



**NASPO ValuePoint Wireless Data, Voice and Accessories  
Product Add Request**

DATE: \_\_\_\_\_

ATTN: Chris Jennings  
NASPO ValuePoint Contract Administrator

RE: NASPO ValuePoint Master Service Agreement # (the "Contract") with \_\_\_\_\_("Contractor")

Dear Mr. Jennings:

**Action Requested:**

Contractor requests to add the product(s) and/or service(s) referenced in this document (collectively, the "Products") to the Contract.

Action Log: \_\_\_\_\_Verify Log is attached

**PRODUCTS:**

**PRODUCT OVERVIEW:**

**Provide a summary of the product you are requesting to add. Attach any product brief to this document.**

**Describe how the product falls with the Scope of the Master Agreement:**

---

---

---

---

**NEW PRODUCT TERMS AND CONDITIONS. Attach any Terms and Conditions that apply to this product (such as ULA, Policy, Product Terms and Conditions). Any and all Products offered and furnished shall comply fully with all applicable Federal and State laws and regulations. Any third-party product provider must agree to the Master Agreement Terms and Conditions.**



**NASPO ValuePoint Wireless Data, Voice and Accessories  
Product Add Request**

**BILLING**

**Any Product added to the NASPO ValuePoint Master Agreement must be billed by the Master Agreement Contractor and not by any third party.**

**COST:**

**Include a cost matrix to include NASPO ValuePoint contract pricing.**



**NASPO ValuePoint Wireless Data, Voice and Accessories  
Product Add Request**

**APPROVAL:**

Upon signature, NASPO ValuePoint approves the addition of the product(s) and/or service(s) referenced herein to the Contract.

Upon signature, Contractor assures that all product(s) and/or service(s) referenced herein meet the terms and conditions of the Contract and understands that NASPO ValuePoint reserves the right to audit Contractor for compliance in accordance with the terms and conditions of the Contract. NASPO ValuePoint also reserves the right (a) to request additional information with respect to the product(s) and/or service(s) throughout the life of the Contract if in the best interest of NASPO ValuePoint.

Contract Vendor:

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NASPO ValuePoint

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_