M2002-CHILD SAFETY SEATS: NASPO VALUEPOINT MASTER AGREEMENT

ATTACHMENT #3 - NASPO ValuePoint Master Agreement Quote Overview Form

A. STATEMENT OF COMPLIANCE

_____ certifies that it understands that the NASPO ValuePoint Master Agreement(s) resulting from this Bid Solicitation shall constitute the final agreement except for negotiated terms and conditions specific to a Participating State's Participating Addendum. The Master Agreement will include, but not be limited to, the NASPO ValuePoint Standard Terms and Conditions (Reference Attachment #1), each State's specific terms and conditions (Reference Attachment #2 and each State's Participating Addendum), the Bid Solicitation 18DPP00297 and all corresponding attachments and Bid Amendments.

In Addition, the Vendor {Bidder} certifies that it:

1. Read, understands, and agrees to all of the terms and conditions as shown in the NASPO ValuePoint Master Agreement (Reference Attachment #1);
2. **Insurance -** Agrees to acquire insurance from an insurance carrier or carriers licensed to conduct business in each Participating State at the prescribed levels set forth in Section 21 of the NASPO ValuePoint Master Agreement Terms and Conditions;
3. **NASPO ValuePoint Administrative Fee -** Agrees to pay a NASPO ValuePoint administrative fee as specified in Section 6 of the NASPO ValuePoint Master Agreement Terms and Conditions;
4. **NASPO ValuePoint Reporting Requirements -** Agrees to provide specific summary and detailed usage reporting requirements in accordance with Section 7 of the NASPO ValuePoint Master Agreement Terms and Conditions;
5. **NASPO ValuePoint eMarket Center - Agrees** to, by submission of a Quote, to cooperate with NASPO ValuePoint and SciQuest (and any authorized agent or successor entity to SciQuest) to integrate its presence in the NASPO ValuePoint eMarket Center either through an electronic catalog (hosted or punchout site) or unique ordering instructions (Reference Attachment #1, Section 9); and
6. **Participating States Terms and Conditions -** Agrees to negotiate Participating State/Using Agency-specific additional terms and conditions when executing a Participating Addendum. Note: As a courtesy to potential Vendors {Bidders}, some Participating State-specific terms and conditions are provided in Attachment #2, *Current Participating State-Specific Terms and Conditions* of the corresponding Bid Solicitation. Each state reserves the right to negotiate additional terms and conditions in its Participating Addendums. Those listed in the referenced attachment are for informational purposes only and will be negotiated with other Participating States after award of the Master Agreement.

_____ _____

Authorized Vendor {Bidder} Signature **Date**

Name:
Title:
Address:

B. NASPO VALUEPOINT COOPERATIVE PROCUREMENT PROGRAM SUPPORT

The Vendor Bidder should, at a minimum:

1. Demonstrate how the Vendor {Bidder} proposes to support the eMarket Center through either a hosted catalog or punch-out solution.
2. The NASPO ValuePoint Master Agreement Terms and Conditions include program provisions governing participation in the cooperative, reporting, and payment of administrative fees, and marketing/education relating to the NASPO ValuePoint cooperative procurement program. The Vendor {Bidder} should demonstrate how it proposes to promote the awarded Master Agreement. At a minimum, the Vendor {Bidder} shall address:
    a. How it intends to promote the use of the Master Agreement?
    b. A state procurement official (Chief Procurement Officer (CPO)) must permit use of the Master Agreement in its state, how will the Vendor {Bidder} integrate the CPO's permission into its plan for promoting the agreement?
    c. Public entities are sensitive to "scope" issues, that is, whether performance is within the intended scope of the Blanket P.O., as awarded. In the context of the Vendor's {Bidder's} method of promoting agreements of this nature, how would it clarify any questions regarding the scope of the awarded agreement with respect to any potential order?
    d. How will the Vendor {Bidder} manage due dates for administrative fee payments and usage reports?
    e. Through its Cooperative Development Coordinators and Education & Outreach team, NASPO ValuePoint assists Lead States by engaging vendors in strategies aimed at promoting master agreements. What opportunities and/or challenges does the Vendor {Bidder} see in working with NASPO ValuePoint staff in this way?
    f. Does your company participate in any other public procurement cooperatives? If yes, explain any restrictions or requirements that other cooperatives place on your company for participating with NASPO ValuePoint.

C. OPTIONAL SUPPORT SERVICES (REFERENCE BID SOLICITATION SECTION 3.10.3)

The Vendor {Bidder} should identify if it offers the following optional offerings:

1. Provide contact information including website information.
2. Describe your customer technical support procedure including your response time:
3. Describe how you will be able to process multiple accounts:
4. What are your hours of operation?
5. When are key people available to assist purchasing entities?
6. Describe how problem identification and resolution will be handled.
7. How will you service each account?
8. How will you respond to customer complaints and service issues?
9. What are your quality assurance measures and how are they handled?
10. Do you offer a recycle or take back program? If yes, please provide the details.

D. PRELIMINARY USAGE FEE AND REPORTING PLAN SHALL

The Vendor {Bidder} should demonstrate a detailed Preliminary Usage Fee and Reporting Plan that demonstrates how the Vendor {Bidder} will meet the usage fee and reporting requirements of NASPO ValuePoint and Participating States. The awarded Vendor {Contractor} All information within the plan must be kept current, with NASPO ValuePoint and the Lead State Contract Administrator being notified of any changes to the usage fee and reporting plan immediately. The plan shall include but not be limited to the following components:

1. Identify the person responsible for providing the mandatory usage reports;
2. Identify the method and frequency in which usage data will be collected from authorized distributors;
3. Identify the method in which usage fees will be distributed to NASPO ValuePoint and applicable Participating States; and
4. Identify the method in which up to date information will be provided to NASPO ValuePoint and the Lead State Contract Administrator.