



**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 [PDCooperatives@dgs.ca.gov](mailto:PDCooperatives@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](mailto:PA@NASPOValuePoint.org).

Questions regarding this notice may be sent to the NASPO ValuePoint Cooperative Contract Coordinator Team by email at [CCC@naspovaluepoint.org](mailto: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 3<sup>rd</sup> Street, 2<sup>nd</sup> 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 #:	<a href="#">&lt;Individual Agreement Number or "various"&gt;</a>
Title (Products/Services):	<a href="#">&lt;Title of Agreement&gt;</a>
Contractor Name:	<a href="#">&lt;Individual Contractor Name or "all"&gt;</a>
Lead State:	<a href="#">&lt;State – e.g. Utah, Arizona, etc.&gt;</a>

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

Thank you,

**NAME BLOCK**