

National Cooperative Purchasing Alliance

PUBLIC SECTOR CONTRACT SUPPORT

Promark Contract NCPA Contract Information

Contract Awarded: Advanced Technology Solutions Aggregator

Contract Number: 01-96

Lead Agency: Region 14 ESC

Contract Term End Date: August 1, 2019

Contract Expiration Date: July 31, 2024

Promark
an Ingram Micro company

National Cooperative Purchasing Alliance (NCPA)

A leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA utilizes state-of-the-art procurement resources and solutions that result in cooperative purchasing contracts that ensure all public agencies are receiving products and services of the highest quality at the lowest prices.

NCPA
National Cooperative Purchasing Alliance

There are over 90,000 agencies nationwide from both the public and nonprofit sectors that are eligible to utilize NCPA's cooperative purchasing contracts. These include, but are not limited to the following agency types:

- School Districts (including K-12, Charter schools, and Private K-12)
- Higher Education
- Cities, Counties, and any Local Government
- State Agencies
- Healthcare Organizations
- Church/Religious Organizations
- Nonprofit Corporations
- Federal

NCPA Cooperative Purchasing Contracts: View [HERE](#).

Current Authorized Resellers: View the full list of NCPA-authorized partners [HERE](#).



For further information on our NCPA program, please contact your Sales Representative or the Public Sector Business Development team members:

Brittney Collins

Program Manager

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Phone: (240) 280-8072

Quote / Order Process

1) Partner Authorization

- Reseller accepts the terms of Promark's contract by signing a Dealer Agreement that allows the ability to sell products through NCPA Contract for which they hold the appropriate vendor authorizations.
- Reseller must be authorized in order to leverage the NCPA contract.

2) Vendor Authorization

- Check with your sales representative.

3) Quoting

- Confirm NCPA cost and the part number with your sales representative.
- Do not quote higher than the NCPA "Not to Exceed Price" on your quote to the End-User.
- Always reference the NCPA Contract #: **NCPA01-96**
- NCPA Contract Administration Fee is resellers responsibility.
- Resellers cannot charge EU shipping fees.

4) Placing an Order

- Submit a PO indicating that it is an NCPA Order.
- Include End-User's PO (the contract usage fee is based on the awarded price)

5) Shipping

- All orders will be shipped within the specified terms of the NCPA Contract
- Reseller cannot charge EU shipping.

6) Invoicing

- Your company will receive an invoice from Promark / Ingram Micro upon order fulfillment.
- Invoices include the price of the product sold, NCPA contract fee, applicable shipping, and administrative charges.

7) Reporting

- Quarterly reports are required from all reseller partners and are due by the tenth day following each calendar quarter. Visit <http://promarktech.com/vendors/ncpa/#downloads> for reporting template.

Promark Technology: 10900 Pumphouse Rd., Suite B, Annapolis Junction, MD 20701 | (800) 634-0255

View Additional Information on Promark's Website: <https://promarktech.com/vendors/ncpa/>