

Ordering Instructions

Statewide Contract – ELECMON14

Ordering Requirements - The contract is available to all state agencies and political subdivisions. An agency may order any item from the vendor's catalog provided the item is not covered by any other statewide contract.

Special Instructions– Agencies shall issue an Agency Delivery Order (ADO). In the extended description of the ADO, the following language must be contained (1) "This order is subject to WSCA-NASPO Contract #00212 terms, conditions, specifications, and pricing" (2) Your name, Address, and Contact, and Phone Number, (3) Other program requirements as necessary

Approvals Required - For purchases over \$250,000, Purchasing approval is required and will be submitted as a CDO

Agency and/or Vendor Contact Information:

Rachel Semago
Attenti US, Inc
Phone: 813-749-5454
Email: rsemago@attentigroup.com

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order –

Agency should prepare an Agency Delivery Order (ADO) for services rendered by the vendor.

How to submit the completed order to the Vendor - The agency must contact the vendor representative to initiate the procurement process. The vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Furthermore, the vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.