



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**

**(hereinafter Participating State)**

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**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.

*Annual Estimated Volume*: Please indicate your estimated annual volume of potential purchase under this proposed contract. \$ 75,000.-

**SIGNATURE**

State of WV

DAVID TINGHER - DIRECTOR, PURCHASING DIVISION  
**Printed Name and Title**

[Signature]  
**Signature**

3.3.2011  
**Date**

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