

COVER LETTER

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June 1, 2023

North Idaho College
1000 W Garden Ave.
Coeur d'Alene, ID 83814

Request for Qualification for Legal Services
RFQ No. 23-04
Due Date: June 2, 2023

To Whom It May Concern:

Thank you for giving Stevens | Clay, P.S. the opportunity to represent North Idaho College.

Our firm was founded in 1982 as a specialty law firm committed to representing educational institutions. Today, our law firm represents well over 100 educational institutions, governmental agencies, and insurers for public entities.

Our attorneys are the most experienced education law experts in the region. Utilizing a team approach, we leverage that experience to provide each client with unrivaled legal services in the areas of general counsel, human resources, facilities and public works, contracts and bidding, disability services, public records, litigation, and union bargaining. We enhance that experience with three core values—a client-centered approach, a team-oriented focus, and a quality-driven assurance.

We want to bring that expertise to North Idaho College. While much of our experience has been with K-12 educational entities, several of our attorneys have represented postsecondary educational entities. Moreover, a great deal of our K-12 experience is directly applicable to NIC, especially with regard to board governance, FERPA, public records, Title IX, public contracts, disability laws, and even HR/personnel issues.

Contained within this RFQ packet are the Firm's Resume and Fee Schedule. The Firm's Resume is a comprehensive document. It details information about each attorney within the Firm, it describes our

strengths, our legal experience, and our client-centered approach—including our unwavering commitment to have an attorney available 24/7 to serve your needs.

Our Fee Schedule describes our hourly billing rates and invoicing practices. As noted in the Fee Schedule, we have never had a dispute with a client about rates or fees charged in 40 years. We pride ourselves on providing efficient and effective legal representation, and if chosen to represent North Idaho College, we would continue that practice.

Given our unwavering commitment to 24/7 legal services, the Firm has identified four attorneys who would act as Principal Attorneys. They are Kevin O'Neill, Garrett Williams, Jason MacKay, and Jason Brown. Kevin and Garrett are licensed in Idaho and Washington, and are immediately available to assist. The two Jasons will promptly seek admission to the Idaho bar through reciprocity and be available to assist shortly.

All four have extensive education law experience. Moreover, Jason MacKay and Jason Brown both have extensive postsecondary experience prior to joining the firm. Jason MacKay served as General Counsel for Eastern Washington University. Jason Brown served as General Counsel for Eastern Washington University, the Community Colleges of Spokane, and Big Bend Community College. In this work, the Jasons worked closely with the Boards of Trustees and administrative staff of these institutions on policy development, compliance, public records and open public meetings issues, risk management, and high-level personnel and labor matters.

Our firm utilizes a team approach with clients and a client-centered focus. So, we offer the opportunity for NIC to utilize multiple subject matter experts in the firm, and lower-cost associates and interns when appropriate.

We thank you again for giving Stevens | Clay, P.S. the opportunity to represent North Idaho College, and we look forward to hearing from you.

STEVENS | CLAY, P.S.

/s/ Kevin F. O'Neill

/s/ Garrett J. Williams

By: Kevin F. O'Neill
koneill@stevensclay.org
Garrett J. Williams
gwilliams@stevensclay.org

Encl.: Firm Resume
Fee Schedule

FIRM RESUME

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DESCRIPTION OF THE FIRM

Founding of Our Firm as Education Law and Governmental Law Specialists

Our firm has been committed to representing educational institutions and governmental agencies for 40 years, making us one of the oldest and most-experienced education and government law firms in the region. The firm is committed to representing the general counsel and litigation needs of our clients and the organizations that support them. Each of our partners has robust experience serving the legal needs of educational institutions, and we now employ eleven attorneys who are committed to representing their interests.

Given the ever-growing complexity of public education laws over the past two decades, each of our partners has strategically developed particular areas of specialization within the general field of education law. Each of us keeps abreast of new federal and state laws and regulations, as well as judicial and administrative decisions, which impact educational institutions within our respective areas of expertise. Consequently, we are a truly comprehensive education law firm, equipped to address even the most novel and complex issues that arise, requiring the highest levels of legal knowledge, experience, and expertise available.

We are committed to maintaining a strong presence across the region. Partners in our firm have served as general counsel to public colleges in Washington. Our firm also has maintained a strong presence in the Washington State Council of School Attorneys (COSA).

Our Approach to Serving Your Needs

A significant percentage of our client communication with North Idaho College would be through personal meetings, telephone calls, email, and other digital communication. We are able to respond to North Idaho College's immediate needs. It is common for us to attend meetings on short notice. It is also common for us to attend school board meetings, hearings, or other engagements as desired, again some on very short notice and outside typical business hours. We can attend in person, via telephone, or via other electronic means.

We commit to taking the following approach to meet your needs:

- We will return phone calls on the day we receive them nearly without exception.
- We will promptly respond to emails and texts.
- We will use the lowest-cost attorney for doing legal research.

- We will provide consistent communication with administrators and board members on all matters.
- We will borrow each other's expertise rather than spending time researching new areas.
- We will continuously update and maintain the most current hardware and software resources available to maximize the quality and efficiency of our work product.
- We will keep our overhead low so that our hourly rates are competitive and are not unnecessarily increased.
- We will give preventative and proactive advice to help you avoid liability.
- We will use quality control at all levels of our practice.
- We will provide you with options and alternatives to help you problem-solve.
- We will stay current on new areas of the law.
- We will continue to cultivate relations with other attorneys (both locally and across the region), legislators, state elected officials and local elected officials, and other education administrators.
- We will be available to attend all meetings, including school board meetings, in-person as desired by you, including on short notice and on weekends.
- We will be available 24/7 every day of the year to meet your needs.

Our Areas of Specialization for Serving Your Needs

Two partners in the firm have served as general counsel for higher education institutions. Our firm has also represented approximately a third of all school districts in Washington and numerous other governmental entities, including cities and special interest districts. Our firm has thus developed specializations that represent each sub-area of government law (with the exception of bond counsel, with whom we have a close working relationship):

- General Counsel
- Human Resources
- Facilities, Public Works, and Bidding
- Special Education/Disability Services
- Public Records

Within these broad areas, our firm's expertise includes the following:

General Counsel

- All aspects of federal, state, and local compliance requirements
- Board meetings and Open Public Meeting requirements
- Board elections and ballot measures
- Leadership and Team Training for Board/Administration Governance
- Development and review of standard procurement terms and contracts, including development and review of contract templates for outside services as needed
- Family Educational Rights and Privacy Act (FERPA)

- Health Insurance Portability and Accountability Act (HIPAA)
- Laws and Regulations relating to all matters that impact operation of a public institution
- Board Member Conflicts of Interest
- Board Policy and Procedures Development and Drafting
- Student Free Speech and Constitutional Rights
- Student matters, including discipline, hearings, and related proceedings
- Student Civil Rights Litigation
- Title IX Investigations and Complaints
- Harassment, Intimidation, and Bullying
- Tort and Injury Law
- Risk Management
- Liability Insurance and Defense, Indemnification, and Hold Harmless Agreements
- Funding
- Audit Opinions, Audit Findings, and Consultation on Audits
- Parent/Student Support Groups
- Equal Access Act and Religious Discrimination
- Interscholastic Athletics
- Interlocal and Cooperative Agreements
- Directors' and Officers' Liability Insurance
- Records Retention Laws
- Employee Subpoena Obligations

Human Resources

- All aspects of Employee Relations and Collective Bargaining Negotiations and Contracts
- Legal qualifications for employees, teaching credentials and certificates
- Strikes and Work Stoppages
- Discrimination and Harassment, including Title IX
- Pre-Employment Inquiries, hiring, development of employment contracts
- Disability and Accommodation Law under the ADA, § 504 Accommodations
- Public Employee Free Speech Rights and Limitations
- Grievance Processing and Litigation
- Discipline, Discharge, and Non-Renewal of Staff
- Performance Deficiencies, Plans of Improvement, and Probation
- Reductions in Force, seniority, and tenure
- Leaves of absences, leave laws, and attendance issues
- Unfair Labor Practices and Public Employment Relations Commission Litigation
- Civil Rights
- Employment Practices Liability Insurance
- Employee Misconduct Allegation Investigations

Facilities and Public Works

- Public works
- Contracting and Procurement of Goods and Services
- Competitive Bidding
- Requests for Proposals for Professional Services
- Architect and General Contractor Contracts
- Construction Law and Construction Lien Laws
- Prevailing Wage Act
- Construction Disputes and Litigation
- Real Property Purchase, Sale, Leasing, and Environmental Impact Statements
- Independent Contracting
- Condemnation
- Adverse Possession
- Transportation Department Policies and Procedures
- Property and Casualty Insurance
- Bond and Levy Electioneering Issues
- Zoning and Impact Fees

Special Education/Disability Services

- Evaluations and Eligibility Determinations
- Placements, Programs, and § 504 Plans
- Procedural Compliance
- Due Process Litigation
- Responses to Citizen Complaints
- Federal District Court Original Actions and Circuit Court Appeals

Public Records

- Responding to Public Records Requests
- Representing Institutions in Public Records Litigation
- Interplay Between Education Records under FERPA, Health Records under HIPAA, and Public Records under State law.

Our Overall Commitment to You

We value a close, trusting, and problem-solving relationship with each of our clients. Our commitment is that we will provide unsurpassed quality and an economical approach to handling your legal interests. We will be preventative, proactive, and practical in our advice with the intention of avoiding liability and unnecessary litigation. Nevertheless, we recognize the need at times to protect your legal, financial, political, and other interests, and thus to aggressively pursue certain matters through litigation. We will collaborate with the administration team and the board to determine when it is appropriate to use alternative dispute resolutions such as mediation.

THE FIRM'S EXPERIENCE

In all, we provide practical, honest, innovative advice and will partner with you to strategize for the long-term as well as the short-term. We will be insightful, creative, deliberate, forthcoming, direct and, above all, sensitive to your needs.

Our Firm's General Counsel Experience

Our firm serves as stalwarts for our clients when it comes to resolving conflicts. We support and advocate for the vital need for healthy educational institutions and governmental entities in our communities. Because our firm has been representing educational institutions and governmental entities for forty years and because of our close working relationships with regional support organizations, we are uniquely aware of the financial, political, social, and practical issues faced by our clients. We thus have untold experiences helping school districts resolve matters through creative problem-solving and practical as well as legal options.

Our attorneys have provided advice on practically every legal issue faced by administrators and boards of directors. We have often seen the same issue many times in a wide variety of situations. However, because every client is unique, we recognize the need to address each situation individually. We understand the scrutiny faced by our clients in social media, mainstream media, at board meetings, and through nearly instant email communication. Because of that knowledge, we are skilled at helping our clients see alternative solutions.

One of the great strengths of our firm is that we are much more than the sum of our individual parts. We have successfully served as a general counsel "team" to our clients – a team that is informed by over 100 years of combined general counsel education law experience and expertise.

Board of Director Issues

Our firm has significant experience with board conflict-of-interest situations and extensive knowledge in how to help individual board members with legal issues they sometimes face in their role on the board.

We also have extensive experience drafting board policies. Our firm is one of only a few firms chosen by the Washington State School Director's Association (WSSDA) to serve as a "cadre law firm" to assist WSSDA in drafting school board policies that can be used by all 295 school districts in the State of Washington.

Likewise, we have been relied upon numerous times by boards and board presidents to help them navigate all aspects of Open Public Meetings requirements, including contentious and disruptive board meetings. We have provided in-services and training for board members on all aspects of public records, board meetings, on board members' role in human resources issues, and many other matters.

Our Firm's Litigation and Mediation Experience

With litigation, results matter. Our lawyers have an unrivaled record of successful results for our clients. We are seasoned litigators with a clear understanding of our clients' paramount need to protect the public trust.

Our lawyers have vast experience serving as litigation counsel to educational institutions, government entities, and their insurers for well-over a quarter of a century. We have a long history of successful results in all types of litigation, including employee discharge and discipline cases, employee strikes and labor disputes, arbitrations, administrative hearings, employment discrimination matters, liability/negligence claims, contract breach actions, student rights and special education, and public records cases.

Our firm has successfully litigated cases establishing important legal precedent in the area of public records withholdings, termination of employees, arbitration rights, special education eligibility, IEP provisions, and statute of limitations.

Along with successful litigation results, we have also obtained numerous successful settlements for school districts, saving millions of public tax dollars in litigation costs, potential liability judgments, all while protecting countless students, staff, and administrators from the trauma and stress of the adversarial system.

Overall, the successful and extensive litigation and settlement experience of Stevens | Clay, P.S. has resulted in attorneys with a perspective not shared by many. We are one of the most sought-after education/government law firms in the region for good reason. We know how to help educational institutions and government entities succeed in litigation. We also know how to help them succeed outside of litigation. We understand the ebbs and flows of our court system along with the political and cultural nuances of the judiciary.

Professional Development

In addition to significant experience with litigation, dispute resolution and general counsel advice, Stevens | Clay, P.S. is also committed to providing professional development opportunities for our clients. We cannot possibly list all of the professional development presentations and in-services we have provided over the years. Nevertheless, set forth below is a sampling of presentations we have provided:

Professional Development for Individual School Districts

Board of Director training on Open Meetings and Public Records

Administrator training on employee investigations and discipline

Training on FERPA

Administrator training on campaign rules

Administrator training on liability issues

Administrator training on HIB, Title IX, and discrimination laws

Administrator training on employee evaluation

Administrator training on laws governing students with disabilities

Administrator training on public records

Administrator training on student discipline

Professional Development for Board of Directors

Training for New Directors

Boot Camp for New Directors

Voting Rights Act Webinar

Campaign Rules Training

Student Discipline Training

OUR TEAM

Our team of lawyers and support staff:

PARTNERS

PAUL E. CLAY

ANTHONY N. ANSELMO

KEVIN F. O'NEILL

JASON MACKAY

JASON D. BROWN

JON B. DALLEY

GARRETT J. WILLIAMS

OTHER ATTORNEYS

STEPHANIE M. FAUST

ANDREW NEWMAN

MACY DISNEY

OF COUNSEL/CONSULTANTS

KIM HOLLAND, CONSULTANT

GREGORY L. STEVENS, OF COUNSEL

PARALEGALS/SUPPORT STAFF

KIMBERLY N. REBER

LAUREL A. BRAUN

Paul E. Clay



Paul has represented countless school districts and government entities for over 30 years. He is a Washington State University undergraduate where he served as President of the Student Senate, President of the Political Science Honorary, and member of Phi Beta Kappa. He graduated from the University of Washington Law School where he served in the

distinguished position as Editor-in-Chief of the Washington Law Review. His experience covers the gamut of legal, political, practical, policy, and litigation issues.

School boards, human resource administrators, student service administrators, and numerous other administrators have relied on Paul's practical approach as well as his vast experience and knowledge regarding laws, policies, and political issues facing school districts. Paul's advice is sought not only by school districts, but also by local legislators, state elected officials, all levels of government bureaucrats, as well as state-wide governmental support organizations. His knowledge of education and human resources law is well-known across the region and lawyers from other law firms frequently seek his advice. He is frequently asked to speak on legal issues and engage in training for state-wide organizations and higher education institutions. We cannot possibly list all the presentations and in-services he has provided over the years.

Anthony N. Anselmo



Tony has a wealth of experience representing school districts and governmental entities for more than 20 years. He has extensive experience in employment matters, student matters, policy and procedure drafting, and assisting clients in navigating the

complex statutory and regulatory landscape of public works, procurement, contracting, and real estate transactions.

Throughout his tenure as legal counsel to school districts and governmental entities, Tony has successfully addressed and resolved numerous legal and political challenges during public contracting,

procurement, and real estate transactions. This experience has equipped him with the ability to identify potential issues, offer practical solutions, and prevent undesirable problems.

Tony is a frequent speaker on various legal matters that impact educational institutions. He has delivered presentations on numerous topics for multiple organizations and conducted staff training sessions.

Additionally, Tony cherishes his time working as a juvenile counselor for the Kootenai County Sheriff's Department in the mid-1990s.

Kevin F. O'Neill



Kevin has extensive experience representing educational institutions in various states over the last 17 years. Kevin has represented school districts in both private practice and as in-house counsel, including as General Counsel for two large school districts in Washington State and as Senior Assistant

General Counsel for the largest school district in Washington State. Kevin has extensive knowledge of school law matters and specializes in advising school districts in a variety of legal areas, including board governance and district operations, public disclosure and open public meetings act compliance, labor and employment issues, student issues, special education, constitutional issues, and litigation and risk management.

Prior to practicing law in Washington and Idaho, Kevin served as an attorney at a Michigan law firm that specialized in representing various educational institutions, including public school districts and public community colleges. Kevin has successfully defended educational institutions in state and federal courts and such administrative forums as the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Washington State Public Employment Relations Commission, and the American Arbitration Association.

Kevin is licensed to practice in both Idaho and Washington, and is a proud resident of Kootenai County.

Jason K. MacKay



Jason MacKay has extensive experience in K-12 and higher education and labor law, including as an Assistant Attorney General in the Education Division of the Washington State Office of the Attorney General, where he served as General Counsel to Eastern Washington University. As EWU's General Counsel, Jason worked closely with the University's Board of Trustees and administrative staff on policy development, compliance, public records and open public meetings issues, risk management, and high-level personnel and labor matters. Jason also worked as Assistant General Counsel at Public School Employees of Washington, a labor union representing public school employees.

Given his prior experience working in labor, Jason is one of very few school law attorneys in Washington state who has previously worked on the other side. This unique perspective allows Jason to spot and advise on potential labor issues early in the process, with the goal of avoiding costly and contentious litigation and labor unrest. Jason has vast experience helping employers navigate grievance arbitrations, unfair labor practice complaints, unit clarifications, representation cases, and fact-finding hearings, to name a few. Jason also has experience bargaining classified and certificated collective bargaining agreements. Jason's labor experience and his unrivaled knowledge of labor law makes him an invaluable asset to bargaining teams.

Jason is a proud graduate of the Coeur d'Alene School District and enjoys spending time outdoors with his wife and daughter.

Jason D. Brown



Jason Brown has over 15 years' experience in civil litigation and education law. He has extensive experience advising on a wide range of legal issues, including employment matters, board governance, public records act and open public meetings act compliance, constitutional issues, and litigation and risk management.

Prior to joining the firm, Jason spent over a decade at the Washington Attorney General's Office. During his time as an Assistant Attorney General, Jason spent time with the Labor and Industries, Torts, Education, and Transportation and Public Construction Divisions. As a member of the Education Division, he represented multiple institutions of higher education, including Eastern Washington University, the Community Colleges of Spokane, and Big Bend Community College.

Jon B. Dalley



Jon Dalley serves as general counsel for school districts. In that role, he collaborates with administrators and board members about the day-to-day operations of schools, advising them on a range of topics. Some of those topics include employee discipline, employee benefits, collective bargaining, student discipline, special education, school board obligations, and school board policies. He enjoys working with educators to find practical solutions to their problems. Jon is a summa cum laude graduate from the Gonzaga University School of Law. During law school Jon received the highest grade in eleven different courses, and overall ranked 2nd academically in his class.

Jon grew up in Southeast Idaho. He graduated from Pocatello High School and from Idaho State University. Much of his family still lives in Idaho, and he has strong ties to it. He is an Idahoan at heart.

Garrett J. Williams



Garrett Williams is a litigator who advises and defends educational institutions and other large employers on a broad range of legal issues, including labor and employment, general liability, breach of contract, special education/disability services, and insurance and risk pool defense.

Garrett is licensed to practice in Idaho and Washington. His litigation experience includes defending against actions brought in state and federal courts, administrative hearings, statutory hearings, and arbitrations. Garrett has appeared before all U.S. District Courts in Idaho and Washington. He has also appeared before most County Courts in North Idaho and Washington.

In his practice, Garrett defends against investigations by administrative agencies, conducts neutral workplace investigations, and advises employers on their internal policies and procedures. Garrett has also overseen and participated in Title IX investigations for colleges and K-12 institutions.

Garrett received his law degree from Gonzaga University School of Law, where he graduated *summa cum laude* and 2nd in his class. Garrett also won the prestigious Dean's Medal of Academic Excellence, and was a regional champion in the National Appellate Advocacy Competition.

Associates

Our firm's associates – Stephanie Faust, Andrew Newman, and Macy Disney provide extensive support covering virtually every area of education law. We are fortunate that the reputation and success of our firm has allowed us to attract attorneys who were at the top of their law school classes.

Stephanie Faust



Stephanie Faust graduated *cum laude* from Gonzaga University School of Law. She is the Secretary for the Spokane County Bar Association's Young Lawyers Division. While in law school, Stephanie was an Associate Editor for the *Gonzaga Law Review* and a member of the Saul Lefkowitz National Moot Court Team. Stephanie clerked for a local law firm as well as the Washington State Office of the Attorney General. Prior to attending law school at Gonzaga, Stephanie graduated from Western Washington University's Fairhaven College where she received a B.A. in Interdisciplinary Studies with a concentration in Law, Diversity, and Justice.

Stephanie is licensed to practice in Idaho and Washington.

Andrew Newman



Andrew Newman is a litigator who advises and defends public school districts and other public agencies on a broad range of legal issues, such as labor and employment, special education, general liability, constitutional issues, and Public Record Act requests. Andrew's litigation experience includes defending actions in state court, statutory hearings, and unlawful detainers in Spokane County Superior Court, as well as prosecuting petty offenses in federal court at the United States Attorney's Office for the District of Eastern Washington.

Macy Disney



Macy Disney represents and advises public school districts on a broad range of legal issues, including special education, Title IX issues, general liability, and Public Records Act requests.

Macy's litigation experience includes defending actions in state court, administrative hearings, statutory hearings, and unlawful detainers in Spokane County Superior Court. She is passionate about finding creative solutions to solve client problems.

Of Counsel/Consultants

Kim Holland, Consultant



Kim is a sought-after consultant. She is a former teacher, school principal, and Human Resources administrator. She also serves as the Executive Director for the Washington Schools Personnel Association. She provides consultation services in the area of employee evaluation, probation, onboarding, student teachers, and a variety of other areas. Kim did her undergraduate work at Western Washington University and earned two Masters from Washington State University and Gonzaga University. In 2013, she was awarded the Dick Stannard Distinguished Elementary Principal of the Year. Throughout her 26 years in education, Kim has served on multiple state level committees and delivered presentations at the local, state, and national level.

Gregory L. Stevens, Of Counsel



Along with Paul Clay, Greg co-founded Stevens Clay, PS. Greg is now serving as Of Counsel, having retired from full-time practice.

Paralegals/Support Staff

We are proud of our staff and their consistent excellent performance over their lengthy tenures with the firm.

Laurel A. Braun



Laurel has been with the firm for 34 years. She provides internal administrative support, records management, accounting, and attends to the firm's day-to-day office needs.

Kimberly N. Reber



Kim has been with the firm for nearly 20 years as a legal assistant and paralegal. Kim received a B.A. degree from Washington State University and received her Paralegal Certificate from the University of San Diego.



CONCLUSION

Every one of the attorneys and staff at Stevens|Clay, P.S. has a strong commitment to representing educational institutions and government entities. The very essence of our firm is invested in the success of our clients. Our historical knowledge of education law gives us a broad perspective as to what education means to the students, families, and community. We feel a deep connection to K-12 and higher education.

FEE SCHEDULE

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FEE SCHEDULE

Invoices

We pride ourselves on providing efficient and effective legal services. Indeed, in 40 years, we have never had a dispute with a client as to our hourly rates or fees charged.

Each month we review the time recorded to your account before an invoice is sent. We bill clients monthly unless other arrangements are made.

Disbursements and other charges often do not appear on a statement until a few weeks after the cost is incurred. Payment on all statements is due upon receipt of the statements. We have never assessed a late payment charge to any client in the past 40 years, but reserve the right to do so on balances not paid within 30 days. The late payment charge would be 1.25 percent per month.

Hourly Rates

\$275.00 per hour for Principal Attorney and Partner General Counsel Services

\$295.00 per hour for Principal Attorney and Partner Litigation Services

\$175.00 - \$225.00 per hour for Intern and Associate Legal Services

\$175.00 per hour for Paralegal and Consultant Services

Our billing increments are 1/10 per hour. Whenever feasible, and in order to provide the most cost-effective services possible, we offer clients the opportunity for work, such as research or document preparation, performed by the attorney or staff with the lowest rate who is capable of performing the work.

Costs and Expenses

From time to time, we may advance or incur certain costs and expenses with respect to your legal matters. These costs will be charged to the client. Such charges include court filing fees, deposition or transcript fees, consulting or expert witness fees and expenses, computerized legal research, travel expenses, and messenger services. For all such services, we separately detail the cost items and charge only the exact amount incurred by us. Although such expenses are your responsibility and we assume no liability for payment, for administrative ease, we will act on your behalf and generally advance payment to providers if your account is current. With large amounts, we may forward invoices to you for direct payment.