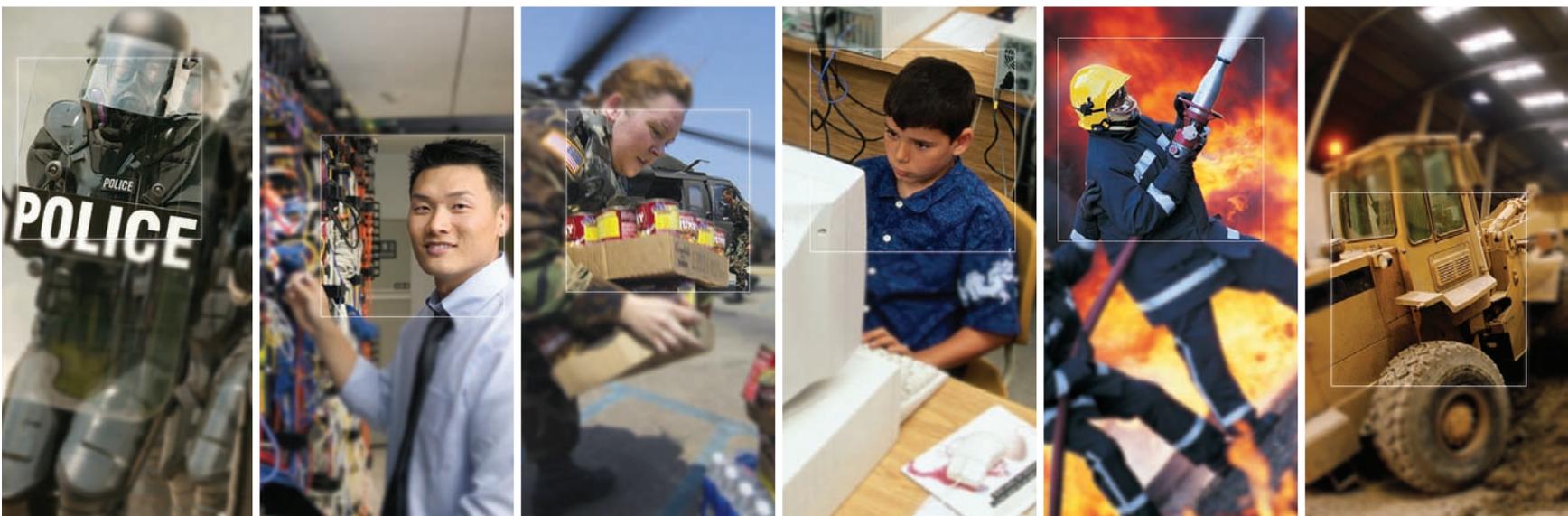




U.S. General Services Administration

Customer Focused. Solutions Driven.

One Source Directory to State and Local Purchasing



One Country. One Mission. One Source.

A Guide to State and Local Purchasing

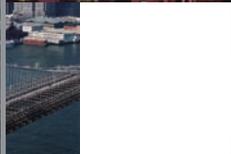
The General Services Administration (GSA) takes a great deal of pride in our ability to support government agencies of all sizes. We have a reputation in the marketplace for service and value through decades of working side-by-side with commercial partners. GSA programs offer state and local customers delivery of state-of-the-art, high quality supplies and services at volume discount pricing. GSA schedules also offer the benefits of shorter lead-times, lower administrative costs, and reduced inventories. GSA is pleased to provide you with the first version of our State and Local Purchasing Guide. Access to GSA's massive bank of resources opens up a world of compliant, best-value products and services that state and local agencies won't find from any other single source. We look forward to serving state and local customers. Please review the website links to various programs on the enclosed slip sheets.

GSA is proud to support our partners in state and local government through the following programs:

-  Disaster Recovery Purchasing Program
-  IT Cooperative Purchasing Program
-  National Wildland Fire Program
-  1122 "Counterdrug" Program

State and local agencies can also benefit from the resources of GSA through two non-purchasing programs, which distribute computers and other property the federal government no longer needs:

-  Computers for Learning Program
-  Federal Surplus Personal Property Donation Program



*For more information visit:
www.gsa.gov/stateandlocal or
contact the National Customer
Service Center at (800) 488-3111.*



**a world of compliant,
best-value products and services**



Disaster Recovery Purchasing Program

GSA plays a critical role in providing disaster recovery products and services to federal agencies. Now state and local governments can also benefit from the speed and savings of the GSA Federal Supply Schedules.

Section 833 amends 40 U.S.C. 502 to authorize the Administrator of General Services to provide to state and local governments the use of all GSA Federal Supply Schedules for purchase of products and services to be used to facilitate recovery from a Presidentially declared disaster, terrorism or nuclear, biological, chemical, or radiological attack.

Purchasing in Advance of a Disaster:

In the aftermath of emergency events, state or local governments' systems may be disrupted. Thus, use of Federal Supply Schedule contracts prior to these events to acquire products or services to be used to facilitate recovery is authorized. State or local governments will be responsible for ensuring that purchased products or services are to be used to facilitate recovery.

Eligible State and Local Entities

"State and local government entities," means;

- The states of the United States,
- Counties, municipalities, cities, towns, townships,
- Tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937),

- School districts, colleges and other institutions of higher education, council of governments (incorporated or not),
- Regional or interstate government entities,
- Or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments.
- The term does not include contractors of, or grantees of, state or local governments.

Purchasing via the Disaster Recovery Purchasing Program

Participation in the Disaster Recovery Purchasing Program is voluntary on both the part of the vendor and the part of the state and local customer. State and local customers are encouraged to follow the Federal Acquisition Regulation (FAR) 8.4 ordering procedures, but not mandated to do so. Customers place orders directly from the approved GSA vendor. Participating vendors are denoted in both the GSA eLibrary (www.gsa.gov/elibrary) and GSAAdvantage![®] (www.gsaAdvantage.gov) websites with the following icon.



To learn more, visit:
www.gsa.gov/disasterrecovery



IT Cooperative Purchasing Program

GSA stays in tune with the latest advances in IT by establishing contracts with the industry's most innovative and forward thinking companies.

In a constantly changing field like IT, being abreast of what's new is imperative. We afford our customers reassurance that they're ahead of the game by offering the largest number of quality, compliant solutions from the top vendors, creating the best value for state and local government buyers.

COOP PURCH

GSA's Cooperative Purchasing Programs allows state and local governments to purchase from IT Schedule 70, as well as certain IT Special Item Numbers (SINs) on the Consolidated Schedule (00CORP). By purchasing through these contracts, state and local customers benefit from:

- A centralized IT and telecommunications source
- Leveraged pricing
- Additional price reductions
- Fair terms and conditions
- Ease of use
- Reduced procurement lead-time
- Lower administrative costs
- State and local specific research tool
- Interoperable products
- Best value competition

A small sampling of some of the products and services include:

- Leasing and daily/short term IT equipment rental
- IT equipment and maintenance/repair/spare parts
- Software and maintenance of software
- IT training
- Professional IT services
- Electronic commerce services
- Wireless services
- Access Certificates for Electronic Services (ACES) Program
- Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
- HSPD-12 product and service components

Use of the program is voluntary for both state/local governments and participating vendors. In general, Cooperative Purchasing involves following these steps:

1. Research an acquisition using GSA's online tools
2. Tailor requirements to needs without conflicting with existing GSA terms and conditions
3. Solicit offers from selected vendors
4. Evaluate the options and make selection in accordance with stated evaluation criteria
5. Issue/make award/order
6. Receive products or services from the vendor
7. Pay the vendor according to the contract agreement

For more information, visit:
www.gsa.gov/cooperativepurchasing



National Wildland Fire Program

GSA recognizes that many state and local governments routinely need resources and assistance to protect life and property from wildland fires that threaten their communities.

By working in partnership with the U.S. Forest Service, GSA can help by offering a wide range of firefighting products and services to help support this critical mission. GSA has furnished wildland fire protection equipment and supplies to state, local, federal and U.S. Forest Service cooperating agencies via this special program since 1987. We're committed to assisting in program implementation whenever possible with these objectives in mind:

- Facilitate advance procurement,
- Assist in the standardization of wildland fire equipment and supplies,
- Effect savings through consolidated purchasing, and
- Provide for the direct distribution of items to field units.

In accordance with the "Interagency Agreement for Equipment/Supplies in Support of Wildland Fire Protection" the Forest Service, working with GSA, determines and identifies new and

preexisting wildland firefighting supplies and equipment requirements. Once established, these items are listed in the annually updated *Wildland Fire Equipment Catalog*. GSA Global Supply currently stocks more than 250 items, including:

- Water handling equipment and supplies
- Fire line tools
- Fire shelters
- Protective clothing
- Canteens
- Field packs
- Sleeping bags
- Batteries
- Chainsaw chaps
- First aid kits
- Goggles and safety glasses
- Gloves
- Tents

State and local agencies can procure these items through GSA upon receipt of a written cooperative agreement with the Forest Service. Following approval, acquisition of critical resources through GSA is simple and unfailing.

For more information, visit:
www.gsa.gov/fireprogram



1122 “Counterdrug” Program

Americans find peace of mind in the fact that there's a constant force fighting the war on drugs. The men and women of law enforcement harbor this responsibility 365 days a year. Because their duties are so vital to our nation's well being, it's vital that they have the right tools for the job. GSA supports state and local law enforcement through the 1122 Counterdrug Program.

Section 1122 of the 1994 National Defense Authorization Act established the authority for state and local governments to purchase law enforcement equipment through federal procurement channels, provided that the equipment is used in the performance of counterdrug activities.

Each state participating in the 1122 Program designates a State Point Of Contact (SPOC) to administer the state's activities under the program, by validating the counterdrug mission of each procurement request, and ensuring the availability of funds.

The authority for the “1122 Program” resides with the Department of Defense. The U.S. Army, as the Executive Agent of the program has approved certain equipment included in GSA Schedules and the purchase of motor vehicles under the program. Refer to the “list of available equipment” page located at www.gsa.gov/1122program. This list has passed through federal procurement channels and is updated and available for utilization by state and local agencies engaged in counterdrug activities.

The State Points Of Contact (SPOCs) are responsible for receiving all orders from state and local law enforcement entities, and for determining that the items will be used for counterdrug activities. For items under Federal Supply Schedules, the SPOCs will send all orders directly to the Schedule contractor, payment will also be made directly to the Schedule contractor. Orders for the purchase of vehicles must be forwarded by the SPOC through GSA.

The 1122 Program is nonmandatory for both the SPOCs and the Schedule contractors, i.e. the contractors have the option as to whether to accept or reject an order from the SPOC.

For more information, visit:
www.gsa.gov/1122program



Computers for Learning Program

Education is a national priority. Every child should be educated to his or her full potential. GSA's Computers For Learning (CFL) Program helps accomplish this goal by increasing school access to technology needed to prepare children to contribute and compete in the 21st century.

The CFL program allows government agencies to transfer excess educationally useful computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need. Federal agencies report computers and peripheral equipment they no longer need to a GSA managed data base. Eligible recipients then search the data base using a virtual shopping cart and process through "checkout" to request their selections.

Who is eligible to receive computer equipment through the CFL program?

- Schools and educational nonprofit organizations located in the United States, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, or the Commonwealth of the Northern Mariana Islands, can receive computer equipment through the CFL program.

- A school is eligible to participate if it is a public, private, or parochial school serving some portion of the pre-kindergarten through grade 12 population. Home schools are not qualified to participate in the CFL program unless they are recognized by the U.S. Department of Education as a school with an NCES number. Day care centers must provide a state approved preschool curriculum in order to participate.
- An educational nonprofit organization must have a 501(c)(3) Tax ID and meet the educational institution criteria specified under Title 40 USC such as certification and license requirements.

Recipients of computers and other educationally useful federal equipment must make their own arrangements for transportation and pickup of the property and gain title to the property upon receipt.

For more information, visit:
www.gsa.gov/computersforlearning



Federal Surplus Personal Property Donation Program

The federal government purchases literally millions of products—supplies, equipment, and vehicles—every year to assist government agencies in doing their jobs. Given the sheer bulk of the purchasing, a large surplus is inevitable. This surplus is managed by GSA through the Federal Surplus Personal Property Donation Program.

When certain items are no longer required by the federal government, the items are declared surplus by GSA and made available for transfer to State Agencies for Surplus Property (SASPs). In accordance with the law, SASPs have been established by each state to distribute Federal Surplus Property to eligible state and local governments and nonprofit recipients called donees. Competing requests for surplus are allocated by GSA based upon a set of predetermined criteria.

The SASPs receive applications and determine the eligibility status of the donees, provide procedures for donees to follow in acquiring federal surplus, and give notice of the conditions and use restrictions placed on the property. Most SASPs operate on a self-sustaining basis and may require recipients to pay a service charge to cover handling, transportation, and administrative expenses.

State and local governments may also receive donations of surplus property certified by the Federal Aviation Administration (FAA) as desirable or necessary for public airport use. FAA establishes the eligibility requirements for public airports and makes eligibility determinations. Requests for surplus property for public airport use, like requests from SASPs for use by donees, must be approved by GSA.

Surplus personal property includes all types and categories of property, with the exception of land or other real property, certain naval vessels, and records of the federal government. Examples of available property include:

- Hand and machine tools
- Office machines and supplies
- Furniture
- Appliances
- Medical supplies
- Hardware
- Clothing
- Motor vehicles
- Boats
- Airplanes
- Construction equipment
- Textiles
- Communications equipment
- Electronic equipment

For more information, visit:
www.gsa.gov/propertydonations

GSA State and Local Resources

The wealth of GSA's resources is not limited to federal agencies alone. Many state and local agencies can benefit from a variety of products and services offered throughout GSA. This important aspect of GSA's mission is divided into six distinct programs that provide access to important tools for specific state and local objectives.

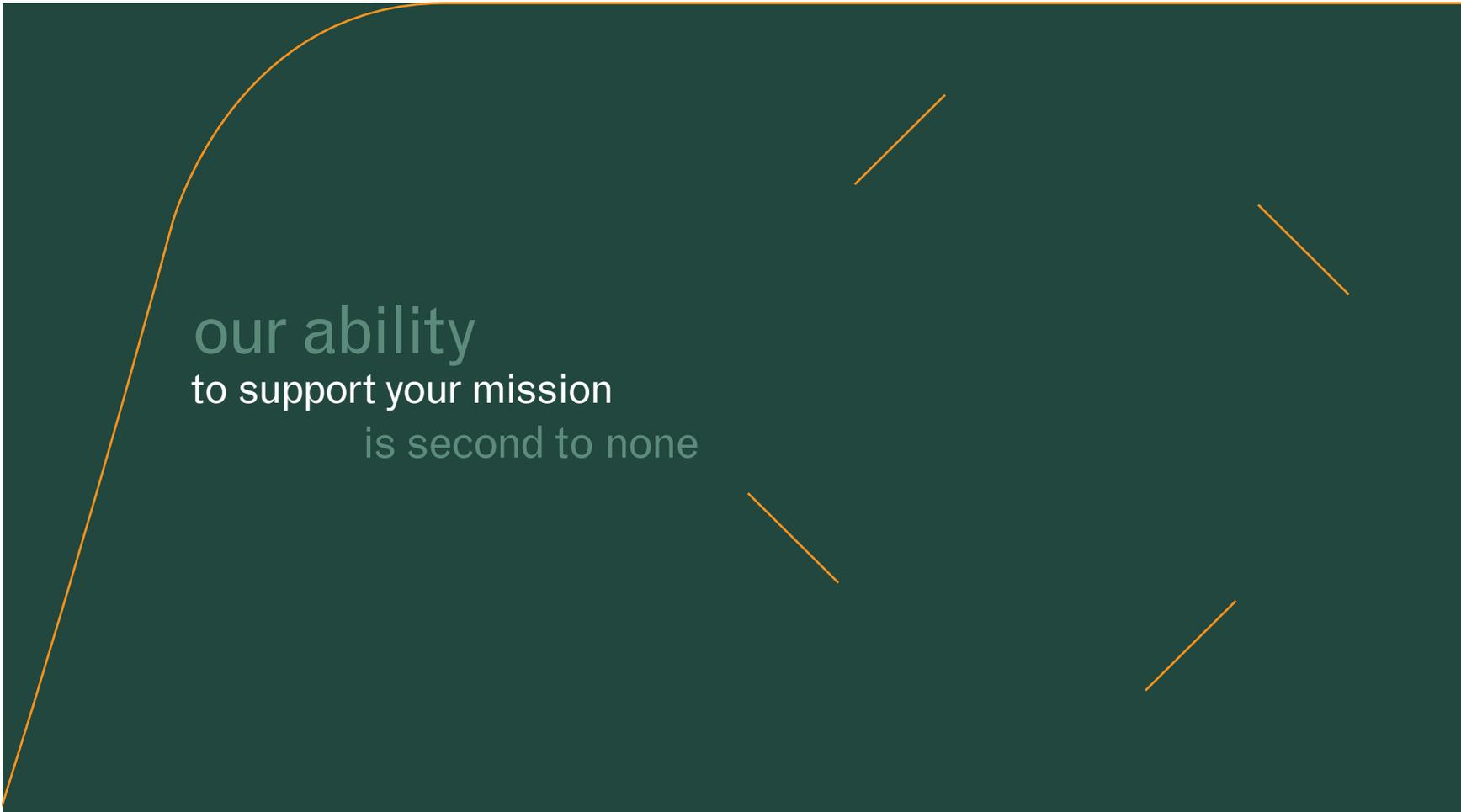
	Eligible Activities	Legal Source	Program Use Guidelines	Resources
Disaster Recovery Purchasing Program www.gsa.gov/disasterrecovery	State and local governments*	Section 833 of the John Warner National Defense Authorization Act for Fiscal Year 2007 (Public Law 109-364)	State and local agencies may use GSA Schedules to purchase products and services before and after a major disaster as declared by the President.	***GSA Schedule vendors are available from GSA eLibrary at: www.gsa.gov/elibrary
IT Cooperative Purchasing Program www.gsa.gov/cooperativepurchasing	State and local governments*	Section 211 of the eGovernment Act of 2002	State and local agencies are granted access to certain products and services offered on IT Schedule 70 and Consolidated Schedule.	IT schedules are available at www.gsa.gov/schedule70 -or- GSA Schedule vendors are available from GSA eLibrary at: www.gsa.gov/elibrary
National Wildland Fire Program www.gsa.gov/fireprogram	State and local fire-fighting organizations that have a cooperative agreement with their State Forester and approval from the USDA	Interagency Agreement for Equipment/Supplies in Support of Wildland Fire Protection	State and local agencies can order products and services through GSA Global Supply procurement channel, upon receipt of a written cooperative agreement with the U.S. Forest Service.	Wildland Fire items are available at: www.GSAGlobalSupply.gsa.gov -or- GSA Schedule vendors are available from GSA eLibrary at: www.gsa.gov/elibrary
1122 "Counterdrug" Program www.gsa.gov/1122program	State and local law enforcement agencies	Section 1122 of the fiscal year 1994 National Defense Authorization Act	State and local agencies can purchase law enforcement products through GSA's procurement channels, provided that the items are used in the performance of counterdrug activities.	Visit our website to obtain the catalog and to contact your State Point of Contact (SPOC) for assistance.
Computers for Learning Program www.gsa.gov/computersforlearning	Schools and educational nonprofit organizations located in the United States**	Executive Order 12999 – Educational Technology, and 15 USC 3710 (i) commonly known as the Stevenson-Wydler Act	Certain schools (public, private or parochial (pre-K through 12), and certain educational nonprofit organizations that meet specific criteria can obtain excess federal computer equipment.	Visit GSAXcess website at: www.gsa.gov/gsaxcess
Federal Surplus Personal Property Donation Program www.gsa.gov/propertydonations	Public agencies; nonprofit educational and health institutions; nonprofit and public programs for the elderly; public airports; and more	Federal Property and Administrative Services Act of 1949	Entities that meet specific criteria can obtain all types of surplus property, except land or other real property, certain naval vessels, and records of the federal government.	For a list of State Agencies for Surplus Property (SASPs) visit our website at: www.gsa.gov/property

* States, counties, municipalities, cities, towns, tribal governments, public authorities, school districts, colleges and other institutions of higher education, council of governments, regional or interstate government entities.

** Also includes the U.S. Virgin Islands, American Samoa, the Commonwealth of Puerto Rico, or the Commonwealth of the Northern Mariana Islands.

***Disaster Recovery: Orders will need to be placed directly from denoted GSA Schedule vendors. At this time, state and local government entities are free to browse on GSA Advantage!® and eLibrary (www.gsa.gov/elibrary), however they may not currently purchase products and/or services through the GSA Advantage!® online shopping and ordering system.

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Six 8.5 x 11 inserts will be placed here.



our ability
to support your mission
is second to none



A Guide to State and Local Purchasing

www.gsa.gov/stateandlocal



U.S. GENERAL SERVICES ADMINISTRATION

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