PURCHASE ORDER

VENDOR

TEXAS A&M FOREST SERVICE
PURCHASING DEPARTMENT

Order Date
06/29/2026

Page 01

200 Technology Way, Suite 1120, College Station, TX 77845-3424; Phone 979-458-7380, FAX 979-458-7386

Purchase Order No. (Include this number on all correspondence and packages)

P600356

VENDOR GUARANTEES MERCHANDISE DELIVERED ON THIS ORDER WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

INVOICE TO:

TEXAS A&M FOREST SERVICE
FRD/SF--ASSOCIATE DIRECTOR
200 TECHNOLOGY WAY, SUITE 1281
COLLEGE STATION TX 77845-3424

VENDOR

18115947483
QUICKACTCASUAL LLC
DBA MISSION FRAME MEDIA
3161 42ND ST
ASTORIA, NY 11103-3142

\- -

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER.

SHIP TO:

TEXAS A&M FOREST SERVICE
FRD/SF--ASSOCIATE DIRECTOR
200 TECHNOLOGY WAY, SUITE 1281
COLLEGE STATION TX 77845-3424

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE APPROVED BY THE TEXAS A&M FOREST SERVICE PURCHASING DEPARTMENT **PRIOR** TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED PAYMENT WILL BE DELAYED.

Item	Description	Quantity	UOM	Unit Price	Ext Price
	USER REF: 000000-JBR				
1	B-Roll stringout from Alpine shoot; interview transcripts from Alpine center shoot; debrief ,project plan & creative outline; still photo gallery from Alpine center shoot	1	JOB	13,000.000	13,000.00
2	Capture Outline & Shotlist for Aplin Center S B-Roll Stringouts from Aplin Center Shoot Interview transcripts from Aplin Center Sho Debrief Document from Aplin Center Shoot Updated Creative Outline	1	JOB	15,000.000	15,000.00
3	Assembly Edit - Short Documentary Assembly Edit - Long Form Video #1 Assembly Edit - Long Form Video #2 Assembly Edit- Long Form Video #3 Assembly Edit - Long Form Video #4 Assembly Edit - Long Form Video #5 2x Featured Social Reels (Live Oak Relocati	1	JOB	7,900.000	7,900.00
				TOTAL	35,900.00
	***** NET 30 *****				
	NOTE TO VENDOR: "SHIP TO" AND "INVOICE TO" ADDRESSES MAY DIFFER. FAILURE TO SUBMIT INVOICE TO PROPER ADDRESS MAY RESULT IN DELAYED PAYMENT.				
	BY ACCEPTANCE OF THIS PURCHASE ORDER VENDOR AGREES TO ALL TERMS AND CONDITIONS (AS APPLICABLE) LISTED ON ATTACHED "TEXAS A&M FOREST SERVICE PURCHASE ORDER--ATTACHMENT A".				
BGS					

Texas A&M Forest Service cannot accept collect freight shipments.

FOB: NOT SPECIFIED

Terms:

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions nor cancellations permitted without prior approval of Purchasing Department.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309 (4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE PURCHASING AGENT

PURCHASING AGENT FOR

PURCHASE ORDER

VENDOR

Order Date 06/29/2026

TEXAS A&M FOREST SERVICE
PURCHASING DEPARTMENT

200 Technology Way, Suite 1120, College Station, TX 77845-3424; Phone 979-458-7380, FAX 979-458-7386

Purchase Order No. (Include this number on all correspondence and packages)

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200 TECHNOLOGY WAY, SUITE 1281
COLLEGE STATION TX 77845-3424

VENDOR

18115947483
QUICKACTCASUAL LLC
DBA MISSION FRAME MEDIA
3161 42ND ST
ASTORIA, NY 11103-3142

- -

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TEXAS A&M FOREST SERVICE
FRD/SF--ASSOCIATE DIRECTOR
200 TECHNOLOGY WAY, SUITE 1281
COLLEGE STATION TX 77845-3424

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PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED PAYMENT WILL BE DELAYED.

Item	Description	Quantity	UOM	Unit Price	Ext Price
	PER TERMS AND CONDITIONS #CO-26-238. VENDOR QUOTE: 1180 VENDOR REF: MISSION FRAME MEDIA				
BGS					

Texas A&M Forest Service cannot accept collect freight shipments.

FOB: NOT SPECIFIED

Terms:

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THIS ORDER IS NOT VALID UNLESS SIGNED BY THE PURCHASING AGENT

PURCHASING AGENT FOR

INVOICE

QuickActCasual LLC (DBA Mission Frame Media)
3161 42nd St
Astoria, NY 11103-3142

alex@missionframe.media
+1 (917) 727-7496
missionframe.media

MISSION FRAME MEDIA

~~E607318~~
R600368

Bill to
Aaron Stottlemyer
Texas A&M Forest Service
200 Technology Way
#1281
College Station, TX 77845

Ship to
Aaron Stottlemyer
Texas A&M Forest Service
200 Technology Way
#1281
College Station, TX 77845

FANA 480081-00000

5670

ID 18115947483

Invoice details
Invoice no.: 1180
Terms: Net 30
Invoice date: 06/09/2026
Due date: 07/09/2026

#	Product or service	Description	Qty	Rate	Amount
1.	**Sales**	PO P600301 1) Capture outline & shot list 2) B-Roll Stringout from Aplin Center shoot #1 3) Interview transcripts from Aplin Center shoot #1 4) Debrief, Project Plan & Creative Outline Update documents 5) Still Photo gallery from Aplin Center shoot #1	1	$13,000.00	$13,000.00

Total **$13,000.00**

Note to customer

PURCHASE ORDER #P600301
Services rendered & products delivered Tuesday, June 9th.

★ Received ★
JUN 09 2026

SERVICES AGREEMENT

This Services Agreement ("Agreement") is entered into and effective April 10th, 2026 (the "Effective Date"), by and between Texas A&M Forest Service, a member of The Texas A&M University System ("A&M System") and an agency of the state of Texas (hereafter referred to as "MEMBER"), and Mission Frame Media (hereafter referred to as "PROVIDER"). MEMBER and PROVIDER are sometimes hereafter referred to as "Party" individually or "Parties" collectively.

MEMBER and PROVIDER hereby agree as follows:

1. SERVICES

A. PROVIDER will perform the services as set forth in Exhibit A, Statement of Work, attached hereto ("Services"), in accordance with the terms and subject to the conditions contained in this Agreement.

2. PROVIDER OBLIGATIONS

A. PROVIDER will perform the Services in accordance with the standards of care, skill, and diligence expected of a qualified, competent and experienced professional in the provision of the type of services required under this Agreement.

B. PROVIDER will perform the Services substantially in accordance with PROVIDER's documentation, including without limitation, any marketing materials, user guides, technical specifications, training materials, instructions, documented policies or other written materials regarding the Services that are posted, delivered or otherwise made available by PROVIDER to MEMBER.

C. PROVIDER will obtain, maintain in effect, and pay the cost for all licenses, permits, or certifications that may be necessary for PROVIDER's performance of this Agreement.

D. PROVIDER represents and warrants that there are no obligations, commitments, third party rights, or impediments of any kind that will limit or prevent PROVIDER's performance of the Services.

3. TERM AND TERMINATION

A. This Agreement will commence on the Effective Date and continues through 30 months (the "Term"), unless earlier terminated as provided herein. The Term of the Agreement may be extended not to exceed five (5) years from Effective Date.

B. In the event of a breach of a material term of this Agreement by a Party, the non-defaulting Party may terminate this Agreement upon thirty (30) days' prior written notice to the other Party detailing the nature of the breach and the other Party fails to fully cure the breach within such 30-day period.

C. MEMBER may immediately terminate this Agreement if (i) the PROVIDER's insurance coverage required under this Agreement is cancelled or non-renewed; or (ii) the PROVIDER declares bankruptcy, is placed into involuntary bankruptcy or receivership or becomes insolvent.

D. Either PARTY may terminate this Agreement without cause upon sixty (60) days' prior written notice. In the event of termination, MEMBER shall pay PROVIDER for all deliverables up to the termination date, including any non-cancellable expenses and commitments.

4. PAYMENT TERMS

A. In full consideration for the Services rendered by PROVIDER under this Agreement, MEMBER shall pay PROVIDER in accordance with the terms set forth in Exhibit B, Payment Terms, attached hereto. The total compensation to PROVIDER under this Agreement will not exceed ninety-one thousand nine hundred fifty-four dollars and eighty cents ($91,954.80) without an amendment to this Agreement.

B. PROVIDER will submit invoices to MEMBER. Each invoice must reference the MEMBER purchase order number (which will be provided to PROVIDER within 15 days of the execution of this Agreement) and include a description of services provided to include but not limited to time, deliverables, and activities along with documentation that MEMBER may reasonably request to support the invoice amount. MEMBER will make payment on a properly prepared and submitted invoice in accordance with Chapter 2251, Texas Government Code (the "Texas Prompt Payment Act"), which shall govern remittance of payment and remedies for late payment and non-payment.

C. For reasonable business-related travel, lodging and/or meal expenses validly incurred directly and solely in support of the Services and approved by MEMBER in advance, PROVIDER will be reimbursed by MEMBER according to the State of Texas rates, rules, and regulations (https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php). When requesting such reimbursement, PROVIDER will submit to MEMBER receipts, invoices and other documentation as required by MEMBER. Under no circumstances will PROVIDER be reimbursed for alcohol purchases. State travel rates are subject to change without notice and will be adjusted accordingly. Mileage rates will be calculated from point-to-point (PROVIDER's place of business to job site) using the State of Texas mileage. Should the Agreement be renewed for an additional term, travel reimbursement amounts will be renegotiated at that time.

D. All payments will be made by electronic direct deposit. PROVIDER is required to complete and submit to MEMBER a Vendor Direct Deposit Authorization form prior to the first payment request. The form can be accessed at:

https://www.tamus.edu/business/budgets-and-accounting/accounting/general/

E. As an agency of the State of Texas MEMBER is tax exempt. Tax exemption certification will be furnished to PROVIDER upon request.

5. OWNERSHIP OF CREATED WORKS

The Parties intend that all works prepared by PROVIDER under this Agreement ("Deliverables") will be works made for hire and the copyrights and all other rights in the Deliverables will be the sole and exclusive property of MEMBER. If, for any reason, the Deliverables would not be works made for hire, then PROVIDER irrevocably assigns, transfers and conveys to MEMBER, for no additional consideration, all of PROVIDER's ownership, rights, title and interest in and to the Deliverables, including, without limitation, all copyrights, patents, trademarks, trade secrets and other intellectual property rights and all other rights that may hereafter be vested relating to the Deliverables under law. PROVIDER certifies that all Deliverables will be original, or that PROVIDER will have obtained all rights necessary for the ownership and unrestricted use of the Deliverables by MEMBER. PROVIDER shall secure for MEMBER all consents, releases, and contracts and perform other reasonable acts as MEMBER may deem necessary to secure and evidence MEMBER's rights in any Deliverable. PROVIDER retains the right to utilize materials produced under this contract for the purpose of marketing its services, and may not be used for additional derivative works. PROVIDER shall receive reasonable credit where applicable, including but not limited to: "Video by Mission Frame Media."

6. CONFIDENTIALITY

A. The Parties anticipate that under this Agreement it may be necessary for a Party (the "Disclosing Party") to disclose information of a confidential nature ("Confidential Information") to the other Party (the "Receiving Party"). The Disclosing Party shall clearly identify Confidential Information at the time of disclosure by (i) appropriate stamp or markings on the document exchanged, or (ii) written notice, with attached listings of all material, copies of all documents, and complete summaries of all oral disclosures (under prior assertion of the confidential nature of the same) to which each notice relates, delivered within thirty (30) days of the disclosure to the Receiving Party. Confidential Information shall include all information, data or other content that MEMBER, its affiliates, and their employees, contractors, students, or end-users enter, submit or upload to Services or otherwise provide to PROVIDER through use of the Services under this Agreement (collectively, the "Customer Data").

B. "Confidential Information" does not include information that: (i) is or becomes publicly known or available other than as a result of a breach of this Agreement by the Receiving Party; (ii) was already in the possession of the Receiving Party as the result of disclosure by an individual or entity that was not then obligated to keep that information confidential; (iii) the Disclosing Party had disclosed or discloses to an individual or entity without confidentiality restrictions; or (iv) the Receiving Party had developed or develops independently before or after the Disclosing Party discloses equivalent information to the Receiving Party; provided, however, that the above exclusions do not apply to Customer Data that is personally identifiable information or other personal or private data that is protected under applicable laws or regulations.

C. The Receiving Party shall handle Confidential Information with the same care that the Receiving Party uses to protect its own information of comparable sensitivity, but not less than reasonable care. The Receiving Party may use Confidential Information only for purposes of performing its obligations under this Agreement and may disclose Confidential Information only to the Receiving Party's employees, contractors, agents, and other representatives ("Representatives") having a need to know the Confidential Information to fulfill the Receiving Party's obligations under this Agreement; provided that they are subject to confidentiality obligations not less restrictive than those set forth herein, and the Receiving Party remains responsible for its Representatives' compliance with the obligations under this Section.

D. The Receiving Party shall promptly notify the Disclosing Party of any known unauthorized disclosure, misappropriation, or misuse of Confidential Information and shall take prompt and effective steps to prevent a recurrence of such misappropriation or misuse.

E. If the Receiving Party is legally required to disclose Confidential Information, the Receiving Party shall, to the extent allowed by law, promptly give the Disclosing Party written notice of the requirement so as to provide the Disclosing Party a reasonable opportunity to pursue appropriate process to prevent or limit the disclosure. If the Receiving Party complies with the terms of this Section, disclosure of that portion of the Confidential Information, which the Receiving Party is legally required to disclose, will not constitute a breach of this Agreement.

F. The Receiving Party shall, upon request of the Disclosing Party, promptly return or destroy all materials embodying Confidential Information other than materials in electronic backup systems or otherwise not reasonably capable of being readily located and segregated without undue burden or expense, except that the Receiving Party may securely retain one (1) copy in its files solely for record purposes; provided that any such Confidential Information shall remain subject to the confidentiality obligations set forth herein. The Receiving Party's obligations as to Confidential Information will survive the termination or expiration of this Agreement for a period of one (1) year.

7. CUSTOMER DATA PRIVACY

A. MEMBER shall retain all right, title, and interest in and to Customer Data. Furthermore, if the Services provided include content generated by artificial intelligence ("AI"), MEMBER shall retain all right, title, and interest in and to the AI generated outputs.

B. PROVIDER shall, within two (2) days of discovery, report to MEMBER any use or disclosure of Customer Data not authorized by this Agreement or in writing by MEMBER. PROVIDER's report must identify: (a) the nature of the unauthorized use or disclosure, (b) the Customer Data used or disclosed, (c) who made the unauthorized use or received the unauthorized disclosure (if known), (d) what PROVIDER has done or will do to mitigate any deleterious effect of the unauthorized use or disclosure, and (e) what corrective action PROVIDER has taken or will take to prevent future similar unauthorized use or disclosure. PROVIDER shall provide such other information, including a written report, as reasonably requested by MEMBER.

C. Within thirty (30) days of the expiration or termination of this Agreement, PROVIDER, as directed by MEMBER, shall return in acceptable electronic format all Customer Data in its possession (or in the possession of any of its subcontractors or agents) to MEMBER or, at MEMBER's option, delete all such Customer Data, if return is not feasible. PROVIDER shall provide MEMBER with at least ten (10) days' written notice of PROVIDER's intent to delete such Customer Data and shall confirm such deletion in writing.

8. COMPLIANCE WITH LAWS

A. **General.** Each Party shall comply with all federal, state, and local laws, executive orders, rules, and regulations applicable to the performance of its obligations under this Agreement.

B. **Export Control.** Each Party shall comply with U.S. export control regulations. If either Party desires to disclose to the other Party any information, technology, or data that is identified on any U.S. export control list, the disclosing Party shall advise the other Party at or before the time of intended disclosure and may not provide export-controlled information to the other Party without the written consent of the other Party. PROVIDER certifies that none of its personnel participating in the activities under this Agreement is a "restricted party" as listed on the Denied Persons List, Entity List, and Unverified List (U.S. Department of Commerce), the Debarred Parties Lists (U.S. Department of State), the Specially Designated Nationals and Blocked Persons List (U.S. Department of Treasury), or any similar governmental lists.

C. **FERPA.** If applicable, for purposes of the Family Educational Rights and Privacy Act ("FERPA"), MEMBER hereby designates PROVIDER as a school official with a legitimate educational interest in any education records (as defined in FERPA) that PROVIDER is required to create, access, receive, or maintain to fulfill its obligations under this Agreement. PROVIDER shall comply with FERPA as to any such education records and is prohibited from redisclosure of the education records except as provided for in this Agreement or otherwise authorized by FERPA or MEMBER in writing. PROVIDER is only permitted to use the education records for the purpose of fulfilling its obligations under this Agreement and shall restrict disclosure of the education records solely to those employees, subcontractors or agents who have a need to access the education records for such purpose. PROVIDER shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on PROVIDER in this Section, including without limitation, the prohibition on redisclosure. PROVIDER shall implement and maintain reasonable administrative, technical, and physical safeguards to secure the education records from unauthorized access, disclosure or use.

D. **Payment Card Industry (PCI) Compliance.** For purposes of this Agreement, "PCI DSS" means the most current version of the Payment Card Industry Data Security Standard administered by the Payment Card Industry Security Standards Council. If applicable, PROVIDER acknowledges and agrees that it is responsible for the security of cardholder data it possesses or otherwise stores, processes or transmits on behalf of MEMBER, or to the extent that PROVIDER could impact the security of the cardholder data environment and agrees as follows:

i. PROVIDER represents and warrants that, as of the Effective Date of this Agreement, it has complied with all PCI DSS requirements and has performed the necessary steps to validate its compliance with PCI DSS. PROVIDER shall maintain such compliance for the Term of this Agreement and send documentation of its most recent validation of compliance to MEMBER annually during the Term of this Agreement. In the event that PROVIDER learns that it is no longer PCI DSS compliant, PROVIDER will notify MEMBER within two (2) business days of discovery and immediately remediate such non-compliance.

ii. PROVIDER acknowledges that unauthorized access to the cardholder data environment (a "cardholder data breach") resulting from a lapse in PROVIDER's security obligations is grounds for early termination of this Agreement, without penalty and with immediate effect, at MEMBER's discretion. PROVIDER agrees to comply with all laws, rules, and regulations applicable to cardholder data services, including without limitation, those laws requiring notification of individuals in the event of a cardholder data breach.

iii. PROVIDER agrees to indemnify and hold harmless MEMBER from and against any third-party claims, damages, or other harm related to a cardholder data breach. This provision survives termination of this Agreement.

9. INDEMNIFICATION

Subject to the statutory duties of the Texas Attorney General and to the extent allowed by the laws and Constitution of the state of Texas, each PARTY shall indemnify, defend and hold harmless to each other, A&M System, and their regents, employees and agents (collectively, the "A&M System Indemnitees") from and against any third-party claims, demands, damages, liabilities, expense or loss asserted against A&M System Indemnities (each, a "Claim") arising out of or related to (i) an allegation that any of the Services infringe upon, misappropriate, or otherwise violate the intellectual property rights of a third party; (ii) each PARTY's breach of any certification, representation, or warranty contained in this Agreement; or (iii) any acts or omissions of each PARTY or its employees or agents pertaining to the activities and obligations under this Agreement, except to the extent such Claim arises from an A&M System Indemnitee's gross negligence or willful misconduct.

10. INSURANCE

PROVIDER shall obtain, and maintain, for the duration of this Agreement, the minimum insurance coverage set forth on Exhibit C, attached hereto.

11. AUDIOVISUAL RECORDINGS OF MEMBER PROPERTY

A. MEMBER grants to PROVIDER and its employees, contractors, agents, licensees and assigns the right to enter, remain on, and occupy **Aplin Center Construction Site** (the "Property") at a date and time agreed in advance by MEMBER with personnel and equipment for the purpose of recording, filming, taping and/or photographing in connection with the Services and undertaking related activities including making and editing audio and video recordings (including without limitation photographs) on and of the Property.

B. PROVIDER shall have access and egress from the Property to place all necessary facilities, equipment, and temporary sets and structures on the Property. Upon completion of production activities, the PROVIDER shall remove all its facilities, equipment, and temporary sets and structures from the Property and PROVIDER shall restore the Property, including but not limited to landscaping, buildings, fixtures, or utilities altered by virtue of this Agreement, to its original condition reasonable wear and tear excepted and such restoration shall be to the satisfaction of MEMBER and under its supervision.

C. MEMBER has not inspected the Property as to any existing defects or hazards and specifically does not make any warranty or representation of any type, kind or character, whatsoever, as to existing conditions upon said Property or as to the suitability or non-suitability of the Property for PROVIDER's purposes. Any person entering upon Property enters at his or her own risk and impliedly accepts Property in the existing conditions.

D. Notwithstanding this Agreement, the day-to-day operation, use, and management of the Property remains the responsibility and function of the MEMBER and its staff. The MEMBER reserves the right to make final decisions relating to the use of the Property and its equipment, furnishings, and fixtures.

E. **Releases from Other Rights Holders.** As between PROVIDER and MEMBER, PROVIDER has the sole responsibility for securing any and all necessary releases, which includes releases for all students, staff, and parents, location agreements, licenses and permits, provided MEMBER will cooperate in good faith and provide assistance as needed. All releases will require the releasing party to hold MEMBER, its officers, officials, employees, and agents harmless in connection with PROVIDER's activities hereunder. PROVIDER will also obtain specific releases (in a form to be provided by MEMBER) before any non-directory information on a MEMBER student under FERPA (20 U.S.C. §1232g) will be released by MEMBER to PROVIDER. PROVIDER shall provide copies of all releases to MEMBER within a reasonable period of time after securing such releases or prior to completion of the Services.

F. **Use of Unmanned Aircraft Systems**. If PROVIDER intends to use an unmanned aircraft system ("UAS") or model aircraft over MEMBER property, PROVIDER must first receive prior approval through MEMBER's UAS supervising authority and be bound by all requirements as described in the UAS supervising authority approval document.

12. MISCELLANEOUS

A. **Authority to Contract.** Each Party represents and warrants that it has full right, power and authority to enter into and perform its obligations under this Agreement, and that the person signing this Agreement is duly authorized to enter into this Agreement on its behalf.

B. **Entire Agreement.** This Agreement, together with the exhibits hereto, constitutes the entire and only agreement between the Parties relating to the subject matter hereof and supersedes any prior understanding, written or oral agreements between the Parties, or "side deals" which are not described in this Agreement. This Agreement may be amended only by a subsequent written agreement signed by authorized representatives of both Parties. The express terms hereof control in the event of a conflict with any other documents constituting part of this Agreement.

C. **Force Majeure.** Neither Party shall be held liable or responsible to the other Party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement if and to the extent such failure or delay is caused by or results from causes beyond the affected Party's reasonable control, including, but not limited to, acts of God, strikes, riots, flood, fire, epidemics, natural disaster, embargoes, war, insurrection, terrorist acts or any other circumstances of like character; provided, however, that the affected Party has not caused such force majeure event(s), shall use reasonable commercial efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure, including describing the force majeure event(s) and the actions taken to minimize the impact of such event(s).

D. **Independent Contractor.** Notwithstanding any provision of this Agreement to the contrary, the Parties hereto are independent contractors. No employer-employee, partnership, agency, or joint venture relationship is created by this Agreement or by PROVIDER's Service to MEMBER. Except as specifically required under the terms of this Agreement, PROVIDER (and its representatives, agents, employees and subcontractors) will not represent themselves to be an agent or representative of MEMBER or the A&M System. As an independent contractor, PROVIDER is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to workers' compensation insurance. PROVIDER and its employees shall observe and abide by all applicable policies, regulations, rules and procedures of MEMBER and A&M System, including those applicable to conduct on its premises.

E. **Non-Assignment.** PROVIDER shall neither assign its rights nor delegate its duties under this Agreement without the prior written consent of MEMBER. Any purported assignment in violation of this Section will be void.

F. **Non-Waiver of Defaults.** The failure of either Party at any time to require performance by the other Party of any provision of this Agreement will in no way affect the right to require such performance at any time thereafter nor will the waiver by either Party of a breach of any provision be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

G. **Notices.** Any notice required or permitted under this Agreement must be in writing, and shall be deemed given: (i) three (3) business days after it is deposited and post-marked with the United States Postal Service, postage prepaid, certified mail, return receipt requested, (ii) the next business day after it is sent by overnight carrier, (iii) on the date sent by email transmission with electronic confirmation of receipt by the party being notified, or (iv) on the date of delivery if delivered personally. MEMBER and PROVIDER can change their respective notice address by sending to the other Party a notice of the new address. Notices should be addressed as follows:

MEMBER:
Texas A&M Forest Service
200 Technology Way
College Station, TX 77845
Attention: Aaron Stottlemyer
Phone: (979) 458-6630
Email: astottlemyer@tfs.tamu.edu

PROVIDER:
QuickActCasual, LLC
DBA Mission Frame Media
3161 42nd Street
Astoria, NY 11103
Attention: Alex Cantatore
Phone: (914) 374-3372
Email: quickactcasual@gmail.com

H. **Organization.** If PROVIDER is a business entity, PROVIDER warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of PROVIDER has been duly authorized to act for and bind PROVIDER. Upon MEMBER's request, PROVIDER shall promptly deliver to MEMBER (i) a certificate of good standing certified by the appropriate governmental officer in its jurisdiction of incorporation or organization; and (ii) a certificate of fact issued by the Texas Secretary of State.

I. **Severability.** In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed as if such invalid, illegal, and unenforceable provision had never been contained herein. The Parties agree that any alterations, additions, or deletions to the provisions of the Agreement that are required by changes in federal or state law or regulations are automatically incorporated into the Agreement without written amendment hereto and shall become effective on the date designated by such law or by regulation.

J. **Survival.** Any provision of this Agreement that may reasonably be interpreted as being intended by the Parties to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

K. **U.S. Currency.** All amounts payable hereunder shall be paid in United States dollars.

L. **Use of Name.** Each Party acknowledges that all rights in any trademarks, service marks, slogans, logos, designs, and other similar means of distinction associated with that Party (its "Marks"), including all goodwill pertaining to the Marks, are the sole property of that Party. Neither Party may use the Marks of the other without the advance written consent of that Party, except that each Party may use the name of the other Party in factual statements that, in context, are not misleading. The Parties will mutually agree in advance upon any public announcements, or communications to the media regarding this Agreement or the Services to be provided pursuant to this Agreement.

13. STATE AGENCY CLAUSES

A. **Conflict of Interest.** PROVIDER certifies, to the best of their knowledge and belief, that no member of the A&M System's Board of Regents, nor any officer of MEMBER or A&M System, has a direct or indirect financial interest in PROVIDER or in the transaction that is the subject of the Agreement.

B. **Delinquent Child Support Obligations.** A child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive payments from state funds under an agreement to provide property, materials, or services until all arrearages have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency. Under Section 231.006, Texas Family Code, PROVIDER certifies that it is not ineligible to receive the payments under this Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

C. **Dispute Resolution.** To the extent that Chapter 2260, Texas Government Code is applicable to this Agreement, the dispute resolution process provided in Chapter 2260, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by MEMBER and PROVIDER to attempt to resolve any claim for breach of contract made by PROVIDER that cannot be resolved in the ordinary course of business. PROVIDER shall submit written notice of a claim of breach of contract under this Chapter to the Contracts Officer of MEMBER, who shall examine PROVIDER's claim and any counterclaim and negotiate with PROVIDER in an effort to resolve the claim. This provision and nothing in this Agreement waives MEMBER's sovereign immunity to suit or liability, and MEMBER has not waived its right to seek redress in the courts.

D. **Executive Order GA-43.** To the extent that PROVIDER is providing goods to MEMBER under this Agreement, PROVIDER represents and warrants that the goods are not produced in or exported from the Gaza Strip or from any organization or state actor with ties to Hamas.

E. **Executive Order GA-48.** PROVIDER represents and warrants that PROVIDER is not and, if applicable, none of its holding companies or subsidiaries are (i) listed in Section 889 of the 2019 National Defense Authorization Act ("NDAA") regarding telecommunications and video surveillance; (ii) listed in Section 1260H of the 2021 NDAA regarding Chinese military companies in the US; (iii) owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4 ("15 C.F.R. § 791.4 List"); or (iv) controlled by any governing or regulatory body located in a country on the 15 C.F.R. § 791.4 List. PROVIDER acknowledges that a false certification is a material breach of contract and is grounds for immediate termination of this Agreement with no further obligation on the part of MEMBER or the A&M System. If this Agreement is terminated due to a false certification, PROVIDER will immediately reimburse MEMBER for all prepaid costs.

F. **Franchise Tax Certification.** If PROVIDER is a taxable entity subject to the Texas Franchise Tax (Chapter 171, Texas Tax Code), then PROVIDER certifies that it is not currently delinquent in the payment of any franchise (margin) taxes or that PROVIDER is exempt from the payment of franchise (margin) taxes.

G. **Governing Law.** The validity of this Agreement and all matters pertaining to this Agreement, including but not limited to, matters of performance, non-performance***,*** breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas.

H. **Loss of Funding.**

Performance by MEMBER under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature"). If the Legislature fails to appropriate or allot the necessary funds, MEMBER will issue written notice to PROVIDER and MEMBER may terminate or cancel this Agreement without further duty or obligation hereunder. PROVIDER acknowledges that appropriation of funds is beyond the control of MEMBER. In the event of a termination or cancellation under this Section, MEMBER will not be liable to PROVIDER for any damages that are caused or associated with such termination or cancellation.

I. **Non-Waiver of Privileges and Immunities.** MEMBER is an agency of the state of Texas and under the Constitution and the laws of the state of Texas possesses certain rights and privileges, is subject to certain limitations and restrictions, and only has authority as is granted to it under the Constitution and the laws of the state of Texas. PROVIDER expressly acknowledges that MEMBER is an agency of the state of Texas and nothing in this Agreement will be construed as a waiver or relinquishment by MEMBER of its right to claim such exemptions, remedies, privileges, and immunities as may be provided by law, including the sovereign immunity of MEMBER.

J. **Not Eligible for Rehire.** PROVIDER is responsible for ensuring that its employees involved in any work being performed for MEMBER under this Agreement have not been designated as "Not Eligible for Rehire" as defined in A&M System policy 32.02, *Discipline and Dismissal of Employees*, Section 4 ("NEFR Employee"). In the event MEMBER becomes aware that PROVIDER has a NEFR Employee involved in any work being performed under this Agreement, MEMBER will have the sole right to demand removal of such NEFR Employee from work being performed under this Agreement. Non-conformance to this requirement may be grounds for termination of this Agreement by MEMBER.

K. **Payment of Debt or Delinquency to the State.** Pursuant to Sections 2107.008 and 2252.903, Texas Government Code, PROVIDER agrees that any payments owing to PROVIDER under this Agreement may be applied directly toward certain debts or delinquencies that PROVIDER owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.

L. **Prior Employment.** PROVIDER acknowledges that Section 2252.901, Texas Government Code, prohibits MEMBER from using state appropriated funds to enter into an employment contract, a professional services contract under Chapter 2254, or a consulting services contract under Chapter 2254 with individual who has been previously employed by MEMBER during the twelve (12) month period immediately prior to the effective date of the Agreement. If PROVIDER is an individual, by signing this Agreement, PROVIDER represents and warrants that it is not a former or retired employee of MEMBER that was employed by MEMBER during the twelve (12) month period immediately prior to the effective date of the Agreement.

M. **Prohibition on Contracts with Companies Boycotting Energy Companies.** To the extent that Chapter 2276, Texas Government Code, is applicable to this Agreement, PROVIDER certifies that (i) it does not boycott energy companies, and (ii) it will not boycott energy companies during the Term of this Agreement. PROVIDER acknowledges this Agreement may be terminated for cause and payment withheld if this certification is inaccurate.

N. **Prohibition on Contracts with Companies Boycotting Israel.** To the extent that Chapter 2271, Texas Government Code, is applicable to this Agreement, PROVIDER certifies that (i) it does not currently boycott Israel, and (ii) it will not boycott Israel during the Term of this Agreement. PROVIDER acknowledges this Agreement may be terminated for cause and payment withheld if this certification is inaccurate.

O. **Prohibition on Contracts with Companies Discriminating Against Firearm Entities and Trade Associations.** To the extent that Chapter 2274, Texas Government Code, is applicable to this Agreement, PROVIDER certifies that (i) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) it will not discriminate during the Term of this Agreement against a firearm entity or firearm trade association. PROVIDER acknowledges this Agreement may be terminated for cause and payment withheld if this certification is inaccurate.

P. **Prohibition on Contracts with Companies Engaging in Business with Certain Countries and Organizations.** PROVIDER certifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152, Texas Government Code. PROVIDER acknowledges this Agreement may be terminated for cause immediately if this certification is inaccurate.

Q. **Public Information.** PROVIDER acknowledges that MEMBER is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. Upon MEMBER's written request, PROVIDER will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of MEMBER to MEMBER in a non-proprietary format acceptable to MEMBER that is accessible by the public. PROVIDER acknowledges that MEMBER may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), Texas Government Code. The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Agreement and PROVIDER agrees that this Agreement can be terminated if PROVIDER knowingly or intentionally fails to comply with a requirement of that subchapter.

R. **Record Retention.** To the extent that Section 552.372, Texas Government Code applies to this Agreement, PROVIDER must (i) preserve all "contracting information", as defined under Section 552.003(1-a), Texas Government Code, related to this Agreement for the duration of this Agreement as provided by the A&M System's records retention requirements; (ii) promptly provide to MEMBER any contracting information related to this Agreement that is in the custody or possession of PROVIDER on request of MEMBER; and (iii) on completion of this Agreement, either (a) provide at no cost to MEMBER, all contracting information related to this Agreement that is in the custody or possession of PROVIDER, or (b) preserve the contracting information related to this Agreement for seven (7) years after the conclusion of this Agreement as provided by the A&M System's records retention requirements. Furthermore, the requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Agreement, and PROVIDER agrees that this Agreement can be terminated if PROVIDER knowingly or intentionally fails to comply with a requirement of that subchapter.

S. **State Auditor's Office.** PROVIDER understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), Texas Education Code. PROVIDER agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. PROVIDER will include this provision in all contracts with permitted subcontractors.

T. **Venue.** Pursuant to Section 85.18(b), Texas Education Code, mandatory venue for all legal proceedings against MEMBER is to be in the county in which the principal office of MEMBER's governing officer is located.

14. WORK PROCESSES

A. Any changes to the scope of work, deliverables, or additional expenses beyond those required by the existing scope of work must be requested in writing by MEMBER. PROVIDER will provide a written estimate for additional work. No changes shall take effect unless agreed to in writing by both parties.

B. MEMBER will provide consolidated feedback on video deliverables. PROVIDER will not be responsible for parsing conflicting feedback from multiple parties. Long-form videos will include two (2) rounds of feedback, for a total of three (3) versions of each video, denoted under Deliverables as Assembly Cut, Rough Cut, and Final Cut. Short-form social media videos will include one (1) round of feedback, for a total of two (2) versions of each video.

C. PROVIDER will retain project files and raw media for **6 months** following the term of this contract. PROVIDER will deliver Video and Photo Asset Library to MEMBER on hard drives purchased for this purpose. Additional backups of this material will be the responsibility of MEMBER. Retrieval of archived materials or maintenance of backups outside the project scope may incur additional fees.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the Effective Date.

Texas A&M Forest Service	**QuickActCasual, LLC DBA Mission Frame Media**
By: Travis L. Zamzow	By: [signature]
Name: TRAVIS L. ZAMZOW	Name: Alex Cantatore
Title: ASSOCIATE DIRECTOR FOR FINANCE	Title: Owner / Lead Producer
Date: 04/10/2026	Date: 4/10/26

Exhibit A – Statement of Work
Exhibit B – Payment Terms
Exhibit C – Insurance

EXHIBIT A – STATEMENT OF WORK

DELIVERABLES

Deliverable Set #1

- **Project Creative Outline**
- **B-Roll Stringout from Timberlab SC shoot**
- **Interview transcripts from Timberlab SC shoot**
- **Debrief & Project Plan Document for Timberlab SC shoot**

Deliverable Set #2

- **Capture Outline & Shotlist for Aplin Center Shoot #1**
- **B-Roll Stringouts from Aplin Center Shoot #1**
- **Interview transcripts from Aplin Center Shoot #1**
- **Debrief & Project Plan Document for Aplin Center Shoot #1**
- **Updated Creative Outline**

Deliverable Set #3

- **Capture Outline & Shotlist for Aplin Center Shoot #2**
- **B-Roll Stringouts from Aplin Center Shoot #2**
- **Interview transcripts from Aplin Center Shoot #2**
- **Debrief Document from Aplin Center Shoot #2**
- **Updated Creative Outline**

Deliverable Set #4

- **Assembly Edit - Short Documentary**
- **Assembly Edit - Long Form Video #1**
- **Assembly Edit - Long Form Video #2**
- **Assembly Edit- Long Form Video #3**
- **Assembly Edit - Long Form Video #4**
- **Assembly Edit - Long Form Video #5**
- **2x Featured Social Reels (Live Oak Relocation)**

Deliverable Set #5

- **Capture Outline & Shotlist for Aplin Center Shoot #3**
- **B-Roll Stringouts from Aplin Center Shoot #3**
- **Interview transcripts from Aplin Center Shoot #3**
- **Debrief Document from Aplin Center Shoot #3**
- **Updated Creative Outline**

Deliverable Set #6 -

- **Rough Cut - Short Documentary**
- **Rough Cut - Long Form Video #1**
- **Rough Cut - Long Form Video #2**
- **Rough Cut - Long Form Video #3**

- **Rough Cut - Long Form Video #4**
- **Rough Cut - Long Form Video #5**

Deliverable Set #7

- **Final Cut - Short Documentary**
- **Final Cut - Long Form Video #1**
- **Final Cut - Long Form Video #2**
- **Final Cut - Long Form Video #3**
- **Final Cut - Long Form Video #4**
- **Final Cut - Long Form Video #5**
- **Video & Still Photo Libraries**

Deliverable Set #8

- **FIVE (5) Social Media post assets per month (THREE (3) video + TWO (2) photo)**
    - **(for 12 months)**

EXHIBIT B – PAYMENT TERMS

MEMBER will compensate PROVIDER as follows:

Deliverable Set #1 - $14,000

- **Project Creative Outline - $5,000**
- **B-Roll Stringout from Timberlab SC shoot - $6,500**
- **Interview transcripts from Timberlab SC shoot - $1,500**
- **Debrief & Project Plan Document for Timberlab SC shoot $1,000**

Deliverable Set #2 - $13,000

- **Capture Outline & Shotlist for Aplin Center Shoot #1 - $1,500**
- **B-Roll Stringouts from Aplin Center Shoot #1 - $8,000**
- **Interview transcripts from Aplin Center Shoot #1 - $1,500**
- **Debrief & Project Plan Document for Aplin Center Shoot #1 - $1,000**
- **Updated Creative Outline - $1,000**

Deliverable Set #3 - $15,000

- **Capture Outline & Shotlist for Aplin Center Shoot #2 - $1,500**
- **B-Roll Stringouts from Aplin Center Shoot #2 - $10,000**
- **Interview transcripts from Aplin Center Shoot #2 - $1,500**
- **Debrief Document from Aplin Center Shoot #2 - $1,000**
- **Updated Creative Outline - $1,000**

Deliverable Set #4 - $7,900

- **Assembly Edit - Short Documentary - $1,800**
- **Assembly Edit - Long Form Video #1 - $1,100**
- **Assembly Edit - Long Form Video #2 - $1,100**
- **Assembly Edit- Long Form Video #3 - $1,100**
- **Assembly Edit - Long Form Video #4 - $1,100**
- **Assembly Edit - Long Form Video #5 - $1,100**
- **2x Featured Social Reels (Live Oak Relocation) - $600**

Deliverable Set #5 - $16,000

- **Capture Outline & Shotlist for Aplin Center Shoot #3 - $1,500**
- **B-Roll Stringouts from Aplin Center Shoot #3 - $10,000**
- **Interview transcripts from Aplin Center Shoot #3 - $2,500**
- **Debrief Document from Aplin Center Shoot #3 - $1,000**
- **Updated Creative Outline - $1,000**

Deliverable Set #6 - $4,900

- **Rough Cut - Short Documentary - $1,150**
- **Rough Cut - Long Form Video #1 - $750**
- **Rough Cut - Long Form Video #2 - $750**
- **Rough Cut - Long Form Video #3 - $750**
- **Rough Cut - Long Form Video #4 - $750**
- **Rough Cut - Long Form Video #5 - $750**

Deliverable Set #7 - $6,754.80

- **Final Cut - Short Documentary - $1,150**
- **Final Cut - Long Form Video #1 - $750**

- **Final Cut - Long Form Video #2 - $750**
- **Final Cut - Long Form Video #3 - $750**
- **Final Cut - Long Form Video #4 - $750**
- **Final Cut - Long Form Video #5 - $750**
- **Video & Still Photo Libraries - $1,854.80**

Deliverable Set #8 - $14,400

- **FIVE (5) Social Media post assets per month (THREE (3) video + TWO (2) photo) - $1,200**
    - **(for 12 months)**

EXHIBIT C – INSURANCE

1. PROVIDER shall obtain and maintain, for the duration of this Agreement or longer, the minimum insurance coverage set forth below. All coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code and have a financial strength rating of A- or better and a financial strength rating of VII or better as measured by A.M. Best Company or otherwise acceptable to MEMBER. By requiring such minimum insurance, MEMBER shall not be deemed or construed to have assessed the risk that may be applicable to PROVIDER under this Agreement. PROVIDER shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. PROVIDER is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. No policy will be canceled without unconditional written notice to MEMBER at least ten days before the effective date of the cancellation.

A. **<u>Worker's Compensation</u>**

Worker's compensation insurance with the following minimum limits of coverage:

Statutory Benefits (Coverage A)	Statutory
Employers Liability (Coverage B)	\$1,000,000 Each Accident
	\$1,000,000 Disease/Employee
	\$1,000,000 Disease/Policy Limit

Workers' compensation policy must include under Item 3.A., on the information page of the workers' compensation policy, the state in which work is to be performed for MEMBER. Workers' compensation insurance is required, and no "alternative" forms of insurance will be permitted.

If this coverage is waived by System Risk Management, PROVIDER, his/her/its employees and subcontractors must sign a hold harmless and indemnification agreement.

B. **<u>Automobile Liability</u>**

Business auto liability insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 single limit of liability per accident for bodily injury and property damage;

C. **<u>Commercial General Liability</u>**

Commercial general liability insurance with the following minimum limits of coverage:

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products / Completed Operations	\$1,000,000
Personal / Advertising Injury	\$1,000,000
Damage to rented Premises	\$300,000
Medical Payments	\$5,000

The required commercial general liability policy must be issued on a form that insures PROVIDER's or its subcontractors' liability for bodily injury (including death), property damage, personal and advertising injury assumed under the terms of this Agreement.

D. **<u>Umbrella Liability Insurance</u>** \$5,000,000

E. **<u>Aviation Liability Insurance</u>**

Aviation liability insurance covering (including coverage for drones) all owned, non-owned or hired aircraft, with limits of not less than \$1,000,000 per accident for Bodily Injury and Property

Damage. Such coverage shall include liability for bodily injury, property damage, personal injury, advertising injury, and claims arising from the use of cameras.

2. PROVIDER shall deliver to MEMBER evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all insurance prior to the execution and delivery of this Agreement and prior to the performance of any services by PROVIDER under this Agreement. PROVIDER shall provide additional evidence of insurance on a Texas Department of Insurance approved certificate form verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

3. Commercial General Liability and Auto Liability policies must be endorsed to name The Texas A&M University System Board of Regents ("Board of Regents"), The Texas A&M University System ("A&M System") and MEMBER as additional insureds up to the actual liability limits of the policies maintained by PROVIDER. The commercial general liability additional insured endorsements must include on-going and completed operations afforded by CG 20 10 (10 01 Edition or equivalent) and CG 20 37 (10 01 Edition or equivalent). Commercial general liability and business auto liability policies must be written on a primary and non-contributory basis. Copies of each endorsement must be submitted with the certificate of insurance. The Umbrella policy, at minimum, must follow form.

4. All insurance policies must be endorsed to provide a waiver of subrogation in favor of the Board of Regents, A&M System and MEMBER.

5. All insurance policies will be endorsed to require the insurance carrier providing coverage to send notice to MEMBER ten (10) days prior to the effective date of cancellation, material change, or non-renewal relating to any insurance policy.

6. Any deductible or self-insured retention must be declared to and approved by MEMBER prior to the performance of any services by PROVIDER under this Agreement. PROVIDER shall pay any deductible or self-insured retention for any loss. All deductibles and self-insured retentions must be shown on the certificates of insurance.

7. Certificates of Insurance and Additional Insured Endorsements as required by this Agreement will be forwarded to: **Blakely Snoe: blakely.snoe@tfs.tamu.edu**

8. The insurance coverage required by this Agreement must be kept in force until all services have been fully performed and accepted by MEMBER in writing.