

**PARTICIPATING ADDENDUM
NASPO VALUEPOINT
TRAINING SERVICES FOR PROCUREMENT PROFESSIONALS
Administered by the Commonwealth of Virginia (hereinafter "Lead State")**

Master Agreement No: E194-73092-MA2191
Material and Contract Services, Inc.
(hereinafter "Contractor")

And

State of Alaska
(hereinafter "Participating State")
State Contract Number: 2017TRAIN0001

1. Scope: This is an addendum for the Training Services for Procurement Professionals Master Agreement led by the Commonwealth of Virginia for use by state agencies and other entities located in the Participating State/Entity authorized by that state's statutes to utilize state/entity contracts with the prior approval of the State Chief Procurement Official.
2. Participation: Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state/entity contracts are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. Participating State/Entity Modifications or Additions to Master Agreement: These modifications or additions apply only to actions and relationships within the Participating Entity.

Participating State/Entity must check one box:

☐ No changes to the terms and conditions of the Master Agreement are required

☒ The following changes are modifying or supplementing the Master Agreement terms and conditions.

Required Reports:

Contractor must submit quarterly reports to the Contracting Officer assigned by the State to manage this contract. The contractor shall provide the State of Alaska with an electronic usage report (Excel) which will list the following information at the minimum: purchasing entity, description of items purchased, date of purchase, contract price, retail price, and the extended price for each transaction. These reports are due 30 days after the end of the quarter.

First Quarter:	July 1 through September 30
Second Quarter:	October 1 through December 31
Third Quarter:	January 1 through March 31
Fourth Quarter:	April 1 through June 30

Prompt Payment Discount:

The state is eligible to receive a 3% discount for all invoices paid within 10 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall

be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

Administrative Fee:

Contractor agrees to provide an Administrative Fee to the State of Alaska.

- a) Contractor shall submit a check, payable to the State of Alaska, remitted to the Department of Administration, Division of General Services for the calculated amount equal to **1.5%** of the net sales for the quarterly period.
- b) Contractor must include the PA Number on the check. Those checks submitted to the State without the PA Number will be returned to Contractor for additional identifying information.
- c) Administrative fee checks shall be submitted to:

ATTN: Purchasing Section
State of Alaska - Department of Administration - Division of General Services
PO Box 110210
Juneau, AK 99811-0210

- d) The administrative fee shall not be included as an adjustment to Contractor's Master Agreement pricing and shall not be shown as a separate line item invoiced or charged to the ordering agency.
- e) Payment of the administrative fee is due irrespective of payment status on any orders from a Purchasing Entity.
- f) Administrative fee checks are due for each quarter as follows:

<u>Reporting Period</u>	<u>Due Date</u>
State Fiscal Quarter 1 (Jul 1 - Sept 30):	Oct 31
State Fiscal Quarter 2 (Oct 1 - Dec 31):	Jan 31
State Fiscal Quarter 3 (Jan 1 - Mar 31):	Apr 30
State Fiscal Quarter 4 (Apr 1 - Jun 30):	Jul 31

- g) Any quarter with zero sales must be reported as zero sales. This may be done electronically via email to the State of Alaska contact listed in this PA.

4. Primary Contacts: The primary contact individuals (or their named successors) for this Participating Addendum are as follows:

SUPPLIER

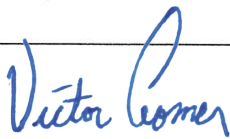
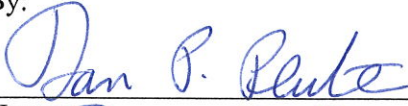


Name	Dan P. Plute
Address	5820 Stoneridge Mall Road, Suite 217, Pleasanton, CA 94588
Telephone	925-460-3971 or 866-772-9250
Fax	925-227-1669
E-mail	dplute@macservices.us

PARTICIPATING ENTITY

Name	Victor Leamer
Address	State of Alaska – Department of Administration Division of General Services 333 Willoughby Ave. Suite 700 Juneau, AK 99811
Telephone	907 465-5678
Fax	907 465-2189
E-mail	victor.leamer@alaska.gov

5. Orders: Any Order placed by a Participating State/Entity or Purchasing Entity for a Product and/or Service available from this Master Agreement shall be deemed to be a sale governed by the prices and other terms and conditions of the Master Agreement unless the parties to the Order agree in writing that another contract or agreement applies to such Order.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

Participating State: Alaska	Contractor: Material and Contract Services, Inc.
By: 	By: 
Name: Victor Leamer	Name: 
Title: Contracting Officer	Title: 
Date: November 4, 2016	Date: 11-4-16