

**PARTICIPATING ADDENDUM  
 NASPO ValuePoint COOPERATIVE PURCHASING ORGANIZATION**

**NASPO ValuePoint Mailroom Equipment, Supplies & Maintenance -- Arizona RFP ADS016-00006238  
 Administered by the State of Arizona (hereinafter "Lead State")**

**MASTER AGREEMENT  
 Master Agreement Number: ADSP016-169900**

**Bell & Howell LLC  
 (hereinafter "Contractor")  
 And  
State of Connecticut  
 (hereinafter "Participating State/Entity" or "State")**

**6.20 Administrative Fee**

Each quarter Contractor shall submit a check payable to "Treasurer, State of Connecticut" to Participating State primary contact address for the calculated amount equal to one percent (1%) of the total sales for the quarterly period. Contractor shall include Participating State's contract number, 16PSX0180, quarter for which check is for and reference NASPO ValuePoint Cooperative Contract ADSP)-169900 on check for identification.

Payment of the administrative fee is due irrespective of payment status on orders or served contracts from a Purchasing Entity. Failure to submit quarterly administrative fees on a timely basis may constitute breach of Contract. Payments are due by the end of the following months for each quarter. For example:

Quarter 1:	October 1 <sup>st</sup> to December 31 <sup>st</sup>	due January 31 <sup>st</sup>
Quarter 2:	January 1 <sup>st</sup> to March 31 <sup>st</sup>	due April 30 <sup>th</sup>
Quarter 3:	April 1 <sup>st</sup> to June 30 <sup>th</sup>	due July 31 <sup>st</sup>
Quarter 4:	July 1 <sup>st</sup> to September 30 <sup>th</sup>	due October 31 <sup>st</sup>

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

<b>Participating Entity:</b> State of Connecticut Dept. of Administrative Services Procurement Division	<b>Contractor:</b> Bell & Howell LLC
<b>By:</b>	<b>By:</b> 
<b>Name:</b> Carol S. Wilson	<b>Name:</b> Mr. Dan Noga
<b>Title:</b> Procurement Director	<b>Title:</b> General Counsel
<b>Date:</b>	<b>Date:</b> 11/21/17