



Georgia Department of Public Safety 1122 Procurement Program

Revised December 2011

The State and Local Equipment Procurement Program (1122 Procurement Program) was established by Section 1122 of the fiscal year 1994 National Defense Authorization Act. It authorizes state and local government agencies to purchase equipment through certain Federal procurement channels equipment for counter-drug, homeland security, and emergency response activities. These Federal procurement channels include the U.S. General Services Administration's (GSA) Multiple Awards Schedule (MAS) Program.

When a state or local government agency makes a purchase through the 1122 Procurement Program, there are no requirements from GSA or the Federal government that the state obtain additional bids before making the purchase. What is required is that the order be submitted through the State Point-of-Contact (SPOC) in accordance with procedures established by the state.

Federal procurements are governed by Federal Acquisition Regulations (FAR). The FAR states that MAS orders are considered to be issued pursuant to full and open competition. Federal agencies need not seek further competition or make a separate determination of fair and reasonable pricing (GSA has already done this through the MAS process).

The program affords state and local government agencies the opportunity to take advantage of the discounts available to the Federal government due to its large volume purchases. By using this system, state and local government agencies will be able to stretch their budget dollars. State and local government agencies in Georgia have saved millions of dollars by using the 1122 Procurement Program. They may be able to save from 10 to 54 percent when purchasing equipment suitable for counter-drug, homeland security, or emergency response activities.

A. DEFINITIONS:

- I. The term “state” means any state in the United States, the District of Columbia, and the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands and any territory or possession of the United States.
- II. The term “unit of local government” means any city, county, township, town, borough, parish, village or other general purpose political subdivision of a state; an Indian tribe which performs law enforcement functions as determined by the Secretary of Interior; or any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or the Trust Territory of the Pacific Islands.

B. PARTICIPATION REQUIREMENTS:

- I. In order to participate in the program, must complete an 1122 Procurement Program – Procurement Enrollment Agreement.
- II. All requests must be submitted on 1122 Procurement Quote and submitted by the agency head or the designated Point of Contact (POC).

C. SUBMITTING REQUESTS FOR EQUIPMENT:

- I. Local and state government agency (POCs) can submit their requests via US mail, hand delivery, fax, or email.
 - i. Agencies may mail their request to:

Georgia Department of Public Safety
ATTN: 1122 Procurement Program
P.O. Box 1456
Atlanta, Georgia 30371
 - ii. Agencies may hand deliver their requests to our physical location:

Georgia Department of Public Safety
959 East Confederate Avenue, S.E.
Atlanta, Georgia 30316
 - iii. Agencies may fax their requests to: (404) 624-7055.
 - iv. Agencies may email their requests to: dsherrod@gsp.net

- II. Once the request is received, the SPOC will obtain a quote for the item(s) and contact the state and local government agency POC by e-mail or fax.

D. METHODS FOR PURCHASING EQUIPMENT:

- I. There are two ways in which to obtain equipment price quotes: through the GSA or Air Force websites; and, from the SPOC.
 - i. The first method is by using the GSA or Air Force web sites at: <http://www.gsaadvantage.gsa.gov>; or <https://www.afadvantage.gov>.
 - ii. The second method is for the requesting agency to submit a request to the SPOC who will, in turn, obtain a quote for the item(s) of interest and prepare an Excess Property quote sheet which will be faxed to requesting agency.
- II. Upon receipt of a request for equipment, the SPOC will review the request to ensure the items are suitable for counter-drug activities. The SPOC will prepare a price quote from applicable vendors for each item requested by the state or local government agency POC. Once the state or local government agency POC has received the price quote from the SPOC, they must decide whether or not to purchase the item(s) at the quoted price. These quotes are only valid for 30 days.
- III. When the agency decides to purchase any or all of the items, an agency check, purchasing card number with expiration date of card or purchase order number in the amount of the quote MUST be sent to the SPOC, either by mail or hand-delivered.

Georgia Department of Public Safety
ATTN: 1122 Procurement Program
P.O. Box 1456
Atlanta, GA 30371

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959 E. Confederate Avenue SE,
Atlanta, Georgia 30316

- IV. When the property arrives at the requesting agency's location, it should be inspected immediately to insure that the property is correct in size and quantity. If there is any damage or there in an error with the order, the SPOC must be notified with 24 hours of the agency's receipt of the property. The SPOC will work with the vendor in resolving the problem.
- V. When the SPOC receives the invoice from the vendor, a Delivery confirmation will be sent to the requesting agency's POC for signature, along with an invoice for payment.

- VI. Problems relating to any items ordered or questions concerning status of shipments should be directed to the SPOC.

E. METHODS FOR OBTAINING A VEHICLE PRICE QUOTE:

- I. There are two ways in which to obtain vehicle price quotes: through the GSA Auto Choice; and, from the SPOC.

i. GSA Auto Choice:

1. The GSA Auto Choice program allows customers to configure vehicles, compare makes, models and contract pricing of competing manufacturers.
2. To ensure that the order is processed timely, all requisitions must be received by GSA Automotive prior to the closeout dates. The window opens each fiscal year in October for placing an order. GSA will also post closeout dates on their web site as to when the manufacturer stops taking orders for these vehicles. Most closeout dates are between March and April. As a result, there is a short period of time in which an order for a vehicle can be placed.
3. The GSA Auto Choice web site address is: <http://www.autochoice.gsa.gov>. Agency representatives must register and receive a user name and password to use this service.
4. How to register: If a user is new to Auto Choice, they should click on **"I'm a New User"** and register. The codes below must be used and entered in all required fields.
 - a. Use **Agency Code: 21**
 - b. Use **Bureau Code: 44**
5. A verification of the user name and password will be sent via email. It is important to print this page for reference.
6. Once registered, the agency representative will be ready to choose and compare vehicle prices under GSA Federal contracts. Click on **"Compare Prices."**
7. Further assistance and training on how to shop Auto Choice is available from the DPS SPOC.

8. Auto Choice allows customers to view base prices as well as prices for equipment options. It shows a side by side comparison of selected vehicle makes and models as well as the selected options with prices. AutoChoice will also calculate the prices for the selected vehicle and option equipment and will provided a price summary. Agency POCs should print the price summary at this point. Agency POCs should add a 2.5% surcharge to the total of price summary. This price summary sheet should be submitted to the SPOC and a quote will be generated and faxed back the agency POC for signature and method of payment.

NOTE: Agencies must provide how you want the vehicle to be titled before the order can be placed, e.g. Nitro Board of Commissioners instead of Nitro Police Department.

9. **All State Agencies must provide an authorization letter from the Department of Administrative Services, Office of Fleet Services, authorizing the purchase of the vehicle from the 1122 Program.**

10. **Only the SPOC can place the order with GSA.**

11. When the vehicle arrives at the agency's or authorized dealer's location, the title VIN numbers should be checked immediately to ensure that they match the vehicle's VIN numbers. Agency POCs must inspect the vehicle for any damage that may have occurred during delivery prior to signing for the vehicle. If there are damages, **DO NOT SIGN FOR THE VEHICLE** until the SPOC has been contacted and the damage has been reported to GSA Auto Choice.

12. When the SPOC receives the invoice for the vehicle, a Delivery Confirmation will be sent to the state or local government agency POC for signature.

- ii. The Second method is to submit a request to the SPOC who will obtain a quote for the item(s) of interest and will prepare an Excess Property quote sheet and price summary which will be faxed to the agency POC. Agency POCs should review the price summary and quote sheet to ensure that the titling and delivery information is correct.

F. METHODS FOR OBTAINING A SPECIALIZED VEHICLE /MOBILE COMMAND VEHICLE:

- I. Command Center Vehicles can be purchased through the 1122 Procurement Program through a GSA contractor. When shopping for a command vehicle, agency POCs should ask the vendor if they are a GSA vendor. If yes, the POC should notify the vendor that the agency wishes to

purchase the vehicle through the 1122 Procurement Program. If not, the agency POC would have to follow their departmental guidelines for purchasing. GSA vendors are listed on the GSA Advantage web site at (<http://www.gsaadvantage.gsa.gov>).

- II. Once it is determined that the vendor is a GSA approved vendor, the agency POC should obtain a quote from the vendor for the vehicle.
- III. Quote should be submitted to the SPOC and an Excess Property quote document will be generated and faxed back to the agency POC for signature and method of payment.
- IV. **Only the SPOC can place an order for a specialized vehicle or command vehicle under the 1122 Procurement Program.**
- V. When the vehicle arrives at the agency or authorized dealer's location, it must be inspected for any damage that may have occurred during delivery prior to signing for the vehicle. If there are damages **DO NOT SIGN FOR THE VEHICLE** until you have contacted the SPOC and he reports the damage to the manufacturer.
- VI. When the SPOC receives the invoice for the vehicle, a Delivery Confirmation will be generated and sent to the state or local government agency POC for signature.

G. FIREARMS:

- I. Section 1122 of the [FY 1994 National Defense Authorization Act](#) authorizes state and local governments to purchase firearms for counter drug activities through the Federal Government.
- II. If you are interested in purchasing firearms visit the below web site, to see what is currently available. <http://tri.army.mil/LC/CS/1122/Section%201122%20Program.htm>
- III. Requirements:
 - i. LEA's must comply with the Lautenberg Amendment [18 USC 922 (d) (9)].
 - ii. Demilitarization (DEMIL) is required on all firearms, if the firearm is purchased from DLA.

Purchase Document

FROM:

THROUGH: 1122 STATE COORDINATOR FOR THE STATE OF _____

TO: U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND
 ATTN: AMSTA-LC-CSTS (SUSAN ALLEN)
 1 ROCK ISLAND ARSENAL
 ROCK ISLAND, IL 61299-7630

1. _____ requests the purchase of the following items:

Name of Law Enforcement Agency

ITEM	DESCRIPTION AND NSN OF ITEM	QTY	UNIT OF ISSUE	UNIT PRICE	ITEM DOLLAR TOTAL
1					
2					
3					

TOTAL ORDER QTY _____ DOLLARS _____

2. SHIPPING INFORMATION (Include POC name and phone number):

3. I certify the authenticity of this order and have included the appropriate completed Lautenberg forms:

Title/Name

Signature

Date

(NOTE: MUST BE SIGNED BY THE CHIEF OF LAW ENFORCEMENT AGENCY OR HIS/HER AUTHORIZED DESIGNEE)

4. As the State of _____ 1122 SPOC, I authorize and concur with this purchase.

Title/Name

Signature

Date

Each end user must provide a notarized Lautenberg Certification before the order can be processed. <http://tri.army.mil/LC/CS/1122/Lautenberg.doc>

Verification of Compliance With
THE LAUTENBERG AMENDMENT
[18 USC §922(d)(9)]

The Lautenberg Amendment to the Gun Control Act of 1968 outlaws the sale or transfer of any firearm to anyone convicted of a misdemeanor crime of domestic violence.

A person has a conviction of a 'misdemeanor crime of domestic violence' if:

- a. The person was convicted of a misdemeanor crime, and the offense had as an element the use or attempted use of physical force, or threatened use of a deadly weapon, and;
- b. The convicted offender was at the time of the offense:
 1. a current or former spouse, parent, or guardian of the victim; or
 2. a person with whom the victim shared a child in common; or
 3. a person who was cohabitating with or has cohabited with the victim as a spouse, parent or guardian; or
 4. a person who was similarly situated to a spouse, parent, or guardian of the victim; and
- c. The convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel, and; if entitled to have the case tried by a jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury; and

The undersigned Applicant for 1122 Program Weapons Purchase makes the following statement:

After having read the above, I verify that I have not been convicted of a misdemeanor crime of domestic violence.

Applicant's Signature

Date

Applicant's Printed Name

Organization Name

Organization Address

Notary Public Endorsement

COUNTY OF

STATE OF

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally and within the territorial limits of my warrant of authority, appeared who is known by me to be the person who is described herein, whose name is subscribed to, and who signed this Verification of Compliance and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my official seal on, (Date)

Notary Public

My Commission
expires:

Police Verification: A record search was done on the above-named Applicant and there are no records showing a conviction of a misdemeanor crime of domestic violence.

Police Official's Signature

Date

Police Official's Printed Name

Police Official's Duty Station

H. AIR CARD INFORMATION:

- I. The below website provides information about the air card program:
www.desc.dla.mil
- II. Click "Fuel Card Program Management Office"
The Non DOD Enrollment form is located under Fuel Card Program Management Office. The form is user friendly and information can be printed and saved. Once completed, the form should then be faxed to the GEMA SPOC at (404) 624-7055 for approval.
- III. Contract locations for fuel can be located at the DESC website. The preference for fuel should be a contract location first then a non-contract location second.
- IV. Below is the contractor website for the air cards, Multi Service. Information and applications for non-DOD Enrollment forms are on their website. The website also provides locations for fuel that can be purchased at contract and non contract locations.
<https://www.airseacard.com/training/index.html>
Click on "Air Card Enrollment Form".

The following website will provide prices for fuel:

<http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCCustomerService>

Scroll down to "Standard Prices".

- V. You can also get to this page from the www.desc.dla.mil main page by clicking on "Doing Business with DESC, Product Pricing and Adjustments".
- VI. You will need a letter from the SPOC stating that you will be using the aircraft for counter-drug activities. The letter can be submitted at the same time the enrollment form is submitted. Attached is a sample letter than can be used by the agency POC.

I. PAYMENT PROCESS:

- I. Due to the strict guidelines of this program, it is mandatory that all payment information necessary to approve the request(s) be provided to the SPOC.

- II. Payments can be in the form of checks, money orders, and purchase orders. State and local credit cards are acceptable with certain GSA vendors.
- III. Once the method of payment and signed quote has been received by the SPOC, the orders will be placed.

Send payment to:

Georgia Department of Public Safety
ATTN: 1122 Procurement Program
P.O. Box 456
Atlanta, GA 30371

Make check(s) payable to:

Georgia Department of Public Safety
Excess Property 1122 Program