

## Welcome to the NAHRO e-Procurement Marketplace Vendor Information

There are two types of fees that may be assessed to vendors for use of the NAHRO eProcurement Marketplace:

### (1) Annual Communication Fees

Annual Communication fees for Vendors are optional, not required. Vendors may elect to pay for Annual Communication fees based on the ability to communicate electronically with more than one agency at the same time.

**YOU CAN STILL VIEW ALL BID OPPORTUNITIES NO MATTER WHAT COMMUNICATION LEVEL YOU SELECT**

**The Annual Communication fees have been determined based upon the unique needs of the vendor community. Vendors may choose one of the four (4) communication fee options listed below during initial registration, or at anytime thereafter:**

- (1) \$0.00 (NO COMMUNICATION FEE CHARGED) if your company elects to receive electronic bid notices and electronic response capabilities from only one agency (you choose the one agency and dedicate your company to that agency during registration).
- (2) \$150.00 per year to receive e-mail bid notification and electronic response from all participating agencies located in any one (1) NAHRO region utilizing the NAHRO e-Procurement Marketplace (see map during registration).
- (3) \$300.00 per year to receive e-mail bid notification and electronic response from all participating agencies located within any three (3) NAHRO regions utilizing the NAHRO e-Procurement Marketplace (see map during registration).
- (4) \$600.00 per year to receive e-mail bid notification and electronic response from all participating agencies nation-wide (all eight (8) regions) utilizing the NAHRO e-Procurement Marketplace.

### Annual Communication Fee Exceptions

- If your company grosses less the \$100,000.00 per year, the communication fee is waived.
- Suppliers who are members of NAHRO's Manufacturers' and Suppliers Council (MSC) pay ½ of the applicable Annual Communication fee. To learn more about joining the MSC, visit the NAHRO website at [www.nahro.org](http://www.nahro.org)
- If your company is a Minority Business Enterprise or Women Business Enterprise, the Annual Communication fee is reduced by 1/3. (Example \$600.00 = \$400.00, \$300.00 = \$200.00, \$150.00 = \$100.00)

The Communication Fee must be paid in full by Credit Card when you sign up or by check that is due within 10 days after signup (you will get an email with an invoice you can print). If paying by check, please make check out to NAHRO eProcurement Marketplace and mail to:

NAHRO e-Procurement System  
413 Ridgeway Road  
Lexington, Ky 40502

### (2) Transaction Fees

Vendors who are awarded a bid through the system may be responsible for paying a transaction fee based on the award amount. The Agency will indicate in their bid as to who will be responsible for the transaction fee. If it states that the winning vendor, or vendors, must pay any transaction fees associated with the bid, please be sure to include that amount in your bid.

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

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

**For Firm Fixed Price Contracts**

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.

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

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