

August 28, 2017

To Whom It May Concern:

Please accept this letter as Pioneer Drama Service's "sole source" letter. The following information is provided to all schools and districts needing information about our company and the materials we provide.

- ◆ We are sole providers in the United States of all the musicals and plays in our catalog.
- ◆ We are not sole source providers for all of the texts listed in our catalog.
- ◆ We do not participate in any "bid" process.
- ◆ All invoices are due net 30.
- ◆ Our published prices each year are guaranteed from August 1 through July 31 of the following year. We do not offer discounts on our materials beyond those available to all customers via our website.
- ◆ A shipping and handling fee is included on every order and is listed on the invoice as a separate line item. All orders are shipped within one business day of the order receipt, and domestic delivery is 2-5 days later.
- ◆ Due to current state and federal laws, we only charge tax on orders originating in Colorado and North Carolina. Pioneer Drama Service, Inc. only has a physical presence in Colorado.
- ◆ Our Federal ID number is 84-0622282.
- ◆ All sales with Pioneer Drama Service, Inc. are final. Only preview musical material rented through our Musical Perusal Program may be returned. Any returned items are subject to a restocking fee up to 20% plus the original shipping and handling charges.
- ◆ Due to copyright law, there is a minimum order requirement on scripts when purchased for production. Photocopying is against copyright law. The minimum order for each product is determined by the cast size.
- ◆ We collect royalties for each performance held in front of an audience, whether or not admission is charged. Royalty fees are due one week before the performance.

Thank you for your interest in Pioneer Drama Service. Should you have any questions, please contact us at: 800-333-7262 or vendor@pioneerdrama.com.

Sincerely,



Sherri Hernandez
Customer Service



Sole Source Affidavit

For a claim of sole source, the requesting vendor must provide the information below and affirm by signature, that the item(s) being offered meet(s) the requirements of the law. This document must also be notarized.

A sole source purchase can be made without the benefit of a competitive process when there **is no other like item(s) available for purchase that would serve the same purpose or function, and there is only one source for the named item(s) below due to exclusive distribution or marketing rights.** To comply with the State of Texas definition of sole source provider, the vendor **must satisfy one** of the following requirements as defined in the Texas Education Code Subchapter B., Sec. 44.031:

(j) Without complying with Subsections (a), a school district may purchase an item that is available from only one source including (please check the description that applies to your item(s)):

- an item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly;
- a film, manuscript, or book;
- a utility service, including electricity, gas, or water; and
- a captive replacement part or component for equipment.

My name is Sherri Hernandez, and I am an authorized representative of company/firm Pioneer Drama Service, Inc. I am over the age of 18, have never been convicted of a crime and am competent to make the affidavit. I have carefully reviewed the Texas Education Code Subchapter B, Section 44.031 and hereby certify that our company meets and complies with Section (j) of the aforementioned code for sale of the sole source item(s) described below. (Use additional sheets if necessary.) No other company or firm in the United States of America sells or distributes the item(s).

All plays and musicals on our website. Over 1200+ titles, www.pioneerdrama.com

Printed Name: Sherri Hernandez Title: Customer Service
 Authorized Signature: Sherri Hernandez
 Company Name: Pioneer Drama Service, Inc.
 Contact Person: Sherri Hernandez Address: 9707 E. Easter Ln.
 City: Englewood State: CO Zip Code: 80112
 Phone: 800-333-7262 Fax: 303-779-4315

Affidavit will be valid for two (2) years from date subscribed and sworn.

SUBSCRIBED AND SWORN to before me on this 28th day of August, 20 17.
 Notary Public, State of Colorado, County of Arapahoe
 Date Commission Expires: March 16, 2021

Lori Lynn Conary
 Notary Signature
Lori Lynn Conary
 Notary Printed Name

