



## **COOPERATIVE AGREEMENT for use of WCSA/NASPO PC Contracts 2004-2009**

This Joint Powers Agreement is between the State of Minnesota, through its commissioner of Administration, Materials Management Division ("Division") and Guilford Public Schools, Guilford, Connecticut ("Authorized Governmental Unit").

Pursuant to Minn. Stat. § 16C.03, subd. 10, the Division acquires various supplies, commodities, equipment, and services for state agencies and governmental units (as defined in Minn. Stat. § 471.59, subd. 1) through competitive bidding or requests for proposals. The Division, through Minn. Stat. § 16C.11, and the Authorized Governmental Unit wish to combine their purchasing functions, as specifically provided below, so that the Authorized Governmental Unit may avail itself of the prices which have been agreed upon by the Division and its vendors.

This cooperative agreement is intended to make the WCSA/NASPO PC Contracts ("Contracts") that the Division leads and manages for WCSA/NASPO available to the Authorized Governmental Unit.

The WCSA/NASPO PC Contracts are effective on September 1, 2004, and will expire on August 31, 2009, permitted extension are not exercised.

The parties agree as follows:

- 1. Term.** This cooperative agreement will be effective on the date Division obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, and remains effective until the WCSA/NASPO PC Contracts expire, based on the Division's management of these contracts. Unless the Authorized Governmental Unit chooses to set a different date, this cooperative agreement has the same "term" as the basic WCSA/NASPO PC Contracts. This cooperative agreement may be canceled by either party upon 30 days' written notice to the other party.
- 2. Services.** The Division will make the WCSA/NASPO PC Contracts, listed on the WCSA website, available to the Authorized Governmental Unit. These services are provided, by Division for WCSA/NASPO, in return for the volume Authorized Governmental Unit adds to the cooperative.
- 3. Use of WCSA/NASPO PC Contracts.** After this cooperative agreement has been executed, to be eligible to purchase from the WCSA/NASPO PC Contracts, the Authorized Governmental Unit must sign a separate Participating Addendum with each of the Contractors on the WCSA/NASPO PC Contracts. Each Participating Addendum acts as a Authorized Governmental Unit amendment to the basic WCSA/NASPO PC Contracts, defining Authorized Governmental Unit unique requirements, terms and conditions. The Authorized Governmental Unit will not use the goods available under the Division's contracts for the purposes of resale and the Authorized Governmental Unit must be the end user of the goods purchased.
- 4. Liability.** The Authorized Governmental Unit agrees that neither the Division nor its employees personally assume responsibility or liability for any amounts due or claimed to be due pursuant to any purchase order entered issued by the Authorized Governmental Unit. The Authorized Governmental Unit will indemnify, save and hold harmless the Division and its employees from any loss, damage or expense, including payment of attorney fees allowable by law, which arise or may arise from the Authorized Governmental Unit's use of this cooperative agreement and from any dispute or claim arising from any transaction between the Authorized Governmental Unit and the Division's vendors, whether or not the loss, damage, dispute or claim arises during or after the period of this joint powers agreement. The Division's liability is governed by the provisions of Minn. Stat. § 3.736.



#### 5. Assignment, Amendments, Waiver, and Contract Complete

**Assignment.** The Authorized Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the Division and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

**Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

**Waiver.** If the Division fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

**Contract Complete.** This agreement contains all negotiations and agreements between the Division and the Authorized Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

#### 6. Government Data Practices

The Division must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the Division under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Division under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by the Division.

If the Authorized Governmental Unit receives a request to release the data referred to in this Clause, the Authorized Governmental Unit must immediately notify the Division. The Division will give the Authorized Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

#### 7. Venue

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

#### 8. Designated Contacts

The Division has designated a Contract Administrator and a Procurement Manager who are responsible for the conduct and management of the WSCA/NASPO PC Contracts.

**Contract Administrator** (responsible for managing the contracts, relationships with Purchasing Entities and all actions related to the Master Price Agreements)

**Name:** Bernadette Kopischke  
**Title:** WSCA/NASPO Contract Administrator  
**Agency Name:** Minnesota Department of Administration  
 Materials Management Division  
**Address:** 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155  
**Telephone:** 651.201.2450  
**Fax Number:** 651.297.3996  
**TTY:** MN Relay Service 1.800.627.3529  
**E-mail:** [bernie.kopischke@state.mn.us](mailto:bernie.kopischke@state.mn.us)



Procurement Manager (Minnesota's representative to the WSCA Directors and responsible for managing relationships with WSCA, NASPO, and Participating States/Participating Entities)

Name: Paul Stembler
Title: Assistant Director
Agency Name: Minnesota Department of Administration
Materials Management Division
Address: 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155
Telephone: 651.201.2401
Fax Number: 651.297.3996
TTY: MN Relay Service 1.800.627.3529
E-mail: paul.stembler@state.mn.us

Authorized Governmental Unit has designated the following individual as the official point of contact:

Name: Kevin Mitchell
Title: Director of Technology
Agency Name: Guilford Public Schools
Address: 701 New England Rd., P.O. Box 367, Guilford, CT 06437
Telephone: 203-458-0004
Fax Number: 203-458-0005
TTY:
E-mail: mitchellk@guilford.k12.ct.us

AUTHORIZED GOVERNMENT UNIT [Authorized Government Unit certifies that the individual executing this agreement has the legal authority to bind the Authorized Government Unit to contracts and agreements.]

By: [Signature]
(Authorized Signature)

Kevin Mitchell
(Typed or Printed Name of Individual Signing)

Director of Technology
(Title)

April 24, 2007
(Date)

STATE OF MINNESOTA
For the Commissioner of Administration by delegation:

By: [Signature]
Assistant Director, Materials Management Division

27 APR 07
(Date)

From: Shirley, Jacqueline [Jacqueline.Shirley@ct.gov]  
Sent: Thursday, April 19, 2007 8:14 AM  
To: Paul Stembler  
Cc: trudeaul@guilford.k12.ct.us  
Subject: FW: WSCA Contract

Hello, Mr. Stembler

Please see the e-mail below from the Town of Guilford, Connecticut requesting my assistance in WSCA contract participation. The State of Connecticut Department of Information Technology, Contracts and Purchasing Division, certifies that the Town of Guilford, Connecticut is a bona fide municipal entity. Authority for this authorization resides in the General Statutes of the State of Connecticut, Section 6-1, entitled "Number and Composition of Counties," which names the above-noted entity as a town within New Haven County, in Connecticut, a certified copy of which is in my office and available to you upon request. Please feel free to contact me directly if you have questions or would like any additional detail.

Jacqueline Shirley

Director, IT Contracts and Purchasing

Department of Information Technology

101 East River Drive

East Hartford, CT 06108

(860) 622-2327 - Phone

(860) 610-0857 - Fax

-----Original Message-----

From: Paul Stembler [mailto:Paul.Stembler@state.mn.us]  
Sent: Monday, April 16, 2007 2:18 PM  
To: trudeaul@guilford.k12.ct.us; Shirley, Jacqueline  
Cc: Bruce P. Scranton; Kevin Mitchill  
Subject: RE: WSCA Contract

The WSCA/NASPO PC Contracts have changed some since you last used them.

Jacqueline will send us an email authorizing your participation.

The school district (I assume) will then sign a cooperative agreement.

Once the cooperative agreement is signed, the school district may enter into participating addenda with as many of the 17 WSCA/NASPO PC contractors as you wish.

While we are waiting for Jacqueline's email - which should not take long, you may want to go the "document" in the first paragraph on this web page. The cooperative agreement is pages 8, 9 and 10. You will need to fill out the blanks on pages 8 and 10, so that I can get the actual agreement ready for you.

<http://www.mmd.admin.state.mn.us/wsca/participate.htm>

Let me know if I can do anything else.

"I've learned that you can tell a lot about a person by the way he/she handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Marguerite Johnson (Maya Angelou - April 4, 1928 - - - - )

Paul Stembler, Assistant Director  
Materials Management Division  
Minnesota Department of Administration  
112 Administration Bldg., 50 Sherburne Avenue  
St. Paul, MN 55155  
Voice: 651.201.2401  
TTY: Mn Relay 800-627-3529  
Fax: 651.297.3996

-----Original Message-----

From: Linda Trudeau [mailto:trudeaul@guilford.k12.ct.us]  
Sent: Monday, April 16, 2007 1:08 PM

To: Paul.Stembler@state.mn.us  
Cc: Bruce P. Scranton; Kevin Mitchill  
Subject: WSCA Contract

The Technology Department has asked me to contact you in regards to establishing an account to purchase Hewlett Packard products through WSCA. I know that Guilford Public Schools has purchased (I think DELL products) through the WSCA contract in the past.

Please let me know what is necessary in order to get this set up.

Thank you,

Linda Trudeau  
Accounting Manager  
Guilford Public Schools  
(203) 453-8111 ext.17