



**Participating Addendum 080922-SAF  
for  
Public Safety Catalog Solutions  
between  
the State of Alaska  
and  
Safeware**

This Participating Addendum is entered into by the **State of Alaska** ("Participating Entity") and the following Contractor (each a "Party" and collectively the "Parties") for the purpose of participating in Safeware Master Agreement Number 080922-SAF executed by Contractor and Sourcewell, a State of Minnesota local government unit and service cooperative, for Public Safety Catalog Solutions, ("Master Agreement"):

Safeware Inc.  
4403 Forbes Blvd  
Lanham, MD 20706  
800-331-6707

**I. PARTICIPATING ADDENDUM CONTACTS.**

Contractor's contact for this Participating Addendum is:

**Rick Bond**  
Chief Revenue Officer  
Rbond@safewareinc.com  
240-956-6101

Participating Entity's contact for this Participating Addendum is:

**Rick Cottrell**  
Center Manager / Contracting Officer III  
Rick.cottrell@alaska.gov  
907-465-2281

- II. TERM.** This Participating Addendum is effective as of the date of the last signature below or May 15, 2025, whichever is later, and will terminate upon termination of the Master Agreement, as amended, unless the Participating Addendum is terminated sooner in accordance with the terms set forth herein.

**III. PARTICIPATION AND USAGE.**

This Participating Addendum may be used by all state agencies, political subdivisions, federally recognized tribes, and other entities authorized to use statewide contracts in the State of Alaska. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

- IV. GOVERNING LAW.** The construction and effect of this Participating Addendum and any Orders placed hereunder will be governed by, and construed in accordance with, Participating Entity's laws.

- V. SCOPE.** Except as otherwise stated herein, this Participating Addendum incorporates the scope, pricing, terms, and conditions of the Master Agreement and the rights and obligations set forth therein as applied to Contractor and Participating Entity and Purchasing Entities.

- a. Products.** All products available through the Master Agreement may be offered and sold by Contractor to Purchasing Entities.
- b. Services.** All services available through the Master Agreement may be offered and sold by Contractor to Purchasing Entities.



**Any conflict between this Participating Addendum and the Master Agreement will be resolved in favor of the Participating Addendum.** The terms of this Participating Addendum, including those modifying or adding to the terms of the Master Agreement, apply only to the Parties and shall have no effect on Contractor's participating addenda with other participating entities or Contractor's Master Agreement with the Lead State.

- VI. ORDERS.** Purchasing Entities may place orders under this Participating Addendum by referencing the Participating Addendum Number on an Order, along with the contact name and information for the purchasing entity. Each Order placed under this Participating Addendum is subject to the pricing and terms set forth herein and in the Master Agreement, including applicable discounts, reporting requirements, and payment of administrative fees to NASPO ValuePoint and Participating Entity, if applicable.

**VII. PARTICIPATING ENTITY REPORTING REQUIREMENTS AND ADMINISTRATIVE FEE.**

- a. **Required Reports:** Contractor must submit quarterly reports to [doa.oppm.vendorreport@alaska.gov](mailto:doa.oppm.vendorreport@alaska.gov) and "Cc" the Contracting Officer assigned by the State to manage this contract. The contractor shall provide the State of Alaska with an electronic usage report (Excel format) which will list the following information at the minimum: Purchasing Entity, description of items purchased, date of purchase, contract price, retail price, and the extended price for each transaction. These reports are due 30 days after the end of the quarter (the State of Alaska operates on a fiscal calendar of July 1- June 30).

First Quarter: July 1 through September 30  
Second Quarter: October 1 through December 31  
Third Quarter: January 1 through March 31  
Fourth Quarter: April 1 through June 30

- b. **Administrative Fee:** Effective upon final signature, the Contractor shall submit payment via check (or ACH), payable to the State of Alaska, remitted to the Department of Administration, Office of Procurement and Property Management, for the calculated amount equal to 1.5% of the net sales for the quarterly period.

- i. Contractor must include the PA Number on the check. The check must also reference the applicable fiscal quarter/year (or date span) to ensure proper receipt and accounting. Those checks submitted to the State without this information may be returned to Contractor for additional identifying information.

- ii. Administrative fee checks shall be submitted to:

**State of Alaska  
Department of Administration  
ATTN: Office of Procurement and Property Management  
PO Box 110214  
Juneau, AK 99811-0214**

- iii. The administrative fee shall not be included as an adjustment to Contractor's Master



Agreement pricing and shall not be invoiced or charged to the Participating Entity.

- iv. Payment of the administrative fee is due irrespective of payment status on any orders from a Purchasing Entity.
- v. Administrative fee checks are due for each quarter as follows:

<u>Reporting Period</u>	<u>Due Date</u>
State Fiscal Quarter 1 (Jul 1 - Sept 30):	Nov 15
State Fiscal Quarter 2 (Oct 1 - Dec 31):	Feb 15
State Fiscal Quarter 3 (Jan 1 - Mar 31):	May 15
State Fiscal Quarter 4 (Apr 1 - Jun 30):	Aug 15

- vi. If the contractor decides to make payment via ACH, this information can be obtained via email upon request from the Participating Entity contact.
- c. Any quarter with zero sales must be reported as zero sales. This may be done electronically via email to the State of Alaska contact listed in this PA.

**VIII. FEDERAL FUNDING REQUIREMENTS.** Orders funded with federal funds may have additional contractual requirements or certifications that must be satisfied at the time the Order is placed or upon delivery. When applicable, a Purchasing Entity will identify in the Order any alternative or additional requirements related to the use of federal funds. By accepting the Order, Contractor agrees to comply with the requirements set forth therein.

**IX. INFORMATION TECHNOLOGY STANDARDS.**

Reserved

**X. ATTACHMENTS.** This Participating Addendum includes the following attachments:

**No attachments**

**XI. NOTICE.** Any notice required herein shall be sent to the following:

For Contractor:

**Rick Bond  
Chief Revenue Officer  
Rbond@safewareinc.com  
240-956-6101**

For Participating Entity:

**Rick Cottrell  
Center Manager/Contracting Officer III  
Rick.cottrell@alaska.gov  
907-465-2281**

**XII. CANCELLATION.** By signing this Addendum, the Contractor certifies that they will not support or participate in a boycott of the State of Israel. Failure to comply with this requirement may cause the state to cancel this participating addendum (Alaska Administrative Order No. 352).

**SIGNATURE**

The undersigned for each Party represents and warrants that this Participating Addendum is a valid and legal agreement binding on the Party and enforceable in accordance with the Participating Addendum's terms and that the undersigned is duly authorized and has legal capacity to execute and deliver this Participating Addendum and bind the Party hereto.

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Public Safety Catalog Solutions  
Between the State of Alaska and  
Safeware**



IN WITNESS WHEREOF the Parties have executed this Participating Addendum.

**CONTRACTOR:**

**Signature**

**Printed Name**

**Title**

**Date**

**PARTICIPATING ENTITY:**

**Signature**

**Printed Name**

**Title**

**Date**