



Mercy Corps Supplier Information Form

The information provided will be used to evaluate the Company before contracting with the Mercy Corps.

Please complete all fields.

Supplier Information

Company Name	Advanced Graphic Products, Inc
Any other names company is operating under (Acronyms, Abbreviations, Aliases)	dba Advanced-Online dba Follett On-Demand
Previous names of the company	N/A
Address	750 Gateway BLVD, Coppell TX 75019
Website	https://home.advanced-online.com/
Phone/Fax Numbers	Phone: 972-471-5400 Fax:
Primary Contact	Name: Brian Schellbach Phone Number: 972-471-5400 Email Address: bschellbach@follett.com
# of Staff	140+
# of Locations	1
Avg. Value of Stock on Hand (USD)	\$3M
Government - owned (yes/no)	No
Name(s) of Board of Directors	Private, Family owned business Chairman and acting President: Todd Litzsinger
Name(s) of Company Owner(s)	N/A - corporation
Parent companies, if any	Follett Corporation

Subsidiary or affiliate companies, if any	n/a
---	-----

Financial Information

Bank Name and Address	North Dallas Bank & Trust Co. 12900 Preston Road
Name under which company is registered at bank	Advanced Graphics Products
Payment Terms	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No
Specify Standard Payment Terms (Net15, 30, etc.)	Net 30

Product/Service Information

List Range of Products/Services Offered	We specialize in online store solutions for corporations, colleges, Greek organizations and K-12 schools. We offer incredible customization and decoration on-demand with no inventory requirements and industry-best lead times. Products include apparel, giftware, promotional items, print (business cards, stationery, banners, etc.) and we stock around 3000 different master products. See attached "AO Detail" document for more detailed information.
Basis For Pricing (Catalog, List, etc.)	Pricing is determined by a number of factors and we strive to offer the best available pricing for our on-demand model that eliminates the needs for our clients to own any inventory risk.

References

Client Name:	<u>Contact Name, Phone, Email Address:</u> Caris Life Sciences Brian Stengle VP Marketing 214.294.5551 bstengle@carisls.com
Client Name:	<u>Contact Name, Phone, Email Address:</u> Daltille Steve Blount Regional Purchasing Manger 214.309.3128 Steve.blount@daltille.com

Client Name:	<u>Contact Name, Phone, Email Address:</u> Caris Life Sciences Brian Stengle VP Marketing 214.294.5551 bstengle@carisls.com

Supplier Self-Certification of Eligibility

Company certifies that:

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government's sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
3. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.
4. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
5. It has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
7. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
8. It pays social security obligations as required in the countries where it operates.
9. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
10. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, involvement in a criminal organization or any other criminal activity.
11. It treats its employees with dignity and respect and maintains social operating standards, including:: working conditions and social rights: avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
12. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company's business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.
13. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. Company certifies that it does not engage in such conduct..
14. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.

15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
16. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.


If the Company cannot certify to any of the above it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: Advanced Graphic Products dba Advanced-Online

Name of Representative: Brian Schellbach

Title: Vice President

Signature: 

Date: 4/29/2021

FOR MERCY CORPS USE ONLY

Following documents have been provided **[Update according to sections 3.3 and 4 of the Tender Package]**:

Documents	
Legal Business Registration	
Latest Tax Registration Certificate	
<i>[Insert other supporting document as per Tender Package]</i>	
<i>[Insert other supporting document as per Tender Package]</i>	
Company Profile	
References from previous work projects	
<i>[Insert other supporting document as per Tender Package]</i>	
<i>[Insert other supporting document as per Tender Package]</i>	
<i>[Insert other supporting document as per Tender Package]</i>	
<i>[Insert other supporting document as per Tender Package]</i>	
<i>[Insert other supporting document as per Tender Package]</i>	

I _____ an employee of Mercy Corps having completed and reviewed this form confirm the accuracy of information provided:

Name _____

Title _____

Signature _____

Date* _____

*Supplier to be re-authorized one year from this date.
