



Master Agreement #: 50-000-15-00058 AE
Participating Addendum #: N2021-TES-0001

Contractor: ROSE INTERNATIONAL, INC.

Participating Entity: STATE OF ALASKA

The following products or services are included in this contract portfolio:

- *All products and accessories listed on the Contractor page and the Contractor Master Agreement located on the NASPO ValuePoint website.*

Master Agreement Terms and Conditions:

1. **Scope:** This addendum covers Temporary Employment Services led by the State of New Mexico for use by state agencies and other entities located in the State of Alaska, authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Official.
2. **Participation:** This permissive contract is available to all State of Alaska Executive Branch departments and governmental entities. Governmental entities include the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, State Boards and Commissions, Federally Recognized Tribes, and all State of Alaska political subdivisions, including cities, boroughs, and school districts.

Federally Recognized Tribes means Native entity within the State of Alaska that is on the list published by the United States Bureau of Indian Affairs in 67 Federal Register, 46331-46333.

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

Rose International, Inc.

Name:	Teri Elder
Address:	16305 Swingley Ridge Rd, Suite 350, Chesterfield, MO 63017
Telephone:	636-812-4000 X7000
Fax:	N/A
Email:	State_locgov@roseint.com



State of Alaska

Name:	Mindy Birk
Address:	333 Willoughby Ave., Suite 801 Juneau, AK 99801
Telephone:	(907) 465-5678
Email:	Melinda.birk@alaska.gov

4. PARTICIPATING ENTITY MODIFICATIONS OR ADDITIONS TO THE MASTER AGREEMENT

These modifications or additions apply only to actions and relationships within the Participating Entity.

Participating Entity must check one of the boxes below.

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: The State of Alaska has recently created a dedicated email address for all vendors to use when submitting their usage/admin fee and quarterly reports. This was done to prevent vendors from having to update the contact information every time a contract is reassigned to a new contracting officer. The dedicated email address is:

doa.dss.vendorreport@alaska.gov

When sending your reports please put the following in the subject line to ensure the contracting officer assigned to your portfolio can locate your report: Contract number, vendor name, quarter number.

Subject Line Example: Contract XXXXXX, Your Company Name, Quarter #X

- 1) **Quarterly Reports:** 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.



TEMPORARY EMPLOYMENT SERVICES
Led by the State of **New Mexico**

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

2) **Administrative Fee:** Effective upon final signature, the Contractor shall submit a check, payable to the State of Alaska, remitted to the Department of Administration, Shared Services of Alaska for the calculated amount equal to **1.5%** of the net sales for the quarterly period.

a) 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.

b) Administrative fee checks shall be submitted to:

ATTN: OPPM
State of Alaska
Department of Administration
Shared Services of Alaska
PO Box 110210
Juneau, AK 99811-0210

c) The administrative fee shall not be included as an adjustment to Contractor's Master Agreement pricing and shall not be invoiced or charged to the ordering agency.

d) Payment of the administrative fee is due irrespective of payment status on any orders from a Purchasing Entity.

e) 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

f) 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.



5. Orders: Any order placed by a Participating Entity or Purchasing Entity for a product and/or service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) 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 Entity: State of Alaska	Contractor: Rose International, Inc.
Signature: <i>Mindy Birk</i>	Signature: <i>Larry Crane</i>
Name: Mindy Birk	Name: Larry Crane
Title: Contracting Officer III	Title: CFO
Date: 9/29/2020	Date: 09/28/2020

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Contracting Coordinator:	Ted Fosket
Telephone:	(907) 723-3360
Email:	tfosket@naspovaluepoint.org

***[Please email fully executed PDF copy of this document to
PA@naspovaluepoint.org
to support documentation of participation and posting in appropriate data bases.]***