##### SAMPLE LETTER

**(Certification Request- New York State 1122 Public Safety Procurement Program)**

**Address request to:**

New York State Office of General Services

Procurement Services

1122 Public Safety Procurement Program

38th Floor, Corning Tower ESP

Albany, NY 12242

**RE: Certification Request for [Insert Discipline]** [Your request for program certification as a Public Safety Agency must include identification of the discipline for which you are requesting certification: Counter Drug (CD), Homeland Security (HS), or Emergency Response (ER). Each participating entity must select **one** activity per certification letter, but may certify in all three with separate certification request letters]

To: New York State 1122 Program State-Point-of-Contact

We are providing the following information to request certification for participation in the New York State 1122 Public Safety Procurement Program.

1. The [Insert Name of your Public Safety Agency] located at [Insert street address, City, zip code], in the county of [Insert county] requests participation in the NYS 1122 Public Safety Procurement Program. The [Insert Name of your Public Safety Agency] general contact information includes: business telephone number [Insert telephone number xxx-xxx-xxxx], fax number [Insert fax number xxx-xxx-xxxx], and Email address [Insert email address xxxxx@xxxxxx.xxx].
2. [This section should provide an overview of your jurisdiction including size and description of your agency as well as a description of services provided focusing on any specific challenges related to the discipline you are requesting certification for (eg: Counter drug, Homeland Security, Emergency Response). Your overview should also include any prevention, intervention or suppression strategies currently being implemented to counteract these challenges and how the 1122 Program will assist in this mission.] [An example would be if you are requesting certification in Homeland Security then the problem would be about your Homeland Security issues and how the 1122 Program can help resolve these issues.]
3. [insert designee’s name], [insert designee’s title], has been designated as both “Requesting Officer” and “PSA Representative” and is authorized to requisition/sign, acknowledge receipt, approve payment for equipment/supplies on behalf of the [Insert Name of your Public Safety Agency] and submit all required 1122 Program usage reports.

**Terms and Conditions**

 My signature below constitutes my understanding and agreement to comply with the following items:

1. It is understood that all designated Points of Contact must be paid employees of the Public Safety Agency or its governing body.
2. Agreement that as the Public Safety Agency’s Executive Officer I will notify Procurement Services in the event of changes in the Requesting Officer(s) and PSA Representative(s).
3. Agreement that upon receipt of the requested supplies and/or equipment, the PSA Representative(s) will ensure prompt payment is made to the vendor and the 1122 PSPP Usage Report is completed and emailed to ny1122.spoc@ogs.ny.gov.
4. Agreement that upon receipt of the requested equipment or supplies, the PSA Representative will inspect the shipment contents to ensure that all items have been received in good order. If the Public Safety Agency receives supplies or equipment that is not in conformance with item specifications, they will immediately notify Procurement Services for resolution.
5. It is understood that the Procurement Services does not endorse or recommend any specific vendor and/or product. Product warranty issues will be dealt with directly between the agency and the vendor/manufacturer.
6. Agreement that the undersigned agency executive officer, who has authority to do so, holds the Federal Government, the State of New York State, and the Office of General Services harmless in the event of any law suit or claim arising as a result of the acquisition, use, or disposal of supplies and equipment procured under this program.
7. Agreement that upon certification as an active PSA participant in the 1122 Program [Insert Name of your Public Safety Agency] will comply with the 1122 Program Guidance Manual.
8. Agreement that if an item is purchased for Homeland Security then it must be in the Homeland Security Authorized Equipment List (AEL) which is located in the FEMA Responder Knowledge Base at: <https://www.llis.dhs.gov/knowledgebase>.

Sincerely,

[Insert Name of Authorized Signatory]

[Insert Title of Authorized Signatory]