

<b>AggieBuy Contract #</b>
C9849169



**MASTER ORDER**  
TEXAS A&M UNIVERSITY, COLLEGE STATION, TEXAS

<b>Vendor:</b>
Harvard Business Publishing 300 N. Beach St. Watertown MA 02472 Phone – 617-783-7434 Contact – Brandon Hight Contact E-mail – <a href="mailto:brandon.hight@hbsp.harvard.edu">brandon.hight@hbsp.harvard.edu</a>

<b>Billing Address:</b>
Texas A&M University Financial Management Operations Attn: Accounts Payable 6000 TAMU College Station, TX 77843-6000 United States

This Master Order shall be effective as of **September 1, 2018** and pertains to all goods and/or services covered by Texas A&M University AggieBuy Contract # **C9849169**.

This document is **NOT** considered as an order to ship from. Individual orders and/or requests for services as a result of this Master Order shall be requested on an as needed basis.

1. Vendor shall provide goods and/or services as designated on Attachment A, specifications, terms and conditions as stated in Invitation-to-Bid #**TAMU-ITB-0502**, and any addenda thereto, are all made a part hereof and collectively evidence and constitute Texas A&M University AggieBuy Contract # **C9849169**.

2. Delivery Information:

Texas A&M University Attn: Sipra Data MBA Program Office Wehner Bldg. Room 390 4117 TAMU College Station TX 77843-4117
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3. Payment shall be made within thirty (30) days after acceptance of goods and/or services and receipt of invoice, whichever is later. Vendor shall submit one copy of an itemized invoice referencing the AggieBuy Contract number and any departmental issued purchase order number. Owner will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice.
4. Term: The term of this Master Order shall be from **September 1, 2018** through **August 31, 2019**. This Master Order may be renewed for up to four (4) additional year terms, one (1) year at a time, if mutually agreed upon in writing by both parties.
5. Escalation:

9/1/19 – 8/31/20:	10%
9/1/20 – 8/31/21:	10%
9/1/21 – 8/31/22:	10%
9/1/22 – 8/31/23:	10%
6. Freight Terms: FOB Destination, Freight Prepaid and Allowed
7. Changes: Any changes to the Master Order must be made in writing by the Texas A&M Purchasing Agent as listed below.
8. Tax Exemption: The State of Texas is exempt from all Federal Excise Taxes. Texas A&M University is exempt from state and municipal sales taxes under Texas Tax Code, Chapters 151 and 321, *et. seq.*, for all purchases made for the exclusive use of Texas A&M.
9. The laws of the State of Texas shall govern this Master Order.

<b>Marla E Young</b> Phone – 979-845-2139 <a href="mailto:meyoung@tamu.edu">meyoung@tamu.edu</a>
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By:   
Purchasing Agent for  
Texas A&M University

## Attachment A C9849169

### Hard-Copy and Electronic Harvard Business Cases

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	This is not an order – This is for information purposes only. Orders will be placed on an as needed basis as per the terms; conditions; and pricing listed here-in.					
	<p>Blanket order for Hard-Copy and Electronic Copy of Harvard Business Cases for the MBA Program on the campus of Texas A&amp;M University, College Station, TX, for the period of <b>September 1, 2018</b> through <b>August 31, 2019</b>.</p> <p>Quantities are estimates only and do not guarantee purchase. Delivery to be made at times and in quantities requested by Texas A&amp;M, MBA Program Office.</p> <p>Orders will be placed that refer to your offer. All invoices must reflect price(s) quoted and must reflect the purchase order number issued by Texas A&amp;M, Procurement Services.</p> <p>Any unused quantities as of August 31, 2019 shall be considered canceled.</p> <p>All items are to be delivered to MBA Program Office, Texas A&amp;M University, College Station, Texas. Texas A&amp;M reserves the right to order elsewhere if items are not available for shipment.</p> <p>Vendor to indicate contact person and contact phone and fax numbers where orders are to be placed:</p> <p>Contact: Brandon Hight Telephone Number: 617-783-7400 Email: <a href="mailto:Brandon.hight@hbsp.harvard.edu">Brandon.hight@hbsp.harvard.edu</a></p>					

1477 TAMU  
P.O. Box 30013  
College Station, TX 77842-3013

Tel. 979.845.4570 Fax. 979.845.3800  
<http://purchasing.tamu.edu>

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p><b>Renewal:</b></p> <p>This Master Contract may be renewed for up to four (4) year terms, one (1) year at a time, if mutually agreed upon in writing by both parties.</p> <p>If the renewal option is exercised, the awarded vendor may increase their contract price to reflect increases in the cost of providing the service. Vendors must quote a price adjustment factor in terms of a maximum percentage increase for each extension period.</p> <p>9/1/19 – 8/31/20: 10%  9/1/20 – 8/31/21: 10%  9/1/21 – 8/31/22: 10%  9/1/22 – 8/31/23: 10%</p> <p><b>Cancellation:</b></p> <p>Any order is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated.</p> <p>Texas A&amp;M University reserves the right to immediate cancellation due to non-performance.</p> <p>Texas A&amp;M University reserves the right to cancellation with thirty (30) days written notice.</p> <p><b>Payment Terms:</b></p> <p>Payments shall be Net 30 days after receipt and acceptance of equipment and/or services.</p>					
1.	Self Service Single Click OnLine Links to PDF cases/articles	8000	EA	4.25	34,000.00	
2.	PDFs (cases/articles) included in a course pack on Harvard Business Publications (HBP) website.	3000	EA	4.25	12,750.00	
4.	Hard-Copy Cases/Articles	3000	EA	4.25	12,750.00	
5.	Miscellaneous cases/articles historically used.	700	EA	12.50	8,750.00	
	Provide price range:					
	<b>TOTAL</b>				\$68,250.00	