



**Idaho Division of Purchasing**

**Participating Addendum**

**Purchase Order Name:** Transource Services Corporation PADD  
**Contract Number:** PADD18200544  
**Contract Value This Extension:** \$600,000.00 USD  
**Total Contract Value:** \$ 2,600,000.00 USD  
**Contract Term:** 04/01/2020 – 07/31/2021  
**Purchase Order Date:** 03/18/2020  
**Submitted By:** Kaylee Starman

**Supplier**

TRANSOURCE SERVICES CORP  
 2405 W Utopia Rd  
 Phoenix AZ, 83705

**Phone:** +62 387 988821 ext. 24  
**Fax:** +1 623-879-8887  
**Email:** curtisw@transource.com

**Shipping Details**

**Ship FOB:** Destination, Prepaid  
**Shipping Instructions:** per agency order

**Bill To Address**

DOP - Various State Agencies  
 State of Idaho  
 Various Locations See  
 Below for Details on  
 Specific Locations  
 Various, Idaho 83702

**Phone:** 208-327-7465  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP - Various Locations

**Ship To Address**

Ship to Ordering  
 Agency

**Phone:** 208-327-7465  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP - Various Locations

**Payment Details**

**Payment Terms:** Net 30

**Participating Addendum**

Change Order 2 is for the Extension of PADD18200544 for an additional period as noted above. No other changes noted.

This Contract is for Computer Equipment, Peripherals, and Related Services pursuant to NASPO ValuePoint Master Agreement (MNWNC-130., administered by the State of Minnesota). This Contract is for the benefit of Idaho (i) State Agencies and (ii) "Public Agencies" located within the State which are authorized to make purchases under this PADD. As defined by Idaho Code § 67-2327, a "Public Agency" is any city or political division of the state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or Change Order Summary any political subdivision created under the laws of the State of Idaho. Each eligible, authorized entity placing an order under this PADD ("Ordering Entity" or "Participating Entity") will issue individual Orders against this PADD on an as needed basis during the period noted below.

Note: The dollar amount listed is an estimate and cannot be guaranteed. The actual dollar value of the Contract maybe more or less depending on the orders placed by the State; or may be dependent upon the specific terms of the Contract.

Contract History:

Original PADD Value: \$2,000,000.00

Change Order 1 (administrative change order): \$0.00

Change Order 2 (This Extension) 600,000.00

Total PADD Value: \$2,600,000.00

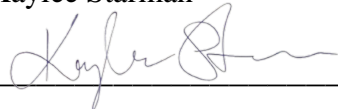
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**Special Instructions:**

**Internal Comments:**

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**Signature :** Kaylee Starman

**Signed By :**  \_\_\_\_\_

**AMENDMENT NO. 2 TO CONTRACT MNWNC-130**

**THIS AMENDMENT** is by and between the State of Minnesota, acting through its commissioner of Administration ("State"), and Transource Service Corporation, 2405 W Utopia Rd, Phoenix, AZ 85027 ("Contract Vendor").

**WHEREAS**, the State has a Contract with the Contract Vendor identified as Contract No. MNWNC-130, April 1, 2015, through March 31, 2020 ("Contract"), to provide Computer Equipment: Desktops, Laptops, Tablets, Servers, and Storage, including Related Peripherals and Services; and

**WHEREAS**, Minn. Stat. § 16C.03, subd. 5, affords the commissioner of Administration, or delegate pursuant to Minn. Stat. § 16C.03, subd. 16, the authority to amend contracts; and

**WHEREAS**, the terms of the Contract allow the State to amend the Contract as specified herein, upon the mutual agreement of the Office of State Procurement and the Contract Vendor in a fully executed amendment to the Contract.

**NOW, THEREFORE**, it is agreed by the parties to amend the Contract as follows:

1. That Contract No. MNWNC-130 is extended through July 31, 2021, at the same terms, conditions, and prices.

This Amendment is effective beginning April 1, 2020, or upon the date that the final required signatures are obtained, whichever occurs later, and shall remain in effect through contract expiration, or until the Contract is canceled, whichever occurs first.

Except as herein amended, the provisions of the Contract between the parties hereto are expressly reaffirmed and remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be duly executed intending to be bound thereby.

<p><b>1. TRANSOURCE SERVICE CORPORATION</b> The Contractor certifies that the appropriate person(s) have executed this Amendment on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.</p> <p>By: <u>[Signature]</u> Printed Name: <u>BAN TRUNG</u></p> <p>Title: <u>President</u></p> <p>Date: <u>11/13/2019</u></p> <p>By: <u>[Signature]</u> Printed Name: <u>Curtis Wescott</u></p> <p>Title: <u>NVP Contract Manager</u></p> <p>Date: <u>11/13/2019</u></p>	<p><b>2. OFFICE OF STATE PROCUREMENT</b> In accordance with Minn. Stat. § 16C.03, subd. 3.</p> <p>By: <u>[Signature]</u></p> <p>Title: <u>Acquisition Management Specialist</u></p> <p>Date: <u>11/14/2019</u></p> <p><b>3. COMMISSIONER OF ADMINISTRATION</b> Or delegated representative.</p> <p>By: <u>[Signature]</u></p> <p>Date: <u>11/14/2019</u></p>
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State of Idaho

**CHANGE ORDER - 01**  
**PLEASE DO NOT DUPLICATE THIS ORDER.**

**Change Order Summary**

**Supplier**

**Purchase Order Number:** PADD18200544  
**Account Number:** AC-1  
**Revision Number:** 01  
**Change Order Date:** June 11, 2018  
**Service Start Date:** June 15, 2018  
**Service End Date:** March 31, 2020  
**Payment Method:** Invoice  
**Payment Terms:** No Payment Terms specified  
**Currency:** USD  
**FOB Instruction:** Destination  
**Attachment(s):** [PADD18200544Transource final.docx](#) :  
[ChangeLog.htm](#) :Purchase Order Change

Gwen Cisar  
 TRANSOURCE SERVICES CORP  
 2405 W. Utopis Rd.  
 Phoenix, AZ 85027  
**Phone:** 623-879-8882-  
**Fax:** 623-879-8887  
**Email:** gwenc@transource.com

**Buyer Contact**

Stephanie Wildman  
 Tel:208-332-1611  
 Fax: 208-327-7320  
 Stephanie.Wildman@adm.idaho.gov

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**Contract Number:**

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**Bill To Address**

DOP - Various State Agencies  
 State of Idaho  
 Various Locations  
 See Below for Details  
 on Specific Locations  
 Various, Idaho 83702  
**Phone:** 208-327-7465  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP - Various Locations


**Ship To Address**

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**Instructions**

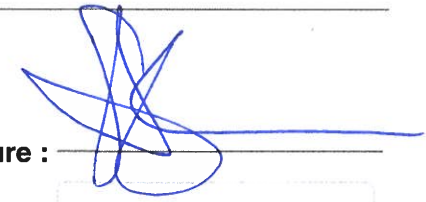
**ADMINISTRATIVE CHANGE ORDER**

This administrative change order is to attach the signed Participating Addendum to the PADD. No other changes.

Supplier Part Number	Items		Unit	Unit Price	Total
	Quantity	Back Order			
	2.00	0	ANN	1,000,000.00	\$2,000,000.00
<b>Item Description</b>	#1 Computer Equipment and Related Peripherals and Services 				
<b>Delivery Date:</b>	June 07, 2018				
<b>Shipping Method:</b>	Delivery				
<b>Shipping Instructions:</b>	Payment Terms: Net 30				
<b>Ship FOB:</b>	Destination				
<b>Attachment(s)</b>					
<b>Special Instructions:</b>					

<b>Sub-Total (USD)</b>	\$2,000,000.00
<b>Estimated Tax (USD)</b>	\$0.00
<b>TOTAL: (USD)</b>	\$2,000,000.00

**Note: If there is a  next to an item's unit price, that indicates that the price has been discounted.**

**Signature :** 

**Signed By :** Stephanie Wildman



State of Idaho

**Participating Addendum**

**Purchase Order Summary**

**Purchase Order Number:** PADD18200544  
**Account Number:** AC-1  
**Purchase Order Date:** June 06, 2018  
**Service Start Date:** June 15, 2018  
**Service End Date:** March 31, 2020  
**Payment Method:** Invoice  
**Payment Terms:** No Payment Terms specified  
**Currency:** USD  
**FOB Instruction:** Destination  
**Attachment(s):** [PADD18200538 Transource signed.pdf](#) :

**Supplier**

Gwen Cisar  
 TRANSOURCE SERVICES CORP  
 2405 W. Utopis Rd.  
 Phoenix, AZ 85027  
**Phone:** 623-879-8882-  
**Fax:** 623-879-8887  
**Email:** gwenc@transource.com

**Buyer Contact**

Stephanie Wildman  
 Tel:208-332-1611  
 Fax: 208-327-7320  
 Stephanie.Wildman@adm.idaho.gov

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**Contract Number:**

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**Instructions**

This PADD is for Computer Equipment, Peripherals, and Related Services pursuant to NASPO ValuePoint Master Price Agreement, Minnesota Agreement No. MNWNC-130. This PADD is for the benefit of State of Idaho Agencies, Institutions, Departments, and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Ordering Entity will issue individual releases (delivery or purchase orders) against this PADD on an as-needed basis.

Note: The dollar amount listed is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the orders placed by the State; or may be dependent upon the specific terms of the Contract.

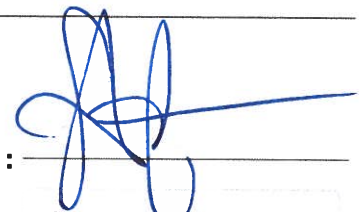
Contractor: Ship to the FOB Destination point and BILL DIRECTLY to the ORDERING ENTITY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Number on any invoice/statement will facilitate efficient processing of payment.

		Items			
Supplier Part Number	Quantity	Back Order	Unit	Unit Price	Total
	2.00	0	ANN	1,000,000.00	\$2,000,000.00
<b>Item Description</b>	#1 Computer Equipment and Related Peripherals and Services 				
<b>Delivery Date:</b>	June 07, 2018				
<b>Shipping Method:</b>	Delivery				
<b>Shipping Instructions:</b>	Payment Terms: Net 30				
<b>Ship FOB:</b>	Destination				
<b>Attachment(s)</b>					
<b>Special Instructions:</b>					

<b>Sub-Total (USD)</b>	\$2,000,000.00
<b>Estimated Tax (USD)</b>	\$0.00
<b>TOTAL: (USD)</b>	\$2,000,000.00

Note: If there is a  next to an item's unit price, that indicates that the price has been discounted.

Signature : \_\_\_\_\_



Signed By : Stephanie Wildman

**PARTICIPATING ADDENDUM**  
**NASPO ValuePoint COOPERATIVE PURCHASING PROGRAM**  
**Computer Equipment, Peripherals, and Related Services**  
**Administered by the State of Minnesota (hereinafter “Lead State”)**

Master Agreement No: MNWNC-130  
Transource Service Corporation  
(hereinafter “Contractor”)  
and  
The State of Idaho  
(hereinafter “State”)

**PADD18200544**

1. Scope: This Participating Addendum (“PADD”) covers the Computer Equipment, Peripherals, and Related Services contract issued by the State of Minnesota to Transource Service Corporation. (Master Agreement No. MNWNC-130), for use by State agencies and other entities located in the State.

Contractor has been awarded the following Bands:

Band 4: Server                      Band 5: Storage

Ruggedized equipment will be allowed.

2. Participation: Use of NASPO ValuePoint (formerly “WSCA” or “WSCA-NASPO”) cooperative contracts by agencies, political subdivisions and other entities 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 (in Idaho, the Administrator of the Division of Purchasing).

This PADD is for the benefit of State of Idaho agencies, institutions and departments; as well as eligible political subdivisions or other “Public Agencies,” as defined by Idaho Code, Section 67-2327. The Public Agency placing an order (“Ordering Entity”) will issue individual releases (“Orders”) against this PADD on an as needed basis for the period noted in Section 3. “Public Agency” means any city or political subdivision of the state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho.

INDIVIDUAL CUSTOMER: Each Ordering Entity that places an Order under this PADD will be treated as if it is an Individual Customer. Except to the extent modified by this Participating Addendum, each Ordering Entity will be responsible to follow the terms and conditions of the Master Agreement; and will have the same rights and responsibilities for its purchases as the Lead State has in the Master Agreement. Each Ordering Entity will be responsible for its own charges, fees, and liabilities; and will have the same rights to any indemnity or to recover any costs allowed in the Master Agreement for its individual purchases.



3. Term: This PADD will be effective upon final executed signatures through **March 31, 2020**, unless extended, renewed, or terminated earlier.

4. Configuration Dollar Limits: This PADD is not for the purchase of major hardware. The dollar limits identified below are based on a single computer configuration. This is not a restriction on the purchase of multiple configurations. The following configuration limits apply to this PADD:

ITEM	CONFIGURATION*
Server	\$500,000.00
Storage	\$500,000.00
Peripherals	\$5,000.00
Services	No Limitation

\*Configuration is defined as the combination of hardware and software components that make up the total functioning system. Software purchases are considered a part of the configuration limit of the equipment.

Purchases outside these limits must receive approval from the Administrator.

5. Restrictions: This PADD is subject to the restrictions set forth in the Master Agreement. Notwithstanding the foregoing, each Ordering Entity may purchase Contractor services required for installation, maintenance, and upgrade of the procured hardware. Additionally, each Ordering Entity may purchase Contractor-offered peripherals compatible with the procured hardware. Purchases exclusively for printers are not allowed via this PADD. Lease or rentals of equipment are not allowed via this PADD.

6. State Modifications or Additions to Master Agreement: Notwithstanding any provisions in the Master Agreement to the contrary, the following apply to this PADD:

6.1 Assignment: In accordance with Idaho Code 67-9230(1), no contract or order or any interest therein (i.e. this PADD or individual Orders placed against this PADD) shall be transferred by the Contractor to whom such contract or order is given to any other party, without the approval in writing of the Administrator and by the board of examiners pursuant to section 67-1027. Transfer of a contract without approval shall cause the annulment of the contract so transferred, at the option of the state. All rights of action, however, for any breach of this PADD by the contracting parties are reserved to the state.

6.2 Amendments: Amendments to the Master Agreement (including, but not limited to extensions, renewals, and modifications to the terms, conditions and pricing) will automatically be incorporated in this PADD unless the State elects not to incorporate an amendment by providing written notification to Contractor; which notice must be provided within ten (10) business days of the date of the amendment to the Master Agreement, in order to be effective. Failure to provide notice in accordance with this Section 6.2 will result in the Master Agreement amendment automatically being incorporated in this PADD.

6.3 Governing Law: Notwithstanding any provision to the contrary, the State's PADD and all orders issued under the PADD by Ordering Entities within the State shall be construed in accordance with and governed by the laws of the State. Any action to enforce the provisions of this PADD shall be brought in State district court in Ada County, Boise, Idaho. In the event any term of this PADD is held

to be invalid or unenforceable by a court, the remaining terms of this PADD will remain in full force and effect. Except to the extent the provisions of the PADD are clearly inconsistent therewith, the PADD shall also be governed by the applicable provisions of the Idaho Uniform Commercial Code (IUCC).

6.4 Administrative Fee and Quarterly Usage Report: The prices to be paid by the Ordering Entities shall be inclusive of a one and one quarter percent (1.25%) Administrative Fee. On a quarterly basis, Contractor will remit to **State of Idaho, Attn: Division of Purchasing, PO Box 83720, Boise, Idaho 83720-0075** an amount equal to one and one quarter percent (1.25%) of Contractor’s net (sales minus credits) quarterly Contract sales.

***For Example:** If the total of your net sales to Ordering Entities for one quarter = \$10,000, you would remit  $\$10,000 \times 0.0125 = \$125$  to the Division of Purchasing for that quarter and submit the required quarterly usage report.*

Contractor will furnish detailed usage reports as designated by the Participating State. In ADDITION to any required detailed usage reports, Contractor must also submit a summary quarterly report of purchases made from the Contract utilizing the [PADD SUMMARY USAGE REPORT FORM](#). A Summary Usage Report Form must be submitted for each quarter (enter “0” if no purchases were made during a quarter), and must include a breakdown of purchases by Entity Type (i.e. State Agency, Higher Education, K-12, City, County and ‘other’), as provided on the Form.

<u>Reporting Time Line (Fiscal Year Quarters)</u>	<u>Report Due</u>
1 <sup>st</sup> Quarter July 1 - Sept 30	October 31 <sup>st</sup>
2 <sup>nd</sup> Quarter Oct 1 - Dec 31	January 31 <sup>st</sup>
3 <sup>rd</sup> Quarter Jan 1 - Mar 31	April 30 <sup>th</sup>
4 <sup>th</sup> Quarter Apr 1 - Jun 30	July 31 <sup>st</sup>

E-mail your completed Quarterly Summary Usage Reports to [purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov).

Quarterly Administrative Fees are due no later than sixty (60) calendar days after the end of each Fiscal Year Quarter, as outlined above. Mail your check, in the amount of the Quarterly Administrative Fee, to: **State of Idaho, Attn: Division of Purchasing, PO Box 83720, Boise, Idaho 83720-0075**.

6.5 Termination for Convenience: Either party may terminate this PADD for its convenience, in whole or in part, with or without cause, upon thirty (30) calendar days written notice to the State or Contractor specifying the date of termination. In the event of termination of the PADD, all underlying leases, rentals, maintenance and license/subscription agreements to this Addendum, including applicable terms and conditions, will remain in full force and effect throughout the duration of the lease, rental, maintenance, or license/subscription agreement, in accordance with the terms of the applicable agreement.

6.6 Termination for Default: The State may terminate the PADD (but not the underlying orders issued pursuant to the Contract) when the Contractor has been provided written notice of default or non-compliance and has failed to cure the default or noncompliance within a reasonable time, not to exceed thirty (30) calendar days, unless such longer period of time is mutually agreed upon in writing. If the Contract is terminated for default or noncompliance, the Contractor will be responsible for any

reasonable costs resulting from the State's award of a new contract and any reasonable damages incurred by the State related directly to the Contractor's default or noncompliance of this Contract. The State, upon termination for default or non-compliance, reserves the right to take any legal action it may deem necessary including, without limitation, offset of damages against payment due. A Ordering Entity may terminate an order when the Contractor has been provided written notice of default or non-compliance and fails to cure such breach or non-compliance within thirty (30) calendar days of receiving written notice of said breach or non-compliance.

**6.7 Public Records and Trade Secret:** Title 74, Chapter 1, Idaho Code (the Public Records Act) provides for the examination of public records, including records related to procurements and contracts. Section 74-107 details an exemption to examination of records deemed "trade secrets." Generally, this exemption describes trade secrets to "include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy."

Upon request, the Contractor must provide an electronic copy of any documents related to this PADD, with any information it has determined to meet the Idaho Code definition of trade secret redacted within three (3) business days. The Contractor must redact only that information which meets the definition of "trade secret;" entire documents identified as "confidential" will not be accepted. The Contractor must also provide a separate document entitled "List of Redacted Trade Secret Information" which provides a succinct list of all trade secret information noted in your Document; listed in the order it appears in your submittal documents, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow the State's procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure and how the exempting the material complies with the Public Records Law.

In the event the State receives a request pursuant to the Public Records Act, which includes information deemed "trade secret" by the Contractor, the Contractor must agree to defend and indemnify the State against any claim brought challenging the denial of the request under the trade secret exemption. Failure of the Contractor to provide an electronic copy of the redacted documents, or to defend and indemnify the State, will result in the State releasing the full (unredacted) document in response to the request.

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

Contractor

Name	Curtis Wescott
Address	2405 W. Utopia Rd Phoenix, Arizona 85027
Telephone	623-879-8882 ext. 124
Fax	623-879-8887
E-mail	curtisw@transource.com

State of Idaho

Name	Stephanie Wildman
Address	304 N 8 <sup>th</sup> Street, Room 403, P.O. Box 83720, Boise, ID 83720-0075
Telephone	208 332-1611
Fax	208 327-7320
E-mail	<a href="mailto:Stephanie.Wildman@adm.idaho.gov">Stephanie.Wildman@adm.idaho.gov</a>

8. Partner Utilization: State authorized Value Added Resellers (VARs) are listed on the State of Idaho website, <https://purchasing.idaho.gov/statewide-contracts/>.

9. Applicable Terms: The State agrees to the terms of the Master Agreement only to the extent the terms are not in conflict with State law.

10. Orders: Any Order placed by an Ordering Entity for a Product or Service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement. All orders placed by Ordering Entities within the State must include the Participating State contract number: **PADD18200544** as well as the Lead State Master Agreement No. **MNWN-130**.

11. Order of Precedence:

11.1 The State’s PADD. The State’s PADD shall not diminish, change, or impact the rights of the Lead State with regard to the Lead State’s contractual relationship with the Contractor under the Terms of Minnesota NASPO ValuePoint Master Agreement.

11.2 Minnesota NASPO ValuePoint Master Agreement (includes negotiated Terms & Conditions).

11.3 The Solicitation including all Addenda.

11.4 Contractor’s response to the Solicitation.

12. Entire Agreement: This PADD and the Master Agreement No. MNWNC-130, together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written. 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 in Section 11, above. Contractor terms and conditions that apply to this 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 Contractor’s response to the Solicitation, or terms listed or referenced on the Contractor’s website, in the Contractor’s quotation/sales order or in similar documents subsequently provided by the Contractor. The solicitation language prevails unless a mutually agreed exception has been negotiated.

IN WITNESS WHEREOF, the parties execute this Participating Addendum.

Contractor: <b>TRANSOURCE SERVICE CORPORATION</b>	Participating State: <b>IDAHO</b>
By:	By:
Name: Curtis Wescott	Name: Stephanie Wildman, CPPB
Title: NASPO ValuePoint Contract Manager	Title: Purchasing Officer, Division of Purchasing
Date: 06/04/2018	Date: 6/4/2018