



VIRGINIA SHERIFFS' ASSOCIATION

PHONE (804) 225-7152 | FAX (804) 225-7162 | WEB www.vasheriff.org

901 East Byrd Street, Suite 1301, Richmond, VA 23219

February 13, 2024

Dear VSA First Responder Supplies and Equipment Vendors and Manufacturers,

I am pleased to announce the inaugural year of the Virginia Sheriffs' Association's (VSA) First Responder Supplies and Equipment Procurement Program; a cooperative purchasing program for supplies and equipment for first responders including but not limited to body armor, weapons, EMS supplies, ammunition, technology, and more. All local government agencies are invited to purchase through this contract.

Since implementation of our Cooperative Purchasing Programs in 2019, we at the Virginia Sheriffs' Association continue to hear positive feedback from public bodies across the Commonwealth of Virginia and throughout the United States. The VSA is excited to work collaboratively with first responder supplies and equipment vendors and manufacturers nationwide. With collaboration, the VSA will provide all public bodies a new, convenient, and beneficial way of purchasing their first responder supplies and equipment. We hope that you will be interested in participating in this year's bidding process.

Enclosed you will find the official bid calendar which outlines all important dates and deadlines leading up to contracts being awarded on June 20, 2024. The 2024-2025 contract will be effective June 20, 2024, through June 19, 2025.

All bidding will be completed through our online bidding system, VendorLink. All vendors who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open February 13, 2024 through April 30, 2024. We encourage you to complete your registration as soon as possible. If you already have an account with VendorLink you do not need to create a new account but do need to ensure you are listed as a Placeholder for Bid 25-01-0524. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 25-01-0524. All vendors will be responsible for entering pricing and percentages, uploading build sheets, uploading option sheets (must include list of models available for upgrades/downgrades), and uploading all required bid documents.

The Association has created helpful tools to utilize as you complete your bid package. These tools can be found within the "Documents" section of Bid 25-01-0524 in VendorLink and include the following: Bid Submission Checklist (part of the Required Documentation Packet), Build and Option Sheet Sample Guide, and VendorLink Vendor Reference Guide. Please ensure you utilize these tools as you complete your bid package.

The VSA looks to our dealer and manufacturer partners for recommendations on which new products to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form", found in the "Documents" section of VendorLink under Bid 25-01-0524,

President L. W. "Lenny" Millholland ■ **1st Vice President** Brad W. Nunnally ■ **2nd Vice President** Antionette V. Irving ■ **Secretary** B. C. "Chip" Shuler

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Past President Darrell W. Warren, Jr. ■ **Past President** Steve Draper ■ **Past President** Vanessa R. Crawford ■ **Executive Director** John W. Jones

and provide to Anna (e-mail below) as an excel file by February 27, 2024. We encourage all bidders to pick the most popular base models you wish to include and have all other applicable upgrade/downgrades listed on the option sheet that will be uploaded as part of your bid submission.

We look forward to growing and providing the benefits of our cooperative bid program to even more public bodies throughout the United States. Additional information on our First Responder Supplies and Equipment Procurement Program can be accessed at <https://vasheriff.org/first-responder-supplies-equipment-procurement-program/>. Once you are on the website you will find information on the existing open bids, important documents such as the program's Terms and Conditions, and other bid support documentation. All important documents relating to the 2024-2025 bid period will also be available in VendorLink.

We hope you will participate in this year's bidding process. Please contact Anna Martin at amartin@virginiasheriffs.org or at (919) 459-1072 should you have any questions regarding your registration or overall participation.

If your company received this solicitation but are not eligible to sell within the Commonwealth of Virginia, please contact Anna Martin at amartin@virginiasheriffs.org to be removed from our distribution list.

I look forward to working with you in 2024. Please contact me at (919) 459-8195 or at jbennett@virginiasheriffs.org if you have any questions or need additional information on the Association's First Responder Supplies and Equipment Procurement Program.

Thank you,

A handwritten signature in black ink, appearing to read 'JBennett', written in a cursive style.

Jason D. Bennett
Virginia Sheriffs' Association

Enclosure (1)



Virginia Sheriffs' Association
2024 - 2025 First Responder Supplies and Equipment Calendar
Bid 25-01-0524

Program Introduction and Solicitation		
	Start Date	Due Date
VSA Publishes Solicitation for Vendors	February 13, 2024	February 13, 2024
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	February 13, 2024	April 30, 2024 at 5:00 pm EST
VSA Publishes Invitation for Bid Announcement Publication and Advertisement	February 20, 2024	February 20, 2024
VSA Publishes NAPC Advertisement	February 20, 2024	February 20, 2024
VSA Publishes Newspaper Advertisement	February 20, 2024	February 20, 2024
New/Updated Model Specification Review 1		
	Start Date	Due Date
Product Requests due to VSA (amartin@virginiasheriffs.org) - <i>Any equipment that needs to be available for bidding for the 2024-2025 contract year.</i>	February 27, 2024	February 27, 2024
Deadline for Vendors to Submit Pre-Bid Conference RSVP to Anna Martin at amartin@virginiasheriffs.org - <i>Meeting materials will be provided to all who RSVP</i>	March 7, 2024	March 7, 2024
VSA Publishes First Draft Bid Package available in VendorLink for Vendor Review	March 12, 2024	March 12, 2024
Pre-Bid Conference for all Vendors - <i>Meeting will be held via Zoom.</i>	March 14, 2024 at 2:00 PM EST	March 14, 2024 at 4:00 PM EST
Deadline for Vendors to Respond to the VSA (amartin@virginiasheriffs.org) regarding the First Draft Bid Package - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	March 26, 2024	March 26, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
VSA Publishes Second Draft Bid Package available in VendorLink for Vendor Review	April 9, 2024	April 9, 2024
Deadline for Vendors to Respond to the VSA (amartin@virginiasheriffs.org) regarding the Second Draft Bid Package - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	April 16, 2024	April 16, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Equipment Eligible for Bidding - <i>Published in VendorLink</i>	April 29, 2024	April 29, 2024
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	May 1, 2024	May 24, 2024 at 12 noon EST
Deadline for Vendors to Submit Bid Package - <i>All pricing and required documents to be submitted within VendorLink .</i>	May 24, 2024	May 24, 2024 at 12 noon EST
Deadline for 5 Government References to complete VSA online Government Reference Form for Vendors bidding.	May 24, 2024	May 24, 2024 at 12 noon EST
VSA Publishes Bid Tabulation Results	May 28, 2024	May 28, 2024 by 5:00 pm EST
VSA Review of Bid Submissions	May 29, 2024	June 17, 2024
VSA Publishes Intent to Award/Bidder Review of Award	June 18, 2024	June 18, 2024
VSA Announces and Publishes Official Bid Award	June 20, 2024	June 20, 2024