Is amount >50K ☑ yes ☐ no, (if yes fill out OCA Coversheet to legal)
  - Is the contract a service ☑ yes ☐ no, if yes need COI

- Is the contract >15K ☑ yes ☐ no, if yes, need Procurement Method
  - Sole Source ☑ Emergency ☑ COOP ☑ Bid

- Has UHCL contract been changed/redlined ☑ yes ☐ no, if yes need OCA

- Typical contract packet to legal should include:
  - OCA Coversheet
  - Procurement Method (if applicable)
  - Contract / Agreement
  - COI (if applicable)
  - Additional Documentation (terms & conditions, policies, proposal/quote, etc.)
Contract Coversheet and Approval Form

Office of Contract Administration
4302 University Drive, Room 811 • Swearingen W. Cullen Building
Houston, Texas 77204-2020 • Phone (832) 842-7078

General Information
Campus: [Click Here To Select] College/Division/Dept. Name: [Click Here To Select]
Contract Person/Title: Telephone: Email:
Business Administrator: Business Administrator:

Summary of Contract Terms
Contract with: Contractor Person:
Contractor Address: City: State: Zip Code: Contractor Email:
Contractor Phone: Contractor Phone:
Contract Description: Provide a clear synopsis of the goods/services/events/etc. that will result by entering into this agreement
Contract Term:
Start Date: End Date:
Total Amount of Contract: $ Amended Amt $ + Amended Amt $

Source of Funds:
If multiple cost centers are being utilized, please attach a supplemental page listing the appropriate codes
Expense Cost Center:
Fnd Dept ID: Prog: Proj: Acct: Amt $
Revenue Cost Center:
Fnd Dept ID: Prog: Proj: Acct: Amt $

Official Authorized to Sign:
Identify, by name and title, the official authorized to sign the contract on behalf of the University of Houston System pursuant to MAPF, SAM, and Board Policies.

Certifications:
Initial the certifications below or put "NA" if not applicable indicating compliance before submitting the agreement and required supporting documentation to the Office of Contract Administration.

Responsibility: I have primary responsibility for the contract, from inception to completion of the transaction.

Contract Package: The contract and all documents that are incorporated by reference in the agreement, including exhibits and appendices are included for review by Contract Administration.

Dept. Acceptance: All contract documents have been read and the business experts have been agreed to in their entirety by the originating department and any employees who have obligations under this contract, or a memorandum has been included describing the department’s concerns that they do not agree with.

Contracting Party: The name of the contracting party is stated in the University of Houston System or its component institutions (e.g., University of Houston, University of Houston - Victoria), and is not a department, program, or person.

Procurement: The proper procurement method has been used providing the best value to the University. The Recommendation for Award Form is required for all contracts regardless of the source of funds.

Standard Form of Agreement:
If a US standard agreement is being used, I certify that no changes have been made, including additional attachments or addenda. If changes have been made, I have indicated those portions of the agreement in the attached memorandum.

Risk Management Approval:
All changes to the contract insurance provisions must be approved by Risk Management prior to submission.

[ ] NECESSARY

NOTE: If the contract is valued at $1 million or more (revenue or expense), or otherwise requires Board of Regents approval, and the contract package must include Board of Regents approval. The UH Office of the Controller will require a Certificate of Interest Form (Form to be filled out online by the contractor or vendor) and notify the department that signatures can be obtained on the contract.

Certification of University Employees with Responsibility for Ensuring Contract Terms and Conditions are Met:
I have read this contract entirely. I am satisfied with its description of the goods/services to be provided to the University (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University’s obligations (including, for example, scope of work, payment due dates, late charges, taxes, charges, insurance, and confidentiality requirements) and all other provisions of this contract. A memorandum is not attached. I acknowledge responsibility to ensure that all good faith efforts are employed in seeing that all terms, conditions and responsibilities of the contract are met.

Name/Title: [Signature: __________________________ Date: ____________ (Originator of contract who certifies that the requirements listed above have been met)]

Name/Title: [Signature: __________________________ Date: ____________ (Officer with delegated authority to enter into contracts on behalf of the University)]

Note: Modification of this form requires approval of OGC
## Contract Document Flow

### Contract Process

<table>
<thead>
<tr>
<th>STEP</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vendor - Dept works with vendor/decan't sign yet</td>
</tr>
<tr>
<td>2</td>
<td>Legal - Legal reviews/contract, signs</td>
</tr>
<tr>
<td>3</td>
<td>Department - Signs/budgets contract</td>
</tr>
<tr>
<td>4</td>
<td>Procurement - Obtains copy of fully-executed contract</td>
</tr>
<tr>
<td>5</td>
<td>Legal - Receives final executed copy from procurement</td>
</tr>
</tbody>
</table>

### GET/DO THIS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT</td>
<td>Vendor sets up in Payment Works with Vendor ID?</td>
</tr>
<tr>
<td></td>
<td>If yes, process</td>
</tr>
<tr>
<td></td>
<td>If not, and Payment Works INVITE to vendor</td>
</tr>
<tr>
<td></td>
<td>Vendor creates contact account in Payment Works account (GU) or external account</td>
</tr>
<tr>
<td></td>
<td>Obtain current quote/prices</td>
</tr>
<tr>
<td></td>
<td>Check for goods</td>
</tr>
<tr>
<td></td>
<td>If quote is OTC’s</td>
</tr>
<tr>
<td></td>
<td>If C&amp;G’s, show procurement method</td>
</tr>
<tr>
<td></td>
<td>Submit علاقة &amp; Order to vendor</td>
</tr>
<tr>
<td></td>
<td>Enter date in the request</td>
</tr>
<tr>
<td></td>
<td>If $5K to $25K</td>
</tr>
<tr>
<td></td>
<td>Above $25K</td>
</tr>
<tr>
<td></td>
<td>For services, fill out SPA</td>
</tr>
<tr>
<td></td>
<td>Is it a Permanent?</td>
</tr>
<tr>
<td></td>
<td>Do I have a Purchase?</td>
</tr>
<tr>
<td></td>
<td>Get CO or waiver of CO</td>
</tr>
</tbody>
</table>

### CHECK FOR THESE

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT</td>
<td>Quote must be current (not older than 30 days)</td>
</tr>
<tr>
<td></td>
<td>Check for terms &amp; conditions (RECA)</td>
</tr>
<tr>
<td></td>
<td>Send Standard Contract Addendum (SCA) to vendor to sign</td>
</tr>
<tr>
<td></td>
<td>Must be a Justifiable sole source</td>
</tr>
<tr>
<td></td>
<td>Submit ERH/procurement &amp; notify DBA &amp; Procurement</td>
</tr>
<tr>
<td></td>
<td>Enter date information on the request</td>
</tr>
<tr>
<td></td>
<td>Formal bid, contract procurement</td>
</tr>
<tr>
<td></td>
<td>Standard Purchase Agreement (SPA)</td>
</tr>
<tr>
<td></td>
<td>Non-Competitive Agreement (NCSPA)</td>
</tr>
<tr>
<td></td>
<td>SPA PI Agreement (SPA)</td>
</tr>
<tr>
<td></td>
<td>SPA PIA Agreement (SPA)</td>
</tr>
<tr>
<td></td>
<td>Certificate of Insurance requirements are on SPA</td>
</tr>
</tbody>
</table>

### PROCUREMENT

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>REOC</td>
<td>Brand guide, OT, OOP, FAQ</td>
</tr>
<tr>
<td></td>
<td>Check award list for fund code considerations</td>
</tr>
<tr>
<td></td>
<td>Check community code list</td>
</tr>
<tr>
<td></td>
<td>For contracts, invoices, subcontracts, etc.</td>
</tr>
<tr>
<td></td>
<td>Vendor information</td>
</tr>
<tr>
<td></td>
<td>Department contracts</td>
</tr>
<tr>
<td></td>
<td>Delivery information</td>
</tr>
<tr>
<td></td>
<td>Backout documentation attached?</td>
</tr>
<tr>
<td></td>
<td>For goods, shipping &amp; handling, freight shown?</td>
</tr>
<tr>
<td></td>
<td>Get risk management approval</td>
</tr>
<tr>
<td></td>
<td>If agreements/contracts have insurance language</td>
</tr>
</tbody>
</table>

### Office of the General Council/Contract Administration

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL</td>
<td>Procurement must submit to OGC for review</td>
</tr>
<tr>
<td></td>
<td>DGA Deliverable</td>
</tr>
<tr>
<td></td>
<td>UHS Deliverable</td>
</tr>
<tr>
<td></td>
<td>UH Deliverable</td>
</tr>
<tr>
<td></td>
<td>UH Deliverable must have</td>
</tr>
<tr>
<td></td>
<td>Contact Information</td>
</tr>
<tr>
<td></td>
<td>Description of work</td>
</tr>
<tr>
<td></td>
<td>Anticipate cost or usage</td>
</tr>
<tr>
<td></td>
<td>Cost center</td>
</tr>
<tr>
<td></td>
<td>Be prepared to cost center</td>
</tr>
<tr>
<td></td>
<td>Compliance with methodology</td>
</tr>
<tr>
<td></td>
<td>Submit under certification line</td>
</tr>
<tr>
<td></td>
<td>Check for or not for KUIC</td>
</tr>
<tr>
<td></td>
<td>Authentication signature</td>
</tr>
<tr>
<td></td>
<td>Must provide Procurement Method</td>
</tr>
<tr>
<td></td>
<td>Biology documentation</td>
</tr>
</tbody>
</table>

---

University of Houston - Clear Lake
# Time Required

## TIME REQUIRED FOR CONTRACT PROCESSING

**BY UHCL OFFICE OF CONTRACTS**

<table>
<thead>
<tr>
<th>AGREEMENT TYPE</th>
<th># BUS. DAYS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard contract</td>
<td>13</td>
</tr>
<tr>
<td>Non-standard contract</td>
<td>18</td>
</tr>
<tr>
<td>Requiring Chancellor/Pres. signature</td>
<td>Add 10 days to above</td>
</tr>
<tr>
<td>Requiring Board approval</td>
<td>90</td>
</tr>
</tbody>
</table>

* Leases may require additional time, depending upon complexity
Delegation of Authority List

President – Up to $300,000, Dr. Richard Walker

Academic – $25,000 to $300,000, Dr. Christopher Maynard, Sr. VP for Academic Affairs and Provost

Delegated by Christopher Maynard

Dr. Kathryn Matthew, Assoc. Vice President Academic Affairs – Up to $300,000
Delegated by Christopher Maynard

Dr. Timothy Richardson, Assoc. Vice President Student Success & Initiatives – Up to $25,000
Delegated by Christopher Maynard

Dr. Robert Phalen, Interim Dean, College of Science and Engineering – Up to $25,000
Delegated by Christopher Maynard

Dr. Miguel Gonzalez, Dean, College of Science and Engineering – Up to $25,000
Delegated by Christopher Maynard

Dr. Joan Pedro, Dean, College of Education – Up to $25,000
Delegated by Christopher Maynard

Dr. Glenn Sanford, Dean, Human Sciences and Humanities – Up to $25,000
Delegated by Christopher Maynard

Dr. Ed Waller, Dean, College of Business – Up to $25,000
Delegated by Christopher Maynard

Dr. LeeBrian Gaskins, Sr. Assoc. Vice President of OIT/CIO – OIT Contracts Up to $50,000
Admin. & Finance – Up to $300,000, Mark A. Denney, VP, Admin. and Finance
Delegated by Mark Denney, Dr. Sherry Hawn, Associate VP, Business Operations – Up to $300,000

University Advancement – Up to $300,000, Joe Staley, VP, University Advancement
Delegated by Joe Staley

Elbby Antony, Executive Director University Advancement - Up to $100,000
Delegated by Jose Staley

Daniel Ramirez, Asst. Vice President Marketing & Communications – Up to $100,000

Strategic Enrollment Mgmt. – Up to $300,000, Dr. Matt Aschenbrener, VP Strategic Enrollment Mgmt

Student Affairs – Up to $300,000, Dr. Tina Powellson, VP, Student Affairs
Delegated by Tina Powellson

David Rachita, Dean of Students - Up to $100,000
Delegated by Tina Powellson

Dr. Andrew Wiemer, Asst. Vice President Student Engagement – Up to $100,000

Strategic Partnerships –Affiliation Agreements, Dr. Natalie Pecknold, Executive Dir. of Strategic Partnerships
Construction and Facilities – Up to $100,000, Bubba Jones, Interim Associate VP for FMC
Purchasing – Up to $100,000, Debra Carpenter, Executive Dir. Auxiliary Services & Procure
Purchasing - Up to $100,000, Kimberly August, Procurement Specialist II

Purchasing up to $100,000, Lidia Quiroga, Assoc. Director Procurement & Contract Administration

Above $300,000 - Below $500,000, Raymond S. Bartlett, UH Senior Vice Chancellor/VP for Admin. & Finance

$500,000 – Below $1,000,000, Dr. Renu Khator, UHS Chancellor & UH President
Information Security Hosted Services Contract Checklist

This assessment of information security items is to be completed for contracts that include housing of university information on non-UHS servers. This sheet should be submitted along with the proposed contract to UHS Information Security at the campus address - security@uh.edu. After assessment by UHS Information Security, this completed checklist will be returned to the requesting department to be included in the packet submitted to the Office of Contracts Administration (OCA).

General Contract Information - to be completed by requesting department

Department: [ ]
Contact Person: [ ]
Campus Mail Code: [ ]
Business Administrator: [ ]
Campus Mail Code: [ ]
Telephone: [ ]
Email: [ ]

Summary of Contract Terms

Contract with: [ ]
Federal Tax ID: [ ]
Contractor Address: [ ]
Contractor Phone: [ ]
Contractor Contact Person: [ ]
Contractor Email: [ ]

Provide a clear synopsis of the goods/services/events/etc. that will result by entering into this agreement

Brief description of the UHS information to be stored at the hosted services site: [ ]

Start: [ ]
End: [ ]
Total Amount of Contract: $[ ]

Does the UHS data to be hosted include Level 1 data as defined in SAM 07 A.2(B)?
Yes [ ] No [ ] Comments: [ ]

Does the UHS data to be hosted include information specific to individual persons?
Yes [ ] No [ ] Comments: [ ]

Texas state law requires cloud computing services used by state agencies are certified based on criteria provided by the TX-RAMP program (note: the definitions in SAM 07 A.D differ from the definitions in TX-RAMP). The requesting department should check with the vendor regarding the certification criteria listed below.

The cloud computing service listed above has the following certifications, as defined by TX-RAMP, StateRAMP or FedRAMP (select all that apply):

- [ ] TX-RAMP: Identify status: Level 1 [ ] Level 2 [ ] Provisional
- [ ] StateRAMP: Identify status: Ready [ ] Provisional [ ] Authorized
- [ ] FedRAMP: Identify status: Ready [ ] Provisional [ ] Authorized
- [ ] The cloud computing service listed above does not currently have any required certifications according to TX-RAMP.
- [ ] The cloud computing service listed above does not require certifications according to TX-RAMP.

Assessment of Information Security Items - to be completed by UHS Information Security

Yes [ ] No [ ]

The cloud computing service is not TX-RAMP certified but meets the requirements for TX-RAMP Provisional Certification.

Ownership of UHS Data: University of Houston retains ownership of all data and associated intellectual property.
Yes [ ] No [ ] Comments: [ ]

Access to UHS Data: Will anyone outside of hosted service employees have access to UHS data?
Yes [ ] No [ ] Comments: [ ]

Office of the General Counsel
Contract Checklist for Information Security Hosted Services
OHC-S-2016-03
Revised 03.08.2022
Page 1 of 2
Questions
Discussion
Discussion
Discussion
Discussion