



## Standard Purchase Order Arlington Public Schools

PROCUREMENT OFFICE  
2110 Washington Blvd  
Arlington, Virginia 22204  
Telephone: (703) 228-6123

ACCOUNTS PAYABLE  
2110 Washington Blvd  
Arlington, Virginia 22204  
Telephone: (703) 228-6121

**Please note that our billing address has changed. Unless otherwise instructed, please send invoices to the address above, Attn: Accounts Payable.**

<b>Purchase Order</b>	<b>2005577</b>
Purchase Order Date	09-DEC-2019
Change Order Number	0
Change Order Date	
Procurement Specialist/Phone	Thanh Thai 703-228-2411
Requisitioner/Ph#/Email	Nyamaa, Undram 703-228-2481 undram.nyamaa@apsva.us
FEIN	54-6001128
<b>Website:</b> <a href="https://www.apsva.us/procurement-office/">https://www.apsva.us/procurement-office/</a>	

This PURCHASE ORDER NUMBER shown above must appear on all invoices, packing slips & related correspondence. For questions regarding the order, contact the REQUISITIONER shown above.

**SUPPLIER:** CRL RESEARCH & COMMUNICATION LLC  
3513 MONARCH DR  
EDGEWATER MD 21037

**Ship To:** Arlington Public Schools  
Planning & Evaluation  
2110 Washington Blvd  
Arlington, VA 22204

Payment Terms	Freight Terms	FOB
NET 30	Prepaid	Destination

Line	Vendor Part	Item Description	Due Date	Quantity	UOM	Unit Price	Amount
1		Task 1 - Background	09-DEC-2019	1.00	Each	\$220.00	\$220.00
2		Task 2 - Draft and revise 2 discussion guides	09-DEC-2019	1.00	Each	\$440.00	\$440.00
3		Task 3 - Facilitate 2 meetings	09-DEC-2019	1.00	Each	\$2,000.00	\$2,000.00

The Purchase Order Terms and Conditions found on the Arlington Public Schools Procurement Office Website, at the link provided below, are incorporated in, and become part of, this contract. It is the responsibility of the Vendor to carefully read and understand the Purchase Order Terms and Conditions.

The Purchase Order Terms and Conditions have been amended effective January 25, 2019.

<https://www.apsva.us/wp-content/uploads/2019/01/PO-TsCs-Amended-January-2019-Changes-Accepted.pdf>

**IMPORTANT:** There have been incidents of scammers pretending to be school representatives and ordering thousands of dollars of goods. **Purchases by APS are authorized only if an APS Purchase Order is issued in advance of the transaction**, indicating that the ordering agency has sufficient funds available to pay for the purchase. Vendors providing goods or services without a signed APS Purchase Order, do so at their own risk.

Authorized by:

**David J. Webb, C.P.M.**  
*Director of Procurement*

**Purchase Order Total: \$2,660.00**