

**PARTICIPATING ADDENDUM  
NASPO ValuePoint COOPERATIVE PURCHASING PROGRAM  
Computer Equipment  
Administered by the State of Minnesota (hereinafter "Lead State")**

**MASTER AGREEMENT  
Master Agreement No. MNWNC-117  
Lenovo (United States), Inc.  
(hereinafter "Contractor")  
And  
The State of Louisiana  
(hereinafter "Participating State")  
Participating State Contract Number: 4400000947**

**1. Scope**

This Addendum covers the Computer Equipment/Services contracts led by the State of Minnesota along with a multi-state sourcing team for use by all state agencies and local government entities, institutions of higher education, and school districts located in the State of Louisiana who are authorized by the State of Louisiana statutes to utilize state contracts.

The original solicitation contains the requirements and definitions establishing the following Product Bands allowed on the Master Agreement. The Master Agreement identifies the bands awarded to the Contract Vendor. The configuration limits and restrictions for the Master Agreement are provided with revisions identified by the Participating State in this Participating Addendum.

**2. Participation**

Use of specific NASPO ValuePoint cooperative contracts by state agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

**3. Order of Precedence**

1. A Participating Entity's Participating Addendum ("PA"); A Participating Entity's Participating Addendum shall not diminish, change, or impact the rights of the Lead State with regard to the Lead State's contractual relationship with the Contract Vendor under the Terms of Minnesota NASPO ValuePoint Master Agreement
2. Minnesota NASPO ValuePoint Master Agreement (includes negotiated Terms & Conditions)
3. The Solicitation including all Addendums; and
4. Contract Vendor's response to the Solicitation

These documents shall be read to be consistent and complementary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. Contract Vendor terms and conditions that apply to the Master Agreement are only those that are expressly accepted by the Lead State and must be in writing and attached to the Master Agreement as an Exhibit or Attachment. No other terms and conditions shall apply, including terms and conditions listed in the Contract Vendor's response to the Solicitation, or terms listed or referenced on the Contract Vendor's

website, in the Contract Vendor quotation/sales order or in similar documents subsequently provided by the Contract Vendor. The solicitation language prevails unless a mutually agreed exception has been negotiated.

#### 4. Term

The term of this Participating Addendum and State Contract Number 4400000947 shall be effective upon the date of final execution below (the "Effective Date") by the State of Louisiana through March 31, 2017, unless otherwise terminated in accordance with the termination provisions of this Participating Addendum or the Master Agreement. This Participating Addendum and State Contract Number 4400000947 may be extended in accordance with the terms and conditions of the Master Agreement.

#### 5. Non-Exclusive Contract

The contract shall be non-exclusive and shall not in any way preclude the State of Louisiana from entering into similar contracts and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources.

#### 6. Modifications and/or Additions to the Master Agreement

- A. Total release/purchase order amount shall not exceed \$1,000,000.00. Procurements shall not be artificially divided to circumvent the \$1,000,000.00 threshold.

**NOTE:** The \$1,000,000.00 is a per release/purchase order limit and is not a limit on the annual amount that can be purchased from contract number 4400000947.

- B. The following Product Lines are excluded from purchase under State Contract Number 4400000947:

- Professional Services
- Consulting Services
- Lease Agreements
- Trade-Ins
- Takeback Program
- Travel

- C. "Services" shall be limited to warranty services, hardware maintenance, initial installation, initial imaging of workstations, training directly related to the support of the hardware, excluding customized training and/or software training, and initial software imaging at time of installation upon request of the Purchasing Entity. General consulting and all forms of application development and programming services are excluded.

Installation is limited to the initial set-up and initial diagnostics of equipment and peripherals purchased from the contract. Installation is to be used only at the time of the purchase of the component(s) from the state contract. Installation is not to be used for configuration or reconfiguration of network equipment, installation or rearrangement of in-building or outside wiring/cabling nor any other fashion.

- D. **Training** is limited to pre-developed training in support of products available through this

participating addendum that is included in a publicly available course catalog of training. **No customized training is allowed.**

**Changes to Master Agreement Terms and Conditions, B. WSCA-NASPO Terms and Conditions:**

**E. Section 1. Administrative Fee, ADD the following language:**

Contractor shall pay a 1% administrative fee to the State of Louisiana. The fee shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales to the State of Louisiana. The check is to be made payable to the State of Louisiana, Division of Administration, Office of State Procurement and is to be mailed to the Office of State Procurement, Attn: Kara Allen, P. O. Box 94095, Baton Rouge, LA 70804-9095. Payment shall be made in accordance with the following schedule:

First Quarter:	January 1 through March 31, due April 30
Second Quarter:	April 1 through June 30, due July 31
Third Quarter:	July 1 through September 30, due October 31
Fourth Quarter:	October 1 through December 31, due January 31

**F. Section 3. Amendments, ADD the following language:**

Any further Amendments to the Master Agreement after the Effective Date of this Participating Addendum, that have been approved by the Lead State, will not be applicable to this Participating Addendum and will not be valid unless made in writing as an amendment to this Participating Addendum, signed by the parties and approved as required by the laws of the State of Louisiana. No oral understanding or agreement not incorporated in this Participating Addendum is binding on any of the parties.

**G. Section 5. Assignment, ADD the following language:**

The Contractor shall not assign any interest in this Participating Addendum or State Contract Number 4400000947 by assignment, transfer or novation without prior written consent of the State. This provision shall not be construed to prohibit the Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

**H. Section 6. Cancellation, REVISE to read as follows:**

**Termination for Cause:** The State may terminate this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 for cause based upon the failure of Contractor to comply with the terms and/or conditions of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and this Participating

Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

**Termination for Convenience:** The State may terminate this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 at any time by giving thirty (30) days written notice to contractor of such termination or negotiating with the Contractor an effective date.

**Termination for Non-Appropriation of Funds:** The continuation of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 is contingent upon the continuation of an appropriation of funds by the legislature to fulfill the requirements of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947. If the legislature fails to appropriate sufficient monies to provide for the continuation of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriations for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947; this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

Contractor should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

**I. Section 12. Governing Laws, ADD the following language:**

This Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947 shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

**J. Section 24. Payment, ADD the following language:**

**Taxes:** Any taxes, other than State and local sales and use taxes from which the State of Louisiana is exempt, shall be assumed to be included within the total cost.

**Electronic Vendor Payment Solutions:** The State desires to make payment's electronically. The methods of payment may be via the State's LaCarte card (procurement card), EVP method that converts check payments to a Visa credit card account with unique security features and electronic remittance notifications, or EFT payments sent directly from the State's bank directly to the payee's bank. See Attachment A for additional information regarding electronic payment methods.

**Late Payments:** Interest due by a State agency for late payments shall be in accordance with La. R.S. 39:1695 and 13:4202.

**K. Section 25. Public Information, ADD the following language:**

For the purposes of this Participating Addendum, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect.

**L. Section 27. Reports, ADD the following language:**

Contractor shall submit detailed sales data reports quarterly to the State of Louisiana Contracts Manager. Initiation and submission of the quarterly reports to the State of Louisiana is the responsibility of the Contractor without prompting or notification by the State of Louisiana Contracts Manager. The format for the detailed sales data report shall be in accordance with Exhibit F – Reporting of the Master Agreement. The due dates of each quarterly report are as follows:

First Quarter:	January 1 through March 31, due April 30
Second Quarter:	April 1 through June 30, due July 31
Third Quarter:	July 1 through September 30, due October 31
Fourth Quarter:	October 1 through December 31, due January 31

**M. ADD the following clauses:**

**Contract Controversies:** Any claim or controversy arising out of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947, shall be resolved by the provisions of Louisiana Revised Statute 39:1673.

**Code of Ethics:** The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Participating Addendum, State Contract Number 4400000947, or any order issued pursuant to State Contract Number 4400000947.

**7. Website**

The State of Louisiana Website Internet Catalog Purchasing Information (REV: 11/11/05) is incorporated into this Addendum. In the event the referenced Louisiana Procedure and the Master Agreement conflict, the Louisiana Procedure will prevail.

**8. Louisiana Pricing Schedule ("LAPS") Contract**

State Contract Number 4400000947 has been designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.V.1709 must be followed by Louisiana purchasing entities utilizing the contract.

**9. Primary Contacts**

The primary contact individuals for this Participating Addendum are as follows (or their named successors):

**Contractor**

Name	Melissa Autrey-Freeman
Address	1009 Think Place, Morrisville, NC 27560
Telephone	919-294-0609
Fax	
E-mail	<u>mautrey@lenovo.com</u>

**Participating State**

Name	Felicia Sonnier
Title	Assistant Director-Purchasing
Address	Office of State Procurement P. O. Box 94095 Baton Rouge, LA 70804-9095
Telephone	225-342-8029
Fax	225-342-9756
E-mail	<u>felicia.sonnier@la.gov</u>

The Parties will keep and maintain current at all times a primary point of contact for administration of this Participating Addendum.

**10. Partner Utilization**

Each State represented by NASPO ValuePoint participating in this Master Agreement independently have the option of utilizing partners. Only partners approved by the State of Louisiana, Office of State Procurement may be deployed. The State of Louisiana, Office of State Procurement will define the process to add and remove partners. The Contractors partners' participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement. Approved partners will be listed on the State of Louisiana Lenovo NASPO ValuePoint website.

- a. Resellers are partners authorized by Lenovo and approved by the State to assist end users in locating products and services at prices and terms established by Lenovo and the State through the NASPO ValuePoint Master Agreement. These partners are allowed to directly accept purchase orders and payment for NASPO ValuePoint approved products and services from end users. Partners manage the product and services order process from order receipt and delivery to payment.
- b. Agents are partners authorized by Lenovo and approved by the State to assist end users in locating products/services. These partners refer end users to Lenovo to place orders for NASPO ValuePoint approved products and services. NASPO ValuePoint Agents are not Resellers and cannot accept orders from end users nor accept payment. All purchase orders

are made out to Lenovo with the NASPO ValuePoint contract referenced on the purchase order.

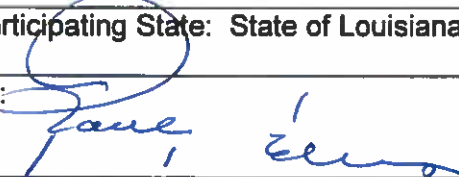
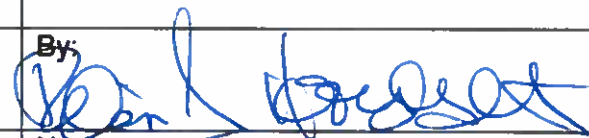
**11. Terms**

The State of Louisiana is agreeing to the terms of the Master Agreement only to the extent the terms are not in conflict with applicable law.

**12. Orders**

Any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this Participating Addendum and/or State Contract Number 4400000947 shall be deemed to be a sale under (and governed by the prices 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 such Order.

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

Participating State: State of Louisiana	Contractor: Lenovo (United States), Inc.
By: 	By: 
Name: Paul A. Holmes	Name: Robin Howdershelt
Title: Director of State Procurement	Title: Inside Sales Director, Public Sector
Date: 9/25/2015	Date: 9/21/15

**ATTACHMENT A – Electronic Vendor Payment Solutions**

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and vendors, the State intends to make all payments to vendors electronically. The LaCarte procurement card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Vendors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Vendor Payment solution (EVP) or Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or EVP or have not already enrolled in EFT, you will be asked to comply with this request by choosing one the following three options. You may indicate your acceptance below.

The LaCarte Procurement Card uses a Visa card platform. Vendors receive payment from state agencies using the card in the same manner as other Visa card purchases. Vendors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the vendor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Purchasing on request.

EVP method converts check payments to a Visa credit card thereby streamlining payments to your organization. Participants receive a credit card account number with unique security features. This card will have \$0 available funds until an invoice is approved for payment. As payments are approved, electronic remittance notifications are sent via email along with approval to charge the card for that amount. EVP requires no change to current invoice procedures; it is secure, and does not require your bank information.

EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information is available at <http://www.doa.louisiana.gov/OSRAP/EFTforWebsite.pdf> . To facilitate this payment process, you will need to complete and return both EFT enrollment forms found at <http://www.doa.louisiana.gov/ERP/pdfs/LaGov%20AP-03%20-%20EFT%20Vendor%20Enrollment%20Form.pdf> and <http://www.doa.louisiana.gov/OSRAP/EFTforWebsite.pdf>

Please check which option you will accept or indicate if you are already enrolled.

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already enrolled</u>
LaCarte	<u>X</u>	<u>    </u>
EVP	<u>    </u>	<u>    </u>
EFT	<u>X</u>	<u>    </u>

*Keith Monroe*

Printed Name of Individual Authorized

*[Signature]*

Authorized Signature for payment type chosen

*9/21/15*

Date

kmonroe@lenovo.com 919-804-6864  
Email address and phone number of authorized individual