



**PARTICIPATION IN NASPO VALUEPOINT MASTER AGREEMENTS
BY
NON-STATE ENTITIES IN THE STATE OF CALIFORNIA**

When the State of California does not have a statewide Participating Addendum (PA) with a NASPO ValuePoint contractor, a non-state entity must submit a request to the Department of General Services (DGS) for authorization to enter into a Participating Addendum under the entity's own authority. The request is to be sent on the entity's official letterhead.

A copy of the sample letter that DGS requests is included with this document. The completed letter can be sent to Yolanda Tutt in DGS at Yolanda.Tutt@dgs.ca.gov as an attachment to an email. Once approval has been obtained from DGS, the non-state entity may enter into a Participating Addendum with the contractor. A model PA document is available on the NASPO ValuePoint website.

Scanned copies of all executed participating addendums must be sent to NASPO ValuePoint by email in PDF format to PA@NASPOValuePoint.org.

Questions regarding this notice may be sent to the NASPO ValuePoint Cooperative Contract Coordinator Team by email at CCC@naspovaluepoint.org.

Effective Date: May 12, 2020
Jeff Holden, Cooperative Contract Coordinator

SAMPLE

Local Government Request For NASPO ValuePoint Agreements

AGENCY LETTERHEAD

DATE

Department of General Services
Procurement Division
Master Agreements Unit 2
707 3rd Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605

Attention: Stephanie Lim, Master Agreements Unit 2, Supervisor

Subject: Request to Establish NASPO ValuePoint Participating Addendum

On behalf of the [<Local Governmental Agency Name>](#), I request the State of California Chief Procurement Officer's approval to establish a Participating Addendum for the following NASPO ValuePoint Agreement(s).

NASPO ValuePoint Agreement #:	<u><Individual Agreement Number or "various"></u>
Title (Products/Services):	<u><Title of Agreement></u>
Contractor Name:	<u><Individual Contractor Name or "all"></u>
Lead State:	<u><State – e.g. Utah, Arizona, etc.></u>

Please phone or email me at [<phone>](#) or [<email>](#) if you wish to discuss this request.

Thank you,

NAME BLOCK