

## Welcome to the NAHRO e-Procurement Marketplace Agency Fee Information

The only Fees which may apply to Agencies who utilize their eProcurement Marketplaces would be a Transaction Fee, or usage fee.

Agencies have the ability to choose whether they will pay certain Transaction Fees associated with each Firm Fixed Price bid they place on their marketplace, or whether they will elect to have the winning vendor, or vendors to pay the Transaction Fee. (This does not include Requirements, or Indefinite Quantity Contracts, nor Quality Based Selections, as the agencies will pay any fees associated with these types of bids.)

### Transaction Fees

**The Transaction Fees for types of bids are listed below**

#### For QSP/IFB/RFP (Quotations for Small Purchases, Invitation for Bids, Request for Proposals)

If a Firm Fixed Price Contract is chosen by the agency, the party responsible for paying the transaction fee, as indicated by the agency in the bid package, will be billed 90 days after the award date based on the pricing structure below.

Award Amount	Fee
Up to \$10,000	1% of Award
\$10,001 - \$25,000	\$100.00
\$25,001 +	\$250.00

#### For Requirements Contracts and Indefinite Quantity Contracts

If a Requirements Contract or Indefinite Quantity Contract is chosen, the agency will be billed 90 days after the bid due date, based on the initial estimated dollar amount of the award as identified below.

Award Amount	Transaction Fee
Up to \$25,000	\$100.00
\$25,001 +	\$250.00

#### For QBS (Quality Based Selection)

If a Quality Based Selection Contract is chosen, the agency will be billed a flat rate of **\$250.00**, 90 days after the bid due date.

#### Public Catalog Pricing

All participating agencies will pay a \$100.00 fee per Bid Award, which will be billed 90 days after the bid due date.

### OPTIONAL MONTHLY/ANNUAL UNLIMITED USE FEE STRUCTURE

If an Agency wishes, the Agency may choose to pay a monthly fee (billed/paid monthly) or an annual fee (billed/paid at the beginning of the Agencies FY), based on Agency size, for unlimited use of the eProcurement System (no additional per/solicitation transaction fees) during the Agency's FY.

<u>Agency Size* (total housing units)</u>	<u>Monthly/Annual Fee</u>
Very Small (up to 500 housing units)	\$100/\$1,000
Small (501 to 1,000 units)	\$200/\$2,000
Medium (1,001 to 5,000 units)	\$400/\$4,000
Large (5,001 or more)	\$800/\$8,000

\*Not including HCV

Vendors also have the choice of paying Annual Communication Fees if they choose to communicate electronically with more than one Housing Authority at the same time. These Annual Communication Fees range from \$100.00 to \$600.00 per year depending on how many NAHRO Regions they select. (For specifics of the Vendor Communication Fees click on the Vendor [Sign Up Now](#) link on the NAHRO eProcurement Homepage.)

If you have any questions concerning pricing, please call customer support at  
1-866-526-9266.