

PARTICIPATING ADDENDUM



**PROCUREMENT ACQUISITION
SUPPORT SERVICES (PASS)**

Led by the State of Hawaii

Master Agreement # 19-19-03

Alaska Participating Agreement (PA) N2021-PASS-0001

Contractor: **Berry Dunn McNeil & Parker, LLC**

Participation Entity: **State of Alaska**

Master Agreement Terms and Conditions

1. Scope: This addendum covers the Procurement Acquisition Support Services (PASS) let by the State of Hawaii for use by state agencies and other entities located in the Participating State of Alaska authorized by that State’s statutes to utilize State contracts with prior approval of the State’s Chief Procurement Official.

2. Participation: This NASPO ValuePoint Master Agreement may be used by Alaska Executive Branch departments and governmental entities. Governmental entities eligible to use the contract include 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 any 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. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Officer.

3. Primary Contacts: The primary contract for this PA are as follows.

Contractor

Name	Timothy F Masse
Address	100 Middle Street Portland Main 04101
Telephone	207-541-2323
Fax	207-774-2375
Email	tmasse@berrydunn.com

Participating Entity

Name	Mindy Birk
Address	PO Box 110210 Juneau AK 99811-0210
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.

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

- a. **Administrative Fees:** The contractor will pay the State of Alaska a quarterly administrative fee of one and half percent (1.5%) of the amounts all net sales, less applicable sales tax, returns, credits, and adjustments, from sales of product or services as defined in the MASTER AGREEMENT #19-19-03. The administrative fee shall not be included as an adjustment to the Contractor's master agreement pricing and shall not be invoiced or charged to the ordering agency.

- 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

- b. **Reporting:** Contractor must submit quarterly reports to doa.dss.vendorreport@alaska.gov and CC the Contracting Officer assigned by the State to manage this Participating Addendum. The Contractor will include the Participating Addendum # N2021-PASS-0001 and quarter for which the report is for in the subject line of the email. The report attached to the email must show detailed sales data separated by State of Alaska agencies and political subdivisions of the state.

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

5. **Orders:** Any order placed by a Participating Entity or Purchasing Entity for services available from this Master Agreement shall be deemed to be a sale under and governed by the prices and other terms and conditions of the Master Agreement.

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

Participating Entity: State of Alaska	Contractor: Berry Dunn Mcneil & Parker, LLC
Signature <i>Mindy Birk</i>	Signature <i>Timothy F. Masse</i>
Name Mindy Birk	Name Timothy F. Masse
Title Contracting Officer III	Title Principal
Date February 4, 2021	Date February 3, 2021

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Development Coordinator:	Ted Fosket
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.