

NASPO ValuePoint  
**PARTICIPATING ADDENDUM**



**Computer Equipment (Desktops, Laptops, Tablets, Servers, and Storage, including related Peripherals & Services)**

**FEBRUARY 1, 2024 TO JUNE 30, 2025**

Led by the State of Minnesota

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**Master Agreement No.:** 23023

**Minnesota Contract No.:** 239195

**Contractor:** Zebra Technologies International, LLC

**Participating Entity:** State of Minnesota

The following products or services are included in this contract portfolio:

Computer Equipment (Desktops, Laptops, Tablets, Servers, and Storage, including related Peripherals & Services), in the following Band(s):

- Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets

This Contract is between the State of Minnesota, acting through its Commissioner of Administration (“State” or “Participating Entity”) and Zebra Technologies International, LLC, whose designated business address is 3 Overlook Point Lincolnshire, IL 60069 (“Contractor”). State and Contractor may be referred to jointly as “Parties.”

**STATE OF MINNESOTA  
PARTICIPATING ADDENDUM**

**1. Scope of Work.**

This Participating Addendum (“Participating Addendum” or “Contract”) covers Computer Equipment (Desktops, Laptops, Tablets, Servers, and Storage, including related Peripherals & Services) led by the State of Minnesota (“Lead State”) for use by state agencies and Cooperative Purchasing Venture Members as defined in Paragraph 1.1 of Minnesota Exhibit A. The NASPO ValuePoint Master Agreement is also referred to by the capitalized terms “Master Agreement” within this Contract.

Capitalized terms shall have the same meaning as defined in the Master Agreement unless otherwise defined herein.

**2. Participation.**

This Contract to the Master Agreement may be used upon approval from the State Chief Procurement Official by all authorized state agencies and CPV members as defined in Minnesota Exhibit A. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official. If Contractor becomes aware that an entity’s use of this Participating Addendum is not authorized, Contractor will notify NASPO ValuePoint to initiate outreach to the appropriate parties.

**3. Term of Contract.**

This Contract is effective as of the date of the last signature below or February 1, 2024, 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.

**4. Authorized Representative.**

4.1 Contractor’s Authorized Representative. The Contractor’s Authorized Representative is identified below, or his/her successor. If the Contractor’s Authorized Representative changes at any time during this Contract, the Contractor must immediately notify the State.

Name:	Hemang Patel
Address:	3 Overlook Point, Lincolnshire, IL 60069
Telephone:	(847) 544-9238
Email:	<a href="mailto:hemang.patel@zebra.com">hemang.patel@zebra.com</a>

4.2 State's Authorized Representative. The State's Authorized Representative is identified below, or his/her successor or delegate, and has the responsibility to monitor the Contractor’s performance. If applicable, the Ordering Entity will identify a Project Manager in each Order.

Name:	Erin McCormack
Address:	50 Sherburne Ave, Suite 112, Saint Paul, MN 55155
Telephone:	(651) 201-3168
Email:	<a href="mailto:erin.mccormack@state.mn.us">erin.mccormack@state.mn.us</a>

**5. 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 the Contractor and Participating Entity and Purchasing Entities.

5.1 Services. All services available through the Master Agreement may be offered and sold by Contractor to Purchasing Entities.

5.2 Equipment Leasing. Equipment leasing is allowed under this Participating Addendum at the option of the Ordering Entity. Such lease must be done through a separate written lease agreement entered into between Contractor and the Ordering Entity. The terms of the lease agreement must incorporate the terms of this Contract.

5.3 Equipment Trade-in Program. Equipment trade-in programs are allowed under this Participating Addendum.

5.4 Contractor Partners. The Contractor may sell direct or may utilize a defined list of authorized partners to provide goods and services.

5.4.1 Authorized Partner. An Authorized Partner may be an agent, distributor, reseller, or tiered partner that is authorized by the Contractor to sell products, maintenance, or services on behalf of the Contractor. An Authorized Partner is an agent of the Contractor, not the State. An Authorized Partner may work with its own authorized resellers.

5.4.2 List of Authorized Partners. If the Contractor intends to utilize a partner to accept or fulfill an order for goods or services, the Contractor must submit to the State a list of such partners for review. The State will maintain a list of all partners approved as Authorized Partners ("Authorized Partner List"). Only the Contractor or its Authorized Partners may provide goods and services under this contract.

The Contractor must provide a sample quote and invoice from each proposed partner before the State approves the partner as an Authorized Partner. The sample quote and invoice must contain the minimum following information and will be attached to the Contract.

- Customer name
- State Contract number
- Item description
- Item quantity
- List price
- Price after discount-off baseline list

The Contractor may update the list of Authorized Partners to add or remove a partner at any time during the Contract period by submitting a revised Authorized Partner List to the State. A revision to the Authorized Partner List under this paragraph does not need be made through a written amendment to the Contract. The State reserves the right to review and approve any new partner prior to accepting the revised Authorized Partner List. The State will not unreasonably deny the addition of a new partner unless the proposed new partner is listed on the State or the federal debarment list. A revised Authorized Partner List must be accepted in writing by the State before it is effective.

5.4.3 Training Program and Contractual Agreement. The Contractor must have a training program and a contractual agreement with its Authorized Partners. The training program and contractual agreement must include but is not limited to an Authorized Partner's responsibilities and compliance with applicable State and federal laws. Applicable State and federal laws, include but are not limited to the Minnesota Government Data Practices Act, FERPA, HIPAA, and Worker's Compensation. The Contractor is liable and responsible for its Authorized Partner's compliance with such laws.

5.4.4 Compliance with the Contract. The Contractor is responsible and liable for its Authorized Partner's compliance with the specifications, warranties, and requirements contained in the Contract between the Contractor and the State.

5.4.5 Purchase Orders and Payment. An Authorized Partner may accept a purchase order or invoice or accept payment. The Contractor must ensure that all sales initiated by an Authorized Partner must be clearly defined in the State's required reports, including but not limited to administration fees payable to the State.

5.5 Any amendment to the Master Agreement shall be deemed incorporated into this Participating Addendum unless the amendment is rejected by the Participating Entity in writing to Contractor within ten (10) calendar days of the amendment's effective date and is documented thereafter via written amendment hereto.

5.6 Any conflict between this Participating Addendum and the Master Agreement will be resolved in favor of the Participating Addendum.

## 6. **Governing Law and Jurisdiction.**

The construction and effect of this Contract and any Orders placed hereunder will be governed by, and construed in accordance with, the substantive and procedural laws of Minnesota. The Participating Entity, Ordering Entity, and Contractor agree to submit to the exclusive jurisdiction of, and venue in, the state or federal courts with competent jurisdiction in Ramsey County, Minnesota, without regard to its choice-of-law provisions.

## 7. **Orders.**

7.1 Ordering Entities may place orders under this Contract by referencing the Minnesota Contract Number on an Order. Each Order placed under this Contract 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.

7.2 In the event that any provision of Contractor's ordering document is contrary to Minnesota law; such provision shall be null and void. The terms of the Contract, the Master Agreement, and duly executed Contractor's ordering documents shall be read as cumulative and complimentary to the extent possible, with conflicts resolved in favor of the Contract.

## 8. **Usage Reports.**

Contractor must track and report to the State usage data on this Contract (Usage Reports). Usage Reports should be sent via email to [osp.usagereports@state.mn.us](mailto:osp.usagereports@state.mn.us). A Usage Report must identify the State Contract Number and provide the following information:

- The total amount of spend under the Contract by the State and other entities,
- The total amount of spend by State agencies, and
- The total amount of spend by other entities (CPV members).

Contractor must send a quarterly Usage Report, or as otherwise requested. Quarters are as follows:

- First Quarter, from July 1 to September 30,
- Second Quarter, from October 1 to December 31,
- Third Quarter, from January 1 to March 31, and
- Fourth Quarter, from April 1 to June 30.

A quarterly Usage Report is due within thirty days of the end of a quarter. A requested Usage Report is due within thirty days from when the request was made. Contractor must provide the State with a final Usage Report within 30 calendar days of the expiration or termination of the Contract. Failure to provide a Usage Report may result in the State cancelling the Contract. This term survives the expiration or termination of the Contract.

## 9. **Administrative Fee.**

Contractor must remit to the Department of Administration, Office of State Procurement on a quarterly basis an administration fee of 1% (.01 multiplication factor) of the total amount of spend under the Contract as reported in the Usage Report (Administrative Fee). The Administrative Fee is due within thirty days of the end of a quarter. The Administrative Fee may be submitted through Automated Clearing House (ACH) or by check. Contact

[CPV.Program@state.mn.us](mailto:CPV.Program@state.mn.us) for detailed information on the ACH payment option. If paying by check, the check should be made payable to the State of Minnesota, and submitted to:

Office of State Procurement  
112 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155

**10. Survival of Terms.**

The following sections survive the expiration or cancellation of this Contract and all Orders: Indemnification, Data Disclosure, State Audits, Government Data Practices, Governing Law and Jurisdiction, Intellectual Property Indemnification, Publicity and Endorsement, and Usage Reporting Requirements and Administrative Fee. Any other Contract term that expressly states or by its nature shall survive, shall survive. Software licenses, warranty, maintenance agreements, and service agreements that were entered into under the terms and conditions of the Contract shall survive the expiration or termination of this Contract.

**11. Entire Agreement.**

By placing an order under this Contract, each Ordering Entity agrees that this Contract and any agreement or information that is incorporated by written reference into this Contract or the applicable ordering document (including reference to information contained in a URL or referenced policy), together with the applicable ordering document, are the complete agreement for the order by such Ordering Entity and supersede all prior or contemporaneous agreements or representations, written or oral, regarding such order. No financial obligation of the Participating State or any Ordering Entity shall be affected by any change to information contained in a URL or referenced policy, nor will any additional material obligations be placed on the Participating State or any Ordering Entity as a result of any such changes.

**12. Submission of Participating Addendum to NASPO ValuePoint.**

Upon execution, Contractor shall email a copy of this Participating Addendum and any amendments hereto to NASPO ValuePoint at [pa@naspovaluepoint.org](mailto:pa@naspovaluepoint.org). While Participating Entity will maintain the official record of this Participating Addendum, the Parties agree that this Participating Addendum, as amended, may be published on the NASPO ValuePoint website.

**REMAINDER OF PAGE LEFT INTENTIONALLY BLANK  
SIGNATURE PAGE TO FOLLOW**

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.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.


**1. Zebra Technologies International, LLC**  
*The Contractor certifies that the appropriate person(s) have executed the Contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.*

**2. State of Minnesota, Office of State Procurement**  
*In accordance with Minn. Stat. § 16C.03, Subd. 3.*

Print name: Xavier villarreal

Print name: Erin McCormack

Signature: 

Signature: 

Title: VP of NA Healthcare, Government & Canada Date: 5/9/2024

Title: Sales Acq Mgmt Specialist Date: 5/21/2024

**3. State of Minnesota, Commissioner of Administration**  
*Or delegated representative.*

Print name: Andy Doran

Signature: 

Title: IT Acquisitions Supervisor Date: 5/21/2024

## Minnesota Exhibit A

### 1. Definitions.

1.1 CPV Members. The Cooperative Purchasing Venture (CPV) program was established by Minn. Stat. § 16C.03, subd. 10, which authorizes the commissioner of the Minnesota Department of Administration (Commissioner of Administration) through its Office of State Procurement (OSP) to enter into a cooperative purchasing agreement for the provision of goods, services, and utilities” with one or more governmental units and other entities as described in Minn. Stat. § 471.59, subd. 1 and Minn. Stat. § 16C.03, subd. 10. Based on this authority, the Commissioner of Administration enters into a joint powers agreement that designates OSP as the authorized purchasing agent for the governmental unit or other entity. Governmental units and other entities joining the program are given an access code which identifies them as CPV members and permits them to access the OSP website to get information about commodities and/or services available on the State of Minnesota (State) contracts. Governmental units and other entities who are not members of the CPV program are not authorized to use the contract prices. The Contractor agrees to provide the contract to CPV members at the same prices, terms, conditions, and specifications. For additional information, visit the OSP website at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us).

1.2 State Agencies. This term applies only to State agencies and departments, as defined in Minn. Stat. §§ 15.01 and 15.021.

1.3 Ordering Entity. This term means the Purchasing Entity, and it applies to any State Agency or CPV Member placing an order under the Contract.

1.4 State and State of Minnesota. These two terms apply to the Minnesota Department of Administration, Office of State Procurement (OSP), representing the State of Minnesota as the contracting agency for the Contract. These terms also apply to the State's Office of MN.IT Services when acting within its statutorily defined contracting capacity.

### 2. Prompt Payment and Invoicing.

2.1 The State will pay the Contractor pursuant to Minn. Stat. § 16A.124, which requires payment within 30 days following receipt of an undisputed invoice, or merchandise or service, whichever is later. Terms requesting payment in less than 30 days will be changed to read “Net 30 days.” Notwithstanding the foregoing, the State may pay the Contractor in advance for purchases as allowed pursuant to Minn. Stat. §16A.065.

The payment for each order will only be made for goods received or services actually performed that have been accepted by the ordering entity, and meet all terms, conditions, and specifications of the Contract and the ordering document. All services delivered under an Order must be performed to the State’s satisfaction and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations including business registration requirements of the Office of the Secretary of State. The Contractor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

2.2 Invoicing. The invoice must be in the same format as the sample invoice attached to Supplement 2 to Exhibit A, unless an alternative format is approved in writing by the State Authorized Representative, or delegate. See Exhibit A, Supplement 2, for a list of minimum invoice requirements.

2.3 Retainage. Under Minn. Stat. § 16C.08, subd. 2 (10), no more than 90 percent of the amount due under an Order may be paid until the final product of an Order has been reviewed by the State. The balance due will be paid when the State determines that the Contractor has satisfactorily fulfilled all the terms of this Contract and the Order.

**3. No Automatic Renewals.**

The Ordering Entity does not agree to any automatic renewals which require the payment of additional fees.

**4. Assignment and Amendments.**

4.1 Assignment. The Contractor may neither assign nor transfer any rights or obligations under this Contract without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.

4.2 Amendments. Any amendment to this Contract must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.

**5. Termination.**

In addition to Paragraphs 42 and 44 of Exhibit A to the Master Agreement, the State may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the Contractor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available. The State will not be assessed any penalty if the Contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Contractor notice of the lack of funding within a reasonable time of the State's receiving that notice.

**6. Indemnification.**

In addition to Paragraph 34 of Exhibit A to the Master Agreement, nothing within this Contract, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

**7. Delivery.**

7.1 All commodities and services furnished will be subject to inspection and acceptance by the Ordering Entity after delivery.

7.2 No substitutions or cancellations are permitted without approval of the Ordering Entity.

7.3 Back orders, failure to meet delivery requirements, or failure to meet specifications in the purchase order or the Contract authorizes the Ordering Entity to cancel the purchase order, or any portion of it, purchase elsewhere, and charge the full increase in cost and administrative handling to the defaulting Contractor.

**8. Warranty.**

The Contractor warrants to the Ordering Entity that materials and equipment furnished under the Contract will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the contract. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If requested, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment used.

All installation materials and labor shall be guaranteed for a period of one (1) year following the date of final acceptance. During the first year following acceptance, the Contractor shall, upon notification by the ordering entity of any malfunctions, make necessary repairs, including labor, travel, and materials, at the Contractor's expense.



**9. Items Offered as New.**

All products, materials, supplies, replacement parts, and equipment offered and furnished must be new, of current manufacturer production, and must have been formally announced by the manufacturer as being commercially available, unless otherwise stated in this Contract.

**10. Subcontracting and Subcontract Payment.**

10.1 Subcontracting Allowed. A subcontractor is a person or company that has been awarded a portion of the Contract by Contractor. Only subcontractors that have been approved by the Contract Administrator can be used for this Contract. The list of approved subcontractors is attached and incorporated into this Contract as Supplement 3 to Exhibit A.

10.1.1 After the effective date of the Contract, the Contractor shall not, without prior written approval of the State's Authorized Representative, subcontract for the performance of any of the Contractor's obligations that were not already approved for subcontracting when the Contract was awarded. During this Contract, if an approved subcontractor is determined to be performing unsatisfactorily by the State's Authorized Representative, the Contractor will receive written notification that the subcontractor can no longer be used for this Contract.

10.1.2 The provisions of the Contract shall apply with equal force and effect to all approved subcontractors engaged by the Contractor. Notwithstanding approval by the State, no subcontract shall serve to terminate or in any way affect the primary legal responsibility of the Contractor for timely and satisfactory performances of the obligations contemplated by the Contract.

10.2 Subcontractor Payment. Contractor must pay any subcontractor in accordance with Minn. Stat. § 16A.1245.

**11. Data Disclosure.**

Under Minn. Stat. § 270C.65, subd. 3 and other applicable law, the Contractor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the Contractor to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

**12. Intellectual Property Rights and Intellectual Property Indemnification.**

12.1 Definitions. For the purpose of this Section, the following words and phrases have the assigned definitions:

12.1.1 "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Contract.

12.1.2 "Pre-Existing Intellectual Property" means intellectual property developed prior to or outside the scope of this Contract, and any derivatives of that intellectual property.

12.1.3 "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. "Works" includes Documents. "Works" exclude product updates and/or improvements (e.g., software and firmware updates, model/product upgrades, etc.) that are part of Contractor's routine business and are in no way dependent on the Contract.

12.2 Ownership. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Contract. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Contractor upon completion or cancellation of this Contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Contractor assigns all right, title, and interest it may have in the Works and the Documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

12.3 Pre-existing Intellectual Property. Each Party shall retain ownership of its respective Pre-Existing Intellectual Property. The Contractor grants the State a perpetual, irrevocable, non-exclusive, royalty free license for Contractor's Pre-Existing Intellectual Property that are incorporated in the products, materials, equipment, deliverables, or services that are purchased through the Contract.

#### 12.4 Obligations.

12.4.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this Contract, the Contractor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

12.4.2 Representation. The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Contractor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities.

12.4.3 Indemnification. Notwithstanding any other indemnification obligations addressed within this Contract, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor's or the State's opinion is likely to arise, the Contractor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

### 13. Copyright.

The Contractor shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Contract.

### 14. Publicity and Endorsement.

14.1 Publicity. Any publicity regarding the subject matter of this Contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, information posted on corporate or other websites, research, reports, signs, and similar public notices prepared by or for the Contractor

individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

14.2 Endorsement. The Contractor must not claim that the State endorses its products or services, or make any representations of the State's opinion or position as to the quality or effectiveness of the products or services that are the subject of the Contract without the prior written consent of the State's Authorized Representative. Representations include any publicity, including but not limited to advertisements, notices, press releases, reports, signs, and similar public notices.

**15. Contractor's Documents.**

Any licensing and maintenance agreement, or any order-specific agreement or document, including any pre-installation, linked or "click through" agreement that is allowed by, referenced within or incorporated within the Contract whenever the Contract is used for a procurement, whether directly by the Contractor or through a Contractor's agent, subcontractor or reseller, is agreed to only to the extent the terms within any such agreement or document do not conflict with the Contract or applicable Minnesota or Federal law, and only to the extent that the terms do not modify, diminish or derogate the terms of the Contract or create an additional financial obligation to the Ordering Entity. Any such agreement or document must not be construed to deprive the Ordering Entity of its sovereign immunity, or of any legal requirements, prohibitions, protections, exclusions or limitations of liability applicable to this Contract or afforded by Minnesota law. An Ordering Entity's employee's decision to choose "accept" or an equivalent option associated with a "click-through" agreement does not constitute the Ordering Entity's concurrence or acceptance of terms, if such terms are in conflict with this section.

16. **Insurance.** If applicable, prior to execution of the Contract, the Contractor will be required to provide a copy of a Certificate of Insurance, including workers' compensation insurance coverage requirements of Minn. Stat. § 176.181 subd. 2, and other coverages per the insurance requirements if included in the Contract and per the insurance requirements of Supplement 1 of Exhibit A.

**17. Pricing Changes.**

No discount reductions are allowed unless approved by the Lead State for the Master Agreement and adopted by the State of Minnesota through a fully executed amendment to this Contract.

**18. Taxes.**

Do not add sales tax to the prices being offered. State Agencies hold a Direct Payment Authorization Letter which is used to pay applicable taxes directly to the Department of Revenue. Contractors may go to <http://www.revenue.state.mn.us> to learn about the applicable sales tax (search "Fact Sheet 142").

**19. E-Verify Certification.**

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

**20. Diverse Spending Reporting.**

If the total value of the Contract may exceed \$500,000, including all extension options, Contractor must track and report, on a quarterly basis, the amount paid to diverse businesses both: 1) directly to subcontractors performing under the Contract, and 2) indirectly to diverse businesses that provide supplies/services to your company (in proportion to the revenue from this Contract compared to Contractor's overall revenue). When this applies, Contractor will register in a free portal to help report the Tier 2 diverse spend, and the requirement continues as long as the Contract is in effect.

**21. Debarment by State, its Departments, Commissions, Agencies, or Political Subdivisions.**

Contractor certifies that neither it nor its principals is presently debarred or suspended by the State, or any of its departments, commissions, agencies, or political subdivisions. Contractor's certification is a material representation upon which the Contract award was based. Contractor shall provide immediate written notice to the State's Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

**22. Federal Funds.**

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, an Ordering 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.

22.1 Compliance with Federal Requirements. Federal money will be used or may potentially be used to pay for all or part of the goods, construction or services under the Contract. The Contractor is responsible for compliance with all federal requirements imposed on the funds and accepts full financial responsibility for any requirements imposed by the Contractor's failure to comply with federal requirements.

22.2 Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion. Federal money will be used or may potentially be used to pay for all or part of the work under the Contract, therefore Contractor certifies that it is in compliance with federal requirements on debarment, suspension, ineligibility and voluntary exclusion specified in the solicitation document implementing Executive Order 12549. Contractor's certification is a material representation upon which the Contract award was based.

**23. Supply Chain Security.**

Notwithstanding anything else in this Section, this Section does not and shall not limit any other rights of the State under this Contract, including, but not limited to, warranties, acceptance, and return policy, if any.

23.1 Security Practices and Preventive Controls. The Contractor will use reasonable commercial efforts to ensure that the Contractor and any subcontractors or third parties involved in assembling, manufacturing, packaging, distributing, handling, warehousing, transporting or shipping State goods, including goods intended to be but not yet delivered to the State, meet all applicable security standards and all applicable local, state, federal, and international laws, rules and regulations (hereinafter "supply chain security").

Contractor must maintain certification/accreditation in an official supply chain security program and comply with that program's security standards for all orders sourced from the Contract. Official supply chain security program is defined as one of the following: ISO 28000 or 27036 (as applicable), SAE AS5553 or other SAE standard (as applicable), Customs-Trade Partnership Against Terrorism (C-TPAT), Authorized Economic Operator (AEO), or other program accepted in writing by the State, Office of MN.IT Services (f/k/a Office of Enterprise Technology and d/b/a MN.IT or MN.IT Services)("MN.IT") and the State, Department of Administration's Office of State Procurement ("OSP"). To demonstrate certification/accreditation, Contractor must provide to OSP and MN.IT within one month following the effective date of this Contract or amendment adding this Section, whichever is later, a letter verifying its certification/accreditation in an official supply chain security program. Contractor will promptly notify OSP and MN.IT of any change to its certification/accreditation.

Alternatively, if Contractor is not certified/accredited or loses certification/accreditation, Contractor must complete a MN.IT security form to confirm that it complies with supply chain security. The form will require supporting documentation of any responses and must be completed to MN.IT's satisfaction.

23.2 Notification of Supply Chain Security Breach. Contractor will promptly notify OSP, MN.IT, and the ordering entity, if different from MN.IT, of any breach of supply chain security involving State goods, including goods

intended to be but not yet delivered to the State. Breach of supply chain security includes, but is not limited to, cargo theft, tampering, unauthorized access, or other activities that involve suspicious actions or circumstances. Goods received with viruses, malware or similar security deficiencies constitute breach of supply chain security.

23.3 Return/Rejection of Goods. Notwithstanding anything to the contrary, if a breach of supply chain security has occurred or the State in good faith suspects a breach may have occurred, including evidence that packaging or goods were tampered with or damaged, the State may reject delivery of those goods or return any of those goods already delivered. Breach of supply chain security has the meaning described in the preceding Subsection "Notification of Supply Chain Security Breach." Rejection of delivery or return of goods shall be solely the responsibility and at the cost and expense of the Contractor.

The State may sanitize or destroy components of the goods prior to returning the goods to Contractor or instruct Contractor to promptly sanitize or destroy goods upon their return. Following the completion of any such sanitization or destruction, and upon request by MN.IT, the Contractor shall provide a Certificate of Data Destruction/Sanitization that meets the requirements of the then current version of NIST Special Publication 800-88 or DOD 5220.22-M Supplement. The Certificate of Data Destruction/Sanitization must be provided to MN.IT, if requested, within one month following the return of the goods.

At no additional expense to the State, Contractor must provide within a reasonable time frame replacement goods for any goods that were rejected at delivery or returned due to a supply chain security breach. Any costs and expenses associated with removal or replacement of the goods, including sanitization and destruction costs and expenses, will be the responsibility of the Contractor.

#### 24. Security and Data Protection.

Contractor is responsible for the security and protection of State data subject to and related to Cloud Services in this Contract. The terms, conditions, and provisions of this Security and Data Protection section take precedence and will prevail over any other terms, conditions, and provisions of the Contract, if in conflict. This Security and Data Protection section, including its sub-sections, survives the completion, termination, expiration, or cancellation of the Contract.

24.1 For the purposes of this Security and Data Protection section, the following terms have the following meanings:

24.1.1 "Cloud Services" includes "cloud computing" as defined by the U.S. Department of Commerce, NIST Special Publication 800-145 (currently available online at: <http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-145.pdf>) and any other software, hardware, hosting service, subscription, or other service or product by which Contractor stores, transmits, processes or otherwise has access to State data.

24.1.2 "State" means the State, or a cooperative purchasing venture ("CPV") member when the CPV member is the ordering entity (if CPV purchases are permitted under this Contract).

24.1.3 "Data" has the meaning of "government data" in Minn. Stat. § 13.02, subd. 7.

24.1.4 "Not public data" has the meaning in Minn. Stat. § 13.02, subd. 8a.

24.1.5 "Security incident" means any actual, successful or suspected: (1) improper or unauthorized access to, viewing of, obtaining of, acquisition of, use of, disclosure of, modification of, alteration to, loss of, damage to or destruction of State data; (2) interference with an information system; (3) disruption of or to Contractor's service(s); or (4) any similar or related incident.

24.1.6 "Privacy incident" means violation of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13); violation of federal data disclosure or privacy requirements in federal laws, rules and

regulations; or breach of a contractual obligation to protect State data. This includes, but is not limited to, improper or unauthorized access to, viewing of, obtaining of, acquisition of, use of, disclosure of, damage to, loss of, modification of, alteration to or destruction of State data protected by such State or federal laws or by contract.

24.2 Data Ownership. The State solely and exclusively owns and retains all right, title and interest, whether express or implied, in and to any and all State data. Contractor has no and acquires no right, title or interest, whether express or implied, in and to State data.

Contractor will only use State data for the purposes set forth in the Contract. Contractor will only access State data as necessary for performance of this Contract. Contractor will not access State user accounts except to respond to service or technical problems or at the State's specific request.

All State data, including copies, summaries, and derivative works thereof, must be remitted, in a mutually agreeable format and media, to the State by the Contractor upon request or upon completion, termination or cancellation of the Contract. The foregoing sentence does not apply if the State Chief Information Security Officer or delegate authorizes in writing the Contractor to sanitize or destroy the data and the Contractor certifies in writing the sanitization or destruction of the data. Within ninety days following any remittance of State data to the State, Contractor shall, unless otherwise instructed by the State in writing, sanitize or destroy any remaining data and certify in writing that the sanitization or destruction of the data has occurred. Any such remittance, sanitization or destruction will be at the Contractor's sole cost and expense.

In the event Contractor receives a request to release any State data, Contractor must immediately notify the State's data practices compliance official. The State will give Contractor instructions concerning the release of the data to the requesting party before the data is released. Contractor must comply with the State's instructions. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data by Contractor.

24.3 Notification of Incidents. If Contractor validates a privacy incident or security incident regarding any State data has occurred, Contractor must report such incident to the State and the State Chief Information Security Officer as soon as possible, but no later than forty-eight (48) hours after such incident. The decision to notify the affected data subjects and the form of such notice following report of a privacy incident or security incident are the responsibility of the State. Notwithstanding anything to the contrary in this Contract, Contractor will indemnify, hold harmless and defend the State and its officers, and employees for and against any actual claims, damages, costs and expenses related to any privacy incident or security incident involving any State data. For purposes of clarification, the foregoing sentence shall in no way limit or diminish Contractor's obligation(s) to indemnify, save, hold harmless, or defend the State under any other term of this Contract. Contractor will reasonably mitigate any harmful effects resulting from any privacy incident or security incident involving any State data.

24.4 Security Program. Contractor will make best efforts to protect and secure the State data related to this Contract. Contractor will establish and maintain an Information Security Program ("Program") that includes an information security policy applicable to any and all Cloud Services ("Policy"). Contractor's Program and Policy must align with appropriate industry security frameworks and standards such as National Institute of Standards and Technology ("NIST") 800-53 Special Publication Revision 4, Federal Information Processing Standards ("FIPS") 199, Federal Risk and Authorization Management Program ("FedRamp"), or Control Objectives for Information and Related Technology ("COBIT").

Upon the State's request, Contractor will make its Policy available to the State on a confidential, need-to-know basis, along with other related information reasonably requested by the State regarding Contractor's security practices and policies. Unless inconsistent with applicable laws, Contractor and the State must treat the Policy and related information on security practices and policies that are specific to the State as confidential information and as not public data pursuant to Minn. Stat. § 13.37.

24.5 Data Management. Contractor will not use State data, including production data, for testing or development purposes unless authorized in writing by the State Chief Information Security Officer or delegate. Contractor will implement and maintain procedures to physically and logically segregate State data, unless otherwise explicitly authorized by the State Chief Information Security Officer or delegate.

24.6 Data Encryption. Contractor must encrypt all State data at rest and in transit, in compliance with FIPS Publication 140-2 or applicable law, regulation or rule, whichever is a higher standard. All encryption keys must be unique to State data. Contractor will secure and protect all encryption keys to State data. Encryption keys to State data will only be accessed by Contractor as necessary for performance of this Contract.

24.7 Data Storage. Contractor warrants that any and all State data will be stored, processed, and maintained solely on designated servers and that no such data at any time will be processed on or transferred to any portable computing device or any portable storage medium, unless that storage medium is in use as part of the Contractor's designated backup and recovery processes.

24.8 Data Center and Monitoring/Support Locations. During the term of the Contract, Contractor will: (1) locate all production and disaster recovery data centers that store, process or transmit State data only in the continental United States, (2) store, process and transmit State data only in the continental United States, and (3) locate all monitoring and support of all Cloud Services only in the continental United States. The State has the right to on-site visits and reasonable inspection of the data centers upon notice to Contractor of seven calendar days prior to visit.

24.9 Security Audits & Remediation. Contractor will audit the security of the systems and processes used to provide any and all Cloud Services, including those of the data centers used by Contractor to provide any and all Cloud Services to the State. This security audit: (1) will be performed at least once every calendar year beginning with 2016; (2) will be performed according Statement on Standards for Attestation Engagements ("SSAE") 16 Service Organization Control ("SOC") 2, International Organization for Standardization ("ISO") 27001, or FedRAMP; (3) will be performed by third party security professionals at Contractor's election and expense; (4) will result in the generation of an audit report ("Contractor Audit Report"), which will, to the extent permitted by applicable law, be deemed confidential information and as not public data under the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13); and (5) may be performed for other purposes in addition to satisfying this section.

Upon the State's reasonable, advance written request, Contractor will provide to the State a copy of the Contractor Audit Report.

Contractor will make best commercial efforts to remediate any control deficiencies identified in the Contractor Audit Report in a commercially reasonable timeframe.

If the State becomes aware of any other Contractor controls that do not substantially meet the State's requirements, the State may request remediation from Contractor. Contractor will make best efforts to remediate any control deficiencies identified by the State or known by Contractor, in a commercially reasonable timeframe.

24.10 Subcontractors and Third Parties. Contractor warrants that no State data will be transmitted, exchanged or otherwise provided to other parties except as specifically agreed to in writing by the State Chief Information Security Officer or delegate. Contractor must ensure that any contractors, subcontractors, agents and others to whom it provides encrypted State data, agree in writing to be bound by the same restrictions and conditions under this Contract that apply to Contractor with respect to such data.

Compliance with Data Privacy and Security Laws and Standards. Contractor shall comply with all applicable State and federal data privacy and data security laws, rules, and regulations.

24.11 Remedies. Contractor acknowledges that the State, because of the unique nature of its data, would suffer irreparable harm in the event that Contractor breaches its obligation under this Security and Data Protection

section, and monetary damages may not adequately compensate the State for such a breach. In such circumstances, the State will be entitled, in addition to monetary relief, to injunctive relief or specific performance as may be necessary to restrain any continuing or further breach by Contractor, without showing or proving any actual damages sustained by the State.

24.12 Business Continuity. Contractor shall have written business continuity and disaster recovery plans that define the roles, responsibilities, and procedures necessary to ensure that Cloud Services provided under this Contract shall be maintained continuously in the event of a disruption to the Contractor's operations, regardless of the cause of the disruption. Such plans must, at a minimum, define the Contractor's actions to address the impacts of the following key areas likely to cause a disruption to Contractor's operations: loss of key personnel, loss of facility, and loss of information technology. Contractor must conduct testing and review of its business continuity and disaster recovery plan at least annually. Upon State request, Contractor must also participate, at mutually agreed upon times, in State business continuity and disaster recovery testing, training, and exercise activities.

Any term or condition that allows the Contractor to terminate the Contract for any or no reason (i.e., termination for convenience) is null and void. In the event of termination or cancellation of this Contract for any reason, the Contractor shall continue to provide any then-existing Cloud Services for as long as the State needs to transfer its data, software and other assets to an alternate service or service provider. After any such termination or cancellation, the State may purchase the continuing Cloud Services at the pricing in effect prior to such termination or cancellation. The fee for any such purchase shall be prorated for the period of time needed, as determined by the State, and shall be reduced by the amount paid for Cloud Services that were not used prior to such termination or cancellation. The amount of any such fee reduction shall be determined on a pro-rata basis. The Contractor shall refund to the State any unused portion of payments for Cloud Services.

24.13 Background Checks. Contractor represents that it has conducted and will conduct background investigations into all of Contractor's agents, employees, and subcontractors that will provide Cloud Services to the State. Such background investigations must have been or will be conducted by investigating local, state and federal criminal records, local, state and federal civil case records, and employment references.

If any provision of this sub-section is found to violate any applicable laws, rules, or State policies, then the Contractor will be relieved of all obligations arising under such provision. Notwithstanding anything to the contrary in this sub-section, this sub-section is only applicable and effective to extent that it is consistent with applicable laws, rules, and State policies.

24.14 Secure Coding. Contractor warrants that all Cloud Services are, to the best of its knowledge, free from any and all defects in materials, workmanship, and design. Contractor warrants that all Cloud Services, to the best of its knowledge, are free from any and all viruses, malware, and other harmful or malicious code. Contractor must scan all source code for vulnerabilities, including before and after any source code changes are made and again before being placed into production, and must promptly remediate any and all vulnerabilities. Contractor must follow best practices for application code review and the most current version of the OWASP top 10.

24.15 Compliance with Data Privacy and Security Laws and Standards. Contractor shall comply with the applicable State of Minnesota Information Security Policy & Standards incorporated herein by reference and available at <https://mn.gov/mnit/government/policies/security/>.

Contractor shall comply with the Health Insurance Portability Accountability Act ("HIPAA"), the HITECH Act, and other similar privacy laws to the extent applicable. Contractor also shall comply with, to the extent applicable, the HIPAA Privacy Rule, HIPAA Security Rule, and other similar rules, regulations, and laws, including future amendments thereto. Notwithstanding the foregoing, the State agrees that PHI (as defined under HIPAA) shall not be provided under this Agreement under any circumstances unless explicitly agreed to an amendment to this Agreement by parties.



Contractor shall comply with all applicable requirements, restrictions, and conditions set forth in the Criminal Justice Information Services (“CJIS”) – Security Policy, Version 5.3, dated 8/4/2014, including, but not limited to, conducting FBI fingerprint background checks on all of Contractor’s agents, employees, and subcontractors that have or will have access to Criminal Justice Information (“CJI”). Contractor acknowledges that for the purposes of this Contract when storing, processing, transmitting or otherwise accessing State data subject to the Family Educational Rights and Privacy Act (“FERPA”), it is designated as a “school official” with “legitimate educational interests” in State data and associated metadata, as those terms have been defined under FERPA and its implementing regulations, and Contractor agrees to abide by the limitations and requirements imposed by 34 CFR 99.33(a) on school officials. Contractor shall use State data only for the purpose of fulfilling its duties under the Contract and it will not monitor or share such data with or disclose it to any third party except as provided for in this Contract, as required by law, or as authorized in writing by the State. By way of illustration and not of limitation, Contractor will not use such data for Contractor’s own benefit and, in particular, will not engage in “data mining” of such data or communications, whether through automated or human means, except as necessary to fulfill its duties under this Contract, or as specifically and expressly provided for in this Contract, as required by law, or authorized in writing by the State. Contractor agrees, upon request, to provide the State with a written summary of the procedures Contractor uses to safeguard State data.

All of Contractor’s systems and components that process, store, or transmit Cardholder Data shall, to the extent applicable, comply with the most recent version of the Payment Card Industry Data Security Standard (“PCI DSS”) promulgated by the PCI Security Standards Council, currently available online at: [https://www.pcisecuritystandards.org/document\\_library](https://www.pcisecuritystandards.org/document_library). The Contractor shall, upon request, provide the State with Contractor’s current Attestation of Compliance signed by a PCI QSA (“Qualified Security Assessor”) if PCI data is provided to Contractor. For purposes of this sub-section, “Cardholder Data” has the meaning defined by the PCI Security Standards Council, Payment Card Industry (PCI) Data Security Standard (DSS) and Payment Application Data Security Standard (PA-DSS), Glossary of Terms, Abbreviations, and Acronyms, currently available online at: [https://www.pcisecuritystandards.org/document\\_library](https://www.pcisecuritystandards.org/document_library).

Contractor shall, if applicable, comply with IRS Publication 1075, Exhibit 7, which is incorporated herein.

For the term of this Contract, Contractor (or Contractor’s Cloud Service provider) will maintain a provisional Authority to Operate (ATO) at the Moderate Level from the Federal Risk and Authorization Management Program (FedRAMP) Joint Authorization Board (JAB) or Federal Agency for any and all Cloud Services provided under this Contract.

For the term of this Contract, Contractor will maintain an ISO 27001 Certification for any and all Cloud Services provided under this Contract.

**25. State’s Rights and Remedies Cumulative.**

All rights and remedies provided in the Contract are cumulative and not exclusive of any other rights or remedies that may be available to the State and Ordering Entity, whether provided by law, equity, statute or otherwise.

**26. No Mandatory Mediation or Arbitration.**

Any term or condition that requires the parties to mediate or arbitrate is null and void. Voluntary dispute resolution procedures are valid to the extent allowed by law.

**Minnesota Exhibit A, Supplement 1  
Insurance Requirements**

**1. Notice to Contractor.**

1.1 The Contractor is required to submit Certificates of Insurance acceptable to the State as evidence of insurance coverage requirements prior to commencing work under this Contract.

1.2 The Contractor shall not commence work under the contract until they have obtained all the insurance described below and the State has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of this Contract, unless otherwise specified in this Contract.

1.3 The failure of the Contractor to provide a Certificate of Insurance, for the policies required under this Contract or renewals thereof, or failure of the insurance company to notify the State of the cancellation of policies required under this Contract shall not constitute a waiver by the State to the Contractor to provide such insurance.

1.4 The State reserves the right to immediately terminate this Contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to the State's Authorized Representative upon written request.

1.5 If the Contractor uses another entity, including but not limited to a dealer, reseller, or distributor (collectively referred to as "Contractor's reseller") to provide goods or services under this contract, the following terms apply:

1.5.1 Because the Contractor's reseller(s) are independently owned and operated, and maintain their own insurance, the Contractor's reseller's insurance coverage must be evidenced by its own Certificate of Insurance. The Contractor's reseller's Certificate of Insurance must meet all the insurance requirements and limits set forth in the Contract.

1.5.2 The Contractor shall collect, review, approve, and maintain the applicable Certificates of Insurance, including but not limited to General Liability, Auto Liability, Umbrella, and Workers' Compensation, for all Contractor's resellers that will be providing goods or services under this contract. The Contractor acknowledges compliance with this provision. The Contractor must provide copies of the dealers' insurance documentation to the State upon request.

1.5.3 If a claim is made against a Contractor's reseller, and the Contractor's reseller's insurance coverage did or does not cover the claim, the Contractor is responsible for the claim because the contract is with the Contractor. The Contractor must pay any uninsured claims out-of-pocket. The State may enforce the indemnity clause in the contract.

**2. Notice to Insurer.**

2.1 The Contractor's insurance company(ies) waives its right to assert the immunity of the State as a defense to any claims made under said insurance.

2.2 Insurance certificate holder should be addressed as follows:

State of Minnesota  
50 Sherburne Avenue, Room 112  
St. Paul, MN 55155

**3. Additional Insurance Conditions.** The following apply to the Contractor, or the Contractor's subcontractor:

3.1 Contractor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State with respect to any claim arising out of Contractor's performance under this Contract.

3.2 If Contractor receives a cancellation notice from an insurance carrier affording coverage herein, Contractor agrees to notify the State within five (5) business days with a copy of the cancellation notice, unless Contractor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State;

3.3 Contractor is responsible for payment of Contract related insurance premiums and deductibles;

3.4 If Contractor is self-insured, a Certificate of Self-Insurance must be attached;

3.5 Contractor's policy(ies) shall include legal defense fees in addition to its policy limits with the exception of professional liability.

3.6 Contractor's insurance companies must either (1) have an AM Best rating of A- (minus) and a Financial Size Category of VII or better, and be authorized to do business in the State of Minnesota or (2) be domiciled in the State of Minnesota and have a Certificate of Authority/Compliance from the Minnesota Department of Commerce if they are not rated by AM Best.

3.7 An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.

4. **Coverages.** Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

4.1 **Commercial General Liability Insurance.** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the contract. Insurance minimum limits are as follows:

\$2,000,000 – per occurrence

\$2,000,000 – annual aggregate

\$2,000,000 – annual aggregate – applying to Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- Other; if applicable, please list \_\_\_\_\_
- **State of Minnesota named as an Additional Insured**, to the extent permitted by law

4.2 **Commercial Automobile Liability Insurance.** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this contract, and in case any work is subcontracted the contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance minimum limits are as follows:

\$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile.

Evidence of Subcontractor insurance shall be filed with the Contractor.

**4.3 Workers' Compensation Insurance.** Statutory Compensation Coverage. Except as provided below, Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State, including Coverage B, Employer's Liability. Insurance **minimum** limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements.

If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the State with a certificate of insurance.

**4.4 Network Security and Privacy Liability Insurance (or equivalent).** The coverage may be endorsed on another form of liability coverage or written on a standalone policy. Contractor shall maintain insurance to cover claims which may arise from failure of Contractor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data including but not limited to confidential or private information, transmission of a computer virus or denial of service. Insurance minimum limits are as follows:

- \$2,000,000 per occurrence
- \$2,000,000 annual aggregate

The following coverage shall be included: State of Minnesota named as an Additional Insured unless the coverage is written under a Professional Liability policy.

**Minnesota Exhibit A, Supplement 2  
Sample Quote and Invoice**

Attached is a sample invoice and quote.

Contractor is required to use the sample quote and sample invoice for all transactions under this Contract. Contractor may not materially change either document unless the change has been approved in writing by the State's Authorized Representative. Contractor may not modify the sample quote or sample invoice to provide less detail regarding purchases under this Contract. Contractor hereby waives the right to enforce any term in either sample which contradicts or modifies any term of the solicitation or any Contract that may result, including subsequent amendments to the Contract, or would result in an unencumbered expense if enforced against the state or its CPV members. The State anticipates the sample quote and sample invoice will contain, at a minimum:

- Customer name
- State Contract number field
- Item/service description
- Item quantity or service hours
- List price
- Price after discount-off baseline list

Discount off Baseline List is calculated as follows:

<b>Product</b>	<b>Vendor Cost from Supplier</b>	<b>Discount-off List Offered</b>	<b>Computation</b>	<b>State Contract Price</b>
XYZ Tablet	\$300.00	3.5%	$\$300.00 - (300 \times 0.035)$ = \$289.50	\$289.50

Contractor has indicated that links and/or terms and conditions on sample documents cannot be removed. Contractor accepts the terms and conditions of the Participating Addendum and Master Agreement and acknowledges links and/or terms and conditions on sample documents do not apply.

**Minnesota Exhibit A, Supplement 3  
Authorized Partners(s)**

Partners authorized to provide goods or services under this Contract are:

<b>Subcontractor Name and Address</b>	<b>Primary Contact Name and Contact Information</b>
CDWG	Nelson Narciso 224-908-4087 nelsnar@cdw.com
Paragon Print Systems	Luke Hess 814-456-8331 lhess@barcodefactory.com



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

## QUOTE CONFIRMATION

### MNIT ASSETS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

[Convert Quote to Order](#)

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NVTN455	4/12/2024	NVTN455	5667347	<b>\$2,503.31</b>

#### IMPORTANT - PLEASE READ

**Special Instructions:** List price \$2781.45  
NASPO MN Contract # 239195

#### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Zebra ET80 - 12" - Core i5 1130G7 - 8 GB RAM - 128 GB SSD</a>	1	6685856	\$2,503.31	\$2,503.31
Mfg. Part#: ET80A-0P5A1-000				
Contract: MARKET				

<b>SUBTOTAL</b>	\$2,503.31
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$2,503.31</b>

#### PURCHASER BILLING INFO

**Billing Address:**  
MNIT SERVICES - FINANCIAL  
CENTENNIAL OFFICE BLDG  
658 CEDAR ST FL 2  
SAINT PAUL, MN 55155-1603  
**Phone:** (651) 296-7885  
**Payment Terms:** Net 30 Days-Govt State/Local

#### DELIVER TO

**Shipping Address:**  
MNIT SERVICES - FINANCIAL  
CENTENNIAL OFFICE BLDG  
658 CEDAR ST FL 2  
SAINT PAUL, MN 55155-1603  
**Phone:** (651) 296-7885  
**Shipping Method:** UPS Ground (2- 3 Day)

#### Please remit payments to:

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



### Sales Contact Info

CDW Account Team - Allie and Geoff | (877) 460-2975 | [allieandgeoff@cdw.com](mailto:allieandgeoff@cdw.com)

## Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2024 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239





The copy of the invoice # PR40229 you requested is now available. | [View in browser](#)

[Hardware](#) [Software](#) [Services](#) [IT Solutions](#) [Brands](#) [Research Hub](#)

## CDW-G Invoice #PR40229

Ads It Purchasing,

Thank you for choosing CDW-G. The Invoice #PR40229 from 02/19/2024 you requested is detailed below. The total amount of **\$558.64** is due by **03/20/2024**.

**Please remit payment to:**

CDW Government - 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515

Order #	Order Date	PO #	Customer #
1CD5NSR	01/29/2024	280052DLL	8764768

Due Date	Amount Due
03/20/2024	<b>\$558.64</b>

Order Details					
Item	Order Qty	Ship Qty	Open Qty	Unit Price	Ext. Price

<b>ZEBRA 3-SLOT BATT CHARGER F/ZQ600</b>	2	2	0	\$279.32	\$558.64
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Mfg. Part#: SAC-MPP-3BCHGUS1-01

CDW #: 5205469

Contract:

ZEBRA NVP COMPUTER EQUIPMENT

V

46929

**Serial Numbers:** XXAPB234000455, XXAPB234000458

**Subtotal** \$558.64

**Sales Tax** \$0.00

**AMOUNT DUE****\$558.64**

Purchaser Billing Info	Deliver To
<b>Billing Address:</b> VT ADS AGENCY OF DIGITAL SERVICES ACCTS PAYABLE ONE NATIONAL LIFE DR -DEWEY MONTPELIER, VT 05620-0001 <b>Payment Terms:</b> NET 30-VERBAL	<b>Shipping Address:</b> STATE OF VERMONT ATTN: ADS - IT PURCHASING 1 NATIONAL LIFE DR DEWEY BUILDING 2ND FLOOR MONTPELIER, VT 05602 <b>Shipping Method:</b> DROP SHIP-GROUND

## 2 ways to GO GREEN with CDW-G! Paperless billing and electronic payment transmission

**TRANSMIT PAYMENTS ELECTRONICALLY** — Eliminate the hassle of paper checks by utilizing ACH for electronic bill pay.

**EMAIL REMITTANCE TO:** [gachremittance@cdw.com](mailto:gachremittance@cdw.com)

**ACH INFORMATION:** The Northern Trust, 50 South LaSalle St., Chicago, IL 60675

**ROUTING NO.:** 071000152 | **ACCOUNT NAME:** CDW Government | **ACCOUNT NO.:** 91057

**PAPERLESS BILLING NOW AVAILABLE** — If you would like to start receiving your invoices as an emailed PDF, please contact us at [paperlessbilling@cdw.com](mailto:paperlessbilling@cdw.com). Please include your customer number or an invoice number in your request for faster processing.



### Sales Contact Info

Dan Palmieri | (203) 851-7223 | [dan.palmieri@cdwg.com](mailto:dan.palmieri@cdwg.com)

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This email was sent to nelsnar@cdw.com. Please add cdwsales@cdwemail.com to your address book.



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AS-I:001 | iSeries 004 | Customer#: 8764768 | A64C500B-E7BE1AB8-846D0004-AC1F3043



**BARCODE FACTORY**  
A PARAGON PRINT SYSTEMS INC COMPANY



Our Resources. Your Solution™

2021 Paragon Drive  
Erie, PA 16510 • USA  
Toll Free- 888-237-8525  
Ph. 814-456-8331  
Fax. 814-456-7905  
www.BarcodeFactory.com

**Requested By:**

**PURCHASING**


STATE OF MN NASPO  
200 Administration Building  
50 Sherburne Avenue  
ST. PAUL, MN 55155  
SAMPLE-EMAIL@NASPO.GOV  
Requested On: 4/2/2024

**Provided By:**

**Luke Hess**

Account Manager  
BarcodeFactory  
Phone: +1 (814) 456-8331  
lhess@barcodefactory.com

**Quote Number # 118624**

Product Image	Description	Quantity	Price	Ext. Price
	<p><a href="#">Zebra ET80 Tablet [12", Windows 10, No Scanner]</a> Product SKU: <b>ET80A-OP5A1-000</b> Zebra, Rugged Tablet, ET80, 12 inch Display, WLAN, WIN10, I5 11TH Gen, 8GB, 128GB SDD, F&amp;R Cameras, NFC, IP65, (Power Supply &amp; Keyboard Sold Separately)</p> <p><b>Product Notes:</b> CONTRACT # 239195</p> <p>LIST PRICE: 2781.45</p> <p>TAX EXEMPT PURCHASE</p>	1	\$2503.31	\$2503.31

**Quote Estimation**

Sub Total:	\$2503.31
Shipping Charges:	\$0.00
Tax:	TBD *
Handling Fee:	\$0.00
<b>Order Total:</b>	<b>\$2503.31</b>

\* Tax will be calculated at the time of order

**Comments**

Please review our [Terms and Conditions](#). What do I do next?

1. Confirm receipt of quote by clicking on **RECEIVED QUOTE**. This confirms to us that you have received the quotation.
2. If you require changes to quantity, addition of a new item or removal of any item, please reply to us requesting these changes.
3. If you would like to place the order, select **PLACE ORDER**. We will contact you to process the order.

**Please note, due to recent supply chain constraints PRICE AND AVAILABILITY are subject to change. We recommend requesting holds on hardware orders, and allow for long lead time on custom labels or stock items that are out of inventory.**

**We appreciate the opportunity to work with you!**

## Terms and Conditions

### Impacts to Shipping in North America

Supply chain constraints, weather or other conditions out of our control may cause delay in the receipt of your product. If you have a concern on the lead time for a product, please contact us by phone, chat or email. We will do all we can to meet your requirements. Contacting us is easy. We are located in Pennsylvania and you will always speak to a well trained representative during our normal business hours of Monday through Thursday, 8:30 AM to 8:00 PM Eastern Standard Time and 8:30 AM to 6:30 PM Friday. After business hours we offer a live attendant who will take your message and you will be responded to the next business day.

### 1. Introduction and Hours of Operation

Paragon Print Systems Inc., "The Barcode Factory", headquarters is located at 2021 Paragon Drive, Erie, Pa 16510. Since 1994, our solutions increase productivity and reduce cost, with world-class products and partner relationships. We provide solutions for mobile data capture, RFID, barcoding, inventory management, label printing and more. We provide tremendous manufacturing capabilities in custom and stock labels, thermal ribbons, tags, RFID solution and printed products. We are certified partners for manufacturers that are global leaders in their businesses, including Zebra Technologies, Honeywell, Sato, TSC, Cub, Toshiba, Datalogic, Alien Technologies, Impinj, Panasonic, Seagull Scientific and more.

You can contact us at 1-888-237-8525. Our staff is available Monday through Thursday 8:30 am to 8:00 pm Eastern Standard Time, (EST) and Friday from 8:30 am to 6:30 pm EST.

#### Updates:

We may update these "Terms of Use" from time to time by notifying you of such changes by any reasonable means, including by posting a revised "Terms of Use" through printed documentation or Paragon Print Systems, Inc. websites.

### 2. Use of Paragon Print Systems Sites

You certify that the content you provide verbally, written, via email, on or through the Paragon Print Systems, Inc. website is accurate and complete. You are solely responsible for maintaining the confidentiality and security of your account, including username and password. Paragon Print Systems, Inc. is not responsible for any losses arising from the unauthorized use of your account.

### 3. Your Privacy

At Paragon Print Systems, Inc. we are committed to protecting your privacy. We use the information we collect about you to process orders only. We do not sell, trade or rent your personal information to others. How does Paragon Print Systems, Inc. protect customer information? When you place orders or access your account information, we use a secure server. The secure server software (Transport Layer Security or "TLS") encrypts all information you input before it is sent to us. Furthermore, all the customer data we collect is protected against unauthorized access. You can view our complete Privacy Policy [here](#).

### 4. Products - Stock and Custom

The website may make available listings, description and images of products and services by Paragon Print Systems, Inc. or by our manufacturing partners. We make no representations as to the completeness, accuracy, reliability, validity, or timeliness of such listings, descriptions or images (including any features, specifications and prices contained on the website). Such information and the availability of any products are subject to change at any time without notice. We will do our very best to meet price quotations, but if there is a change, we will contact you immediately.

We have made efforts to accurately display the attributes of products, including the applicable colors. However, as the actual colors you see will depend on your monitor, we cannot guarantee that your monitor's display of any color will accurately reflect actual product color or finish. In addition, certain weights, measures and similar descriptions are approximate and are for convenience only.

Our custom products are manufactured by skilled craftsmen using the finest materials, equipment and modern techniques available. Close personal attention is given to your order to ensure it conforms to your copy, specifications and our own high standards. Your order is inspected at every stage of the production process to ensure the desired results. We therefore warrant all merchandise to be free from defects in material and workmanship and will promptly replace any unsatisfactory items.

For made-to-order printed products, a proof approval by the customer is required prior to production. Printing errors on proofs approved by the customer are the customer's responsibility. Paragon Print Systems, Inc. does not guarantee exact color matches, unless a color match proof is requested prior to manufacturing. Any claim must be made within 30 days of receipt of the product. Our warranty is limited to

replacement of defective merchandise returned and approval is required prior to return of merchandise.

#### **Over-run or Under-run of Made-to-Order Printed or Blank Products (Custom):**

Paragon Print Systems, Inc. reserves the right to ship and invoice plus or minus 20% of the quantity ordered and will invoice accordingly for such overage or underage. If exact quantities are required, this specification must be disclosed at the time of order and an additional charge may be applicable.

#### **Overrun and Underrun - Why Does This Happen?**

In printing, it is an industry standard that you will get 10-20% more or less of your order. The billing will be adjusted to accommodate the extra amount or less amount. This rule applies to custom labels or any custom printed product we manufacturer for our clients. We make our best effort to only produce the quantity you need. When printing, some of the product will inadvertently get damaged during the manufacturing process. This is referred to as spoilage. To make up for this we will print extra to try and offset this and bring the count of labels up to the quantity requested by the customer. This is one example of how you can get an overrun or underage.

Excessive spoilage may cause a shortage of material, thus a underrun. A printing company who doesn't offer a percent more or less of your order is just building that extra cost into your order, and you are paying a higher amount regardless if you get extra product or not. We do accept orders from customers who tell us "Absolutely No Overruns", "No Underruns", or "Exact Quantity." When any of these requests are made, we must adjust our quote accordingly.

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### **5. Warranty**

We sell NEW EQUIPMENT, with the manufacturer's North American warranty. Our clients are protected from "grey market" products entering the USA. Our products have the full support and warranty from the original manufacturer, as well as our team of professional support technicians.

**UNLESS OTHERWISE STATED, WE PASS ON THE MANUFACTURER'S ORIGINAL WARRANTY, AND DO NOT PROVIDE ADDITIONAL WARRANTY PROTECTION UNLESS ORDERED AS EXTENDED SERVICE.**

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### **6. Orders**

#### **\$45 Minimum Order Value:**

Minimum Order Value is \$45.00 (USD, excluding shipping and handling costs). Our shopping cart may accept your order below \$45.00, but we reserve the right to place it on hold to discuss your order or project. We are happy to discuss specialized or long-term product/service requirements, orders or agreements at any time and customers are encouraged to call us at our toll-free number 1-888-237-8525 and speak directly with a BarcodeFactory.com Customer Service Representative.

#### **International Shipments/Right of Refusal:**

Paragon Print Systems, Inc., "The Barcode Factory", complies with international trade laws. We retain the right to refuse any order to remain compliant with these laws. All overseas orders will require a special freight quotation. Paragon Print Systems, Inc. retains the right to refuse any order at the discretion of the management of Paragon Print Systems, Inc., "The Barcode Factory".

#### **Resellers:**

Certain products are available to resellers at special discounts. Contact Paragon Print Systems, Inc. for details or price quotes. We are required by some manufacturers to provide products only to end users, and we will fully comply with these requirements.

#### **Payment Method:**

All charges are in US dollars. Paragon accepts all major US based credit cards, ACH Payments and Wire Transfers. We can also establish your company on open terms after your first order and the completion of an approved credit application. Credit applications can be downloaded at the link below, or you may email ([sales@barcodefactory.com](mailto:sales@barcodefactory.com)) or fax us (fax at 814.456.7905), your standard credit references including bank and at least three business references.

Download our Credit Application [here](#).

We only accept credit-card payments from accounts in the USA and Canada. Credit cards from any other country are not accepted. If your credit card is issued outside of the USA or Canada, please contact us for alternative payment options. For a Wire Transfer of money in US funds to our US bank account, we will provide you in advance the proper account credentials. Paragon Print Systems Inc. will charge a Wire Transfer Fee for your transaction.

Paragon Print Systems, Inc. has no responsibility should you use another individual's credit card or a company credit card without approval from the individual or company prior to placing your order.

#### **Returned Checks:**

When a check is returned by a bank due to insufficient funds, a stop payment order or a closed account notice is sent to the customer, informing them of the returned check. A hold is placed on your account until payment is made in full on the returned check, plus any additional bank fees.

### Shipping to Residential Addresses and Non-Business Related Addresses:

We require a proof of delivery to non-commercial or residential addresses. All residential addresses will ship "Signature Required." If you sign a signature release for your address allowing drivers to leave packages unattended, or elect to allow a carrier to deliver by signing the carrier's permission to deliver document, Paragon Print Systems, Inc. is not liable for damaged or lost goods. We require a signature to protect our clients from stolen goods, or goods that can be identified as damaged in shipping. We will ship only to addresses specifically related to your business. We reserve the right to refuse shipments to motels, hotels, rental offices, UPS Stores or any business where we can not verify the business relationship to the buyer.

### Free Ground Shipping Policy and Exclusions

We offer free ground shipping for orders with a subtotal exceeding \$975.00 of eligible products. Most printers, scanners, mobile computers and their accessories are eligible. Eligible products are marked with a 📦. Orders with a subtotal of eligible products under \$975.00 will be charged a low flat rate of \$15 for shipping and handling on those items. Free shipping is not available on the following product lines: select manufacturers' hardware, blank labels, custom labels, pre-printed labels, printer ribbons, ink cartridges, receipt paper, RFID tags and labels, printheads and parts. The Free Ground Shipping Policy only applies to the Continental USA. For quotes outside the Continental USA or an expedited shipping quote inside or outside the Continental USA, including Next Day Air, 2 Day Air or truck, please contact us. We will provide a prompt quote in less than one business day.

### Shipping Lithium Batteries

Lithium batteries are required by carriers to ship via ground service. Lithium batteries that are shipped air service (Next Day, 2-Day or 3-Day), are considered HAZARDOUS GOODS and a **\$75.00 additional fee** will apply to process them. We will contact the buyer to approve this fee prior to charging, or change the shipping method. A phone number for the end-user is also required by FedEx, UPS and all other carriers for hazardous shipments.

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## 7. Damage in Shipping

Paragon Print Systems, Inc., "The Barcode Factory", takes every reasonable precaution to ensure that the products are not damaged during shipping. However, damage to products can occur during travel from our shipping facility to homes or businesses. Loss or damage that occurs during shipping by a carrier selected by Paragon Print Systems, Inc. is the responsibility of Paragon Print Systems, Inc. Loss or damage that occurs during shipping by any carrier selected by you, the customer, is your responsibility. Notify Paragon Print Systems, Inc. in case of any damaged or missing items from your order within three days after product is received. Filing a shipping damage claim can be a complicated and lengthy process. Please allow thirty to forty-five days for these claims to be settled. If you suspect damage to your shipment as it is being delivered to you, please notify the carrier immediately. You have the right to refuse the shipment. Should you choose to refuse the shipment, small package or freight, you must have the deliverer/driver indicate the nature and extent of the damage on the delivery receipt. The carrier will return the shipment to Paragon Print Systems, Inc. If damage is not noticed until after delivery, please take pictures of the damage and keep product in the original or damaged packaging or on the skid, as the delivery carrier may require an inspection of the damaged product prior to settling any claim. If you sign for the package or freight and later find damage, your claim will be denied, since you signed and accepted the product damaged and did not notify the driver.

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## 8. Returns [Return Policy Page](#)

Our professional staff is available to review your requirements before you order. In the event that your needs change, or you did not understand the features of the equipment that was purchased, we will make every effort to satisfy your requirements. Prior to returning any purchased item, you are requested to contact our Customer Service Department or your BarcodeFactory.com sales representative with details of your request. Returned items purchased within thirty days are eligible for refund, minus 15% of the original purchase price and excluding shipping.

### Hardware Return:

Returns for Hardware must be made within thirty days of purchase. All original packaging and materials that were included with the product must be included with the return or Paragon Print Systems, Inc. will not accept the return for a full refund. If the product returned does not meet the following conditions below, the return authorization will be cancelled and we are unable to refund the product.

### Conditions where a return authorization will be accepted within 30 days of purchase:

**All returns require a Return Authorization Number (RMA) prior to returning the product. Any equipment received without an RMA will not be accepted. Contact us by email or phone to acquire an RMA.**



#### Software Return:

Software that is opened is non-returnable.

#### Stock Labels and Ribbons Return:

A return for stock labels and ribbons may be returned within thirty days of purchase if the label or ribbon is unopened and unused. Stock label returns will be subject to a 15% restocking fee. Paragon Print Systems, Inc. will be happy to assist you in finding the correct label and ribbon size for your printer prior to placing your order. Call us to speak to a professional media expert. We can also send out free test samples for most stock media.

#### Made-to-Order Products:

Returns on made-to-order products, custom products or labels, printed materials and made-to-order hardware or software are non-returnable. Paragon Print Systems, Inc., "The Barcode Factory" provides proofs, CAD drawings, direct and indirect sales and support, samples and a consultative approach to ensure the product works for your application.

#### Exceptions by Manufacturer:

The following exceptions are by manufacturer and are in addition to the above requirements of returns and return authorization process.

- TOSHIBA printers and printer parts are non-returnable for any reason other than manufacturer defects.
- CAB Printers and all CAB printer parts require a 15% restocking fee for any return for any reason other than manufacturer defects.
- TACH-IT products non-returnable.
- Avery/Novex printers and print heads are non-returnable for any reason other than manufacturer defects.
- Epson Color Works printers are non-returnable for any reason other than manufacturer defects.

Any hardware item that is determined to have defects by the manufacturer, can be returned or exchanged within 30 days of purchase, but must have all original packaging, all original materials in the box. For assistance or details on returns, contact your sales representative via e-mail or calling 1-888-237-8525.

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## 9. Sales Tax

### Items sold by Paragon Print Systems, Inc. and shipped to certain states may be subject to tax.

#### Duties and Taxes:

Any use tax, sales tax, excise tax, duty, custom, inspection or testing fee, or any other tax, fee or charge of any nature whatsoever imposed by any governmental authority, on or measured by the transaction between Seller (Paragon Print Systems, Inc.) and Buyer shall be paid by the Buyer, in addition to the price quoted or invoiced. In the event Seller is required to pay any such tax, fee or charge, Buyer shall reimburse Seller. Taxes and duties vary depending on the regulations of each country.

Taxes and duties are additional charges to the applicable shipping fee, and are not included in any shipping quotation. Therefore, they are not part of the final transportation price provided by THE CARRIER or Paragon Print Systems, Inc.'s quote of shipping costs.

#### How Sales Tax is Calculated:

The amount of tax charged on your order depends on many factors, including the identity of the seller, type of item or service purchased, the time and location of fulfillment and the shipment or delivery address of your order. These factors can change between the time you place an order and when delivery is complete. As a result, the tax calculated on your order may change; therefore, "Estimated Tax" is displayed at checkout when forming an order. The amounts displayed as estimated tax may then be updated later when your order is finalized and completed.

The tax rate applied to your order will be the combined state and local rates of the address where your order is delivered to or fulfilled from. However, the destination of your order's delivery will often determine if tax is applicable. For example, if you live in a state that does not impose a sales tax, you may still see tax calculated on your order if shipped to another state. Moreover, the tax rates applied to your order may also be different for a variety of reasons, such as a shipment to a residential home versus a business address. Also, please note that the total selling price of an item will generally include item-level shipping and handling charge and item-level discounts. These charges, if applied at an order level, may be allocated to the individual items in an order.

Paragon Print Systems, Inc. is not required in all states to collect sales and use tax. If tax has not been calculated on your order, that does not mean that you do not have to remit use tax in your state. You need to check with your states sales tax office to determine if you are required to remit use tax on the items that you have purchased.

#### Tax-Exempt Certificate:

If you have a current tax-exempt certificate for your state and for the item(s) you are purchasing, please contact Paragon Print Systems, Inc. "The Barcode Factory" toll-free at 1-888-237-8525 to discuss your order.

**Note:** Please reference "Paragon Print Systems, Inc." on any provided tax exempt forms.

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## 10. Limitation of Liability

In no event shall either party be liable hereunder for incidental, special, indirect, consequential or punitive damages, even if advised in advance of the possibility for such damages and vendors total liability for damages under this agreement and the Order shall be limited to the total fees due hereunder for the invoice upon which a claim is based.

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## 11. Status

Buyer and Supplier are separate entities. Nothing in the Order or this Agreement shall be construed as creating an employer-employee or joint venture relationship.

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## 12. Trademarks

Unless otherwise noted, product names, designs, logos, titles, words or phrases within this Publication are the trademarks, service marks, trade names or other property of their respective owners.

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## 13. Compliance with Law

Each party shall comply with state, federal and local laws and regulations applicable to its performance hereunder.

*Rev. 02/2023*



2021 Paragon Drive | Erie, PA 16510 | USA  
814.456.8331 | fax:814.456.7905 | 888.237.8525  
PrintParagon.com | BarcodeFactory.com

Make Checks Payable to: **Paragon Print Systems, Inc.**

**INVOICE**

**331592**

Page: 1

**INVOICE DATE:** 3/15/2024

**CLIENT NO:** 35212W

**CONSULTANT** LCH RL  
LUKE HESS

**TO:**

STATE OF MN NASPO  
200 Administration Building  
50 Sherburne Avenue  
ST. PAUL, MN 55155

**SHIP TO:** NT-STPAUL

STATE OF MN NASPO  
200 Administration Building  
50 Sherburne Avenue  
ST. PAUL, MN 55155

SHIPPED	UNIT	ITEM	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA/1	ET80A-0P5A1-000	ZEBRA RUGGED ET80 TABLET	2503.31	2503.31

**Customer PO:** 371080

**Dist. PO#**

0324-0542

**Shipped:** FED EX GROUND COLLECT 3/11/2024

SAMPLE INVOICE  
SHIPPING & HANDLING 0.00

Our terms are 1% 15 days net 30.  
Excludes payments by credit card.

**SUBTOTAL:** 2503.31

**SALES TAX:** 0.00

**TOTAL:** 2503.31