



INSTRUCTIONS FOR COMPLETING:

**PARTICIPATING ADDENDUM (“PA”) TO WSCA CISCO NETWORKING
COMMUNICATIONS & MAINTENANCE MASTER AGREEMENT AR-233
 (“WSCA Master Agreement”)**

Section 1, Authority and Scope: As indicated in the PA, please describe (i) the legal authority of the State to enter into this PA (i.e. WSCA Member), and (ii) all the authorized users/buyers/purchasers who will be eligible by law to use this WSCA contracting vehicle (i.e. state agencies, cities, counties, K-12, higher education, non-profits, etc.).

Section 2 and Appendix A, State-Specific Constitutional & Statutory Requirements: As indicated in this paragraph, please identify on Appendix A any provisions that must be incorporated into the PA as expressly required by your State law. However, since all the major Ts & Cs have already been negotiated in the WSCA Master Agreement and incorporated into the PA, kindly **only** propose changes to the WSCA Master Agreement (if any) that are State statute-based. We would appreciate it, if you could also cite us the particular State statutes, along with the proposed changes so that Cisco Legal can review accordingly. If there are no proposed changes or additions, please state “NONE” accordingly on Appendix A.

Section 4 and Appendix B, State-Specific Purchasing Guidelines: Same as Section 2 above. Please **only** identify on Appendix B State-specific purchasing guidelines that are Statute-based. Cisco will be happy to review and consider any proposed changes to the WSCA Master Agreement, if they are expressly mandated by your State law. Therefore, kindly provide the corresponding State statute codes for any proposed modifications or additions. If there are no proposed changes and/or additions, please state “NONE” accordingly on Appendix B.

Appendix C: Please identify the individual who will be the State’s Point of Contact for ongoing contracts administration of this PA, including receiving the quarterly sales volume reports from Cisco.

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If you have any questions about the PA or the WSCA Master Agreement (and its subsequent Amendments), please contact the Cisco WSCA Program Manager, Mimi Nguyen:

mimnguyen@cisco.com or (408) 527-2627