



STATE OF IOWA
MASTER AGREEMENT
 Contract Declaration and Execution

MA 005

24184B

EFFECTIVE BEGIN DATE: 06-15-2026
EXPIRATION DATE: 06-14-2027
PAGE: 1 of 3

VENDOR:

NNA Services LLC
National Notary Association
VS000008746

PO Box 4659
Chatsworth, CA 91313-4659

VENDOR CONTACT:

Robert Clarke
PHONE: 8187394071
EMAIL: rclarke@nationalnotary.org

FOB: FOB Dest, Freight Prepaid

ISSUER:

Katelyn Howells
PHONE: 515-721-7856
EMAIL: katelyn.howells@iowa.gov

EXT: 4071

Contract For:

This contract is for Online Notary Training Services.

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement. Attachments are on file with the Department of Administrative Services - Central Procurement.

- Attachment 1: Competitive Solicitation 005-RFP-0815-2024
- Attachment 2: Contractor's Response to Competitive Solicitation 005-RFP-0815-2024 (except for any contractor objection or amendment to the Competitive Solicitation Document requirements that the State has not explicitly agreed to in writing)
- Attachment 3: Contractor's Cost (final pricing documentation) Response to competitive solicitation document 005-RFP-0815-2024.
- Attachment 4: Signed MA 24184

Customer Service and Technical Support: (800) 876-6827

RENEWAL OPTIONS

| | | | |
|-------------|------------|-----------|------------|
| FROM | 06-15-2027 | TO | 06-14-2028 |
| FROM | 06-15-2028 | TO | 06-14-2029 |
| FROM | 06-15-2029 | TO | 06-14-2030 |

AUTHORIZED DEPARTMENT

ALL
 SUB Other Governmental Entities



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| LINE NO. | QUANTITY / SERVICE DATES | UNIT | COMMODITY / DESCRIPTION | UNIT COST / PRICE OF SERVICE |
|----------|--------------------------|------|-------------------------|------------------------------|
|----------|--------------------------|------|-------------------------|------------------------------|

| | | | | |
|---|---------|----|-------|--------------|
| 1 | 1.00000 | EA | 20967 | \$ 30.000000 |
| | | | | \$ 0.000000 |

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Professional: Hospital/Pharmacy, Legal, Computer Training, e
 Notary Training Fee**

Notary Training according to Iowa Law and Rules.

Total Training Fee per individual user (includes registration, training, and certificate of completion)

NNA s Iowa remote online notarization training is available for purchase by individual Notaries on the NNA s NationalNotary.org website at <https://www.nationalnotary.org/iowa-state-required-remote-notary-education>.



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TERMS AND CONDITIONS

Referenced Terms

Per the attached 005-RFP-0815-2024 and supporting documents

THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN IN "EFFECTIVE BEGIN DATE" IN THE UPPER RIGHT HAND CORNER OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.

| CONTRACTOR | | STATE OF IOWA | |
|--|----------------------------------|--|----------------------------------|
| CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.) NNA Services LLC | | AGENCY NAME Iowa Dept. of Administrative Services | |
| BY (Authorized Signature)  | Date Signed 04/21/2026 | BY (Authorized Signature)  <small>Katelyn Howells (Apr 21, 2026 11:33:29 CDT)</small> | Date Signed 04/21/2026 |
| Printed Name and Title of Person Signing Robert Clarke CFO | | Printed Name and Title of Person Signing Katelyn Howells Senior Statewide Procurement Officer | |
| Address 9350 De Soto Avenue, Chatsworth, CA 91311 | | Address 1305 E. Walnut St., Des Moines, IA 50319 | |