

Instructions for Use Memorandum

To: State and Local Government Entities in Mississippi

From: Craig P. Orgeron, CPM, Ph. D

Date: April 02, 2026 (Revised 4/16/2026)

Re: Instructions for Use of the NASPO ValuePoint (NVP) Cooperative Agreement for Wireless, Data, Voice and Accessories for Vendors: T-Mobile USA, Inc. and Verizon Wireless

CC: ITS Project File Numbers 49041, 49042

1. Introduction

This Instructions for Use document is for when choosing to purchase via the new NASPO Cooperative Agreement for Wireless, Data, Voice and Accessories option for Vendors: T-Mobile USA, Inc. and Verizon Wireless versus using the existing Statewide Master Cellular Voice and Data Services and Equipment Contract (RFP No. 3820) with AT&T Mobility and C Spire.

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state and local governments, of which the State of Mississippi is a member. Administered by the National Association of State Procurement Officials (NASPO), ValuePoint seeks to provide the most cost-effective and efficient acquisition of quality products and services by combining the requirements of multi-state governmental agencies.

Every NASPO ValuePoint (NVP) contract is the result of a formal competitive solicitation conducted by trained, professional procurement officials of a lead state's central procurement office, under the direction of the lead state's State Procurement Official, and in accordance with that state's procurement statutes, regulations, and policies.

The State of Utah is the current lead state and contract administrator for the NVP Master Agreement. A request for competitive sealed proposals was issued by the State of Utah on behalf of NASPO ValuePoint and contracts were awarded to five resellers: AT&T, Discount Cell LLC, Sprint Solutions, Inc., T-Mobile USA, Inc., and Verizon Wireless. ITS has established Participating Addendums (PAs) with two of the five awarded resellers for use of the NVP SVAR Master Price Agreements (MPAs) executed by the State of Utah. The two awarded resellers are T-Mobile USA, Inc. and Verizon Wireless.

Note: Throughout this document, "Participating Addendum" may be used interchangeably with "agreement" or "contract."

2. Effective Dates

The Participating Addendum contracts will be valid from the signature date of this memo through August 11, 2029.

3. Participation

3.1 These Participating Addendums may be used by Mississippi state agencies, universities, community/junior colleges, and local governing authorities (cities, counties, school districts, etc.) (Also collectively referred to as "state entities", or individually, when making a purchase, as a "Purchasing Entity")
These agreements do not include private entities, private schools, or private universities. **[Note: State entities are responsible for ensuring that this procurement and contract vehicle satisfies any specific laws, regulations, rules, procedures, or any other requirements that apply to them prior to making any purchase pursuant to this Participating Addendum].**

3.2 Any entity using these agreements must abide by the instructions in this memorandum even if that entity is not under ITS purview.

3.3 Local governmental entities can use these agreements in lieu of conducting their own procurements, based on MS Code 37-7-13(m)(xi) that allows governing authorities to do so as an exception to the bidding requirements found in Public Purchasing Code.

4. Scope

This Participating Addendum ("PA") covers the NASPO ValuePoint Wireless, Data, Voice and Accessories Master Agreement No. MA176 and No. MA152 led by the State of Utah (the "Master Agreement"), for use by state agencies and other entities, as provided in the Master Agreement, and as more specifically detailed in Paragraph 2, "Participation" below. The scope of this PA includes all Products and Services of the following categories in which Contractor was awarded:

Category 1: Cellular Wireless Services

Category 2: Equipment and Accessories

Category 3: Turnkey Wireless and IoT Solutions offered as a Product

Unless otherwise agreed to by the Parties herein, this PA shall be coterminous with the Master Agreement including any renewals or extensions to the Master Agreement.

5. Access to Wireless, Data, Voice, and Accessories

Current Pricing and featured products for both Vendors can be found on the NASPO ValuePoint site:

T-Mobile: [Portfolio Contractor - NASPO ValuePoint](#)

Verizon Wireless: [Portfolio Contractor - NASPO ValuePoint](#)

6. Dollar Limitations of Use

- 6.1 The maximum dollar limit for using the Participating Addendums is \$250,000 per project.
- 6.2 Projects costing in excess of \$250,000 are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the dollar limitation is described in the [ITS Procurement Handbook](#) under the EPL Planned Purchase process, Rule 207.7: 013-080. The Procurement Handbook is available in the Publications section of the ITS website.
- 6.3 ITS may decide whether use of the Participating Addendums is appropriate or not for a given purchase.

7. Use of the Participating Addendum for Wireless, Data, Voice and Accessories

7.1 Selection of a Vendor

- 7.1.1 ITS has delegated the selection of a vendor to users that follow these instructions for use. Through the NASPO Participating Addendum, choices are T-Mobile USA, Inc. or Verizon Wireless.
- 7.1.2 Users must request **identical** quotes from both awarded vendors, separately, via e-mail, clearly stating requirements.
 - 7.1.2.1 Users must fully document requirements in the request for quotes, including details related to coverage and functionality along with the specific business need for such requirements.
 - 7.1.2.2 Requests for quotes must include the number and type(s) of plan(s) and/or equipment needed.
- 7.1.3 Users must copy the following e-mail address in the request: cellular@its.ms.gov. While it is permissible to meet with the awarded vendors, the request and final quotes must be sent to cellular@its.ms.gov. ITS will periodically audit quotes to ensure appropriate use of the Agreement. Vendors will use 'Reply to All' so that the cellular@its.ms.gov e-mail box receives a copy of the quote.
- 7.1.4 Requests for quotes from **Verizon Wireless** should be sent to: keith.dardis@verizonwireless.com and michelle.russo@verizonwireless.com
- 7.1.5 Requests for quotes from **T-Mobile USA**, Inc. should be sent to: Augustin.Conde@t-mobile.com and alexis.cruz17@t-mobile.com
- 7.1.6 Users must not share a vendor's quote with any other vendor until after a selection is made. Once a selection is made both vendors may be made aware of the selection.
- 7.1.7 **Users must select the lower quote**, assuming both quotes meet the requirements outlined in the request for quotes.

7.1.7.1 To calculate the total cost of the quote, the user must fully document assumptions about how the cellular service will be used during the term of the agreement.

7.1.7.2 During the evaluation process, the user must compare the costs as apples-to-apples, and document any assumptions made and the justification for the selection. This documentation is wholly the responsibility of the user and must be maintained as part of the purchase file, subject to periodic audit by ITS.

7.1.7.3 Users must validate quotes against pricing in the Agreement to ensure they are receiving the contract price or less. Approved current pricing for equipment can be found on the NASPO Website ([Portfolio Details - NASPO ValuePoint](#)) searching for Wireless, Data, Voice & Accessories, then selecting "Utah" located under Participating Addenda. The Current Products and Pricing Documents for each Vendor can be viewed by selecting the Vendor name under the "Contractors" tab. It is shown under Documents/Details/Pricing Documents

7.1.8 Should either awarded vendor be unable to provide the required coverage or functionality, that vendor must note such in their quote. The user may eliminate from consideration the quote that does not meet the documented requirement(s).

7.2 ITS will assist users in obtaining the most appropriate plans, if requested. This will ensure that state entities are receiving the appropriate plans and the best price from the selected vendor.

7.3 Vendors may quote rates less than those in the Agreement, and the rates for the plans in that quote must be valid for the life of the contract or until the user re-quotes. Vendors cannot raise the price at a later date for that user. For example, if a user purchases 10 plans at \$5.00/plan, those plans for those devices cannot increase. The selected vendor may honor that price for additional plans/devices ordered by that user but is not required to do so.

7.4 After entering into an agreement with the selected vendor, users should not request a re-quote any sooner than two years following the date the original vendor is chosen by the user. Any re-quotes, or quotes for new/additional service, must follow the instructions in item 7.1 above.

7.5 For additional devices, if a user is adding a device to an existing plan, the user is not required to obtain a new quote. Using the example in 7.3, if the user is adding an additional device to the \$5.00/plan, it is not necessary to get a new quote. If the user is adding a new device that requires a different plan (such as unlimited voice and unlimited data), the user must obtain a quote from both vendors. Users must follow the instructions in item 7.1 above.

7.6 ITS recognizes that some governing authorities may wish to contract for a term shorter than 24 months, based on case law and Mississippi Attorney General's Opinions related to 'governing authorities not binding their successors in office.' Governing authorities wishing to contract for a term shorter than 24 months must include in their quote the length of the desired term. The awarded vendors are not obligated to provide quotes for less than a 24-month term in this situation.

8. Filing of an Acceptable Use Policy with ITS

Miss. Code Ann. § 25-53-191(5) requires that state agencies and public universities adopt and file with ITS an Acceptable Use Policy that is at least as stringent as the model policy published by ITS. State agencies and public universities may file their Acceptable Use Policy at cellular@its.ms.gov. For questions concerning the Policy, please email cellular@its.ms.gov.

9. Primary Contacts

The primary contact individuals for this Participating Addendum are as follows (or their named successors):

T-Mobile POCs for MS:

Sr. Government Executive: Augustin Conde; Augustin.Conde@t-mobile.com, Cell: 305-968-3700

Sr. Sales Manager - State Government; alexis.cruz17@t-mobile.com, Cell: 917-370-0772

Verizon POCs for MS:

Keith Dardis, Mississippi Account Manager, keith.dardis@verizonwireless.com, Cell: 985-634-1580

Michelle Russo, Associate Director, michelle.russo@verizonwireless.com, Cell: 225-335-5845

10. Solicit Quotations and Evaluate Vendor Offerings for Lowest Cost

- 10.1 Customers may browse available products by visiting the vendor catalog on the NASPO website or by using the Vendor Contact Information shown above and request a quote.
- 10.2 Customers must obtain written quotes from at least two resellers in order to receive contract prices. Contact information for approved vendors is provided in Vendor Contact Information section.
- 10.3 All quotations must include a printed reference to the applicable NASPO ValuePoint Wireless, Data, Voice and Accessories Participating Addendum.
- 10.4 All items quoted must be within the scope of these agreements.
- 10.5 All quotes will reflect an expiration date and pricing will be valid through that date.

11. Place Your Order

- 11.1 Select **the lowest cost quotation** that meets your requirements.
- 11.2 Place your order directly with the approved resellers. The purchase order and quote should match in terms of items purchased, quantities purchased and total amount.
- 11.3 Reference NASPO ValuePoint Wireless, Data, Voice and Accessories Agreement on your purchase order.

12. Vendor Ordering Information

Provided in the tables below is contact information for Verizon Wireless and T-Mobile USA, Inc., including addresses for placing your order and remitting payment.

| Contact Information Verizon Wireless | | |
|---|--|--------------------------------------|
| Keith Dardis, Mississippi Account Manager, Cell: 985-634-1580 E-mail: keith.dardis@verizonwireless.com and Michelle Russo, Associate Director, Cell: 225-335-5845 E-mail: michelle.russo@verizonwireless.com | | |
| Place Order To Verizon Wireless E-mail: keith.dardis@verizonwireless.com michelle.russo@verizonwireless.com | Remit To Verizon Wireless PO Box 15062 Albany, NY 12212-5602 | |
| For MAGIC Customers | Contract Number 8500001211 | Supplier Number 3102092621 |

| Contact Information T-Mobile USA, Inc. | | |
|--|---|--------------------------------------|
| Augustin Conde, Sr. Government Account Executive, Cell: 305-968-3700 E-mail: Augustin.Conde@t-mobile.com | | |
| Place Order To T-Mobile USA, Inc. E-mail: Augustin.Conde@t-mobile.com | Remit To T-Mobile USA, Inc. P. O. Box 742596 Cincinnati, OH 452742596 | |
| For MAGIC Customers | Contract Number 8500001210 | Supplier Number 3100023927 |

13. NIGP Codes for MAGIC

13.1 State agency customers will be required to use NIGP codes when purchasing through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). The following NIGP codes will be used for products purchased using the Participating Addendum for Wireless, Data, Voice and Accessories Agreement.

| NIGP Code: | Use For: |
|-------------------|-----------------------|
| 91575 | Cellular Service |
| 83935 | Cellular Devices |
| 83912 | Essential Accessories |

14. What Goes in Your Purchase/Audit File

Make sure you provide adequate documentation that you followed the recommendations and directives in this Instructions for Use Memorandum. At a minimum, include:

- 14.1 A copy of your purchase order.
- 14.2 A copy of all quotes received.
- 14.3 A copy of these Instructions for Use Memorandum.
- 14.4 Any additional project-related documentation or justification4

15. To Report Problems or Request Assistance

- 15.1 If you have any problems with your order, please let ITS know. We suggest you notify the vendor of the problem in writing and send a copy to ITS. You may contact us in writing by one of the following ways:
 - E-mail: cellular@its.ms.gov
 - Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211
- 15.2 If you have questions about using this document, please contact the Procurement Help Desk at isshelp@its.ms.gov

Copies of this document are available on the Internet at:

[CELLULAR PRODUCT AND SERVICES | Mississippi Department of Information Technology Services \(ms.gov\)](#)