

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



NBA Office Products, Inc.
20 F Street NW, Suite 768
Washington, DC 20001
Attn: Mr. Nevin Byrd

Notice of Award

Re: Office Supplies, General
Contract No. CW87646

Dear Mr. Byrd:

Congratulations! You have been awarded a District of Columbia Supply Schedule contract for Office Supplies, General. We look forward to working with you. As a business partner of the Office of Contracting and Procurement, you may identify your firm as a DCSS Schedule Contractor to all District Agencies. Your award, however, may not be used in any advertising as an expressed or implied endorsement by the District government of your products or services, or for any other purpose.

We would like to call your attention to the District of Columbia Supply Schedule Terms and Conditions, Paragraph 1, *Sales Discounts*, and Paragraph 2, *Quarterly Sales Report*. You are required to report all sales activity under this contract to the Office of Contracting and Procurement within 30 days after the end of each fiscal quarter, even if your firm did not have any recorded sales during the period. Please watch our website for clarification of this requirement.

Once again, congratulations. If you have any questions, please do not hesitate to contact Tiffany Starks District of Columbia Supply Schedule Contract Specialist at (202) 724-3959.

Sincerely,

Renell N. Roberts

Renell Roberts
Contracting Officer