

Memorandum

To: ITS Customers requesting the Two-Way Radio Express Products List (EPL) 3744
From: Craig P. Orgeron, Ph.D.
Date: July 3, 2014 (*Updated October 6, 2014*)
Re: Instructions for Use: Two-Way Radio EPL 3744

1. Introduction

1.1 Scope

The Two-Way Radio EPL 3744 includes products as well as related installation services for the acquisition of two-way radios, radio accessories, and installation services.

1.2 *EPL Effective Dates*

The Two-Way Radio EPL will be valid from the signature date of this memo through April 30, 2017.

1.3 *Who May Use*

This EPL may be used by Mississippi agencies, universities, community/junior colleges and governing authorities (cities, counties, school districts, etc.). ITS EPLs are multi-vendor awards that meet Mississippi requirements for legal purchases.

See *Item 4. EPL Best Practices* for detailed information about how to make an EPL purchase. See *Item 9. What Goes in Your Purchase/Audit File* for specifics about how to document an EPL purchase.

1.4 *Dollar Limitations of Use*

1.4.1 The purchase limit is \$200,000 per project per fiscal year (July – June) for the use of the Two-Way Radio EPL without additional approval from ITS.

1.4.2 **For purchases over \$50,000, the customer must obtain quotations from two or more EPL sellers.**

1.4.3 For any acquisition that results in an expenditure over \$100,000 in a fiscal year, the customer must also receive written approval from the Wireless Communication Commission.

1.4.4 Projects costing in excess of \$200,000 are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the EPL dollar limitation is described in the ITS Procurement Handbook under the *EPL Planned Purchase* process, Rule 207.7: 013-080. Below is the link to the Procurement Handbook.
<http://www.its.ms.gov/Procurement/Documents/ISS%20Procurement%20Manual.pdf>

1.5 This list is governed under Procurement Instruments: Express Products Lists (EPLs) in the ITS Procurement Handbook (Rule 206.2: 011-030). The EPL is not to be confused with state contracts issued by Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management (DFA-OPTFM).

1.6 *Mississippi's Accountability System for Government Information and Collaboration (MAGIC)*
State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). These customers will need the contract number and NIGP codes to complete their purchasing. The NIGP codes are located in item 5 below.

The contract number is provided on the Reseller Group's EPL Interactive page.



The supplier number is provided on each Seller's EPL Interactive page.



2. **Two-Way Radio EPL Interactive Data**

2.1 ITS uses "Manufacturer Reseller Groups" under which manufacturers propose products with not-to-exceed pricing on behalf of their resellers. The products are based on the categories defined in the "Scope" section above.

2.2 Each approved EPL manufacturer creates a special website for the Two-Way Radio EPL. These sites include products based on the manufacturers' approved categories, discounted pricing to the State, and links back to the ITS site for the list of approved sellers. Some manufacturer sites also include product literature and enhanced features such as "configurators" and the ability to save a quote or "eQuote".

- 2.3 The manufacturer's EPL website does not have the ability or approval for the customer to place an actual order or payment. These sites are quote tools only and any "shopping cart" features have been tailored to let the customer save a configuration but not to allow the actual online purchase. All purchase orders go to the approved sellers for that manufacturer.
- 2.4 To access the manufacturer websites and seller information, ITS houses the following information on the Two-Way Radio EPL Interactive website:
 - 2.4.1 A page for each manufacturer, including a link to the manufacturer's EPL website and a list of approved sellers for each manufacturer by product category
 - 2.4.2 A page for each seller, including seller's contact information, the manufacturers and categories for which they are approved to sell, approved service rates, and "Place Order To" and "Remit To" information
 - 2.4.3 This "Instructions for Use" memorandum, EPL Minimum Specifications, and the EPL Master Purchase Agreement

3. **EPL Interactive Link and Search Tips**

- 3.1 The ITS Two-Way Radio EPL Interactive is available at the following link: <http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>.
- 3.2 The EPL Interactive will indicate which sellers and manufacturers are approved for each category of product. ITS has not necessarily approved all products made by a particular manufacturer.
- 3.3 ITS will not maintain an archive of the products proposed on each manufacturer's EPL website. It is the responsibility of the customer to ensure that the products they are purchasing appear on the manufacturer's approved EPL website. ITS will maintain an archive of the manufacturers and sellers approved to participate on the Two-Way Radio EPL 3744 in Adobe PDF format version. This file will be posted under the EPL Interactive Instructions and Archive section of the EPL main page noted in 4.1 above.
- 3.4 The Two-Way Radio EPL Interactive is searchable by "Category", "Manufacturer" and/or "Seller." Example:
 - 3.4.1 The default opening page is the "Seller/Manufacturer" view with the default set to the list of manufacturers. Currently there is only one EPL in this database so you will only see "3744 - Two-Way Radio EPL" in the "Select an EPL" pull down.

Select an EPL: - ALL EPL Records - ▼
 - 3.4.2 To see the list of sellers, click the round button in front of "Sellers" and the page will refresh to show the current sellers.



Select an EPL:

Sellers Manufacturers

When printing the report, separate each re

3.4.3 You may print multiple sellers or manufacturer pages by selecting the check boxes to the left of each company name prior to clicking "Preview/Print Selected."

EF JOHNSON

HARRIS

3.5 Click on the manufacturer name to access the manufacturer's EPL Website URL, the list of approved categories for that manufacturer, and the list of approved sellers by category for the Manufacturer.

Example:

EPL Interactive [ITS Home](#) [Category Search](#) [Seller/Mfg List](#) [Instructions and Archives](#) [EPL Help](#)

[View Printable Version](#)

The purchase limit is \$200,000 per fiscal year (July - June) for the Two-Way Radio EPL without additional approval from ITS. For purchases over \$50,000, the customer **MUST** obtain quotations from two or more EPL sellers. For any acquisition that result in an expenditure over \$100,000 in a fiscal year, the customer **MUST** also receive written approval from the Wireless Communications Commission (WCC)

EF JOHNSON Reseller Group

If you purchase this Manufacturer's product, print this page for your purchase file.

3744 - Two-Way Radio EPL
EPL Expiration Date: May 32, 2017
To obtain a list of available products for this manufacturer, please visit the following website:
http://www.efjohnson.com/ms_epl_3744

Click on the following links for additional information:

[3744-INSTRUCTIONS FOR USE](#) [3744-MINIMUM SPECIFICATIONS](#) [3744-EPL PURCHASE AGREEMENT](#)

Approved Categories for Two-Way Radio EPL for EF JOHNSON

01 - Radios
02 - Radio Accessories

Approved Sellers for EF JOHNSON

This manufacturer is only approved for the below EPL sellers(s) and within each seller, the product categories shown in parenthesis. Some sellers are not approved for all product categories within a manufacturer's product line.

COMMUNICATIONS SPECIALISTS, INC (01 - Radios, 02 - Radio Accessories)
COMSOUTH, INC (01 - Radios, 02 - Radio Accessories)
E. F. JOHNSON COMPANY (01 - Radios, 02 - Radio Accessories)
PRECISION COMMUNICATIONS, INC. (01 - Radios, 02 - Radio Accessories)
SHANK COMMUNICATIONS CO. (01 - Radios, 02 - Radio Accessories)

* Mail-Order Only

- 3.6 To find approved products and not-to-exceed pricing for this manufacturer, click the red link in the grey box.

3744 - Two-Way Radio EPL
EPL Expiration Date: May 32, 2017
 To obtain a list of available products for this manufacturer, click the red link in the grey box.
http://www.efjohnson.com/ms_epl_3744

- 3.7 Similarly, to see the seller's information, click on the seller's name to access the page containing contact information, the manufacturers and categories for which the seller is approved, approved service rates, and 'place order to' and 'remit' information.

Example:

The screenshot shows the 'EPL Interactive' page for Precision Communications, Inc. The page includes a navigation bar with 'ITS Home', 'Category Search', 'Seller/Mfg List', 'Instructions and Archives', and 'EPL Help'. A 'New Printable Version' button is visible. The main content area displays the product title '3744 - Two-Way Radio EPL' with an expiration date of May 32, 2017. It also shows the seller's name, 'Precision Communications, Inc.', and a note: 'If you purchase from this Seller, print this page for your purchase file.' Below this, there are three links: '3744-INS-TRUC-TIONS-FOR USE', '3744-4th QUARTER EPL SPECIFICATIONS', and '3744-EPL PURCHASE AGREEMENT'. The page is divided into several sections: 'Main Sales Contact' (Jim McCrery), 'Back-up Sales Contact 1' (Brad Moore) and 'Back-up Sales Contact 2' (Tim Gudeon), 'Place Order To' (P.O. Box 1628, Hupleo, MO 65021), and 'Remit To' (same address). A 'Vendor Service' table lists services like 'Hourly Rate for Basic Installation Services' at \$25.00, 'Hourly Rate for Project Manager/Engineer/Advanced Technical' at \$125.00, and 'Hourly Rate for Travel' at \$60.00. At the bottom, there is a section for 'Approved Manufacturers for PRECISION COMMUNICATIONS, INC.' listing various manufacturers like EPL Johnson, Harris, Hytera, Kenwood, Motorola, and Zetron.

- 3.8 To perform a category search, click on the "Category Search" tab under the orange ribbon at the top of the EPL Interactive Page.



- 3.9 You can search by a combination of “Category”, “Manufacturer”, and/or “Seller” with sorting by “Manufacturer” or “Seller”. You do not have to choose an item from each box.

The screenshot shows three dropdown menus for search filters. The 'Category' dropdown is open, showing '01 - Radios' and '02 - Radio Accessories'. The 'Manufacturer' dropdown is open, showing 'EF JOHNSON', 'HARRIS', 'HYTERA AMERICA', 'ICOM AMERICA', and 'KENWOOD'. The 'Seller Name' dropdown is open, showing 'ANDERSON COMMUNICATIONS', 'CENTRAL MISSISSIPPI COMMUNICATIONS', 'COMMUNICATIONS SPECIALISTS, INC', 'COMSOUTH, INC', and 'E. F. JOHNSON COMPANY'. Below the dropdowns, the 'Sort by' option is set to 'Manufacturer' (indicated by a selected radio button).

The following screen shot illustrates the query return for “radios.”

Search Results

12 matching manufacturers were found.

Manufacturer	Seller (Categories Approved)
EF JOHNSON	COMMUNICATIONS SPECIALISTS, INC (01 - Radios) COMSOUTH, INC (01 - Radios) E. F. JOHNSON COMPANY (01 - Radios) PRECISION COMMUNICATIONS, INC. (01 - Radios) SHANK COMMUNICATIONS CO. (01 - Radios)
HARRIS	HARRIS CORPORATION, RF COMMUNICATIONS DIVISION (01 - Radios) HURRICANE ELECTRONICS INC (01 - Radios) PRECISION COMMUNICATIONS, INC. (01 - Radios)
HYTERA AMERICA	ANDERSON COMMUNICATIONS (01 - Radios) CENTRAL MISSISSIPPI COMMUNICATIONS (01 - Radios) COMSOUTH, INC (01 - Radios) HURRICANE ELECTRONICS INC (01 - Radios) J & R COMMUNICATIONS & ELECTRONICS LLC (01 - Radios) PRECISION COMMUNICATIONS, INC. (01 - Radios) SHANK COMMUNICATIONS CO. (01 - Radios) TELETEC COMMUNICATIONS LLC (01 - Radios)
ICOM AMERICA	HURRICANE ELECTRONICS INC (01 - Radios) ICOM AMERICA INC. (01 - Radios)

- 3.10 Anywhere within the Interactive pages, you can click on the seller name or manufacturer name and access that particular detail page. For example, if you wanted to see the contact information for Hurricane, you could click on Hurricane in the above example and see the seller’s detail page. Likewise, if you wanted to see the price list for Kenwood, you could click on Kenwood under the “Manufacturer” column to access the Kenwood EPL link.
- 3.11 The list of approved manufacturer EPL websites and associated sellers will be updated during the EPL cycle. To see a list of approved manufacturers or sellers for a particular time period, choose “Instructions and Archives” tab under the orange ribbon at the top of any EPL Interactive page.

4. EPL Best Practices

4.1 *Evaluate Your Technical Needs*

- 4.1.1 ITS recommends that you contact two or more EPL sellers as you assess your needs. **If the purchase is greater than \$50,000, the customer is required to obtain written quotations from a minimum of two EPL sellers.**
- 4.1.2 Verify the system requirements needed for your purchase. Describe your existing equipment and software to the seller and confirm that it will be compatible with the equipment purchased. Demonstration packages may be available. If you are not familiar with the equipment, ask about this option.
- 4.1.3 Technical Specifications required by ITS are available on the ITS website. Choose the “Minimum Specifications” link on any manufacturer or seller page. Questions regarding specifications should be directed to the seller or manufacturer providing the item. Many of the manufacturer EPL websites include additional product information.
- 4.1.4 Carefully compare any quotation provided by a seller to what is actually on the manufacturer’s EPL website.

4.2 *Substitutions*

- 4.2.1 In general, substitutions are not authorized under the Two-Way Radio EPL 3744.
- 4.2.2 If a product has been discontinued or is not available due to a national constraint, the manufacturer sponsoring the EPL website should update the website with replacement product.
- 4.2.3 Sellers that are part of the Reseller Group are asked to contact the manufacturer representative for the Reseller Group to report any errors, omissions, or backlogs in distribution and alert the manufacturer regarding the need for updated products and pricing.
- 4.2.4 A substitution will be allowed for certain components or options of a base system as long as the component being substituted from that listed on the manufacturer’s EPL website is equivalent or better technically and is the same or lower cost as the component being substituted. In no event is there authority to substitute a different product for the base system.
 - 4.2.4.1 *Example of an allowed substitution:* A specific microphone or belt clip is needed by a customer that is not on the standard base system. The seller can make a substitution for the same price or lower.
 - 4.2.4.2 *Example of an allowed substitution:* The manufacturer has a set base product on their EPL website such as a single band

P25 mobile radio. That product is not immediately available to the reseller in the distribution channel, but the same base radio with a multi-band is available for immediate delivery. The reseller can offer the enhanced system at the same or better cost instead of waiting for production of the original model.

4.2.5 **ITS EPL AUDIT INTEGRITY.** It is the responsibility of every customer using the EPL to maintain proper records to reflect that all procurements from the EPL are made in accordance with ITS policies and procedures. It is the responsibility of every participating EPL manufacturer and seller to facilitate the customer in this regard. The purchase order must match the product on the approved manufacturer's EPL website unless there has been a component substitution made in accordance with the published EPL guidelines. The purchase order price may be lower than, but may not exceed the published EPL pricing. In the case of a substitution, the seller must provide a formal written explanation regarding the manner in which the component substitution complied with the corresponding EPL guidelines.

4.2.6 **NON-EPL ITEMS.** Products or services purchased in conjunction with EPL products that are not specifically described and authorized on the published EPL are "Non-EPL Items" and the authority for purchasing such items must come from public purchasing dollar limitations or other procurement tools. An item being substituted through the substitution policy outlined above is still considered an EPL item. Customer must keep a printed copy of the manufacturer's EPL website page showing the products being purchased as well as the written explanation regarding the substitution. Non-EPL items should be listed as such on the purchase order or seller's quotation to avoid confusion and for later audit purposes.

4.3 *Negotiate for Best Pricing*

ITS evaluates product offerings for cost and to make sure they meet specifications. EPL customers must still perform their own evaluation to support that they are choosing the products and sellers that meet their "**lowest and best**" criteria.

4.3.1 As previously mentioned, ITS recommends that you contact two or more EPL sellers for pricing quotes. **If the purchase is greater than \$50,000, the customer is required to get written quotations from two EPL sellers.**

4.3.2 Manufacturers are providing a not-to-exceed price. EPL prices may be lowered by the seller. Check with the EPL sellers for price changes, quantity discounts, and availability before ordering.

4.3.3 EPL prices are based on a quantity of one. Negotiate for lower pricing when ordering multiples.

4.3.4 Carefully compare any quotation provided by a seller to what is actually on the manufacturer's EPL website.

- 4.3.5 Check the Two-Way Radio EPL Interactive for any changes to the approved lists for manufacturers and sellers. Check the manufacturer's EPL website for any product or pricing changes. Be sure to print a copy for your file. These sites may be updated often and ITS is not maintaining an archive of manufacturer pricing.
- 4.3.6 *Raised Pricing.* Manufacturers have the ability under this EPL to add, edit, or delete products from their EPL website at will. Should a manufacturer raise a price on a product or any component or accessory of a product, the manufacturer must honor the lower price for thirty (30) days from the time the raised price is posted on the website. Similarly, if the customer has obtained an "eQuote" from the manufacturer's EPL website, that not-to-exceed price is valid for thirty (30) days.
- 4.3.7 Other considerations in addition to cost and technical merit may be included as part of your evaluation and should be documented. These might include such factors as value-added qualifications, substantiated product quality, compatibility with existing equipment, past performance, references, manufacturer standards based upon a prior bid, delivery time frame, proximity to seller's service center, and benefits from acquiring from a single source.

4.4 *Installation and Support*

- 4.4.1 *Installation* is available for Two-Way Radio EPL products from all sellers designated as "Value-Added" and is optionally available from some sellers designated as "Mail-Order." Installation rates are shown on each seller's page in the EPL Interactive.

- 4.4.1.1 **Hourly Rate for Basic Installation Services**

- 4.4.1.2 **Hourly Rate for Project Manager/Engineer/Advanced Technician**

- 4.4.1.3 **Hourly Rate for Travel**

- 4.4.1.3.1 The travel rate is not to be used for warranty work.

- 4.4.1.3.2 The seller must provide a not-to-exceed estimate of any travel before service is ordered and performed. Travel fees that are negotiated between the seller and customer should include the following considerations:

- 4.4.1.3.2.1 Is the estimate for one-way or two-way travel?

- 4.4.1.3.2.2 Is the estimate per person or per vehicle?

4.4.1.4 Sellers propose hourly rates based upon standard business hours of 8x5, Monday – Friday, excluding holidays. Should customers have needs for after hours services, seller may optionally charge up to one and one-half (1½) times their service rate, provided the seller has supplied a written estimate and advised the customer of the after hours charge.

4.4.2 *Extended Warranties.* Many manufacturers offer warranty upgrades enhancing the base warranty required by ITS. These options should be ordered at the time of product purchased through an approved EPL seller. The minimum base warranty required by ITS is described in the Minimum Specifications. For a full warranty description for each product, check the manufacturer’s EPL website or with your seller.

4.5 *Contracts*

4.5.1 The Two-Way Radio EPL has its own contract, the “*EPL Master Purchase Agreement*”, executed by each EPL seller and ITS. A copy of this Agreement is on the Two-Way Radio EPL Interactive website. Should your purchase be large or involve special terms, you may wish to negotiate a supplemental contract specific to your situation with the seller at the time of purchase to address any additional concerns not addressed in the Agreement.

4.5.2 Returning Defective Product to Seller:

4.5.2.1 The Agreement provides in Articles 7.6 and 7.7 for circumstances when the customer may test and evaluate the purchased product to ensure it is not defective and that it performs to the specifications published in the EPL. Please be aware that the Agreement does **not** provide for “buyer’s remorse,” where the customer may send back a product because the customer has changed his mind or wants something else. The seller often is not allowed to ship a product back to the manufacturer if it is not defective. This is particularly true in case of special orders or configurations.

4.5.2.2 Please review these two articles and work with your seller ahead of time to make sure you are ordering equipment that will fit your needs. If the delivered product is defective, you are protected and may return the product if you notified the seller within the ten (10) working day acceptance period. Although some sellers may be able to work with you on a return for non-defective equipment, this is not an EPL requirement. Some sellers may choose to charge the customer a “re-stocking” fee in order to take back unwanted products. The customer assumes responsibility for all “re-stocking” fees in this instance as a condition for using this EPL.

4.6 *Place Your Order*

4.6.1 Place Two-Way Radio EPL orders directly with the approved EPL seller.

4.6.2 It is the customer's responsibility to alert the seller if the customer is using the EPL as the purchasing mechanism. Also the customer must reference the EPL on the purchase order. Reference RFP Number 3744-TWO-WAY RADIO EPL on your purchase order together with the seller's contract number, which appears on the seller's information page.

4.6.3 Confirm all orders with the seller and then issue appropriate purchase orders.

4.6.4 Shipping costs for a standard delivery are included as part of the product purchase price published on the manufacturer's EPL website. If the delivery is beyond a standard delivery due to issues such as weight/size or "white glove treatment", the additional freight/transportation charges may be passed along to the customer and should be line-itemed on the seller's quotation.

5. **Non-EPL Items**

Items ordered in conjunction with your EPL purchase that are not shown as line items on the EPL and are not part of a substitution within the EPL guidelines must be purchased using alternative procurement methods. For example, there may be certain radio accessories not included on the manufacturer's price list but these items are required to complete your configuration. You may not use the EPL as your authority during an audit for these items. Your authority for purchasing these items would need to be based on other public purchasing mechanisms, with accompanying documentation for your audit trail. ITS suggest non-EPL items ordered on the same purchase order as EPL items be clearly labeled as such.

6. **American Recovery and Reinvestment Act (ARRA) of 2009**

6.1 To the best of our knowledge, ITS believes the EPLs are valid purchase instruments for the use of ARRA funds.

6.2 We recommend that customers using these instruments for purchases using ARRA funds obtain written quotations from multiple EPL sellers, that the request for quotations state that ARRA funds will be used for the purchase, and that all quotations be maintained in the purchase file.

6.3 ITS EPLs are established based on sealed proposals submitted by vendors in response to RFPs advertised in accordance with all state statutory requirements for legal procurements of IT products. The EPL RFPs were advertised both in a newspaper with statewide circulation and on the Mississippi Development Authority (MDA) [Mississippi Procurement Technical Assistance Program](#) website. Advertisements exceeded the minimum timeframes required for ARRA purchases. Proposals received in response to these RFPs were evaluated, validated, and published for the use of any public entity in the state in accordance with the Instructions for Use published by ITS.

- 6.4 Each seller's entry in the Two-Way Radio EPL Interactive has a field labeled "ARRA Participant" with either a "YES" or "NO" designation.
 - 6.4.1 The ARRA "YES" designation connotes that the seller has agreed to work with EPL customers to fulfill purchases that are funded by ARRA. These sellers have signed the EPL Master Purchase Agreement - ARRA, which includes certain terms and conditions pertaining specifically to ARRA purchases.
 - 6.4.2 Any seller with a "NO" designation has not agreed to participate in the ARRA program. These sellers have signed the EPL Master Purchase Agreement - Non-ARRA.

7. **Delegation of Authority to Purchase Two-Way Radio Products and Services**

- 7.1 **Wireless Communication Commission (WCC)**

Senate Bill 2514, 2005 Regular Session, established the Mississippi Wireless Communication Commission to ensure critical personnel have effective communications services available in emergency situations. The enabling legislation specifically directs the Commission to implement a statewide wireless communications system for state and local governments that enables interoperability between various wireless communications technologies. The Commission is further tasked with the responsibility for approving all wireless communication purchases within the state and for setting forth rules and regulations governing these purchases.
- 7.2 *Dollar Limits.* The WCC has delegated the purchase approval of wireless products lifecycle cost within certain ranges and has further established an approval process for procurements above these levels. All government entities in the state are under the WCC purview, both state and local.
 - 7.2.1 Lifecycle cost < or = \$100,000; no WCC review required. Normal public purchasing guidelines followed including use of ITS EPLs.
 - 7.2.2 Lifecycle cost > \$100,000 but < \$250,000; requires review and approval of WCC Review Committee. Normal public purchasing guidelines followed including use of ITS EPLs.
 - 7.2.3 Lifecycle cost > \$250,000; requires review and approval of WCC Review Committee AND the Commission. Normal public purchasing guidelines followed.
- 7.3 Two-Way Radio products and services on the Two-Way Radio EPL are under the WCC purview. The WCC has recommended that ITS continues to publish the Two-Way Radio EPL and that customers may continue to use this EPL up to the dollar limitations approved by ITS and the WCC.
- 7.4 For more information on the Wireless Communication Commission, please visit their website: <http://www.wcc.ms.gov>.
- 7.5 Statewide RFP for Digital Trunked Land Mobile Radio System

- 7.5.1 As part of the WCC’s mission, ITS and the WCC issued RFP 3429 for a statewide Digital Trunked Land Mobile Radio System service. In June 2007, the WCC executed a turnkey agreement with Motorola for the implementation of the statewide radio system to be known as the Mississippi Wireless Information Network (MSWIN).
- 7.5.2 The MSWIN Agreement may be used by any Mississippi public entity for the purchase of subscriber and console units.
- 7.5.3 The Two-Way Radio EPL will continue to be published for Motorola and non-Motorola MSWIN compatible equipment as well as replacement equipment for existing radio systems.
- 7.5.4 For more information on using MSWIN, call the WCC at (601) 359-5333 or access the MSWIN Instructions for Use at <http://www.its.ms.gov/Services/Pages/MSWIN-Radio.aspx>.

8. **NIGP Codes for MAGIC**

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 Two-Way Radio EPL.

NIGP Code:	Use For:
72689	Two-Way Radio Receivers, Transmitters, Transceivers: Mobile and Base Station (Audio Transfer)
72690	Two-Way Radio Supplies, Parts, and Accessories

9. **What Goes in Your Purchase/Audit File**

Make sure you provide adequate documentation for your file that you followed **EPL Best Practices**. (Refer to *Item 4. EPL Best Practices* for details.) ITS has completed “Step 1” of the evaluation in compiling this list. It is your responsibility to evaluate and choose the products and services that best meet your needs.

At a minimum include:

- 9.1 A copy of the purchase order.
- 9.2 The manufacturer’s page from the ITS Two-Way Radio EPL Interactive website.
- 9.3 The seller’s page from the Interactive website.
- 9.4 A print out from the manufacturer’s EPL website showing the product and pricing of the purchased EPL item(s). If the manufacturer has a “Configurator” that allows the customer to select options for the product, then print out the configuration or the eQuote generated by the configurator.
- 9.5 ITS will not keep a copy of each manufacturer’s price list or website products. These websites may change daily and it is imperative that the customer print and keep a copy of the EPL products being purchased from the manufacturer site.

- 9.6 If the seller has provided the customer a tailored quote showing quantities or additional discounts, include the quote in your project file.
- 9.7 For purchases over \$50,000, keep a copy of all quotes received.
- 9.8 A written explanation from the seller for any purchase involving a substitution. The seller must provide you with a formal written explanation regarding the manner in which the substitution complied with the EPL substitution guidelines as described earlier in this document.
- 9.9 Any additional project-related documentation or justification.

10. **To Report Problems or Request Assistance**

- 10.1 If you have any feedback that may help us to improve this process or if you have any problems with your EPL order, please let ITS know. We suggest you notify the seller of the problem in writing and send a copy to ITS. You may contact us in writing by one of the following ways:
 - 10.1.1 E-mail: isshelp@its.ms.gov
 - 10.1.2 FAX: (601) 713-6380
 - 10.1.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211
- 10.2 If you have questions about using the EPL, please contact the **Procurement Help Desk at (601) 432-8166 or isshelp@its.ms.gov**.
- 10.3 ITS is also available to host a “mini-class” on how to use our EPLs at a customer’s request. Please contact the Procurement Help Desk if interested.

Copies of this document are available on the Internet at <http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>.