



MEMORANDUM

TO: Michael Ashley, Deputy Director

FROM: Tim Mason, Police Lieutenant

SUBJECT: El Mirage Police Department Records Management Systems

DATE: October 15, 2024

This memorandum has been prepared to provide you with the results of my inspection of the El Mirage Police Department's (EMPD) records management systems (RMS). As part of my recent assignment to the EMPD's Administration Division, I inspected the EMPD's RMS, commonly referred to as Spillman. I discovered several areas of concern and identified areas of improvement, allowing the EMPD to be fiscally responsible while improving efficiency and capability.

My inspection began in early August 2024, and I learned that the EMPD manages records using many databases and that accessibility is prohibitive, causing clear disruptions in operations. Not all "records" are police reports. Although not inclusive, the following list documents many of the critical databases/ collections of records:

1. Internal Affairs/Misconduct investigations/Early Warning: ***No database*** - scanned paper records and ***Microsoft Excel Spreadsheets***.
2. Police applicant backgrounds/new hiring: ***No database/ Microsoft Excel Spreadsheets*** - paper records that are scanned.
3. Fleet: ***Fleet Manager by Infinity Soft*** (Citywide database).
4. New Officer Field Training: ***Microsoft Teams*** – a limited system for such a robust process.
5. Firearms, Taser, rifles: ***Microsoft Excel Spreadsheets***.
6. Equipment (mobile field force, radars, PBTs, etc.) ***Microsoft Excel Spreadsheets***

My concern with these databases, most of which are spreadsheets, is that access to the records/data they hold is limited, often by only the employee who initiated the spreadsheet. At any given moment, the Police Chief or other command staff members cannot inspect or audit the records/data. Moreover, without inspection, accountability is nonexistent, which increases liability.

My inspection revealed that the RMS is often considered a repository for police reports and other supportive documentation prepared by police officers. This could not be further from the truth. As a police department, everything we produce is considered a public record subject to public records requests, legal/criminal prosecution discovery, and City Council inspection and review.

Working with Lt. Ian Takashige and Mr. Randy Stewart, we have found a way to work within two software systems the EMPD already uses, Vector Solutions and PowerDMS, that will better support operations and create a way for the EMPD to move from spreadsheets and limited use databases to two centralized full access systems.

Vector Solutions

Vector Solutions – New Officer Field Training:

One of the most significant areas of liability for any police department is its training program. In addition to Arizona POST training requirements, state and federal courts have made it abundantly clear that departments must provide regular, realistic training to their officers. The EMPD implemented a robust training model based on adult learning theories and industry best practices. This training program requires extensive documentation to measure recruit progression and validate termination decisions if a recruit is not meeting program performance objectives.

Currently, police training officers face the challenge of evaluating recruits and providing verbal and written feedback daily using software not intended for this purpose. The EMPD's process, which relies on Microsoft Teams, has proven to be time-consuming and overly cumbersome and lacks full access for command staff to monitor training at any given time. The tools in Microsoft Office were not designed for this specific use, leading to a manual and challenging process of building and archiving training files, files that are subject to public records requests.

Vector Solutions offers a documentation and data management platform designed to serve this purpose that has been evaluated by field training officers and field training supervisors. By streamlining the documentation process, this platform will empower training officers to provide more meaningful and thorough feedback to their trainees. This will not only increase the quality of training but also ensure proper document/records retention, ultimately resulting in more well-rounded and skilled police officers.

Vector Solutions Check It:

The EMPD is committed to equipping its officers with the best tools and equipment necessary to fulfill the department's mission. Many items provided to the officers, such as ballistic vests, firearms, optics, and radios, are assigned to individuals and are currently tracked on spreadsheets. There are other items, like portable breath test devices, infrared imaging devices, hand-held speed measurement devices, and tint meters, which are more expensive and cannot be issued to individuals due to cost constraints. These items need to be checked in and out or shared between squads, and we do not have any current tools to do so.

In the past, the EMPD used spreadsheets and handwritten device logs to manage these essential items. However, logs and spreadsheets can deteriorate or become misplaced over time, leading to difficulties in keeping track of the inventory and making it difficult to locate the equipment for required annual calibrations and inspections. Vector Solutions offers an integrated equipment tracking and maintenance system that will enable department supervisors to manage equipment more effectively, reduce loss, and enhance officer effectiveness in the field. A mobile phone application makes accessing the system easy and efficient.

Vector Solutions - Fleet

Currently, the EMPD uses Fleet Manger by Vinity Software to track our fleet. The EMPD manages 64 vehicles, three speed/advisory trailers, and one utility trailer. The current software being used, Fleet Manger by Vinity Software, is used by the entire city and would still need to be

used by the EMPD's Fleet Manager. However, the software is inaccessible to officers, professional staff members, or Command Staff. If a vehicle has a mechanical issue, is damaged, or requires regular maintenance, the EMPD staff uses a clipboard with a handwritten log to document the issue, or they send an email to the Fleet Manager. Often, the fleet manager inspects our EMPD vehicle's mileage to determine if the vehicle is due for oil changes and other routine maintenance, which is an inefficient process.

Vector Fleet allows the EMPD staff to use a mobile phone application to check a vehicle out each time, document damage by uploading photographs and explanations, log the current mileage, and document maintenance issues. The application electronically notifies the EMPD Fleet Manager of issues and also notifies the fleet manager that a vehicle requires regular maintenance.

PowerDMS

PowerDMS Policy

Currently used by department personnel for policy access, revisions, and e-training. Supervisors and managers can access and run multiple historical reports through its analytics function, which has proven extremely efficient. Additional modules within the PowerDMS are available to assist department operations. The Professional Suite includes Power ACTION, PowerIA, and PowerVITALS. These platforms will allow the EMPD staff access to many records data not currently available.

PowerACTION

It allows for streamlined reporting of officer actions such as pursuits and use-of-force reports. These reports collect data that the EMPD must report to city officials and at the federal level. The workflow is paperless and accessible to the EMPD Command Staff to review the reports and data collected from them. The EMPD has tried to use other internal systems to collect these records. These systems created an inordinate amount of work and required physical inspection and counting of event actions, such as the use of force actions, which is inefficient and compromising.

PowerIA

It allows authorized users to track, manage, and report on internal investigations and complaints with secure, end-to-end case management software that integrates directly with PowerPolicy. Currently, the EMPD relies on scanned paper records and Microsoft Excel Spreadsheets to track and report internal investigations.

PowerVITALS

It documents multiple indicators of concern, quantifies officer stress, and equips supervisors with customizable plans to support regular check-ins and healthy conversations with officers needing assistance. Currently, the department uses a spreadsheet to document and identify performance concerns that do not provide early warnings. The use of such an "Early Warning System" is an ongoing requirement for the Arizona Law Enforcement Accreditation Program.

PowerVETTED/ Hiring

Currently, the department uses spreadsheets and network folders to manage background investigations for all department applicants. This has resulted in a loss of efficiency due to the same information being entered into multiple locations to ensure each investigation is documented thoroughly. PowerDMS provides an alternative to the department's current system

with the PowerVETTED module. PowerVETTED allows applicants and investigators to significantly reduce the time it takes to complete a candidate's background by eliminating paper and managing the entire process on secure, cloud-based software.

Each of the PowerDMS modules described is fully customizable to department needs. They allow records, information, data, and cases to be workflowed to other users within the system, expediting information sharing and eliminating redundancy.

Cost Analyst

PowerDMS

The following recommended additions to PowerDMS do not include our current costs. The EMPD just paid year three of a three-year contract, \$15,212.50 for 85 members, and all three years had a cost of \$50,306. The EMPD must enter into a new contract after May 31, 2025.

MODULE	ANNUAL COST	ONE-TIME SETUP FEE	TOTAL
PowerVETTED	\$8,995	\$6,000	\$14,995
PowerACTION	\$6,850	\$3,750	\$10,600
PowerIA	\$8,500	\$4,000	\$12,500
PowerVITAL	\$9,250	\$5,000	\$14,250
SUBTOTAL:	\$33,595	\$18,750	\$52,345
ARIZONA TAX (9.3%):	\$3,124.35	\$1743.75	\$4868.09
			\$57,213.09
Package Pricing (50% off Year 1 and 33% off setup with tax)	\$18,359.72	\$10,246.88	\$23,047.50

Vector Solutions

The following recommended additions to Vector Solutions do not include our current costs. The EMPD just paid \$97.34 per person with a \$164 annual maintenance fee, 75 members, \$8,158.69.

Product Code	Product Name	Former Product Name	Description	Existing Qty	Additional Qty	Total Qty	Prorated Price – Additional Qty	Prorated Sub Total
TSSCH	Vector Scheduling		Vector Scheduling for web and mobile	75	11	86	\$80.74	\$888.14
TSSCHMF	Vector Scheduling - Maintenance Fee		Annual maintenance of Vector Scheduling	1	0	1	\$136.03	\$0.00
SCHIMP	Vector Scheduling Implementation Investment		Implementation investment for Vector Solutions Scheduling Platform	1	0	1	\$1,080.00	\$0.00

LEBDL1	Law Enforcement Bundle - Train		Law Enforcement Bundle - Train		64	64	\$78.96	\$5,053.44
TSCHECKIT-LES	Vector Check It LE Stations	Formerly TargetSolutions Check It - LE Stations	Vector Check It - LE Stations		1	1	\$108.82	\$108.82
TSCHECKIT-PO	Vector Check It - Per Officer and/or Civilian		Assets and Inventory assigned		84	84	\$29.20	\$2,452.80
OTD	One-Time Discount		Discount for: Vector LMS, TargetSolutions Edition - Learning Management Package		1	1	(\$1,010.00)	(\$1,010.00)
TSPREMIER-BUNDLE	Vector LMS, TargetSolutions Edition Premier Membership (Bundle)				64	64	\$0.00	\$0.00
TSLELIB	Law Enforcement Online Course Catalog		Vector LMS, TargetSolutions Edition course catalog for law enforcement professionals		64	64	\$0.00	\$0.00
TSEVAL-BUNDLE	Vector Evaluations+ (Bundle)				64	64	\$0.00	\$0.00
TSMMAINTFEE S	Vector LMS, TargetSolutions Edition - Maintenance Fee	Formerly Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition		1	1	\$360.81	\$360.81
PSIMP-BUNDLE	Bundle Implementation				1	1	\$1,280.00	\$1,280.00
CHECKITIMP	Check It One-time Implementation Fee				1	1	\$864.00	\$864.00

Pro-Rated Total: \$9,998.01

Annual Fee(s) for – Renewal Contract Start Date 09/30/2025

Product Code	Product Name	Former Product Name	Description	Qty	Annual Price	Annual Sub Total
TSSCH	Vector Scheduling		Vector Scheduling for web and mobile	86	\$102.20	\$8,789.20
TSSCHMF	Vector Scheduling - Maintenance Fee		Annual maintenance of Vector Scheduling	1	\$164.00	\$164.00

LEBDL1	Law Enforcement Bundle - Train		Law Enforcement Bundle - Train	64	\$95.20	\$6,092.80
TSCHECKIT-LES	Vector Check It LE Stations	Formerly TargetSolutions Check It - LE Stations	Vector Check It - LE Stations	1	\$131.20	\$131.20
TSCHECKIT-PO	Vector Check It - Per Officer and/or Civilian		Assets and Inventory assigned	84	\$35.20	\$2,956.80
TSPREMIER-BUNDLE	Vector LMS, TargetSolutions Edition Premier Membership (Bundle)			64	\$0.00	\$0.00
TSLELIB	Law Enforcement Online Course Catalog		Vector LMS, TargetSolutions Edition course catalog for law enforcement professionals	64	\$0.00	\$0.00
TSEVAL-BUNDLE	Vector Evaluations+ (Bundle)			64	\$0.00	\$0.00
TSMMAINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Formerly Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	\$435.00	\$435.00

2025 Renewal Total: \$18,569.00

Subject: NEOGOV Sole Source Letter

August 19, 2024

This letter is to confirm that Governmentjobs.com, Inc. (D/B/A/ NEOGOV), on behalf of itself and its subsidiaries PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") is the sole source provider of PowerPolicy, a cloud-based software as a service ("SaaS") platform that combines document management, training and accreditation management, and electronically links that content to alert users whenever a change may impact compliance. As a result of our investment in innovation and unique expertise working in public safety, we have created a one-of-a-kind solution. A few of the unique properties of the system include:

PowerPolicy

- PowerPolicy uniquely links critical content to state and national standards to alert staff when changes may impact their compliance
- PowerPolicy helps manage and maintain crucial content including digital signatures and comprehensive workflows
- PowerPolicy, coupled with PowerStandards, uniquely links critical content to state and national standards to track and maintain continual compliance
- PowerPolicy offers public-facing linkability for public transparency
- PowerPolicy offers a fully compatible mobile application that allows full acknowledgment as well as importing documents anytime from anywhere.
- PowerPolicy offers a full integration to most document formats for ease of editing
- PowerPolicy offers side-by-side comparison across all version's history of documents
- PowerPolicy offers customized analytics and scheduled delivery reporting

PowerTraining

- PowerTraining offers the ability to create custom online courses using videos, PowerPoint presentations, policies, procedures, and more.
- PowerTraining offers the ability to set automatic reminders for employees to renew their mandatory certifications and training courses.
- PowerTraining offers the ability to create custom tests using multiple-choice, short-answer, fill-in-the-blank, and true/false question types.
- PowerTraining offers the ability to collect feedback (via surveys) on training content to measure course effectiveness, engagement, and new opportunities.
- PowerTraining can track and measure training completion with PowerTraining's reporting feature. See which employees need to renew their training credits.
- PowerTraining ensures comprehension of policies and training by attaching a test for your staff to take before acknowledging or completing the content.
- PowerTraining allows staff to submit requests to attend external training or to make the agency aware of a training need.

PowerReady

- PowerReady offers a template library that can be configured quickly to make an immediate impact for agencies
- PowerReady offers customizable forms and workflows to align with unique state requirements.
- PowerReady offers the ability to track Probationary and Promotional roles
- PowerReady uniquely integrate to the full PowerPolicy solution to map relevant policies to the program
- PowerReady standardizes the onboarding process by utilizing one platform to track on-the-job/field training, specialized assignments, and promotions of sworn and non-sworn teams and units throughout the agency.

PowerEngage

- PowerEngage is the only satisfaction survey supplier that can connect to the Computer Aided Dispatch system without an expensive third-party interface.
- PowerEngage has developed a unique “Positive Feedback Board” that displays comments received from citizens about Communications staff separate from responding officers.
- PowerEngage is the only supplier to create weekly email digests to staff with direct positive feedback received from citizen surveys being connected to the Computer Aided Dispatch system.
- PowerEngage has developed the PowerEngage Positive Satisfaction Score that creates a numeric value of the satisfaction scores received from citizens. PowerEngage can uniquely separate the scores for the 9-1-1 Center from the scores for Responding Agency.
- PowerEngage acquired the text short code of “CHIEF” which allows citizens to text to that number to take a survey or provide feedback to the Chief of the department.

PowerIA

- PowerIA uniquely links critical policies within PowerDMS Policy to internal affairs investigations and complaints
- PowerIA provides departments with the ability to create customized notification letters to employees as per department policy and other agreements.
- PowerIA, coupled with PowerDMS, provides a method for single user management and access across the PowerDMS platform

PowerAction

- PowerAction offers fifteen standard and limitless customized action reports that departments can use to capture local, state, and federal mandated reporting about an action an officer took
- PowerAction offers a fully mobile-friendly version for completion of reports on any device at any location
- PowerAction offers the ability to re-use information from one action report to another

PowerVitals

- PowerVitals offers supervisors the ability to set thresholds on single indicators and multiple indicators that present information on an officer’s wellbeing
- PowerVitals is delivered with PowerLine, an officer wellness app to focus on officer wellbeing

Vetted

- Vetted offers configurable tools that can be adapted to meet the unique needs of different job types. This includes the ability to configure the Personal History Statement (PHS), correspondence, waivers, checklists, and more to fit specific agency requirements.
- Vetted streamlines background investigation processes by integrating with Insight. With one click, candidates can be sent from the Exam Plan or Referred List in Insight to Vetted, allowing reviewers to assess supplemental questions without needing to log into multiple systems.
- Vetted provides advanced flagging and reporting features to identify potentially disqualifying information. This includes the ability to flag contradictions, request credit and social checks with ease, and leverage user-friendly dashboards for command staff to approve or deny candidates efficiently.
- Vetted enhances communication and tracking throughout the hiring process. It provides tools to view, send, and track all messages with applicants, store this information for easy reference, and includes configurable waiver templates for various authorization needs.

In addition, all training, system documentation, hosting services, information security, and software maintenance for the products listed herein are provided by or through NEOGOV personnel.

Note, this letter is for information purposes only. Recipients are advised to conduct independent analysis to determine whether procurement regulations applicable to their agency permit sole-source procurement.

Please let us know if you require any further information regarding our services.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Snyder". The signature is fluid and cursive, with the first name "Joshua" and last name "Snyder" clearly distinguishable.

Joshua Snyder
NEOGOV VP of Business Development

THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-225602	Order #:	Q-275499
Customer:	ElMirage Police Department (AZ)	Valid Until:	10/31/2024
Effective Employee Count:	85	Start Date:	Last signature date
Sales Rep:	Kevin Bargar		
Customer Contact			
Billing Contact:	ElMirage Police Department (AZ) Randy Stewart	Shipping Contact :	ElMirage Police Department (AZ) Randy Stewart
Billing Address:	12401 W. Cinnabar Ave. El Mirage, AZ 85335	Shipping Address:	12401 W. Cinnabar Ave. El Mirage, AZ 85335
Billing Contact Email:	rstewart@elmirageaz.gov	Shipping Contact Email:	rstewart@elmirageaz.gov
Billing Phone:	(623) 500-3000	Shipping Phone:	(623) 500-3000
Payment Terms			
Payment Term:	Net 30	Notes:	
PO Number:			
Subscription Service			

Year 1

Item	Type	Term (Months)	License Type	Total (USD)
Vetted Subscription	Recurring	7	User Count Based	\$2,611.88
Background investigation software to manage process required for vetting a new employee. Provides centralized place to manage candidates through selection process for both recruiters and background investigators. Pricing for Vetted is based on the Quantity purchased where Quantity represents the anticipated use of the Vetted product taking into account Customer's historical use over the prior twelve month period. If Customer's usage exceeds the Quantity during a given subscription year, NEOGOV will adjust the pricing for any subsequent year to take into account Customer's increased usage based on Customer's actual usage in the twelve-month period preceding the new subscription year or in the case of a renewal term, the twelve month period preceding the generation of the renewal quote (or an annualization of usage if twelve months of usage are not yet available). For avoidance of doubt, nothing restricts NEOGOV from increasing its per unit pricing in the ordinary course of business.				
Vetted Setup	Services	7	User Count Based	\$4,020.00
Services to setup Vetted for an organization includes enabling the product, creating standard templates for PHS, questionnaires, correspondence and checklists; access to online training courses, online guidance from a NEOGOV implementation consultant during initial setup and implementation.				
PowerIA Subscription	Recurring	7	Employee Based	\$2,479.17
The PowerIA Annual subscription provides an agency-specific license for the use of the PowerIA modules for Internal Affairs case management and internal and external complaint management and tracking				
PowerAction Subscription	Recurring	7	Employee Based	\$1,997.92
The PowerAction Annual subscription provides an agency-specific license for the use of the PowerAction modules for collecting, tracking and reporting on actions taken by officers from a standard library of reports, that can be tailored to agency needs.				
PowerVitals Subscription	Recurring	7	Employee Based	\$2,697.92
The PowerVitals Annual subscription provides an agency-specific license for the use the PowerVitals module that provides tracking of indicators, alerts and assistance plans for early indication and intervention of officers by supervisors.				
PowerIA Setup	Services	7	Employee Based	\$2,680.00
The one-time implementation fee to build the site includes access to online resources , system configuration training, train the trainer, legacy data import from CSV, user-materials, and an implementation consultant.				
PowerAction Setup	Services	7	Employee Based	\$2,512.50
The one-time implementation fee to build the site includes access to online resources , system configuration training, train the trainer, user-materials, and an implementation consultant.				

Item	Type	Term (Months)	License Type	Total (USD)
PowerVitals Setup	Services	7	Employee Based	\$3,350.00
The one-time implementation fee to build the site includes access to online resources , system configuration training, train the trainer,user-materials, and an implementation consultant.				
Year 1 TOTAL:				\$22,349.39

Year 2

Item	Type	Term (Months)	License Type	Total (USD)
PowerIA Subscription	Recurring	12	Employee Based	\$8,925.00
The PowerIA Annual subscription provides an agency-specific license for the use of the PowerIA modules for Internal Affairs case management and internal and external complaint management and tracking				
PowerAction Subscription	Recurring	12	Employee Based	\$7,192.50
The PowerAction Annual subscription provides an agency-specific license for the use of the PowerAction modules for collecting, tracking and reporting on actions taken by officers from a standard library of reports, that can be tailored to agency needs.				
PowerVitals Subscription	Recurring	12	Employee Based	\$9,712.50
The PowerVitals Annual subscription provides an agency-specific license for the use the PowerVitals module that provides tracking of indicators, alerts and assistance plans for early indication and intervention of officers by supervisors.				
Vetted Subscription	Recurring	12	User Count Based	\$9,402.75
Background investigation software to manage process required for vetting a new employee. Provides centralized place to manage candidates through selection process for both recruiters and background investigators. Pricing for Vetted is based on the Quantity purchased where Quantity represents the anticipated use of the Vetted product taking into account Customer's historical use over the prior twelve month period. If Customer's usage exceeds the Quantity during a given subscription year, NEOGOV will adjust the pricing for any subsequent year to take into account Customer's increased usage based on Customer's actual usage in the twelve-month period preceding the new subscription year or in the case of a renewal term, the twelve month period preceding the generation of the renewal quote (or an annualization of usage if twelve months of usage are not yet available). For avoidance of doubt, nothing restricts NEOGOV from increasing its per unit pricing in the ordinary course of business.				
Year 2 TOTAL:				\$35,232.75
Total:				\$57,582.14

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are due upon the invoice due date. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to PowerDMS, Inc. a wholly owned subsidiary of Governmentjobs.com, Inc. (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>.

Special Condition:

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By Authorized Representative of:
ElMirage Police Department (AZ)

Signature: 

Printed Name: Michael Ashley

Title: Deputy Director

Date: 10-16-2024

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.