

ADDENDUM TO CHAPTER-HOSTED COURSES AGREEMENT BETWEEN NATIONAL INSTITUTE OF
GOVERNMENTAL PURCHASING, INC.
AND

THIS ADDENDUM serves as an extension to the existing Chapter-Hosted Courses Agreement. The agreement shall be extended for a period of one year beginning July 1, 2019 and ending June 30, 2020.

The same terms from the original contract shall remain, with the exception of the following revisions:

8.7 Instructor toolkit no longer provided.

9.5.b Course evaluation forms are no longer required. Onsite coordinator must collect course participant forms and sign in sheets and scan and email copies of each form to NIGP at events@nigp.org within 24 hours of the ending of the course

Fees. Course fees are set by the NIGP Finance Council and in effect for the period of July 1 to June 30 annually. Fees are subject to change in NIGP's sole discretion. NIGP will provide notification to Chapter in the event of fee changes during the contract period, at which point Chapter may cancel this agreement by notifying NIGP in writing of said intent.

Individuals registering for each course shall pay NIGP in accordance with the fee schedule below. Chapters may make special arrangements with NIGP to pay all or a portion of the registration fees.

Effective July 1, 2019 through August 31, 2019:

- Three-Day NIGP Courses - \$715 Member, \$815 Non-Member
- Two-Day Courses - \$510 Member, \$610 Non-Member
- One-Day NIGP Courses - \$310 Member, \$410 Non-Member

Early discounts and late registration penalties may also apply.

Effective September 1, 2019 through June 30, 2020:

- Three-Day NIGP Courses - \$595 Member, \$695 Non-Member
- Two-Day NIGP Courses - \$425 Member, \$525 Non-Member
- Two-Day Co-Sponsored Courses - \$510 Member, \$610 Non-Member
- One-Day NIGP Courses - \$310 Member, \$410 Non-Member

Early discounts and late registration penalties may also apply.

Course Minimums. Courses must meet the minimum number of attendees required at least thirty (30) days prior to the Course start date. Course minimums are as follows:

- Three-Day Course – minimum 6 attendees
- NIGP Two-Day Course – minimum 6 attendees
- Co-Sponsored Two-Day Course – minimum 15 attendees
- NIGP One-Day Course – minimum 10 attendees
- Co-Sponsored One-Day Course – minimum 15 attendees

In the event the course has not met the required minimum at thirty (30) days prior to the course date, the course may be cancelled or rescheduled in NIGP's sole discretion.

Chapter Contact. Chapter's representative with respect to this agreement (the "chapter contact") is . The chapter contact may be changed by Chapter and Chapter will promptly notify NIGP in writing of any such change.

NIGP Contact. NIGP's representative with respect to this agreement (the "NIGP Staff Contact") is Karen Robinson, Events Administrator. The NIGP Staff Contact may be changed by NIGP and NIGP will promptly notify NIGP in writing of such change.

Notices. All notices, demands, and other communications hereunder shall be in writing and shall be delivered in person or deposited in the United States Mail, certified or registered, with return receipt requested, or electronic mail as follows.

If to NIGP, to:
National Institute of Governmental Purchasing, Inc.
2411 Dulles Corner Park, Ste 350
Herndon, VA 20171
ATTN: Events Administrator
events@nigp.org

If to Chapter, to:
Name:
Street Address:
City, State, Zip
Attn: Name & Title
Email address:

The Agreement, any additional attachments, and this Addendum constitute the entire agreement between the parties and supersede any previous communications, either written or verbal.

**NATIONAL INSTITUTE OF
GOVERNMENTAL PURCHASING, INC.**

CHAPTER

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date