



National Association of State Procurement Officials

INTENT TO PARTICIPATE

**NASPO Cooperative Contracts for
MAILING EQUIPMENT**

Lead by the State of Arizona

By the State of Montana (hereinafter Participating State)

Page 1 of 3

I. PURPOSE:

The purpose of this Agreement is to provide the members of the National Association of State Procurement Officials (NASPO) Cooperative with the opportunity to indicate their intent to participate in multi-state cooperative contracts for mailing equipment. These contracts are being lead by the State of Arizona. These contracts will combine the existing WSCA and NASPO contracts into a single, unified contract covering the entire range of mailing equipment and related products.

These contracts will be titled: WSCA/NASPO Mailing Equipment contracts.

II. SCOPE OF THE CONTRACT(S)

The Lead State is authorized by agreement of the participants to act as the procurement officer in developing multi-state cooperative contracts for mail equipment. The resulting contracts will be permissive contracts.

Administrative Fee

A NASPO administrative fee of one-half of one percent (0.5%) will be assessed centrally for purchases under the contract.

Participating State may have their administrative fee (if any) in the solicitation, if you provide documentation of your administrative fee and process for paying that fee.

Individual states may optionally add their administrative fee (if any) when the state executes its Participating Addendum.

III. TERM OF THE CONTRACT

The initial contract will be established for three (3) years from date of award, with renewal contract extension options for a total potential contract of five (5) years.

IV. SOLICITATION AND CONTRACT DEVELOPMENT/ADDITIONAL INFORMATION

Solicitation and contract development shall be accomplished in compliance with the NASPO Agreement of Understanding, incorporated herein by reference.

Solicitation Publication Period

Bidders/offerors will be given over 30 days after publication to submit proposals.



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Solicitation Type and Evaluation Criteria

This RFP will be issued and evaluated in concert with the procurement laws and rules of the Lead State by a sourcing team composed of members from several states.

Award(s): The solicitation will permit multiple awards.

Additional Requested Information

State Specific Terms and Conditions: If the Participating State wishes to include any State specific terms and conditions with the release of this RFP, please attach those to this Intent to Participate.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance. (Section 18-1-118, MCA). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the department. (Section 18-4-141, MCA.)

REDUCTION OF FUNDING: The State must terminate this contract if funds are not appropriated or otherwise made available to support the State's continuation of performance in a subsequent fiscal period. (See section 18-4-313(4), MCA.)

VENUE: The parties agree that any litigation concerning subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Section 18-1-401, MCA.)

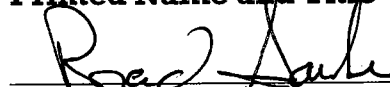
Annual Estimated Volume: Please indicate your estimated annual volume of potential purchase under this proposed contract. \$350,000.00

SIGNATURE

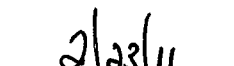
State of Montana

Brad Sanders, Bureau Chief, State Procurement Bureau

Printed Name and Title



Signature



Date



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Please scan and email the signed "Intent to Participate" document by XXXXXXXX to:
WSCA/NASPO Cooperative Development Team
Kathryn Offerdahl, WSCA/NASPO Cooperative Development Analyst
Paul Stembler, WSCA/NASPO Cooperative Development Coordinator
kofferdahl@amrms.com or pstembler@amrms.com