

**PARTICIPATING ADDENDUM**  
**WSCA-NASPO COOPERATIVE PURCHASING ORGANIZATION**  
**DISCOUNTED AIR FARES**  
Administered by the State of Oregon (hereinafter "Lead State")

MASTER AGREEMENT  
Southwest Airlines  
Master Agreement No: PA-2624  
(hereinafter "Contractor")

And

State of Nevada  
(hereinafter "Participating State/Entity")

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1. Scope: This addendum covers the *Discounted Airfares* led by the State of Oregon for use by state agencies and other entities located in the Participating *State/Entity* authorized by that state's statutes to utilize *state/entity* contracts with the prior approval of the state's chief procurement official.

2. Participation: Use of specific WSCA-NASPO cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use *state/entity* contracts are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

3. Participating State Modifications or Additions to Master Agreement:

3.1 Agencies of the State of Nevada must book all air travel with Southwest Airlines using SWABIZ, when practicable. State agencies may not utilize the services of the WSCA-NASPO Travel Center.

3.2 This addendum is also available to the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada. Non-State agencies may use the WSCA-NASPO Travel Center to book air travel with Southwest Airlines.

4. Customer to Receive:

- Point of sale discounts:
  - Discount amounts and segment commitments as defined in CHART 1
    - Point of sale discounts applicable to base fare before taxes and fees
    - Discount subject to termination with 3 months declining revenue
  - Southwest Airlines fare classes:
    - *Discount on Southwest Airlines applies to the fare classes "Business Select" (K), "Anytime" (Y) and Public "Wanna Get Away" within 0-7 day(s) advance purchase from the departure date. Fare classification subject to change.*
  - Southwest Airlines Markets: RNO-ALL & LAS-ALL
- Distribution channels as defined in EXHIBIT A
  - SWABIZ
- Training, marketing, and communication support to State of Nevada Travel program

Carrier to Receive:

- Designation of Southwest Airlines as a Preferred Carrier within Customer's travel program and policy
- Goal Requirements: 15% year over year growth based on Southwest Airlines flown data.
- Copy of all communication to be shared with Southwest Airlines.
- Quarterly travel reports to include State of Nevada top 100 city pairs, segments on Southwest Airlines, segments on OAL, spend on Southwest Airlines and spend on OAL so that we can track growth
- Quarterly joint sales initiatives designed to promote and grow State Program
- Quarterly performance reviews to ensure success of the agreement

KP  
Initials)

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**Counterparties**

It is agreed upon by both parties that this agreement as outlined above may be extended to all local government entities within the State of Nevada to include, Cities, Counties, K-12 and public higher education. Participants of this agreement are subject to the terms as outlined above.

**CHART 1**

*HP*  
(Initials)

5%	WN: Business Select (K) Anytime (Y)	RNO-ALL LAS-ALL
3%	WN: Select Wanna Get Away 0-7AP	RNO-ALL LAS-ALL

5. **Primary Contacts:** The primary contact individuals for this Participating Addendum are as follows (or their named successors):

<u>Contractor</u>	
Name	Jeff Haag, Southwest Airlines
Address	PO Box 36611, HDQ-5MD 2702 Love Field Drive Dallas, TX 75235
Telephone	866-569-5793
Fax	
E-mail	<a href="mailto:jeffrey.haag@wnco.com">jeffrey.haag@wnco.com</a>

**PARTICIPATING ADDENDUM  
WCSA-NASPO COOPERATIVE PURCHASING ORGANIZATION  
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Participating Entity

Name	Marcy Troescher
Address	515 E. Musser St., Ste. 300, Carson City, NV 89701
Telephone	775-684-0199
Fax	775-684-0188
E-mail	Mtroescher@admin.nv.gov

6. **Authorized Travel Management Contractor:** To access the discounts under this Participating Addendum, Participating State / Entity **MUST** have an existing Travel Management Contractor (Travel Agency) or **MUST** use the WCSA-NASPO Travel Center. Participating State / Entity must indicate this below.

**Must select one:**

**WCSA- NASPO Travel Center.** Participating State / Entity will access the discounts using the WCSA / NASPO Travel Center. Participating State / Entity has executed a separate Participating Addendum with the US Travel to access the airfares in the WCSA- NASPO Travel Center Booking Tool. Contractor already has valid ARC and Psuedo City Code on file.

**Existing Contracted Travel Agency.** Participating State / Entity will access the discounts using an existing contracted Travel Management Contractor. Participating State / Entity shall enter the valid and dedicated ARC and dedicated Pseudo City Code in Exhibit A (below). The pseudo city code shall be dedicated for use by the Participating State / Entity only.

**SWABIZ.** Participating State / Entity will access the discounts using SWABIZ.

7. **Subcontractors:** All Southwest Airlines dealers and resellers authorized in the State of Nevada, as shown on the dedicated Southwest Airlines (cooperative contract) website, are approved to provide sales and service support to participants in the WCSA-NASPO Master Price Agreement. The Southwest Airlines dealer's participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.

8. **Orders:** Any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the parties to the Order agree in writing that another contract or agreement applies to such Order.

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

Participating State: <u>Nevada</u>	Contractor: <u>Southwest Airlines</u>
By: <u>Kim Perondi</u>	By: <u>Richard Sweet</u>
Name: <u>Kim Perondi</u>	Name: <u>Richard Sweet</u>
Title: <u>Asst. Chief Procurement Officer</u>	Title: <u>Sr Director Marketing</u>
Date: <u>11-6-2014</u>	Date: <u>11-6-14</u>

[Additional signatures as required by Participating State]

For questions on executing a participating addendum, please contact:

WCSA-NASPO	
Cooperative Development Coordinator	Tim Hay
Telephone	503-428-5705
E-mail	thay@wsca-naspo.org

[Please email fully executed PDF copy of this document to [PA@wsca-naspo.org](mailto:PA@wsca-naspo.org) to support documentation of participation and posting in appropriate data bases]

APPROVED BY BOARD OF EXAMINERS

Julia Teska  
Signature - Board of Examiners

on: 12/9/14  
Date

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EXHIBIT A.

AUTHORIZED ARC/IATA\* TICKETING LOCATIONS

Participating State/ Entity shall provide the following information to the Contractor. Participating State/Entity shall provide a valid and dedicated ARC and dedicated pseudo city code. The pseudo city code shall be dedicated for use by the Participating State / Entity only.

ARC/IATA	Country	Agency Name	GDS	PCC	Acct. Code/ Corp ID	Redistribution/ Branch Access Yes/No**?	Begin Date	End Date

\* Unless otherwise specified, ARC's/IATA's are valid for Travel Validity outlined above.

\*\*Redistribution/Branch Access (Home Office Location "HOL") is used in instances where an agency prices and/or views a discount under one Pseudo City Code (PCC) and actually issues the ticket under another PCC (HOL). Typically, when an agency has multiple PCC's for the same ARC/IATA location, they will need "Redistribution" (Apollo/Galileo) or for Sabre "Branch Access" users this is ONLY for the "Home Office Location" PCC.