



**State of New Mexico
General Services Department
State Purchasing Division**

Master Agreement Amendment Cover Page

Awarded Vendor:

0000144187

OST, Inc.

1676 International Dr., Suite 1100

McLean, VA 22102

Email: NASPO-supplier@ostglobal.com

Telephone No.: (202) 271-4952

Ship To:

**All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.**

Invoice:

As Requested

Number: **20-00000-21-00021AI**

Amendment No.: **One**

Term: **August 15, 2022 – August 14, 2026**

Procurement Specialist: **Theresa Mendibles** *tam*

Telephone No.: **(505) 795-1894**

Email: theresa.mendibles@gsd.nm.gov

Title: **Temporary Employment Services**

This amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from August 15, 2024 to August 14, 2026 at the same price, terms and conditions.

Every State Agency, unless exempted from the authority of the State Purchasing Agent pursuant to Section 13-1-99 NMSA 1978, that utilizes this Statewide Price Agreement for professional services over \$5,000 must process the professional services agreement template and accompanying documents through GSD's Contracts Review Bureau.

NASPO ValuePoint: <https://www.naspovaluepoint.org/portfolio/temporary-employment-services/ost-inc/>

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.



**Master Agreement No. 20-00000-21-00021AI
Amendment No. One**

THIS AGREEMENT for Temporary Employment Services is entered into by and between the **State of New Mexico, General Services Department** (hereinafter the “Lead State” or a “Participating Entity” and **OST, Inc.** (hereinafter the “Contractor”).

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

Enact the option to extend Section I. 1.1 The Initial Term, from August 15, 2024 to August 14, 2026.

NASPO ValuePoint Program Provisions

I. Term of Master Agreement

1.1 The initial term of the Contract will be two (2) years with the option, upon mutual written agreement by all parties, for three (3) additional renewal periods of one (1) year each.

All other Terms of the original contract remain the same.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement, which will take effect on the last signature date of the required approval authorities below. Each of the signatories, below, may execute this Agreement by hard copy original, facsimile, digital or electronic signature, any of which shall be deemed to be a true and original signature hereunder.

By: *Jim Bottorff*
Jim Bottorff, Chief Financial Officer
OST, Inc.

Date: 12/16/2024

The records of the Taxation and Revenue Department reflect that Contractor is registered with the Taxation and Revenue Department of the State to pay gross receipts and compensating taxes:

BTIN: 03-512631-00-0

NOTE: Taxation and Revenue is only verifying the registration and will not confirm or deny taxability statements contained in this contract.

By: *Ann Marie Lucero*
Taxation and Revenue Department

Date: 12/16/2024

This Agreement has been approved by the State Purchasing Agent of New Mexico:

By: *Dorothy Mendonca*
Purchasing Agent
State of New Mexico

Date 12/16/2024

Certificate Of Completion

Envelope Id: E8B2E60B-5EE0-43EE-ABDB-F59A0A025E55

Status: Completed

Subject: Please DocuSign: 20-00000-21-00021AI MA A001_OST

Source Envelope:

Document Pages: 3

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 2

Theresa Mendibles

AutoNav: Enabled

1100 S Saint Francis Dr

Envelopeld Stamping: Enabled

Santa Fe, NM 87502

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Theresa.Mendibles@gsd.nm.gov

IP Address: 164.64.62.10

Record Tracking

Status: Original

Holder: Theresa Mendibles

Location: DocuSign

12/16/2024 10:49:48 AM

Theresa.Mendibles@gsd.nm.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: General Services Department

Location: DocuSign

Signer Events

Signature

Timestamp

Michael Saavedra

Michael.Saavedra@gsd.nm.gov

IT and Const. Bureau Chief

New Mexico General Services

Security Level: Email, Account Authentication
(None)

MS

Signature Adoption: Pre-selected Style

Using IP Address: 164.64.62.10

Sent: 12/16/2024 10:58:22 AM

Viewed: 12/16/2024 11:25:58 AM

Signed: 12/16/2024 11:26:19 AM

Electronic Record and Signature Disclosure:

Accepted: 6/4/2020 11:04:51 AM

ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8

Jim Bottorff

jbottorff@ostglobal.com

Chief Financial Officer

OST, Inc.

Security Level: Email, Account Authentication
(None)

Jim Bottorff

Signature Adoption: Pre-selected Style

Using IP Address: 68.227.1.95

Sent: 12/16/2024 11:26:21 AM

Viewed: 12/16/2024 11:31:40 AM

Signed: 12/16/2024 11:51:11 AM

Electronic Record and Signature Disclosure:

Accepted: 12/16/2024 11:31:40 AM

ID: a975eee4-6375-4395-93cf-b8170aadf491

Ann Marie Lucero

annmarie.lucero@tax.nm.gov

District Mgr.

State of New Mexico Taxation and Revenue

Signing Group: 33300 - CRS Verification

Security Level: Email, Account Authentication
(None), Login with SSO

Ann Marie Lucero

Signature Adoption: Pre-selected Style

Using IP Address: 164.64.133.192

Sent: 12/16/2024 11:51:13 AM

Viewed: 12/16/2024 11:55:15 AM

Signed: 12/16/2024 11:58:51 AM

Electronic Record and Signature Disclosure:

Accepted: 6/2/2020 2:28:54 PM

ID: 4e14c1ed-cee7-47c4-9f77-dc41a9cef910

Dorothy Mendonca

dorothy.mendonca@gsd.nm.gov

SPD Division Director / State Purchasing Agent

General Services Department

Signing Group: 35000 - State Purchasing Agent

Security Level: Email, Account Authentication
(None)

Dorothy Mendonca

Signature Adoption: Pre-selected Style

Using IP Address: 164.64.62.10

Sent: 12/16/2024 11:58:53 AM

Viewed: 12/16/2024 12:58:51 PM

Signed: 12/16/2024 12:58:55 PM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 4/14/2023 7:24:59 AM ID: 51f6380f-50f7-4227-afb5-572b373dfb7c		
Theresa Mendibles theresa.mendibles@gsd.nm.gov GSD IT PROCUREMENT SPECIALIST New Mexico General Services Security Level: Email, Account Authentication (None)	<i>tam</i> Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/16/2024 12:58:57 PM Viewed: 12/16/2024 1:03:56 PM Signed: 12/16/2024 1:04:08 PM
Electronic Record and Signature Disclosure: Accepted: 6/1/2020 5:55:33 PM ID: a1931c7b-74ec-4e14-aa46-8324a6999adc		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/16/2024 10:58:22 AM
Certified Delivered	Security Checked	12/16/2024 1:03:56 PM
Signing Complete	Security Checked	12/16/2024 1:04:08 PM
Completed	Security Checked	12/16/2024 1:04:08 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact GSD:

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: GSD.SPDinfo@state.nm.us

G. To advise SPD of your new email address

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at GSD.SPDinfo@state.nm.us and in the body of such request you must include your previous and new email addresses.

H. To request paper copies from SPD

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at GSD.SPDinfo@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a \$1.00 per page copy fee plus postage.

I. To withdraw your consent with SPD

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to GSD.SPDinfo@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.