



Procurement of Acquisition Support Services (PASS)



NASPO ValuePoint is a cooperative purchasing program facilitating public procurement solicitations and agreements using a lead-state model. This **NASPO ValuePoint Cooperative Contract** may be used by state and local governments and state universities and colleges. The State of Hawaii led the procurement process and made a competitive award to **BerryDunn**. The contract service categories shown below, and examples of **BerryDunn** services are listed under each category. To learn more, please contact us at 207.541.2200 or PQCV@berrydunn.com.

ACQUISITION PLANNING	MARKET RESEARCH	SOLICITATION & AWARD
Requirements development and review	IT system market analysis	Solicitation preparation
Procurement strategy and cost estimation	IT system cost analysis	IT system selection and independent review
CONTRACT MANAGEMENT	COMPLETION & CLOSEOUT	RELATED SERVICES
Contract development and negotiation	IT system vendor performance evaluation	Procurement policy review
Contract administration	Project closeout and stakeholder review	Procurement process improvement

Participating Addendum (PA) process

State Agency:

1. State agency identifies a need for PASS services provided by **BerryDunn** and contacts their Chief Procurement Official (CPO).
2. State CPO (or designated representative) will be the signatory on the PA. They will also be the NASPO ValuePoint (ValuePoint) point of contact throughout the process.
3. State CPO completes the draft PA and then forwards the draft to **BerryDunn**. Negotiations will be handled directly between State CPO and **BerryDunn**. Upon agreement, the State CPO sends a final copy of PA to **BerryDunn** for signature.
4. State CPO sends fully executed copy to both **BerryDunn** and ValuePoint at PA@naspovaluepoint.org, and notifies the State agency that they can begin work with **BerryDunn**.

Note: Political subdivisions and non-state entities (Local Entity) can now participate as well.

Local Entity:

1. Local Entity identifies a need for PASS services provided by **BerryDunn**, but the State CPO has not signed a PA.
2. Local Entity contacts ValuePoint Education and Outreach (E&O) team at PA@naspovaluepoint.org with information about the entity's main point of contact: full name, phone number, email address, and physical address.
3. E&O team will contact the State CPO to ask if they will sign a PA or if the Local Entity may sign their own PA. If CPO agrees to sign a PA, follow the State Agency process (step 3 above).
4. Alternatively, if the CPO agrees to the Local Entity signing their own PA, the E&O team will email both **BerryDunn** and the Local Entity with permission from the CPO to complete the PA.
5. Local Entity completes the draft PA and then forwards the draft to **BerryDunn**. Negotiations will be handled directly between Local Entity and **BerryDunn**. Upon agreement, the Local Entity sends a final copy of PA to **BerryDunn** for signature.
6. Local Entity sends fully executed copy to both **BerryDunn** and ValuePoint at PA@naspovaluepoint.org.

PA templates are available at www.naspovaluepoint.org.