

PARTICIPATING ADDENDUM PROCESS

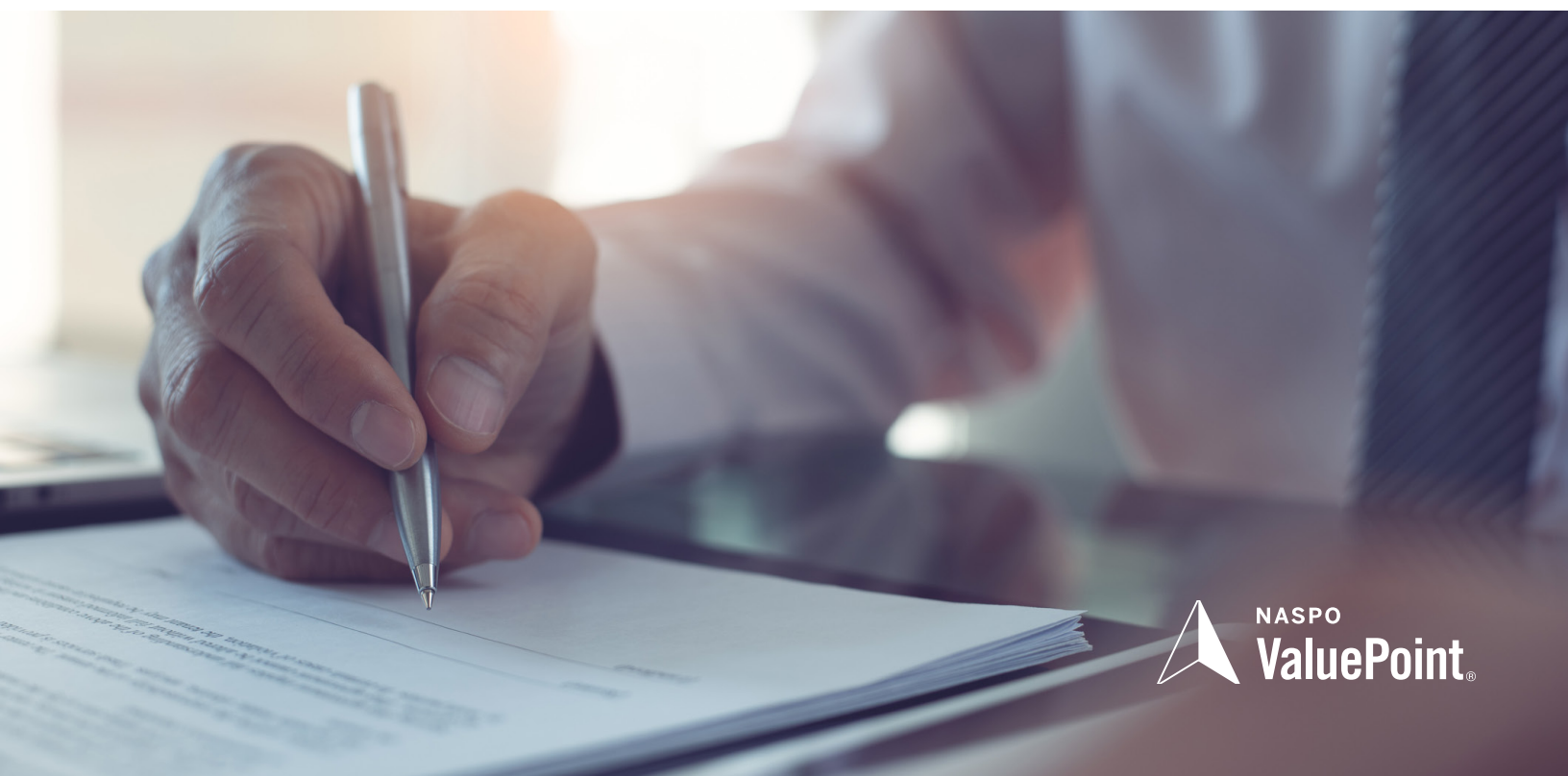
All 50 states, the District of Columbia, and US Territories have executed a Memorandum of Agreement allowing them to be eligible to use any NASPO ValuePoint Cooperative Master Agreement (MA).

States participate in ValuePoint contracts by executing a "Participating Addendum" (PA). Political subdivisions of a participating state may utilize an MA following their procurement authority unless the State's PA excludes them from participating.

If a state has not signed a PA, political subdivisions or other eligible entities of the state may utilize an MA if permitted by the Chief Procurement Officer (CPO) of the relevant state, working through NASPO ValuePoint.

PARTICIPATING ADDENDA: THE FUNDAMENTALS

- Allows states/entities to select their contractor.
- Allows states/entities to include their own:
 - State administrative fee.
 - Required (unique) terms and conditions.
 - Identify options for state or political subdivision usage.
 - Request state-specific reporting or other requirements.
- Model PA documents can be found on every NASPO ValuePoint awarded supplier page.
 - States and vendors are encouraged to not simply attach boilerplate language and to review the Master Agreement for terms and conditions. Terms and conditions included in the PA should be state or entity specific.



TYPES OF PAS

1

Statewide PA

Every legally eligible entity in the state can participate.

2

State-signed PA for non-state entities.

Every legally eligible non-state entity can participate.

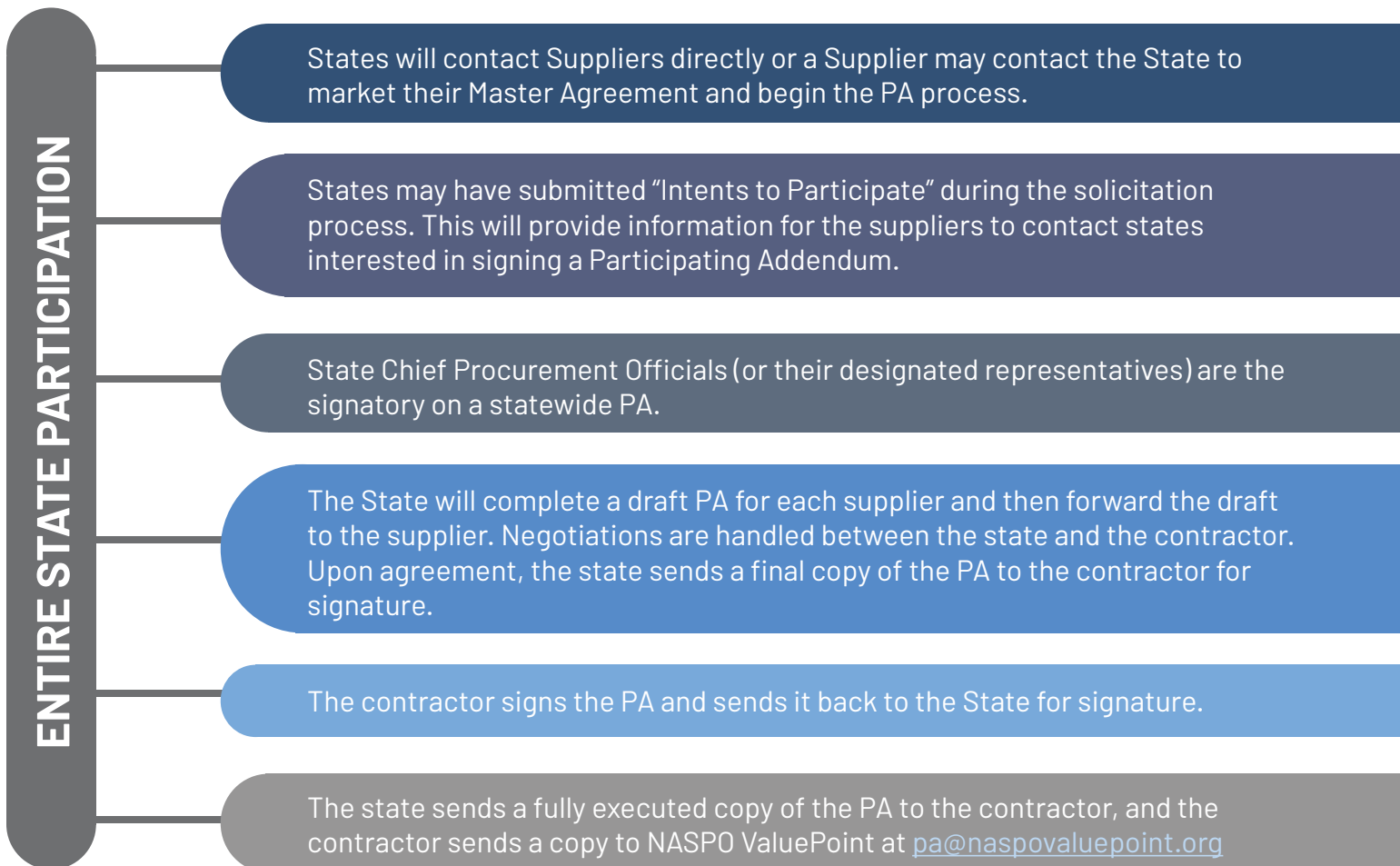
3

Individual entity PA adopted with CPO Approval

By working with NASPO ValuePoint, the CPO of an individual state may approve an individual entity to sign its own PA.

Entities may be approved on an individual basis, or the State CPO may approve all entities within the state to execute their own Participating Addenda.

THE PROCESS



Participating Addendum Templates are available at: www.naspovaluepoint.org.

Executed PAs will be maintained in a repository.

NON-STATE ENTITY PARTICIPATION

If there is no Statewide PA in place and no statewide approval memo on file, the requesting public entity shall email a request to the state CPO for authority to execute its own PA.

The email needs to provide the following details: Main point of contact from the entity, full name of the public entity, phone number, email address, and physical address. Please note: NASPO can assist the public entity, if necessary.

Upon CPO approval, the entity completes the draft Participating Addendum for the contractor and then forwards the draft to the contractor.

Negotiations will be handled directly between the entity and contractor. Upon agreement, the entity will send a final copy of the PA to the contractor for signature.

The contractor signs the PA and sends it back to the entity for signature.

The entity sends a copy of the fully executed PA to the contractor, and the contractor sends a copy to NASPO ValuePoint at pa@naspovaluepoint.org.