



North Carolina Sheriffs' Association Fire and EMS Procurement Program

Frequently Asked Questions

Question – Who can participate?

Answer – All government agencies in the Southeast can participate in the North Carolina Sheriffs' Association Fire and EMS Procurement Program.

All government agencies must follow their local governing purchasing ordinances.

Question -- What kind of emergency vehicles are offered on the NCSA's Fire and EMS Procurement Program?

Answer -- The NCSA Fire and EMS Procurement Program provides all government agencies with over 1,000 separate vehicle offerings.

The NCSA Program provides government agencies with wildland trucks, ambulances, rescue boats, mobile command units, armored vehicles, aerial firetrucks, remounts, and more.

The NCSA Program offers over 50 Fire and EMS vehicle and equipment categories.

Question -- Does a local government agency have to register or become a member of the North Carolina Sheriffs' Association?

Answer -- No. All government agencies can participate in the NCSA's Fire and EMS Procurement Program without joining the North Carolina Sheriffs' Association.

There is no registration with the North Carolina Sheriffs' Association required and no registration fee required. A government agency does not need to be a member of the North Carolina Sheriffs' Association to purchase off this Fire and EMS Procurement Program.

Question -- Is there a commission fee?

Answer -- Yes. Dealers must include a three-quarters-of-one percent (.0075) commission fee in their base Bid prices, and their quotes and pricing for all additional equipment items (options), excluding any state regulated fees including tags. The three-quarters-of-one percent fee will be incorporated into, and made a part of, the total invoice amount and shall not be treated or added as a separate line item. Fees are based on the total invoice cost, excluding trade-ins. Trade-ins and other exchanges will not reduce or impact the NCSA commission fee calculation. No other commission fee(s) will be applicable to any transaction relative to the contract.

This commission fee is non-negotiable and will be collected on all purchase orders using the NCSA Fire and EMS Procurement Program.

This commission fee is used by the North Carolina Sheriffs' Association to continue to support all sheriffs' offices in the State of North Carolina with ongoing support, education, and necessary training.

Question -- Can the North Carolina Sheriffs' Association help with an Interlocal Purchasing Agreement (ILA) or Master Agreement?

Answer -- Yes! Please contact Jason Bennett, North Carolina Sheriffs' Association, at 919-459-8195 or at jbennett@ncsheriffs.net to begin the process of having an ILA established for your county or city.

Question -- How does the North Carolina Sheriffs' Association choose the Fire and EMS dealers on this Fire and EMS Procurement Program?

Answer -- The North Carolina Sheriffs' Association conducts a solicitation for participation throughout the Southeast. The NCSA sends out over 200 solicitations to Fire and EMS dealerships and manufacturers asking to participate in the NCSA's Fire and EMS Procurement Program.

The NCSA develops, with the assistance of dealers and manufacturers within the Southeast a comprehensive listing by dealer/manufacturer of emergency vehicle specifications that are most popular with government agencies. Once these vehicle specifications are developed and the Price Sheet entries have been approved, the NCSA goes out to bid on each item.

Each participating Fire and EMS dealer or manufacturer is required to submit an electronic bid submission, along with submitting all required cooperative purchasing documentation.

This competitive process provides multiple sources of supply based on a pre-set maximum price which the Customer will pay. Contracts will be awarded to all responsive and responsible bidders. Any Price Sheet entries received that do not meet solicitation requirements will be considered non-responsive.

Question -- How long are the NCSA's Fire and EMS Procurement contracts effective?

Answer -- All contracts are effective for 365 days. All contracts become effective on June 18 and will expire on June 17. A contract may be renewed by mutual agreement between the NCSA and the Contractor, at the sole option and discretion of the NCSA, for up to two additional consecutive years, on a year-to-year basis.

The NCSA has worked with each manufacturer to ensure all NCSA pricing is locked in for one full contract year, despite any changes in a

vehicle's model year. There are few exceptions of which the NCSA will accept on an individual basis.

Question -- If I am the manufacturer can I participate?

Answer -- Manufacturers may hold the contract. If an individual dealer who represents the manufacturer chooses to participate, they must submit their own bid and hold their own contract. The contract holder is responsible for providing the NCSA with a copy of all purchase orders.

All manufacturers must also ensure any proper warranty work can be completed for all agencies submitting a purchase order.

Question -- What are the steps to use the North Carolina Sheriffs' Association Fire and EMS Procurement Program?

Answer -- Step 1 - Access the North Carolina Sheriffs' Association's Fire and EMS Procurement Program's website. You can access the website by clicking [here](#) or typing <https://ncsheriffs.org/services/fire-ems-procurement-program> into your internet browser window.

On the NCSA Fire and EMS Procurement website, you will find all emergency vehicle contracts, all equipment listed on our program, the price for each vehicle, an easy-to-use dealer directory, and much more. Everything you will need to procure emergency vehicles and equipment off the NCSA Program is found on this website.

Step 2 - Find the vehicle(s) and/or equipment you wish to purchase by downloading the official Bid Award Announcement for all vehicles and equipment offered on the program, found on the Association's Fire and EMS Procurement website. This is the official Bid Award Announcement for all Fire and EMS items offered on the program. This announcement includes the name of each category and brand/model broken down by dealer/manufacturer, the price for each vehicle, and a hotlink to each full specification to include information on options (standard, add, and delete) and option discounts. *Please click on the blue brand/model title to access the full specification.*

Step 3 - Access the NCSA's Dealer Directory by visiting the Association's Fire and EMS Procurement website.

Step 4 - Contact the dealer for the vehicle(s) or equipment you wish to purchase to begin the purchasing process.

Step 5 - Issue your purchase order directly to the contracted dealer/manufacture for the vehicle(s) or equipment you wish to purchase and a copy to the North Carolina Sheriffs' Association to amartin@ncsheriffs.net. A copy of all purchase orders is due to the NCSA within 10 business days once they have been issued. All dealers/manufacturers involved in a purchase and the purchasing agency must submit a copy of the purchase order.

Question -- How can a government agency learn more about the NCSA's bidding processes, delivery instructions, requirements for the participating dealers/manufacturers, and more on the NCSA's Fire and EMS Procurement Program?

Answer -- The North Carolina Sheriffs' Association has an official Terms and Conditions document that regulates the Program. A copy of the Terms and Conditions can be found by visiting the Association's Fire and EMS Procurement website.

All contracted dealers/manufacturers have agreed to abide by all Terms and Conditions listed within this document.

Question -- Who does a county or city agency call when they need assistance or help? Who can we contact if we have issues with a contracted dealer?

Answer -- Please contact either Jason Bennett, North Carolina Sheriffs' Association, at 919-459-8195 or jbennett@ncsheriffs.net or Anna Martin, North Carolina Sheriffs' Association, at 919-459-1072 or amartin@ncsheriffs.net.

Question -- How can I stay up to date on all information relating to the North Carolina Sheriffs' Association Fire and EMS Procurement Program?

Answer -- You can sign up by visiting the Associations Fire and EMS Procurement website. You will receive all future updates relating to this Fire and EMS Procurement Program.