How to Purchase Through the VSA Procurement Programs

A simple step-by-step guide for government agencies.

Welcome - the VSA is here to help.

Thank you for your interest in the Virginia Sheriffs' Association Procurement Programs. We truly appreciate your agency's support and are happy to assist throughout the process. Each purchasing program was created to make purchasing as easy as possible by allowing agencies to work directly with awarded dealers and vendors.

No Membership Required:

No registration, membership, or participation agreement is required to use VSA contracts.

Work Directly With Dealers:

Agencies contact the awarded dealer for quotes, invoices, options, and ordering.

Many Programs Available:

Vehicles and motorcycles, heavy equipment, first responder supplies and equipment, tires, and more.

Step-by-Step Instructions

1. **Visit the VSA Procurement Website**
   Go to https://vasheriff.org/procurement/. This is the central page for all VSA cooperative purchasing programs.

2. **Choose the Procurement Program You Wish to Purchase from**
   Select the program that matches what the agency needs. Example: for a 12-passenger van, choose Vehicle & Motorcycle Procurement Program.

3. **Open the Vehicle Category**
   Scroll to the vehicle category dropdown boxes. Click the + next to Vans - Cargo and Passenger to view available van contracts.

4. **Select the Specific Vehicle**
   Find the desired vehicle under the appropriate manufacturer. Example: General Motors Chevrolet Express 2500 12 Passenger Van 135" WB. Click on the vehicle(s) you have interest in, within the drop down box.

5. **Review the Contract Page**
   The vehicle page shows specifications, awarded dealer(s), pricing, available options, and supporting files.

Questions or need supporting documents?
Contact - Jason D. Bennett at jbennett@virginiasheriffs.org

Understanding Zones, Files, and Dealer Contact:

Delivery Zones	Vehicle pricing is shown by geographic zone because delivery costs may differ depending on where the agency is located. Agencies should use the zone that applies to their location. A zone map is located on the VSA Procurement Website.
Example	For an agency located in Smyth County, use the Dogwood Zone. The VSA also offers a no-delivery option should an agency wish to pick up the vehicle at the dealership and save delivery costs.

Build File:
The red Build File link on each specification provides detailed vehicle specifications and features.

Options File:
The red Options File link on each specification shows available options and accessories that may be added to the vehicle.

Next Steps After Selecting a Vehicle:

6 **Contact the Awarded Dealer**
Tell the dealer you would like to use the Virginia Sheriffs' Association contract for the selected vehicle. A dealer contact directory is located within each procurement website.

7 **Request Quote or Invoice**
The dealer will confirm specifications, options, pricing, availability, and provide the necessary quote or invoice.

8 **Submit Purchase Order**
Once your agency is ready to purchase, submit the purchase order directly to the dealer or vendor.

9 **Send VSA a Copy**
After the purchase order has been submitted to the contractor, please send a copy to the Association for program records and verification. Copies of the PO can be sent to jbennett@virginiasheriffs.org

Helpful Links:

Vehicle and Motorcycle Procurement - https://vasheriff.org/procurement/vehicle-motorcycle-procurement-program/

Heavy Equipment Procurement - https://vasheriff.org/procurement/heavy-equipment-procurement-program/

Tire Procurement - https://vasheriff.org/procurement/tire-procurement/

First Responder Supplies and Equipment Procurement - https://vasheriff.org/first-responder-supplies-equipment-procurement-program/