



Virginia Sheriffs' Association  
First Responder Supplies and Equipment  
Procurement Program

## Frequently Asked Questions

**Question –** Who can participate?

**Answer –** Any public body throughout the United States can participate in the Virginia Sheriffs' Association First Responder Supplies and Equipment Procurement Program.

*All government agencies must follow their local governing purchasing ordinances.*

**Question --** What kind of supplies and equipment does the VSA offer through its First Responder Supplies and Equipment Procurement Program?

**Answer --** The VSA First Responder Supplies and Equipment Procurement Program provides all public bodies with over 350 separate equipment product offerings, including Catalog Discounts.

The VSA Program provides government agencies with firearms and accessories, ammunition, drones, medical equipment and supplies, technology products, uniforms, turnout gear, non-lethal weapons, and much more.

The VSA Program offers 90 categories (groups) of First Responder supplies and equipment.

**Question -- Does a public body have to register or become a member of the Virginia Sheriffs' Association?**

**Answer --** No. All public bodies can participate in the VSA's First Responder Supplies and Equipment Procurement Program without joining the Virginia Sheriffs' Association.

There is no registration with the Virginia Sheriffs' Association required and no registration fee required. A public body does not need to be a member of the Virginia Sheriffs' Association to purchase from the First Responder Supplies and Equipment Procurement Program.

**Question -- Is there a commission fee?**

**Answer --** Yes. Vendors 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 VSA 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 VSA First Responder Supplies and Equipment Procurement Program.

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

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

**Answer --** Yes! Please contact Jason Bennett, Virginia Sheriffs' Association, at

919-459-8195 or at [jbennett@virginiasheriffs.org](mailto:jbennett@virginiasheriffs.org) to begin the process of having an ILA established for your county or city.

**Question -- How does the Virginia Sheriffs' Association choose the vendors on this First Responder Supplies and Equipment Procurement Program?**

**Answer --** The Virginia Sheriffs' Association conducts a solicitation for participation throughout the Southeast. The VSA sends over 1,900 solicitations to First Responder Supplies and Equipment vendors and manufacturers asking to participate in the VSA's First Responder Supplies and Equipment Procurement Program.

The VSA develops, with the assistance of vendors and manufacturers, a comprehensive listing by vendor/manufacturer of supplies and equipment specifications that are most popular with first responders. Once these supplies and equipment items are submitted, the VSA goes out to bid on each item.

Each participating First Responder Supplies and Equipment vendor or manufacturer is required to submit an electronic bid submission through the Association's online bid system, VendorLink, 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 VendorLink entries received that do not meet solicitation requirements will be considered non-responsive.

**Question -- How long are the VSA's First Responder Supplies and Equipment Procurement contracts effective?**

**Answer --** All contracts are effective for 365 days. All contracts become effective on June 20<sup>th</sup> and will expire on June 19<sup>th</sup> the following year. A contract may be renewed by mutual agreement between the VSA and the Contractor, at the sole option and discretion of the VSA, for up to two additional consecutive years, on a year-to-year basis.

The VSA has worked with each contractor to ensure all VSA pricing is locked in for one full contract year, despite any changes in supplies or equipment. There are few exceptions of which the VSA 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 VSA 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.

Should a third-party distributor wish to sell products off the Manufacturer's Contract Award, it is the manufacturer's responsibility to:

1. Ensure all VSA First Responder Supplies and Equipment Terms and Conditions are complied with.
2. Submit purchase orders per section 3.18 of the program's Terms and Conditions, and track and report sales in the quarterly report per section 3.18 of the program's Terms and Conditions.

The name of the manufacturer holding the Contract Award must be included on all submitted purchase orders.

**Question -- What are the steps to use the Virginia Sheriffs' Association First Responder Supplies and Equipment Procurement Program?**

**Answer --** Step 1 - Access the Virginia Sheriffs' Association's First Responder Supplies and Equipment Procurement Program's website. You can access the website by typing <https://vasheriff.org/procurement/> into your internet browser.

On the VSA First Responder Supplies and Equipment Procurement website, you will find all supplies and equipment contracts, all supplies and equipment listed on our program, the price for each item, an easy-to-use vendor directory, and much more. Everything you will need to procure supplies and equipment off the VSA Program is found on this website.

Step 2 - Find the supplies and/or equipment you wish to purchase by accessing the First Responder Supplies and Equipment Procurement page found on the Association's website at <https://vasheriff.org/first-responder-supplies-equipment-procurement-program/>. This page includes the name of each category (group) and each brand/model broken down by awarded vendor, the base price for supplies or equipment, discount percentage offered, and a hotlink to each item's full specification (build sheet) and option sheet which includes information on all standard equipment, available options, and any models that are considered to be an upgrade or downgrade. *Please click on the red build sheet title to access that item's full specification (build sheet) and the red option sheet title to access any information regarding available options.*

Step 3 - Access the VSA's Vendor Directory by visiting the Association's First Responder Supplies and Equipment Procurement website.

Step 4 - Contact the vendor for the supplies and/or equipment you wish to purchase to begin the purchasing process.

Step 5 - Issue your purchase order directly to the contracted vendor/manufacture for the supplies and/or equipment you wish to purchase and a copy to the Virginia Sheriffs' Association to [amartin@virginiasheriffs.org](mailto:amartin@virginiasheriffs.org). A copy of all purchase orders is due to the VSA 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 VSA's bidding processes, delivery instructions, requirements for the participating dealers/manufacturers, and more on the VSA's First Responder Supplies and Equipment Procurement Program?

**Answer --** The Virginia 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 First Responder Supplies and Equipment 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 vendor?

**Answer --** Please contact either Jason Bennett, Virginia Sheriffs' Association, at 919-459-8195 or [jbennett@virginiasheriffs.org](mailto:jbennett@virginiasheriffs.org) or Anna Martin, Virginia Sheriffs' Association, at 919-459-1072 or [amartin@virginiasheriffs.org](mailto:amartin@virginiasheriffs.org).

**Question --** How can I stay up to date on all information relating to the Virginia Sheriffs' Association First Responder Supplies and Equipment Procurement Program?

**Answer --** You can sign up by visiting the Associations First Responder Supplies and Equipment Procurement website. You will receive all future updates relating to this First Responder Supplies and Equipment Procurement Program.