



**DOCUMENT DESTRUCTION AND DISPOSAL SERVICES - STATEWIDE  
CS221273001 through CS221273004**

Issuance Date: April 1, 2022

Revised Date: April 1, 2022

<b>CONTRACT PERIOD/RENEWAL OPTIONS</b>	
<b>Current Contract Period:</b>	<b>April 1, 2022 through March 31, 2023</b>
<b>Original Contract Period:</b>	April 1, 2022 through March 31, 2023
<b>Available Renewal Period Options:</b>	2
<b>Potential Final Expiration Date:</b>	March 31, 2025

**ALL PURCHASES MADE UNDER THESE CONTRACTS MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.**

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

<b>BUYER CONTACT INFORMATION</b>	
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## ORGANIZATION

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## STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
4/1/2022	Initial issuance of statewide contracts



**CONTRACT INFORMATION**

<b>CONTRACT NUMBER CS221273001</b>			
<b>MissouriBUYS SYSTEM ID:</b>	MB00145223		
<b>SAM II Vendor Number:</b>	8421127240 0		
<b>Contractor Name:</b>	Big Bear Shredding, LLC		
<b>Contractor Address:</b>	528 North Prince Lane Springfield, MO 65802		
<b>Contact Information:</b>	Name:	Luke Westerman	
	Phone Number:	(417) 657-4733	
	Fax Number:	N/A	
	Email Address:	<a href="mailto:Luke@BigBearShredding.com">Luke@BigBearShredding.com</a>	
<b>MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION</b>			
<b>MBE: No</b>	<b>WBE: No</b>	<b>SDVE: No</b>	<b>Blind/Sheltered Workshop: No</b>
<b>COOPERATIVE PROCUREMENT</b>			
<b>Cooperative Procurement:</b>	<b>Yes</b>		

<b>CONTRACT NUMBER CS221273002</b>			
<b>MissouriBUYS SYSTEM ID:</b>	MB00115411		
<b>SAM II Vendor Number:</b>	2707804840 0		
<b>Contractor Name:</b>	Delta Document Shredding, LLC		
<b>Contractor Address:</b>	P.O. Box 905 Sikeston, MO 63801		
<b>Contact Information:</b>	Name:	Charles Leible	
	Phone Number:	(573) 471-7007	
	Fax Number:	(573) 471-7033	
	Email Address:	<a href="mailto:asia99@swbell.net">asia99@swbell.net</a>	
<b>MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION</b>			
<b>MBE: No</b>	<b>WBE: No</b>	<b>SDVE: No</b>	<b>Blind/Sheltered Workshop: No</b>
<b>COOPERATIVE PROCUREMENT</b>			
<b>Cooperative Procurement:</b>	<b>Yes</b>		



<b>CONTRACT NUMBER CS221273003</b>			
<b>MissouriBUYS SYSTEM ID:</b>		MB00093624	
<b>SAM II Vendor Number:</b>		4318895140 1	
<b>Contractor Name:</b>		OnSite Mobile Document Destruction of Missouri, LLC	
<b>Contractor Address:</b>		P.O. Box 238 Camdenton, MO 65020	
<b>Contact Information:</b>		Name: Diane K. Oltmann Phone Number: (573) 873-5915 Fax Number: N/A Email Address: <a href="mailto:onsitedoc@charter.net">onsitedoc@charter.net</a>	
<b>MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION</b>			
<b>MBE: No</b>	<b>WBE: No</b>	<b>SDVE: No</b>	<b>Blind/Sheltered Workshop: No</b>
<b>COOPERATIVE PROCUREMENT</b>			
<b>Cooperative Procurement:</b>		<b>Yes</b>	

<b>CONTRACT NUMBER CS221273004</b>			
<b>MissouriBUYS SYSTEM ID:</b>		MB00136980	
<b>SAM II Vendor Number:</b>		8329987650 0	
<b>Contractor Name:</b>		Redishred Kansas dba Proshred Security	
<b>Contractor Address:</b>		3052 South 24 <sup>th</sup> Street Kansas City, KS 66106	
<b>Contact Information:</b>		Name: DJ McDaniel or Sara Otte Phone Number: (913) 327-8889, extension 1341 Fax Number: (913) 327-8890 Email Address: <a href="mailto:Dj.mcdaniel@proshred.com">Dj.mcdaniel@proshred.com</a> <a href="mailto:Sara.otte@proshred.com">Sara.otte@proshred.com</a>	
<b>MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION</b>			
<b>MBE: No</b>	<b>WBE: No</b>	<b>SDVE: No</b>	<b>Blind/Sheltered Workshop: No</b>
<b>COOPERATIVE PROCUREMENT</b>			
<b>Cooperative Procurement:</b>		<b>Yes</b>	



## INSTRUCTIONS AND INFORMATION



1. **PREFERRED USE:** The contract shall be construed as a **preferred use contract** but shall not be construed as an exclusive arrangement. Preferred use means that any state agency needing the services should use the established contract(s) unless it is determined to be in the best interest of the State of Missouri for a state agency to obtain alternate services elsewhere.
2. **POTENTIAL DOCUMENTS TO BE DESTROYED:** The following materials shall be considered acceptable for Mixed Office Paper:

White and colored Paper and cardstock (all grades and colors), including, but not limited to:	<ul style="list-style-type: none"> <li>• Copier paper</li> <li>• Computer Paper</li> <li>• Fax paper</li> <li>• Ledger paper</li> <li>• Card Stock</li> <li>• NCR forms (carbonless)</li> <li>• Road maps</li> </ul>
All envelopes with or without adhesive labels and stamps, and with or without plastic windows, including, but not limited to:	<ul style="list-style-type: none"> <li>• Regular #10</li> <li>• Window</li> <li>• Kraft (brown)</li> <li>• White</li> </ul>
Other paper	<ul style="list-style-type: none"> <li>• Adding machine tape</li> <li>• Post-it notes</li> <li>• File folders (manila)</li> <li>• Printer paper ream wrappers</li> <li>• Shredded paper (in bags)</li> </ul>
Books or bound materials, regardless of quality of paper or type of binding. Newsprint paper and publications, including, but not limited to:	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Telephone books</li> <li>• MO. State Statute Books and Revisions</li> </ul>
Glossy and coated paper, including, but not limited to:	<ul style="list-style-type: none"> <li>• Magazines</li> <li>• Catalogs</li> <li>• Junk mail</li> <li>• Sales literature &amp; brochures</li> <li>• Calendars</li> <li>• Publications</li> </ul>
Non-paper items, including, but not limited to:	<ul style="list-style-type: none"> <li>• Paper clips</li> <li>• Staples</li> <li>• Spiral and GBC (plastic comb) bindings</li> <li>• Paper clips</li> <li>• Rubber bands</li> </ul>



3. **SAMPLE REPORT:** The following materials shall be considered acceptable for Mixed Office Paper:

**ATTACHMENT 3**

SAMPLE REPORT -- Use of the 3 - 4 character acronym is preferred as the prefix in the "department" column. For example, the MO State Highway Patrol (MSHP) is a part of the Dept. of Public Safety; therefore, the name appearing in the "department" field for document destruction services provided to MSHP during the week of October 5 - 9 has a prefix of DPS.

**October 1-October 31 2021**

Service Date	Department	Street Address	City	Weight
Oct 5 - 9	DED - Missouri Career Center	7545 S. Lindbergh	St Louis	153
	DSS - CD/FSD	7545 S. Lindbergh	St Louis	560
	DOC - Dept. of Probation & Parole	220 S. Jefferson	St Louis	540
	DOC - Dept. of Probation & Parole	220 S. Jefferson	St Louis	889
	DMH - Dept. of Mental Health	111 N. 7th St	St Louis	180
	DMH - Dept. of Mental Health	111 N. 7th St	St Louis	85
	DSS - Dept. of Social Services	111 N. 7th St	St Louis	93
	DPS - Veterans Commission	205 Jefferson St	Jefferson City	321
	DPS - MSHP	1510 E. Elm St	Jefferson City	744

4. **NOTE:** No proposals were received for the Greater St. Louis Region and the Northeast Region; therefore, no contract award was made for these regions.



**CONTRACT PRICING**

**CENTRAL REGION**

Central Region consists of the following counties: Carrol, Chariton, Randolph, Monroe, Saline, Howard, Boone, Audrain, Callaway, Montgomery, Pettis, Cooper, Moniteau, Cole, Osage, Gasconade, Benton, Morgan, Miller, Maries, Camden, Pulaski, Phelps, Laclede, and Dent		
<b>OnSite Mobile Document Destruction of Missouri, LLC Contract CS221273003</b>		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
1	0 – 500 Pounds	\$0.15
2	Over 500 Pounds	\$0.13
Line Item	Description	Firm, Fixed Minimum Charge
3	Minimum Charge	\$40.00

**GREATER KANSAS CITY REGION**

Greater Kansas City Region consists of the following counties: Platte, Clay, Ray, Jackson, Lafayette, Cass, Johnson, Bates, and Henry		
<b>Redishred Kansas dba Proshred Security Contract CS221273004</b>		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
4	0 – 500 Pounds	\$0.00
5	Over 500 Pounds	\$0.11
Line Item	Description	Firm, Fixed Minimum Charge
6	Minimum Charge	\$42.00





**CONTRACT PRICING**

**NORTHWEST REGION**

Northwest Region consists of the following counties: Atchison, Nodaway, Worth, Harrison, Holt, Andrew, Gentry, Dekalb, Daviess, Buchanan, Clinton, and Caldwell		
<b>Redishred Kansas dba Proshred Security Contract CS221273004</b>		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
13	0 – 500 Pounds	\$0.00
14	Over 500 Pounds	\$0.12
Line Item	Description	Firm, Fixed Minimum Charge
15	Minimum Charge	\$68.00

**SOUTHEAST REGION**

Southeast Region consists of the following counties: Iron, Madison, Perry, Bollinger, Cape Girardeau, Reynolds, Shannon, Wayne, Stoddard, Scott, Oregon, Carter, Butler, Mississippi, Ripley, New Madrid, Pemiscot, and Dunklin		
<b>Delta Document Shredding, LLC Contract CS221273002</b>		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
16	0 – 500 Pounds	\$0.20
17	Over 500 Pounds	\$0.20
Line Item	Description	Firm, Fixed Minimum Charge
18	Minimum Charge	\$65.00



**CONTRACT PRICING**

**SOUTHWEST REGION**

<p>Southwest Region consists of the following counties: Vernon, St. Clair, Hickory, Dallas, Barton, Cedar, Polk, Dade, Jasper, Lawrence, Greene, Webster, Wright, Texas, Newton, Barry, Stone, Christian, Douglas, Howell, McDonald, Taney, and Ozark</p>		
<p><b>Big Bear Shredding, LLC</b> <b>Contract CS221273001</b></p>		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
19	0 – 500 Pounds	\$0.30
20	Over 500 Pounds	\$0.30
Line Item	Description	Firm, Fixed Minimum Charge
21	Minimum Charge	\$60.00



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## CONTRACT SCOPE OF WORK

### **2. Scope of Work**

#### **2.1 General Requirements:**

- 2.1.1 The contractor shall provide document destruction and disposal services for any state agency of the State of Missouri (hereinafter referred to as the state agency), in accordance with the provisions and requirements herein.
- a. For purposes of this document, a state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc. that exists within a department of Missouri State Government. This shall include the University of Missouri System and the Judicial and Legislative branches of the State of Missouri.
  - b. The contractor shall provide services in the region(s) awarded, as specified on the Notice of Award issued by the Division of Purchasing.
- 2.1.2 The contractor shall destroy and dispose of documents, which shall include, but not necessarily be limited to, any or all of those items listed on Attachment 2. For purposes of this document, the term "documents" shall be used to define those items to be destroyed.
- 2.1.3 The contractor shall perform all services during normal State of Missouri hours, which are typically 8:00 A.M. to 5:00 P.M., Monday through Friday, excluding Official State Holidays. A listing of state holidays can be found at the following website: <https://oa.mo.gov/commissioner/state-holidays>.
- 2.1.4 The contractor shall perform all services to the sole satisfaction of the state agency.
- 2.1.5 The contractor shall provide the services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. The contractor shall agree and understand that the contract shall be construed as a preferred use contract, but shall not be construed as an exclusive arrangement. Preferred use means that any state agency needing the services should use the established contract(s) unless it is determined to be in the best interest of the State of Missouri for a state agency to obtain alternate services elsewhere.
- 2.1.6 Cooperative Procurement Program – The contractor shall participate in the State of Missouri's Cooperative Procurement Program. The contractor shall provide document destruction and disposal services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (section 67.360, RSMo, which is available on the internet at: <https://revisor.mo.gov/main/OneSection.aspx?section=67.360&bid=2758&hl=>). The contractor shall further understand and agree that participation by other governmental entities is discretionary on the



part of that governmental entity and the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.

- a. Such governmental entities may include but are not limited to; counties, municipalities, school districts, fire departments, first aid squads, colleges, and universities. A list of entities eligible to purchase via the cooperative procurement program is available by clicking on the "Cooperative Procurement Members Listing" file located at the following link: <http://oa.mo.gov/purchasing/cooperative-procurement-services>.

## **2.2 Personnel Requirements:**

- 2.2.1 Each state agency will identify a state agency designee to serve as the state agency contact and will provide the telephone number and email address of the assigned designee to the contractor. The contractor shall report to and follow the state agency designee's instructions.
- 2.2.2 The contractor shall designate a contact person who shall serve as the contractor's contact and shall be the liaison between the contractor and the state agency. By no later than five (5) business days after notification by the state agency to proceed with services, the contractor shall provide the state agency with the name, address, email address, and telephone number of the contractor's contact person. The contractor's contact person shall (1) oversee all services being provided, (2) assume responsibility and liability for services performed per the contract, and (3) serve as the primary point of contact with the state agency.

## **2.3 Specific Requirements:**

- 2.3.1 The contractor shall perform document destruction services on-site at each applicable state agency facility on an as needed, if needed basis or on a regular scheduled basis, as mutually agreed upon between the contractor and each applicable state agency.
- 2.3.2 The contractor shall provide the document destruction services by no later than five (5) business days after a request for service is made, or by the date mutually agreed upon between the state agency and the contractor. The state agency shall request services by telephone, fax, or other method as agreed upon between the contractor and each state agency.
- 2.3.3 The contractor shall understand and agree that the State of Missouri requires flexibility in the arrangements and methods for the collection of documents on a building-to-building and case-by-case basis. The contractor shall coordinate and work in good faith with each state agency and designee in seeking and obtaining the arrangements and methods of collection.
- 2.3.4 The contractor shall understand that the state agency or designee shall, at any time throughout the contract, accompany the contractor during any collection, hauling, weighing, or destruction process being conducted by the contractor. The contractor shall not restrict or in any way limit the state agency's right or ability to oversee any and all services provided by the contractor.



- 2.3.5 If requested by the state agency, the contractor shall supply locked security containers for the collection of documents in the size(s) and quantity specified by the applicable state agency. The contractor shall provide all containers free of charge.
- a. Each container shall have a drop-slot and a key-locked deadbolt. The contractor shall place each container in the location requested by the state agency, provided that placement is in accordance with applicable fire codes.
  - b. The contractor shall clearly mark containers for their intended use.
  - c. The contractor shall not limit the number of containers at any particular state agency site. However, if containers are requested, the state agency estimates that approximately one (1) 40-45 gallon, or estimated size of 36" x 20" x 19.5" container may be required for every 25-30 employees. The state agency designee shall notify the contractor if it is determined that different sizes or additional containers are required. The contractor shall coordinate and work in good faith with each state agency designee in determining the number and size of containers required.
  - d. The contractor shall retain ownership of the containers. The contractor shall agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the possession, use, maintenance, delivery, return, and/or collection from the containers provided by the contractor.
- 2.3.6 The contractor shall agree and understand that in most cases, documents to be destroyed will be in a locked storage area at the state agency facility. Therefore, the contractor, with accompaniment by a state agency designee, shall transport the documents on carts or other method from each storage area to the contractor's truck on-site. The contractor shall load and unload all documents without assistance from the state agency.
- a. In the event the state agency utilizes a covered container, the contractor shall handle and transport such to ensure that no record is lost or mislaid in route.
    - 1) However, in the event the state agency does not have the documents in covered container(s), the contractor shall make every effort to ensure that no record is lost or mislaid in route.
  - b. If requested, the contractor shall remove and/or dispose of all cardboard boxes that were used to contain the documents. The contractor is encouraged to reuse or recycle all cardboard boxes.
- 2.3.7 The contractor shall collect all documents from an identified location, weigh all documents using a certified scale, destroy completely, and provide the state agency with a Certificate of Destruction and weigh ticket. At a minimum, the Certificate of Destruction must include the name and address of the state agency facility, date of service, description and weight of documents destroyed, service representative name, and truck number.



- a. The contractor shall destroy all documents to a maximum size of no greater than particles one square inch. However, if requested by the state agency and if the contractor is capable (as specified in Attachment 3), the contractor shall destroy documents to a maximum size of 5/16”.
  - b. The contractor shall clean up the immediate document destruction area and ensure that all loose material particles collected are removed each time document destruction services are performed.
- 2.3.8 Confidentiality: Due to the sensitivity of the documents being destroyed, the contractor shall not disclose any information obtained from the documents in the event the contractor observes any such documents during the course of pick up and document destruction. Furthermore, to the extent the contractor may have access to any report, tax return, or other information received by a state agency in connection with the administration of the tax laws of the State, the contractor specifically shall comply with section 32.057, RSMo. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor’s performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency. Any person making unlawful disclosure of information in violation of such section shall, upon conviction, be guilty of a class D felony. Therefore, as the need for confidentiality dictates, the contractor shall agree and understand that any of the following may be required; however, the determination of what is required shall rest solely on the state agency designee.
- a. The state agency designee shall witness the destruction of the confidential documents.
  - b. The contractor shall submit a letter to the applicable state agency office guaranteeing that the confidentiality of all such documents were maintained from the time of collection until the documents were destroyed and that none of the documents were read or copied by the contractor or contractor’s personnel prior to such destruction.
  - c. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document.
- 2.3.9 The contractor’s personnel assigned to perform services under the contract must, at all times, wear a photo ID badge and uniform that identifies the contractor’s company name. In addition, the contractor’s personnel shall sign in and out on a log provided by each state agency.
- a. The contractor shall sign a signature log each time services are required to attest that all confidential documents have been destroyed. The signature log should have the date, time, and location when document destruction was completed and must also be countersigned by the state agency designee. The signature log must be maintained at each participating state agency and made available for federal/state audit purposes.



2.3.10 The contractor and each of the contractor's personnel assigned to work with confidential documents must have a security clearance approved by the utilizing state agency and sign a statement of confidentiality guaranteeing non-disclosure of information in order to provide services under the contract.

- a. The contractor must obtain each of the required security clearances from the State Highway Patrol.
- b. The confidentiality statement shall be designed, implemented, and maintained by the contractor.

2.3.11 If requested, the contractor shall replace any personnel with whom the state agency is not satisfied.

2.3.12 The contractor shall recycle destroyed documents that are recyclable. As an incentive for the contractor to lower prices, the contractor may keep all funds received from the sale of the recyclable documents stated herein.

2.3.13 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

**2.4 Reporting and Recordkeeping Requirements – Missouri Statewide Contract Quarterly Usage Report:** (Refer to the RFP for the requirements).

**2.5 Reporting and Financial Requirements:**

2.5.1 Monthly Report: By no later than the 15th of each month, the contractor shall submit a monthly report to the Recycling Coordinator as specified below:

- a. The monthly report must contain the following information from the document destruction activities from the prior month:
  - 1) Name and Address of the state agency
  - 2) Date of Service
  - 3) Weight of documents destroyed
  - 4) Actual number of pounds of destroyed documents recycled
- b. Immediately after contract award, the Recycling Coordinator shall provide the contractor with the actual monthly report to be used. A sample of the monthly report is provided herein as Attachment 5.

**2.6 Invoicing and Payment Requirements:**

2.6.1 The State of Missouri shall submit contract payments to the contractor at the remittance address listed in the contractor's MissouriBUYS vendor registration. However, the contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the



contract, the contractor must update their vendor registration with their ACH-EFT payment information at <https://MissouriBUYS.mo.gov>.

- a. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>.

2.6.2 Invoicing – The contractor shall submit invoices by no later than the 15<sup>th</sup> day of the following month to each participating state agency for which services were provided during the month.

- a. Each invoice shall be itemized by date of service, number of pounds of documents destroyed, the applicable firm, fixed price per pound, and the total invoice amount.
  - 1) If the minimum charge is not met for document destruction services, the contractor may invoice the minimum charge amount (instead of the firm, fixed price per pound) in accordance with the Pricing Page.
  - 2) The applicable firm, fixed price per pound shall be determined based upon the total weight of the destroyed documents.

2.6.3 Payments – For each trip to a state agency facility, the contractor shall be paid for each pound of documents destroyed in accordance with the applicable firm, fixed price stated on the Pricing Page. In the event the total payment due to the contractor is less than the applicable firm, fixed minimum charge stated on the Pricing Page, the contractor shall be paid the minimum charge instead of being paid based on the per pound price. However, if the total payment due to the contractor is greater than the applicable firm, fixed minimum charge stated on the Pricing Page, the contractor's payment shall be based solely on the per pound price.

- a. Each state agency shall be solely responsible for payment for only those services requested by the state agency.
- b. Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

**2.7 Missouri Statewide Contract Quarterly Administrative Fee:** (Refer to the RFP for the requirements).

**2.8 Missouri Statewide Contract Quarterly Administrative Fee Report:** (Refer to the RFP for the requirements).