



**STATE OF IOWA
MASTER AGREEMENT**

Contract Declaration and Execution

MA 005

230050589

EFFECTIVE BEGIN DATE: 06-01-2023
EXPIRATION DATE: 03-31-2026
PAGE: 1 of 5

VENDOR:

**LILAC LLC
DIPLOMA SENDER
00003078245**

**2745 Broce Dr
Norman, OK 73072-2404**

VENDOR CONTACT:

Adam Hughey
PHONE: 302-766-5058
EMAIL: procurement@diplomasender.com

FOB: FOB Dest, Freight Prepaid

ISSUER:

Julie Janssen
PHONE: 515-240-2698
EMAIL: julie.janssen@iowa.gov

Contract For: Iowa Department of Education High School Equivalency Diploma

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 Service - Central Procurement.

Attachment 1: Competitive Solicitation 005-RFB-0358-2023.

Attachment 2: Contractor's Response to Competitive Solicitation 005-RFB-0358-2023 (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-RFB-0358-2023.

This Contract will provide the fulfillment of all original and duplicate Iowa High School Equivalency Diploma (HSED) requests, record management and credentialing services to the described further in this RFB to the Iowa Department of Education Division of Community Colleges and any Participating Agencies.

<http://diplomasender.com>

Payment Terms: NET60

Remittance (Primary)
7 BENT LN
NEWARK, Delaware, 19711-3601
United States

PO Primary: lori.hughey@diplomasender.com 405-596-6716
Remittance: Adam.hughey@diplomasender.com 302-766-5058
Fulfillment: lori.hughey@diplomasender.com 405-596-6716
Sales: paul.hughey@diplomasender.com 405-431-8220
Vendor Support: procurement@diplomasender.com

RENEWAL OPTIONS

FROM 04-01-2026 **TO** 03-31-2029

AUTHORIZED DEPARTMENT

ALL



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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1	0.00000	EA	25080	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)
Initial/Original Certificate and Transcript to Test Taker/Co

Initial/Original Certificate and Transcript to Test Taker/Completer

2	0.00000	EA	25000	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Letters of Verification to third party agencies

Letters of Verification to third party agencies \$20.00/Each

3	0.00000	EA	25000	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Transcripts available to accredited third party agencies

Transcripts available to accredited third party agencies. \$20.00/Each

4	0.00000	EA	25080	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)

Documents available to Test Takers/Completers

These will include all of the following transcripts and diplomas:
 GED Pre-2002 Series GED 2002 Series HiSet Alternative Pathways
 Community College AA Program Foreign Diploma

\$20.00/Each

5	0.00000	EA	92024	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Data Conversion Services

Data Migration



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Table with 5 columns: LINE NO., QUANTITY / SERVICE DATES, UNIT, COMMODITY / DESCRIPTION, UNIT COST / PRICE OF SERVICE

The means and expense associated with the return of All records (to include, but not limited to, electronic files, paper files, hard drives, CD's, etc.) must be provided to the State upon termination of the Agreement.

Table row 6: 6, 0.00000, EA, 924084, \$ 0.000000

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

Boarding Pass

Boarding Pass as described in the attached HSE Services document.

Table row 7: 7, 0.00000, EA, 25080, \$ 0.000000

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

Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)
Total Transcript

Total Transcript and associated access to and use of GPI and Grade as described in the attached HSE Services document.

Table row 8: 8, 0.00000, EA, 96339, \$ 0.000000

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

Fees (Not Otherwise Classified)
1% Administrative Fee

Without affecting the approved Goods or Service prices or discounts specified in the Contract the State of Iowa shall be entitled to receive one percent (1.00%) administrative fee on all sales made within the State of Iowa against this agreement.

Send to: State of Iowa - DAS/Central Services Enterprise
Attention: DAS - CSE COO
1305 East Walnut Street
Des Moines, IA 50319

Administrative Reporting Requirements
This Contract permits other State agencies and political subdivisions to make purchases off of the Contract, the Contractor shall keep a record of the purchases made pursuant to the Contract and shall submit a report to the Agency on a quarterly basis.



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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period. The Contractor shall submit quarterly reports to the State of Iowa Contract Manager. (Julie.Janssen@iowa.gov)

Quarterly Reporting Schedule (Calendar Year):

Quarter 1 (January 1 - March 31) Report Due: April 30

Quarter 2 (April 1 - June 30) Report Due: July 31

Quarter 3 (July 1 - September 30) Report Due: October 31

Quarter 4 (October 1 - December 31) Report Due: January 31



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TERMS AND CONDITIONS

Services Effective 1 May 16

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for service contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>

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.) Lilac, LLC dba DiplomaSender		AGENCY NAME DAS Central Services Enterprise	
BY (Authorized Signature) <i>Adam A Hughey</i> <small>Adam A Hughey (Jun 1, 2023 17:05 EDT)</small>	Date Signed	BY (Authorized Signature) <i>Julie Janssen</i> <small>Julie Janssen (Jun 6, 2023 08:35 CDT)</small>	Date Signed
Printed Name and Title of Person Signing Adam A Hughey		Printed Name and Title of Person Signing Julie Janssen, Purchasing Agent III	
Address		Address	











State of Iowa MA230050589 Diploma Sender unsigned


Final Audit Report

2023-06-06


Created:	2023-06-01
By:	Julie Janssen (julie.janssen@iowa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVpaVr4RmLaC6TvaZd hx8DNopTxMoAbxQ

"State of Iowa MA230050589 Diploma Sender unsigned" History


-  Document created by Julie Janssen (julie.janssen@iowa.gov)
2023-06-01 - 4:10:51 PM GMT- IP address: 165.206.169.150
-  Document emailed to procurement@diplomasender.com for signature
2023-06-01 - 4:13:35 PM GMT
-  Email viewed by procurement@diplomasender.com
2023-06-01 - 4:14:09 PM GMT- IP address: 66.102.8.49
-  Julie Janssen (julie.janssen@iowa.gov) added alternate signer lori.hughey@diplomasender.com. The original signer procurement@diplomasender.com can still sign.
2023-06-01 - 4:14:14 PM GMT- IP address: 165.206.169.150
-  Document emailed to lori.hughey@diplomasender.com for signature
2023-06-01 - 4:14:15 PM GMT
-  Document shared with Paul Hughey (paul.hughey@diplomasender.com) by Julie Janssen (julie.janssen@iowa.gov)
2023-06-01 - 4:15:33 PM GMT- IP address: 165.206.169.150
-  Document shared with Adam.hughey@diplomasender.com by Julie Janssen (julie.janssen@iowa.gov)
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-  Document shared with Jill Borgeson (jill.borgeson@iowa.gov) by Julie Janssen (julie.janssen@iowa.gov)
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-  Document shared with Heather Doe (heather.doe2@iowa.gov) by Julie Janssen (julie.janssen@iowa.gov)
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 Email viewed by lori.hughey@diplomasender.com


2023-06-01 - 5:49:34 PM GMT- IP address: 66.102.8.45

 Signer procurement@diplomasender.com entered name at signing as Adam A Hughey


2023-06-01 - 9:05:22 PM GMT- IP address: 96.245.56.142

 Document e-signed by Adam A Hughey (procurement@diplomasender.com)


Signature Date: 2023-06-01 - 9:05:24 PM GMT - Time Source: server- IP address: 96.245.56.142

 Document emailed to Julie Janssen (julie.janssen@iowa.gov) for signature

2023-06-01 - 9:05:26 PM GMT

 Email viewed by Julie Janssen (julie.janssen@iowa.gov)

2023-06-06 - 1:32:04 PM GMT- IP address: 66.102.6.15

 Document e-signed by Julie Janssen (julie.janssen@iowa.gov)

Signature Date: 2023-06-06 - 1:35:27 PM GMT - Time Source: server- IP address: 165.206.169.150

 Agreement completed.

2023-06-06 - 1:35:27 PM GMT