

State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	CONTRACT AMENDMENT	
	Contract No.:	04218
AD Astra Inc. 8701 Georgia Ave, Suite 800 Silver Spring, MD 20910	Amendment No.:	1
	Effective Date:	August 1, 2021

**FIRST AMENDMENT
TO
STATEWIDE CONTRACT NO. 04218
TRANSLATION SERVICES-WRITTEN WORD**

This First Amendment ("Amendment") to Contract No. 04218 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("State") and Ad Astra Inc, a Maryland State corporation ("Contractor") and is dated as of August 1, 2021.

R E C I T A L S

- A. State and Contractor (collectively the "Parties") entered into that certain Contract No. 04218 for Translation Services-Written Word dated effective as of July 10, 2019 ("Contract").
- B. The Parties desire to amend the Contract to extend the term as allowed pursuant to the Contract.
- C. The amendment set forth herein is within the scope of the Contract.
- D. The Parties now desire to amend the Contract as set forth herein.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract as follows:

1. **TERM.** Section 1 of the Contract (Term) is hereby amended by deleting the existing Section 1 in its entirety and inserting the following in lieu thereof:
 1. **TERM.** The term of this Contract is seventy-two (72) months, commencing July 10, 2019, and ending July 31, 2025.
2. **NO CHANGE OTHER THAN AMENDMENT.** Except as amended herein, the Contract is unaffected and remains in full force and effect.
3. **INTEGRATED AGREEMENT; MODIFICATION.** This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the

Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.

4. **AUTHORITY.** Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
5. **ELECTRONIC SIGNATURES.** An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
6. **COUNTERPARTS.** This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

AD ASTRA INC.,
A MARYLAND CORPORATION

By: Keith Perera
Name: Keith Perera
Title: Business Development Manager
Date: March 15, 2023

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: 
Name: Tim Foitzik
Title: Procurement Supervisor
Date: 3/15/2023

State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	CONTRACT AMENDMENT	
	Contract No.:	04218
AD Astra, Inc. 8701 Georgia Ave, Suite 800 Silver Spring, MD 20910	Amendment No.:	2
	Effective Date:	September 1, 2024

SECOND AMENDMENT
TO
CONTRACT No. 04218
TRANSLATION SERVICES – WRITTEN WORD

This Second Amendment (“Amendment”) to Contract No. 04218 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and AD Astra, Inc., a Maryland State corporation (“Contractor”) and is dated as of September 1, 2024.

RECITALS

- A. Enterprise Services and Contractor (collectively the “Parties”) entered into that certain Contract No. 04218 dated effective as of July 10, 2019 (“Contract”).
- B. The Parties previously amended the Contract as follows:
 - (1) By instrument titled First Amendment to Contract (dated August 1, 2023) to extend the term of the Contract seventy-two (72) months ending July 31, 2025.
- C. The Parties now desire to amend the Contract to include a ‘pay equality provision’ as required by the Washington State Legislature. See [LAWS OF 2023, ch. 475](#), § 919(4).
- D. The Parties further desire to amend the Contract to include a ‘nondiscrimination provision’ as required by the Washington State Legislature. See [LAWS OF 2023, ch. 468](#) [codified at [RCW 39.26.245\(3\)](#) and [RCW 49.60.530](#)].
- E. The amendment set forth herein is within the scope of the Contract.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

1. **PAY EQUALITY.** The following provision is added to the end of section 14 (General Provisions) as a new subsection:

14.23 WASHINGTON STATE PAY EQUALITY FOR 'SIMILARLY EMPLOYED' INDIVIDUALS. Contractor represents and warrants that, among Contractor's employees, 'similarly employed' individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for Contractor's workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but is not limited to, education, training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Contract and any Purchaser hereunder similarly may suspend or terminate its use of the Contract and/or any agreement entered into pursuant to this Contract.

2. NONDISCRIMINATION. The following provision is added to the end of section 14 (General Provisions) as a new subsection:

14.24 NONDISCRIMINATION.

- (a) Nondiscrimination Requirement. During the term of this Contract, beginning as of the effective date of this Amendment, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- (b) Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- (c) Default. Notwithstanding any provision to the contrary, Enterprise Services may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Enterprise Services receives notification that Contractor,


including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Enterprise Services may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

(d) Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Enterprise Services and/or Purchasers shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe Enterprise Services and/or Purchasers for default under this provision.


3. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Contract is unaffected and remains in full force and effect.
4. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
5. AUTHORITY. Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
6. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
7. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

AD ASTRA, INC.,
A MARYLAND STATE CORPORATION

By: 
Name: Emily Layher
Title: Director of Government Sales
Date: 10/23/24

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: 
Name: Tim Foitzik
Title: Procurement Supervisor
Date: 10/10/2024

State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	CONTRACT AMENDMENT	
	Contract No.:	04218
AD Astra, Inc. 8701 Georgia Ave, Suite 800 Silver Spring, MD 20910	Amendment No.:	3
	Effective Date:	November 25, 2024

THIRD AMENDMENT
TO
CONTRACT No. 04218
TRANSLATION SERVICES – WRITTEN WORD

This Third Amendment (“Amendment”) to Contract No. 04218 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and AD Astra, Inc., a Maryland State corporation (“Contractor”) and is dated as of November 25, 2024.

RECITALS

- A. Enterprise Services and Contractor (collectively the “Parties”) entered into that certain Contract No. 04218 for Translation Services – Written Word dated effective as of July 10, 2019 (“Contract”).
- B. The Parties previously amended the Contract as follows:
 - (1) By instrument titled First Amendment to Contract (dated August 1, 2023) to extend the term of the Contract seventy-two (72) months ending July 1, 2025; and
 - (2) By instrument titled Second Amendment to Contract (dated September 1, 2024) to include a Pay Equality and Nondiscrimination provision.
- C. The Parties now desire to amend the Contract to provide an Economic Price Adjustment.
- D. The amendment set forth herein is within the scope of the Contract.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

1. **ECONOMIC PRICE ADJUSTMENT.** Pursuant to section 3.3 of the Contract, the pricing for the goods/services is hereby amended by deleting the existing **Exhibit B – Prices** in its entirety and inserting the attached **Exhibit B – Prices** (dated November 25, 2024). These prices include the


agreed economic adjustment from Bureau of Labor and Statistics (BLS) index/indices: 18.2% PPI series CEU6054000003.


2. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Contract is unaffected and remains in full force and effect.
3. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
4. AUTHORITY. Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
5. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
6. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

AD ASTRA, INC.,
A MARYLAND STATE CORPORATION

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: 
Name: Emily Layher
Title: Director of Government Sales
Date: 12/5/24

By: 
Name: Tim Foitzik
Title: Procurement Supervisor
Date: 11/26/2024

AD Astra, Inc. - Pricing Sheet

Reference Exhibit B, Statewide Contract)

Category 5: Client Specific or Locally Generated Documents	
Line Item	Price (\$)
Fill-In Translation Requests: Principal Languages, Normal	\$0.22
Fill-In Translation Requests: Non-Principal Languages, Normal	\$0.22
Full Translation Requests: Principal Languages, Normal	\$0.22
Full Translation Requests: Principal Languages, Rushed	\$0.22
Full Translation Requests: Non-Principal Languages, Normal	\$0.22
Full Translation Requests: Non-Principal Languages, Rushed	\$0.22
Project Minimum - Normal [Minimum charge per project]	\$56.15
Project Minimum - Rushed [Minimum charge per project]	\$70.90
Proof Reading Price Per Word - Normal [Reviewing existing translated work]	\$0.12
Proof Reading Price Per Word - Rushed [Reviewing existing translated work]	\$0.18
Rekeying Price Per Word [Process of entering text provided by customer into any language into a new or existing document]	\$0.12

State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	CONTRACT AMENDMENT	
	Contract No.:	04218
Ad-Astra, Inc. 8701 Georgia Ave Silver Spring, MD 20910	Amendment No.:	4
	Effective Date:	July 10, 2025

**FOURTH AMENDMENT
TO
CONTRACT NO. 04218
TRANSLATION SERVICES – WRITTEN WORD**

This Fourth Amendment (“Amendment”) to Contract No. 04218 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and Ad-Astra, Inc., a Maryland State corporation (“Contractor”) and is dated as of July 10, 2025.

RECITALS

- A. Enterprise Services and Contractor (collectively the “Parties”) entered into that certain Contract No. 04218 dated effective as of July 10, 2019 (“Contract”).
- B. The Parties previously amended the Contract as follows:
 - (1) By instrument titled First Amendment to Contract (dated August 1, 2023) to extend the term of the Contract seventy-two (72) months ending July 1, 2025; and
 - (2) By instrument titled Second Amendment to Contract (dated September 1, 2024) to include a Pay Equality and Nondiscrimination provision; and
 - (3) By instrument titled Third Amendment to Contract (dated November 25, 2024) to execute an Economic Price Adjustment (EPA).
- C. The Parties now desire to amend the Contract to execute an Economic Price Adjustment (EPA).
- D. The amendment set forth herein is within the scope of the Contract.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:


1. **ECONOMIC PRICE ADJUSTMENT.** Pursuant to section 3.3 of the Contract, the pricing for the services is hereby amended by deleting the existing **Exhibit B – Prices** in its entirety and inserting the attached

Exhibit B – Prices (dated July 10, 2025). These prices include the agreed economic adjustment from Bureau of Labor and Statistics (BLS) index: 3.63% PPI series CEU6054000003.


2. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Contract is unaffected and remains in full force and effect.
3. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
4. AUTHORITY. Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
5. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
6. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

AD-ASTRA, INC.,
A MARYLAND STATE CORPORATION

By: 
Name: Emily Layher
Title: Director of Government Sales
Date: 07/02/2025

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: 
Name: Tim Foitzik
Title: Procurement Supervisor
Date: 07/02/2025

04218 – Translation Services – Written Word

Ad-Astra, Inc. - Pricing Sheet

(Reference Exhibit B, Statewide Contract)

Category 5: Client Specific or Locally Generated Documents	
Line Item	Price (\$)
Fill-In Translation Requests: Principal Languages, Normal	\$0.23
Fill-In Translation Requests: Non-Principal Languages, Normal	\$0.23
Full Translation Requests: Principal Languages, Normal	\$0.23
Full Translation Requests: Principal Languages, Rushed	\$0.23
Full Translation Requests: Non-Principal Languages, Normal	\$0.23
Full Translation Requests: Non-Principal Languages, Rushed	\$0.23
Project Minimum - Normal [Minimum charge per project]	\$58.19
Project Minimum - Rushed [Minimum charge per project]	\$73.47
Proof Reading Price Per Word - Normal [Reviewing existing translated work]	\$0.12
Proof Reading Price Per Word - Rushed [Reviewing existing translated work]	\$0.19
Rekeying Price Per Word [Process of entering text provided by customer into any language into a new or existing document]	\$0.12