


# Memorandum

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**To:** ITS Customers Requesting the E-911 PSAP Express Products List 3748  
**From:** David C. Johnson   
**Date:** August 1, 2014 (*Updated June 1, 2022*)  
**Re:** Instructions for Use for E-911 PSAP Express Products List 3748

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## 1. Introduction

- 1.1 The E-911 Public Safety Answering Point (PSAP) Express Products List (EPL) is to be used in the acquisition of specific categories of PSAP equipment and related services.
- 1.2 The E-911 PSAP EPL is the result of a competitive procurement. It is a multi-vendor award that meets Mississippi requirements for legal purchases. IT hardware procurements made in accordance with this Instructions for Use Memorandum meet all Mississippi purchasing laws and requirements.

## 2. EPL Effective Dates

The E-911 PSAP EPL 3748 was originally valid through May 31, 2017. The expiration date of this EPL has been extended. **The new expiration is one month from the date of issuance of the Notification of Award from RFP No. 4426.**

## 3. Who May Use

- 3.1 This EPL may be used by Mississippi agencies, universities, community/junior colleges and governing authorities (cities, counties, school districts, etc.).
- 3.2 Any entity using this EPL must abide by the instructions in this memorandum even if that entity is not under ITS purview.
- 3.3 Local governmental entities are able to use the EPL in lieu of conducting their own procurements, based on MS Code 31-7-13(m)(xi) that allows 'governing authorities' to do so as an exception to the bidding requirements found in Public Purchasing Code.

## 4. Dollar Limitations of Use

The maximum dollar limitation of this EPL for all users is \$500,000 per project. Regardless of the dollar limit, the customer must solicit quotations from two or more EPL Sellers. Projects costing in excess of \$500,000 are beyond the scope of this delegated process and subject to full ITS review and authorization. This list is governed under *Procurement Instruments: Express Products Lists (EPLs)* in the *ITS Procurement Handbook*. 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).

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5. **Authorized Sellers, Available Products and Pricing**

- 5.1 Authorized Sellers for the E-911 PSAP EPL:
  - 5.1.1 AT&T
  - 5.1.2 Emergency CallWorks, Inc.
  - 5.1.3 Communications International, Inc.
  - 5.1.4 Integrated Communications, Inc.
  - 5.1.5 Precision Communications, Inc.
  - 5.1.6 Ryan Public Safety Solutions
  - 5.1.7 Zetron Manufacturer Sponsored Reseller Group:
    - 5.1.7.1 Central Mississippi Communication, LLC
    - 5.1.7.2 Comsouth, Inc.
    - 5.1.7.3 Precision Communications, Inc.
- 5.2 There is a separate document for each authorized vendor containing
  - 5.2.1 Approved products and pricing (Vendor Configurations and Component Pricing)
  - 5.2.2 Not-to-exceed hourly service rates
  - 5.2.3 Contact information
  - 5.2.4 Ordering information
- 5.3 Each authorized vendor's document may be found on the E-911 PSAP EPL page under the heading "Vendor Products, Contact, and Ordering Information". Here is a link to the page: <https://www.its.ms.gov/procurement/e-911-psap-equipment-list-3748>
- 5.4 Sellers may propose enhanced configurations, individual components, or both. Only the products included in the "Vendor Configurations and Component Pricing" section of each seller's published document are authorized for purchase.
- 5.5 Pricing on the E-911 PSAP Equipment EPL is not-to-exceed pricing, meaning sellers may offer lower pricing at the time of sale. Reseller Group prices are not-to-exceed manufacturer prices. It is extremely important that you contact individual resellers within the Reseller Group for discounted pricing.

6. **Preparing Specifications and Evaluating Seller Offerings**

- 6.1 Purchases made using the E-911 PSAP EPL 3748 must be based upon competitive and open specifications. Entities using the E-911 PSAP EPL 3748 must have well defined business objectives and technical requirements for the items being purchased. These objectives and requirements will be used to evaluate seller offerings and to determine the lowest and best solution.
- 6.2 Solicit quotations based on your specifications from two or more approved Sellers.
- 6.3 EPL customers must evaluate seller proposals and document that they are choosing the products and sellers that meet their "lowest and best" criteria and that proposals are valid for the E-911 PSAP Equipment EPL. It is your responsibility to evaluate and choose the products and services that best meet your needs.

- 6.4 It is the customer’s responsibility to alert the seller if the customer is using the EPL as the purchasing mechanism. The seller must reference the EPL on any quotation provided.
- 6.5 Prices quoted must be less than or equal to the EPL prices listed in the “Vendor Configurations and Component Pricing” section of each seller’s published document.

**7. How to Place Your Order**

- 7.1 Place E-911 PSAP Equipment EPL orders directly with the approved Seller.
- 7.2 Issue appropriate purchase order(s).
- 7.3 Please include the following information on all purchase orders.
  - 7.3.1 E-911 PSAP Equipment EPL 3748. This will identify your purchase for audit purposes.
  - 7.3.2 Bill to Address
  - 7.3.3 Ship to Address
  - 7.3.4 Purchase Order Number
  - 7.3.5 Clear Description and Part Number
  - 7.3.6 Contact Name and Phone Number for your Agency/Institution Purchasing Agent

**8. Mississippi's Accountability System for Government Information and Collaboration (MAGIC)**

- 8.1 State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). Please contact the ITS EPL Team at [EPL.Team@ITS.ms.gov](mailto:EPL.Team@ITS.ms.gov) for contract information once your vendor is selected.
- 8.2 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 E-911 PSAP Equipment EPL:

<b>NIGP Code:</b>	<b>Use For:</b>
83845	Telecommunication Equip., Emergency Radio/Telephone Systems
83885	Telecommunication Equip., Telecom Parts and Accessories

**9. EPL Audit Integrity**

- 9.1 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.
- 9.2 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:

  - 9.2.1 A copy of the purchase order.

- 9.2.2 A copy of all quotes received.
- 9.2.3 A copy of this Instructions for Use Memorandum.
- 9.2.4 A copy of the awarded vendor's contact and ordering page
- 9.2.5 A copy of the awarded vendor's product page(s)
- 9.2.6 If the purchase is related to a project that is a part of the Agency's IT Plan, a copy of the related planning form from the ITS planning system.
- 9.2.7 Any additional project-related documentation or justification.

**10. Contracts and Additional Considerations**

- 10.1 Each participating EPL Seller has signed a Master Purchase and Maintenance Agreement with ITS. The purchase order from any individual customer will serve as a supplement to these Agreements.
- 10.2 It is not necessary that customers sign additional contracts with the Seller. However, additional terms and conditions may be negotiated between the customer and Seller at the time of sale, as needed, as a supplement to the Master Agreement.
- 10.3 Installation and training are included in the turnkey systems proposed. Should you need additional installation or training services, each seller optionally proposed hourly service rates as shown in the vendor information portion of each seller's published information. The rates for services published with this list may only be used in conjunction with equipment purchased from this list.
- 10.4 Shipping costs are included as part of the product purchase price.
- 10.5 Some of the E-911 configurations require Microsoft Server Licenses, ESRI GIS Software licenses or other possible software licenses covered by other ITS Express Products Lists. Additionally, there are some hardware components proposed as part of the E-911 systems that could be used in other settings, such as servers, desktops, printers, switches, racks, and monitors. These items are only approved on the E-911 PSAP Express Products List 3748 to be used in the PSAP environment. ITS excludes the authorization to purchase such software and hardware from the E-911 EPL 3748 vendors if said items are not intended for use as part of the PSAP system.
- 10.6 If an E-911 PSAP Equipment EPL offering is replaced through a manufacturer's technology upgrade or new release, then the Seller may substitute the latest release of the product provided the customer is formally notified in writing of all details, the product is the technical equivalent, and the purchase price of the replacement product does not exceed the published EPL price of the item being replaced.
- 10.7 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, if a non-EPL approved phone set is ordered with your system, or you added a rack option not offered as an EPL line item, you may not use the EPL as your authority during an audit. Your authority for purchase would need to be based on other public purchasing mechanisms, with accompanying documentation for your audit trail. We suggest non-EPL items ordered on the same purchase order as EPL items be clearly labeled as Non-EPL Items.

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

11.1 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:

11.1.1 e-mail: [isshelp@its.ms.gov](mailto:isshelp@its.ms.gov)

11.1.2 FAX : (601) 713-6380

11.1.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211

11.2 If you have questions about using the EPL, please contact the Procurement Help Desk at [isshelp@its.ms.gov](mailto:isshelp@its.ms.gov).