

NASPO ValuePoint
PARTICIPATING ADDENDUM



**SOFTWARE VALUE ADDED RESELLER (SVAR)
LED BY THE STATE OF ARIZONA**

Master Agreement #: CTR060028
Contractor: SHI
Participating Entity: **STATE OF ALASKA**

Participating Addendum# NVP-2022-SVAR-005

This Participating Addendum is entered into by Contractor and Participating Entity (collectively, the "Parties").

Scope and Participation:

1. Scope:

This Participating Addendum includes the entire scope of the products and services available through the Master Agreement referenced above. SHI will sell the products and services utilizing maximum mark-up that results in the best discount for the State of Alaska.

Any scope exclusions specified herein apply only to this Participating Addendum and shall not amend or affect other participating addendums or the Master Agreement itself.

2. Participation: This Participating Addendum covers participation of Participating Entity in the above-referenced Master Agreement between the State of Arizona and Contractor for Software Value Added Reseller (SVAR). Governmental entities eligible to use this PA include Alaska Legislative Branch, the Alaska Court System, the University of Alaska, State Boards and Commissioners, Federally Recognized Tribes, and all State of Alaska political subdivisions, including cities, boroughs, and school districts. Federally Recognized Tribes means native entities within the State of Alaska that is on the list published by the United States Bureau of Indian Affairs in 67 Federal Register, 43661-46333. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

3. Term:

This Participating Addendum shall become effective as of the date of the last signature below and shall terminate upon the expiration or termination of the Master Agreement, as amended, unless the Participating Addendum is terminated sooner in accordance with the terms set forth herein.

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

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CONTRACTOR:

Name:	Nicole Rasky
Address:	290 Davidson Ave, Somerset, NJ 08873
Telephone:	732-584-8227
Email:	NASPO_SVAR@shi.com

PARTICIPATING ENTITY:

Name:	Jennifer Krick
Address:	333 Willoughby Ave. Suite 801 Juneau, AK 99801
Telephone:	(907) 465-5680
Email:	jennifer.krick@alaska.gov

Participating Entity Modifications and Additions to the Master Agreement

This Participating Addendum incorporates all terms and conditions of the Master Agreement as applied to the Participating Entity and Contractor, **subject to the following limitations, modifications, and additions:**

Any limitations, modifications, or additions specified herein apply only to the agreement and relationship between Participating Entity and Contractor and shall not amend or affect other participating addendums or the Master Agreement itself.

Administrative Fees: The Master Agreement allows Participating States and Entities to incorporate an administrative fee into the published Master Agreement pricing.

Contractor shall submit a check, payable to the State of Alaska, remitted to the Department of Administration, Office of Procurement and Property Management for the calculated amount equal to 1.5% of the net sales under this PA for the quarterly period including both State of Alaska Agencies and its Political Subdivisions.

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. Administrative fee checks shall be submitted to:

ATTN: Purchasing Section
 State of Alaska
 Department of Administration
 Office of Procurement and Property Management
 PO Box 110214
 Juneau, AK 99811-0214

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The administrative fee may be included as a 1.5% adjustment to contractor's Master Agreement pricing. For example, if the Master Agreement price is \$100, then the contractor shall adjust the contract price by 1.5% to \$101.50 and the administrative fee due to the state shall be \$1.50 (1.5% of \$100).

This is the exact method that must be used to calculate the Master Agreement pricing for the Participating State and the administrative fees due. Under no circumstances may the contractor reduce the discount percentages available under the Master Agreement. The administrative fee shall not be invoiced or charged to an ordering agency or identified on an ordering agency's invoice. Payment of the administrative fee is due irrespective of payment status on any orders.

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

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

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.

Reporting: Detailed Sales Data Required Reports: 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 # PA#NVP-2022-SVAR-005 and quarter for which the report is for in the subject line of the email.

The report attached to the email must show the following.

- Data reported must be separated by State of Alaska agencies and political subdivisions of the state.
- Total Sales amount
- Savings when compared to off contract purchase.
- Quote Number and Procurement Document number.
- Purchasing Agency Name and address.
- If applicable, dates of license or maintenance period.

These reports are due forty-five (45) calendar days after the end of the quarter.

<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
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5. Subcontractors: All contractors, dealers, and resellers authorized to provide sales and service support in Participating Entity's state, as shown on Contractor's NASPO ValuePoint-specific webpage, may provide sales and service support to users of this Participating Addendum. Participation of Contractor's contractors, dealers, and resellers will be in accordance with the terms and conditions set forth in the Master Agreement.
6. Orders: Any order placed by Participating Entity or a Purchasing Entity for a product or service offered through this Participating Addendum shall be deemed to be a sale under, and subject to the pricing 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 the order.
7. Invoices: All invoices produced by the contractor as a result of purchases made by the Purchasing Entity (e.g., Eligible Agency or Co-Op Buyer) under this Participating Addendum shall contain the following information as listed in Master Agreement section 3.3.2 Minimum Invoice Requirements:
 - a. Date of issue and the Requestors Name
 - b. State of Alaska Department & Division Information
 - c. Quote number and Purchase Order number
 - d. If applicable services dates for licenses or maintenance periods.

*Additional information on invoices may be required by the purchasing entity.

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

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Participating Entity: State of Alaska	Contractor: SHI
Signature:  <small>782DE9C3E1B449A...</small>	Signature:  <small>A4C0CEFF856C4B5...</small>
Name: Jennifer Krick	Name: Darek Awas
Title: Contracting Officer III	Title: Manager-Contracts
Date: 1/23/2023	Date: 1/20/2023

For questions regarding NASPO ValuePoint Participating Addendums, please contact the Cooperative Contract Coordinator team at info@naspovaluepoint.org.

Fully executed NASPO ValuePoint Participating Addendums must be submitted via email in PDF format to pa@naspovaluepoint.org.