

## How to Use This Contract

# Public Safety Communications Products, Services, and Solutions (43190000-22-NASPO-ACS)

Contractor information, pricing, and contract documents are located on the contract webpage at <a href="https://www.dms.myflorida.com/business">https://www.dms.myflorida.com/business</a> operations/state purchasing/state contracts and agreeme <a href="https://www.dms.myflorida.com/business">nts/alternate</a> contract source/public safety communications products services and solutions.

#### State Agencies

- The State of Florida's online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
  - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage. If available, MFMP catalogs can be used in lieu of requesting a quote from the contractor(s).
  - Create a requisition/purchase order in <u>MFMP</u>; for additional information, open the MFMP Buyer Guide and go to the *REQUISITIONS* section.
  - CATALOG TYPE: <u>None</u> Create a requisition using non-catalog items. In the 'Supplier' field, locate the contractor using the FEIN provided on the contract webpage; in the 'State Contract ID' field, locate the contract using the contract number shown above.
  - COMMODITY CODE: Select the most appropriate eight-digit commodity code under 26111700, 43191500, 43191600, or 43221700; the current list of commodity codes activated in MFMP is located at <a href="https://www.dms.myflorida.com/business\_operations/state\_purchasing/myfloridamarketplace/commodity\_codes.">https://www.dms.myflorida.com/business\_operations/state\_purchasing/myfloridamarketplace/commodity\_codes.</a>
  - METHOD OF PROCUREMENT: C Alternate contract source
- Please use the appropriate contractor's FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor's FEIN when recording purchasing card (PCard) payments in FLAIR.

### Eligible Users

• Eligible users, as defined by <u>Rule 60A-1.001</u>, <u>Florida Administrative Code</u>, may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

#### Frequently Asked Questions

- Can I purchase from a vendor outside of this contract if they offer better pricing?
  - State agencies are encouraged to use alternate contract sources for the added savings and convenience that may be realized; however, agencies are not required to purchase commodities and contractual services from alternate contract sources. If an alternate contract source is not utilized, agencies must follow proper procurement methods.
- What should I do if I have an issue with the contractor?
  - O If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

#### Contact Information

- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
- If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing's MFMP webpage located at <a href="https://www.dms.myflorida.com/business">https://www.dms.myflorida.com/business</a> operations/state purchasing/myfloridamarketplace.