

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.42  
(ID # 23047)

**MEETING DATE:**

Tuesday, January 09, 2024

**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Amendment No. 1 to Professional Service Agreement No. 23-049 with Regional Access Project Foundation (RAP) for Nutrition and Tobacco Prevention Education Services Without Seeking Competitive Bids, increasing the amount by \$650,000 and extending the period of performance to September 30, 2026. District 4. [Total increased aggregate amount \$785,000; up to \$157,000 in additional compensation – 75% Federal and 25% State]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to Professional Service Agreement No. 23-049 with Regional Access Project Foundation (RAP) for Nutrition and Tobacco Prevention Education Services without seeking competitive bids to increase the amount by \$650,000 for a total aggregate amount of \$785,000, and to extend the period of performance through September 30, 2026;
2. Authorize the Chair of the Board to sign the Amendment on behalf of the County; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and approved as to form by County Counsel to: (a) sign any certifications, reports or amendments to the Agreement that include modifications of the statement of work or the performance period that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total aggregate amount of the Agreement.

**ACTION:** Consent, Policy

  
Kim Saruwatari, Director of Public Health 12/21/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: January 9, 2024  
xc: RUHS-PH

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$146,250	\$215,000	\$650,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: 75% Federal and 25% State</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 23/24-26/27</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

In 2019, three behaviors (poor nutrition, lack of physical activity and tobacco product use) contributed to four diseases (heart disease/stroke, cancer, type 2 diabetes, and respiratory conditions) that related to 61% of the deaths in Riverside County. Therefore, consistent with the Healthy Riverside County Initiative (HRCI), the Riverside University Health System - Public Health (RUHS-PH) Nutrition and Health Promotion Branch is funding a healthy community education and engagement pilot project. This pilot project, focusing within the Coachella Valley, will advance the HRCI vision of building health into everyday life in order to make the healthy choice the easy choice. Food insecurity remains an issue for the residents of Coachella Valley.

Regional Access Project (RAP) Foundation was awarded an agreement to provide Nutrition and Tobacco Prevention Education Services for Riverside County through RUHS-PH's award from California Department of Public Health (CDPH) for the CalFresh Healthy Living Program. RUHS-PH was recently awarded additional funding for CalFresh from CDPH, also extending the period of performance for the program. RAP will continue to provide nutrition and physical activity community education, food security resources and tobacco prevention education/community engagement activities in the Coachella Valley. Nutrition and physical activity community education will promote healthy eating (fruits, vegetables, whole grains), reduction of sugary beverage consumption, and regular physical activity. The tobacco prevention work relates to facilitating partnership-driven policy work to advance tobacco industry-free communities in the Coachella Valley.

**Impact on Residents and Businesses**

To advance the goals of the HRCI, RUHS-PH, Tobacco Control Project and CalFresh Healthy Living Program need to contract a Coachella Valley-based organization that has a combination of the qualities in mobilizing community members for tobacco prevention work, promoting community nutrition interventions, encouraging local decision makers to support interventions, and willing to provide community nutrition and tobacco prevention services. This project focuses on the Coachella Valley and will advance the state and local HRCI vision of building health into everyday life to make the healthy choice the easy choice.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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**Additional Fiscal Information**

The amount awarded to RAP will increase by \$650,000 for a new aggregate amount of \$785,000. The table below outlines how the original funds have been distributed and how the amended funds will be distributed over the entire period of the grant agreement and the funding allocation for the county and federal budget fiscal years.

<b>County Fiscal Year</b>	<b>Amount</b>	<b>Grant Fiscal Year</b>	<b>Amount</b>
2022 / 2023	\$135,000	2022 / 2023	\$135,000
2023 / 2024	\$178,750	2023 / 2024	\$230,000
2024 / 2025	\$215,000	2024 / 2025	\$215,000
2025 / 2026	\$205,000	2025 / 2026	\$205,000
2026 / 2027	\$51,250	2026 / 2027	\$0
<b>Total</b>	<b>\$785,000</b>	<b>Total</b>	<b>\$785,000</b>

**Contract History and Price Reasonableness**

On December 6, 2022, Minute Order 3.20, the Board of Supervisors approved the Professional Service Agreement with Regional Access Project Foundation for the period of performance of December 6, 2022, through June 30, 2024, in the amount of \$162,500, which included \$130,000 for FY22/23 and \$32,500 for FY23/24. The request before the Board includes an increase of \$146,250 to the previously approved amount for FY23/24, for a total of \$178,750 for FY23/24. Riverside County Purchasing and Fleet Services supported the Single Source Justification request submitted and approved by the Board of Supervisors.

CDPH Tobacco Control Program has pre-approved RAP as a subcontractor in the Riverside County Tobacco Control Project (RCTCP) 2022-2025 workplan.

CDPH Nutrition Education and Obesity Prevention Program has pre-approved RAP as a subcontractor in the RUHS-PH CalFresh Healthy Living Program 2023-2026 (through September 2026) workplan. RUHS-PH is requesting to extend the agreement with RAP based on the extension of the grant funding. RUHS-PH is also requesting to increase the agreement amount by up to 20% in the event that additional funding becomes available from CDPH.

Riverside County Purchasing and Fleet Services supports the Single Source Justification request.

**ATTACHMENTS:**

**ATTACHMENT A.** Amendment No. 1 to Professional Service Agreement No. 23-049 with Regional Access Project Foundation

**ATTACHMENT B.** Single Source Justification Document



SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA

*Meghan Hahn*

Meghan Hahn, Director of Procurement

1/2/2024

*Douglas Ordóñez Jr.*

Douglas Ordóñez Jr.

1/3/2024

*Aaron Gettis*

Aaron Gettis, Deputy County Counsel

1/2/2024

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT FOR  
NUTRITION AND TOBACCO PREVENTION EDUCATION SERVICES  
BETWEEN COUNTY OF RIVERSIDE AND  
REGIONAL ACCESS PROJECT FOUNDATION

Original Contract Term:	December 6, 2022 – June 30, 2024
Contract Term Extended To:	September 30, 2026
Effective Date of Amendment:	October 1, 2023
Original Aggregate Contract Amount:	\$162,500
Amended Aggregate Contract Amount:	\$785,000
Contract ID:	23-049

This Amendment No. 1 to the PROFESSIONAL SERVICE AGREEMENT for NUTRITION AND TOBACCO PREVENTION EDUCATION SERVICES (“Amendment No. 1”), is effective as of October 1, 2023 (“Amendment Effective Date”), by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of its Riverside University Health System – Public Health (“COUNTY”) and REGIONAL ACCESS PROJECT FOUNDATION (“CONTRACTOR”). COUNTY and CONTRACTOR are collectively referred to as the “Parties” and individually as the “Party”.

**RECITALS**

**WHEREAS**, the Parties entered into that certain Professional Service Agreement for Nutrition and Tobacco Prevention Education Services, effective as of December 6, 2022 through June 30, 2024; and

**WHEREAS**, the Parties now desire to amend the Agreement to revise the Period of Performance, Compensation, and Exhibit B, Payment Provisions.

**NOW, THEREFORE**, in consideration of the foregoing, and the promises and mutual covenants and conditions hereinafter set forth, the Parties hereby do agree as follows:

1. **Recitals.** The recitals set forth above are true and correct and incorporated herein by this reference.
2. **Period of Performance.** The first sentence of Section 2, subsection 2.1 is deleted in its entirety and replaced with the following:

“This Agreement shall be effective upon signature and continues in effect through September 30, 2026, unless terminated earlier.”

3. **Compensation.** The second sentence in Section 3.1 is deleted in its entirety and replaced with the following:

“Maximum payments by COUNTY to CONTRACTOR for July 1, 2022 through June 30, 2023 shall not exceed the aggregate amount of one hundred thirty-five thousand dollars (\$135,000). The aggregate amount for July 1, 2023 through September 30, 2026 shall not exceed the aggregate amount of six hundred fifty thousand dollars (\$650,000). The total

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aggregate amount of this contract shall not exceed seven hundred eighty-five thousand dollars (\$785,000), including all expenses.

4. **Compensation.** Section 3.3, subsections a and b are deleted in their entirety and replaced with the following, and subsection c is added as follows:
  - a) Each invoice shall contain a minimum of the following information: organization name; invoice number and invoice date; payment due date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (23-049); Grant number (HS100006 and HS200113), if applicable; quantities; service dates for claimed expenditures (billing period must fall within the Agreement performance period); item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
  - b) CONTRACTOR shall provide adequate supporting cost documentation, including source documentation as appropriate, (i.e., receipts, logs, time sheets, payroll records, etc.) as requested by the COUNTY.
  - c) Invoices shall be rendered monthly in arrears.
5. **Exhibit B, Payment Provisions.** Exhibit B is deleted in its entirety and replaced with Exhibit B-1, attached hereto and incorporated herein by this reference.

**Exhibit B-1**

**PAYMENT PROVISIONS**

CONTRACTOR shall receive payment by the COUNTY for the following services provided as specified in Exhibit A, Scope of Service.

**1. BUDGET**

**Healthy Coachella Valley Pilot Project**

**Budget FY 22/23**

*(Original Budget for FY 22/23)*

<b>County FY 2023 (July 1, 2022 - June 30, 2023 = full year)</b>			
<b>Expenses</b>	<b>CalFresh</b>	<b>Tobacco</b>	<b>Total</b>
1) Salaries/Benefits	\$86,456.45	\$9,606.27	\$96,062.72
2) Travel	\$2,700.00	\$1,687.50	\$4,387.50
3) Non-Capital Equipment/Supplies	\$1,026.00	\$2,114.00	\$3,140.00
4) Materials	\$10,100.00	\$5,000.00	\$15,100.00
5) Building/Space	\$0.00	\$0.00	\$0.00
6) Maintenance	\$0.00	\$0.00	\$0.00
7) Capital Expenditures	\$0.00	\$0.00	\$0.00
8) Contracts/Sub-Grants	\$0.00	\$0.00	\$0.00
<b>9) Total Direct Costs</b>	<b>\$100,282.45</b>	<b>\$18,407.77</b>	<b>\$118,690.22</b>
10) Indirect Cost Rate	\$9,717.55	\$1,592.23	\$11,309.78
<b>Total Funds</b>	<b>\$110,000.00</b>	<b>\$20,000.00</b>	<b>\$130,000.00</b>
<b>Total Budget (reference)</b>	<b>\$ 110,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 130,000.00</b>

**Healthy Coachella Valley Pilot Project**

**Budget FFY 2023**

*(Revised Budget for FFY 22/23)*

<b>FFY 2023</b>			
<b>Expenses</b>	<b>CalFresh</b>	<b>Tobacco</b>	<b>Total</b>
1) Salaries/Benefits	\$86,456.45	\$12,007.84	\$98,464.29
2) Travel	\$2,700.00	\$2,109.38	\$4,809.38
3) Non-Capital Equipment/Supplies	\$1,026.00	\$2,642.50	\$3,668.50
4) Materials	\$10,100.00	\$6,250.00	\$16,350.00
5) Building/Space	\$0.00	\$0.00	\$0.00
6) Maintenance	\$0.00	\$0.00	\$0.00
7) Capital Expenditures	\$0.00	\$0.00	\$0.00
8) Contracts/Sub-Grants	\$0.00	\$0.00	\$0.00
<b>9) Total Direct Costs</b>	<b>\$100,282.45</b>	<b>\$23,009.72</b>	<b>\$123,292.17</b>
10) Indirect Cost Rate	\$9,717.55	\$1,990.28	\$11,707.83
<b>Total Funds</b>	<b>\$110,000.00</b>	<b>\$25,000.00</b>	<b>\$135,000.00</b>
<b>total budget (reference)</b>	<b>\$ 110,000.00</b>	<b>\$25,000.00</b>	<b>\$ 135,000.00</b>

RFP #, SSJ #  
 BOS agenda # & Date  
 Form #116-311 Revision Date: 01/13/2016



**Healthy Coachella Valley Pilot Project  
Budget FFY 2024-2026  
(New Budget for FY 24/26)**

<b>FFY 2024 (October 1, 2023 - September 30, 2024 = full year)</b>			
<b>Expenses</b>	<b>CalFresh</b>	<b>Tobacco</b>	<b>Total</b>
1) Salaries/Benefits	\$173,831.50	\$20,000.00	\$193,831.50
2) Travel	\$4,842.00	\$1,000.00	\$5,842.00
3) Non-Capital Equipment/Supplies	\$6,825.00	\$3,000.00	\$9,825.00
4) Materials	\$19,501.50	\$1,000.00	\$20,501.50
5) Building/Space		\$0.00	\$0.00
6) Maintenance	\$0.00	\$0.00	\$0.00
7) Capital Expenditures	\$0.00	\$0.00	\$0.00
8) Contracts/Sub-Grants	\$0.00	\$0.00	\$0.00
<b>9) Total Direct Costs</b>	<b>\$205,000.00</b>	<b>\$25,000.00</b>	<b>\$230,000.00</b>
10) Indirect Cost Rate	\$0.00		\$0.00
<b>Total Funds</b>	<b>\$205,000.00</b>	<b>\$25,000.00</b>	<b>\$230,000.00</b>
<b>total budget (reference)</b>	<b>\$ 205,000.00</b>	<b>\$25,000.00</b>	<b>\$ 230,000.00</b>

<b>FFY 2025 (October 1, 2024 - September 30, 2025 = full year)</b>			
<b>Expenses</b>	<b>CalFresh</b>	<b>Tobacco</b>	<b>Total</b>
1) Salaries/Benefits	\$173,831.50	\$8,000.00	\$181,831.50
2) Travel	\$4,842.00	\$500.00	\$5,342.00
3) Non-Capital Equipment/Supplies	\$6,825.00	\$1,000.00	\$7,825.00
4) Materials	\$19,501.50	\$500.00	\$20,001.50
5) Building/Space	\$0.00	\$0.00	\$0.00
6) Maintenance	\$0.00	\$0.00	\$0.00
7) Capital Expenditures	\$0.00	\$0.00	\$0.00
8) Contracts/Sub-Grants	\$0.00	\$0.00	\$0.00
<b>9) Total Direct Costs</b>	<b>\$205,000.00</b>	<b>\$10,000.00</b>	<b>\$215,000.00</b>
10) Indirect Cost Rate	\$0.00	\$0.00	\$0.00
<b>Total Funds</b>	<b>\$205,000.00</b>	<b>\$10,000.00</b>	<b>\$215,000.00</b>
<b>total budget (reference)</b>	<b>\$ 205,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 215,000.00</b>

<b>FFY 2026 (October 1, 2025 - September 30, 2026 = full year)</b>			
<b>Expenses</b>	<b>CalFresh</b>	<b>Tobacco</b>	<b>Total</b>
1) Salaries/Benefits	\$173,831.50	\$0.00	\$173,831.50
2) Travel	\$4,842.00	\$0.00	\$4,842.00
3) Non-Capital Equipment/Supplies	\$6,825.00	\$0.00	\$6,825.00
4) Materials	\$19,501.50	\$0.00	\$19,501.50
5) Building/Space	\$0.00	\$0.00	\$0.00
6) Maintenance	\$0.00	\$0.00	\$0.00
7) Capital Expenditures	\$0.00	\$0.00	\$0.00
8) Contracts/Sub-Grants	\$0.00	\$0.00	\$0.00
<b>9) Total Direct Costs</b>	<b>\$205,000.00</b>	<b>\$0.00</b>	<b>\$205,000.00</b>
10) Indirect Cost Rate	\$0.00	\$0.00	\$0.00
<b>Total Funds</b>	<b>\$205,000.00</b>	<b>\$0.00</b>	<b>\$205,000.00</b>
<b>total budget (reference)</b>	<b>\$ 205,000.00</b>	<b>\$0.00</b>	<b>\$ 205,000.00</b>



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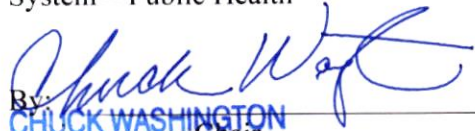
“In consideration of the services provided to the COUNTY, CONTRACTOR shall receive compensation for services set forth in Exhibit A, Scope of Work, and Exhibit B, Budget, the aggregate amount, not to exceed seven hundred eighty-five thousand dollars (\$785,000) including all expenses.”

6. **Effective Date.** This of Amendment No. 1 shall become effective October 1, 2023.
7. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged.
8. **Counterparts.** This Amendment No. 1 may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 1.

COUNTY OF RIVERSIDE, a political subdivision of the State of California, on behalf of its Riverside University Health System – Public Health

By:   
CHUCK WASHINGTON  
Chair

Board of Supervisors

Dated: 1/09/2024

REGIONAL ACCESS PROJECT FOUNDATION, a California nonprofit corporation

By: Leticia De Lara  
Leticia De Lara  
Chief Executive Officer

Dated: Dec 14, 2023

ATTEST:  
Kimberly Rector  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Minh C. Tran  
County Counsel

By: Gregg Gu  
Gregg Gu  
Chief Deputy County Counsel



Date:

From: Kim Saruwatari, Director of Riverside University Health System – Public Health

To: Purchasing Agent

Via: Gayle Hoxter, 951-358-5311

Subject: Single Source Procurement; Request for Healthy Coachella Valley Project

The below information is provided in support of my Department requesting approval for a sole or single source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*)

**1. Supplier being requested: The Regional Access Project Foundation**

**2. Vendor ID: 000010184**

**3.  Single Source  Sole Source**

**4. Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number.*)

**Yes**  **No**  
SSJ# 23-040

**4a. Was the request approved for a different project?**

**Yes**  **No**

**5. Supply/Service being requested:**

The contractor will provide nutrition and physical activity community education, food security resources and tobacco prevention education/community engagement activities in the Coachella Valley. Nutrition and physical activity community education will promote healthy eating (fruits, vegetables, whole grains), reduction of sugary beverage consumption, and regular physical activity. The tobacco prevention work relates to facilitating partnership-driven policy work to advance tobacco industry-free communities in the Coachella Valley.

**6. Unique features of the supply/service being requested from this supplier.**

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Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



While there are other organizations in the Coachella Valley that work on community-based health promotion and social service interventions, RAP is one of the only organizations in the Coachella Valley that meets all of the following criteria:

- Experience with mobilizing community members for tobacco prevention work
- Experience in promoting community nutrition interventions
- Expertise in encouraging local decision makers to support interventions
- Willing to provide community nutrition and tobacco prevention service to the County

**7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

The Department needs to contract a Coachella Valley-based organization that has a combination of the qualities list in #6 above in order to advance the goals of the Healthy Riverside County Initiative (HRCI). The Riverside University Health System-Public Health Nutrition and Health Promotion Branch is funding a healthy community education and engagement pilot project. This pilot project, focusing in the Coachella Valley, will advance the HRCI vision of building health into everyday life in order to make the healthy choice the easy choice.

**8. Period of Performance:** From: October 1, 2023 to September 30, 2026  
(total number of years)

Is this an annually renewable contract?     No                     Yes  
Is this a fixed-term agreement:             No                     Yes

**9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.**

Description of Services	FY23/24	FY24/25	FY25/26
Provision of nutrition, physical activity, food security resources and tobacco prevention education with community engagement activities.	\$ 205,000	\$ 205,000	\$205,000
Tobacco	\$ 25,000	\$ 10,000	\$ 0
<b>Total Costs</b>	<b>\$ 230,000</b>	<b>\$ 215,000</b>	<b>\$205,000</b>

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer



**10. Price Reasonableness:**

The California Department of Public Health Tobacco Control Program has pre-approved RAP as a subcontractor in the RCTCP 2022-2025 workplan. The California Department of Public Health Nutrition Education and Obesity Prevention Program has pre-approved RAP as a subcontractor in the RUHS-PH CalFresh Healthy Living Program 2023-2026 workplan.

In 2020, RUHS-PH Procurement released an informal Request for Proposals on behalf of the Nutrition and Health Promotion Branch - Tobacco Control Project to conduct this work. No bids were received. Desert Healthcare District was a longstanding CalFresh Healthy Living Program subcontractor providing services in the Coachella Valley and terminated their subcontract with RUHS-PH in January 2022 due to changing priorities in their organization.

The following table compares costs of other vendors.

Vendors	Cost per year	Notes
RAP	\$205,000	Increased staffing and inclusive of nutrition, physical activity and tobacco activities
Desert Health Care District	\$110,000	Half the number of staff at the time of termination. Amount when no tobacco activities were included

**11. Projected Board of Supervisor Date (if applicable):** 09/12/23  
*(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)*





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Department Head Signature (or designee)      Print Name      Date

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Kim Saruwatari, M.P.H., Director      Geoffrey Leung, M.D., Public Health Officer





The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

**Approve**

Approve with Condition/s

Disapprove

Condition/s:

Four horizontal lines for entering conditions.

Not to exceed:

One-time \$ \_\_\_\_\_

Annual Amount \$ \_\_\_\_\_ / per fiscal year through \_\_\_\_\_ (date)  
(If Annual Amount Varies each FY)

FY 23/24 : \$ 230,000  
FY 24/25 : \$ 215,000  
FY 25/26 : \$ 205,000  
FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_

*Meghan Hahn*  
Purchasing Agent

8/9/23  
Date

23-040a  
Approval Number  
(Reference on Purchasing Documents)