



Office of
General Services

1122 Program Guide

Emergency Response | Homeland Security | Counter Drug



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Program Overview & Eligibility

New York's 1122 Program allows certified government entities to purchase equipment for counter-drug, homeland security, and emergency response activities directly from specific federal suppliers. Services are not available for purchase. The program is open to state and local government entities that have, as part of their mission, at least one of these public safety categories: New York's 1122 Program is open to state and local governmental entities that have, as part of their mission, at least one of the following public safety categories:

- **Counter Drug (CD):** A requirement to enforce anti-drug laws or engages in or supports prevention, intervention or suppression activities related to counter drug.
- **Emergency Response (ER):** A requirement for first responders plus emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations. The emergency responder community consists not just of fire, law enforcement, and medical immediate responders to an accident or emergency situation but also to the infrastructure that supports them and other emergency response organizations.
- **Homeland Security (HS):** A requirement for Homeland Security to prevent and protect New York State from terrorist attacks within the United States; reduce America's vulnerability to terrorism, major disasters, and other emergencies; and minimize the damage and recover from attacks, major disasters, and other emergencies that occur.

If you are unsure or cannot determine the status of your agency, contact the State Point of Contact (SPOC) at NY1122.SPOC@ogs.ny.gov.

Federal Resources

Under the 1122 Program, items are available for purchase from three federal sources:

- The General Services Administration via GSA contracted vendors and AutoChoice
- Department of Defense via the Defense Logistics Agency (DLA) - local government entities only
- Department of the Army (DA) - local government entities only

How to Get Certified

State and local government entities must submit a letter to the SPOC requesting certification in the New York 1122 Program. Even if you have previously participated in this program, we ask that you complete and refile the certification letters with the current SPOC to ensure we have current contact information on file. Additionally, it is important to note, the 1122 Program requires a separate certification letter for each public safety category — Counter Drug, Emergency Response, or Homeland Security.

Certification letters must be on your organization's letterhead and include the following information:

1. Your organization's name, street address, telephone number and/or fax number, and email address.
2. An overview of your organization's mission in your jurisdiction, including any prevention, intervention, or suppression strategy being implemented and how the 1122 Program can assist this mission.
3. Contact information for the following Point(s) of Contacts: Requesting Officer and/or Public Safety Agency (PSA) Representative.
4. A signature of the authorized representative agreeing to comply with the terms and conditions of the 1122 Program. See page 4 for Terms and Conditions.

The certification letter can be emailed to the NY1122.SPOC@ogs.ny.gov or mailed to: Office of General Services, Business Services Center-1122 Program, 1220 Washington Avenue Building 5 - 5th Floor, Albany NY 12226

[Download a sample 1122 Certification Letter](#)

Program Definitions, Terms & Conditions

By submitting a request for certification in the 1122 Program, applicants acknowledge they have read the definitions and terms outlined below, and agree to comply with the instructions provided in the 1122 Program Guide and the following conditions:

- Requesting Officer is a paid employee or member of the Public Safety Agency (PSA) or its governing body who is authorized to purchase supplies and equipment on behalf of the PSA.
- PSA Representative is a person responsible for ensuring that upon receipt of the requested supplies or equipment, all items are received as expected, prompt payment is made to the vendor, and the 1122C - Usage Report is completed and emailed with a copy of the purchase order to the SPOC. Any individual with this designation must be a paid employee or member of the PSA or its governing body.
- Depending on your organization's policies and procedures, you may need to identify only one individual as both your PSA's Requesting Officer and PSA Representative. Each Public Safety Agency may have as many points of contact as are deemed necessary to maintain compliance with its policies and procedures.
- The PSA Representative will notify the 1122 Program SPOC in the event of changes in the requesting officer(s).
- Upon receipt of the requested supplies or equipment, the ordering/receiving agency will inspect the shipment contents to ensure that all items have been received in good order. If the agency receives supplies or equipment that are not in conformance with item specifications, or receives unsatisfactory customer service, they will immediately notify the 1122 Program SPOC for assistance.
- NYS OGS Business Services Center does not endorse or recommend any specific vendor, supply, or equipment. Product warranty issues will be dealt with directly between the agency and the vendor/manufacturer.
- The authorized representative holds the Federal Government, New York State, and the New York State Office of General Services harmless in the event of any lawsuit or claim arising as a result of the acquisition, use, or disposal of supplies and equipment procured under this program.
- **Homeland Security Purchases Only**—If any item is purchased for homeland security purposes, it must appear on the [Homeland Security Authorized Equipment List \(AEL\)](#).
- You must, from the date of your certification, annually confirm/update listed point(s) of contact. If a contact changes before your certification anniversary, promptly notify the 1122 Program SPOC, in writing, of the change.
- If the Public Safety Agency's executive officer changes, a new letter requesting certification, signed by the new executive officer, must be sent to the 1122 Program SPOC. New orders will not be accepted until the agency has completed their new certification and it has been approved by the State Point of Contact (SPOC).

How to Place an Order — Local Government Participants

While General Municipal Law allows the use of this program as an exception to the competitive bidding process, you are encouraged to:

- First, check for item availability from Preferred Sources and New York State Centralized Awards
- Get at least three quotes from GSA vendors

After you receive your Public Safety Agency certification letter(s) from the SPOC, follow these steps to place your order.

1. Identify your needs, secure funding, ensure that purchases comply with funding guidelines, develop specifications using the [1122 Program Equipment and Supplies Catalog](#), and seek quotes.
2. Complete the appropriate request form ([1122A](#) or [1122B](#)) and submit electronically to SPOC for review.
 - For GSA items:
 - Complete [1122A: GSA Purchase Authorization Request](#).
 - You must contact prospective GSA vendors directly for questions about supplies and/or equipment, and to solicit quotes if you did not upload your quote request to the GSA eBuy Advantage site.
 - Although it is not required, we recommend that you establish a GSA eBuy Advantage account. GSA eBuy is where you can develop specifications and upload quote requests. It's free and only takes a moment:
 - [GSA eBuy Registration](#)
 - [GSA eBuy Walkthrough Presentation](#) (PDF)
 - [GSA eBuy Uploading a Quote](#) (PDF)
 - For DA/DLA Stock items:
 - Complete [1122B: DLA/DA Purchase Authorization Request](#).
 - Contact the SPOC for help processing your order and to make payment. You must provide the SPOC with your purchase card number over the phone to place your order. **DO NOT email your Purchase Card information.**
3. The 1122 Program SPOC will review your request.

Approved requests:

- For GSA purchases you'll receive a **Letter of Approval (LOA)**, which you will submit to the GSA vendor when ordering and paying. Follow your standard purchasing procedures.
- For DLA/DA purchases, the SPOC will assist you with order processing and payment.

Denied requests require revision and resubmission. A denial may occur for any one of the following reasons:

- Insufficient order or vendor justification.
- Incomplete or inaccurate information.
- Failure to submit [1122C: Usage Report](#) for previous 1122 Program purchases.

4. Within 30 days of purchase, complete form [1122C: Usage Report](#) and submit with a copy of your purchase order to NY1122.SPOC@ogs.ny.gov.

Federal Resources Available to Local Government Participants

Under the 1122 Program, items are available from three federal sources:

- The General Services Administration via GSA contracted vendors and AutoChoice
- Department of Defense via the Defense Logistics Agency (DLA) - local government entities only
- Department of the Army (DA) - local government entities only

Note: For Homeland Security purchases, items must appear on the [Homeland Security Authorized Equipment List \(AEL\)](#) and be purchased through one of the federal sources.

GSA Contracted Vendors: Under the Federal Supply Schedule system, GSA enters into contracts with commercial vendors who provide supplies and equipment at predetermined prices for specified periods of time. Contact vendors directly to inquire about products.

For a complete listing of vendors, supplies and equipment that are available, please visit [GSA's schedule items page](#). Please note that even though a vendor may be listed, they may not participate in the 1122 Program. Therefore, we recommend you contact the vendor's GSA sales representative to confirm their participation in the program.

Listed below are GSA Schedules currently available through the 1122 Program:

- **Schedule 23V:** Vehicular Multiple Award Schedule (VMAS) — Command Centers only
- **Schedule 36:** The Office, Imaging, and Document Solution
- **Schedule 51V:** Hardware Superstore
- **Schedule 56:** Building and Building Materials/Industrial Services and Supplies
- **Schedule 58 I:** Professional Audio/Video, Telemetry/Tracking, Recording/Reproducing, and Signal Data Solutions
- **Schedule 66:** Scientific Equipment and Services
- **Schedule 67:** Photographic Equipment — Cameras, Photographic Printers and Related Supplies and Services (Digital and Film-Based)
- **Schedule 70:** General Purpose Commercial Information Technology Equipment, Software and Services
- **Schedule 71:** Furniture
- **Schedule 75:** Office Products/Supplies and Services and New Products/Technology
- **Schedule 84:** Total Solutions for Law Enforcement, Security, Facility Management Systems, Fire, Rescue, Special Purpose Clothing, Marine Craft, and Emergency/Disaster Response
- **Schedule 874:** Mission Oriented Business Integrated Services (MOBIS)

Special Item Numbers (SINs) and Item Descriptions are compiled in the [1122 Program Equipment and Supplies Catalog](#). The GSA 1122 Program Equipment and Supplies Catalog also lists many DLA and DA stock items currently in their nationwide network of Defense Supply Centers (DSCs)

Local Government Forms

- [1122A: GSA Purchase Authorization Request](#) (pdf)
- [1122B: DLA/DA Purchase Authorization Request](#) (pdf)
- [1122C: Usage Report](#) (docx)
- [1122D: State Agency Purchasing Requirements](#) (xlsx) *(For Local Government information and use—not a requirement.)*

GSA Purchases Using Form 1122A

Items suitable for Counter Drug, Homeland Security, and Emergency Response activities, identified within any of the authorized GSA schedules, may be purchased. Agencies are encouraged to visit [GSA's 1122 Website](#) regularly to ensure they are referring to the most current information. GSA schedules are available via the [GSA eLibrary](#).

GSA Purchasing:

- Contact vendors directly to ask questions about supplies and equipment provided before submitting an order, and to inquire about any applicable sales tax and shipping charges.
- A minimum of three (3) quotes from vendors that contain retail prices and savings are required, if available.
- Once a vendor and product are selected, fill out form [1122A: GSA Purchase Authorization Request](#), attach all vendor quotes, and submit to the 1122 Program at NY1122.SPOC@ogs.ny.gov.

DA/DLA Purchases Using Form 1122B

Items suitable for Counter Drug, Homeland Security or Emergency Response activities can be ordered from the Department of the Army (DA) or the Defense Logistics Agency (DLA) by local government entities only.

Participants must use form [1122B: DLA/DA Purchase Authorization Request](#) when requesting authorization to purchase equipment from the DLA or DA.

- Requested items must include National Stock Number (NSN).
- Once a product is selected, fill out form [1122B: DA/DLA Purchase Authorization Request](#) and submit to the 1122 Program SPOC at NY1122.SPOC@ogs.ny.gov.
- A Procurement Card is required for all DA/DLA purchases and must be provided to the SPOC directly over the phone at time of order.

Tips for Completing Form 1122A & 1122B

- Provide a detailed narrative of how the requested supplies and equipment will support your selected activity: Counter Drug, Homeland Security, and/or Emergency Response mission.
- Be as detailed as possible when identifying items, including the estimated or actual commercial retail price of the items requested to demonstrate cost savings.
- Use additional sheets if necessary to describe requested items or to provide justification.

How to Place an Order — New York State Agency Participants

New York State Agency who are PSA-certified must ensure that the products to be purchased are not available, or not available in the quantities needed from Preferred Sources or NYS Centralized Awards.

Note: New York State Agencies may make **GSA eBuy purchases ONLY**. New York State Agency purchases over \$50,000 must follow New York State Procurement Law §139-d, §139-j, and §139-k. Refer to [1122D: State Agency Purchasing Requirements](#). All purchases over \$50,000 must be forwarded to your designated payment office for review and payment. **After you receive your Public Safety Agency certification letter(s) from the SPOC, follow these steps to place your order.**

1. Identify your needs, secure funding, ensure that purchases comply with funding guidelines, and develop specifications using the [1122 Program Equipment and Supplies Catalog](#). NOTE: New York State guidelines may differ from those in the GSA Catalog.
 - You must contact prospective GSA vendors directly for questions about supplies and equipment provided.
2. It is **required** that you establish a [GSA eBuy Advantage account](#) before making your first purchase. GSA eBuy is where you will develop specifications and where you **must upload quote requests**.
 - [GSA eBuy Registration](#)
 - [GSA eBuy Walkthrough Presentation](#) (PDF)
 - [GSA eBuy Uploading a Quote](#) (PDF)
3. Complete the appropriate request form and submit electronically to NY1122.SPOC@ogs.ny.gov.
 - **For Purchases under \$50,000** complete [1122A: GSA Purchase Authorization Request](#).
 - **For Purchases over \$50,000** complete the [1122F: State Agency Quote Request](#) form.
 - Complete and submit Attachment 1 (within the 1122 Quote Request form) to the SPOC.
 - Attachment 2 (within the 1122 Quote Request form) should be completed by the GSA vendor and submitted in accordance with step 5.
4. The 1122 Program SPOC will review your request.

Approved requests for purchases both over and under \$50,000 (refer to form 1122D: Requirements):

 - **For Purchases under \$50,000**, you will receive an approved form [1122A: GSA Purchase Authorization Request](#) and a Letter of Approval (LOA).
 - **For Purchases over \$50,000**, you will receive an approved Attachment 1 of the [1122F: State Agency Quote Request](#) form and a Letter of Approval (LOA).

Denied requests require revision and resubmission. A denial may occur for any one of the following reasons:

 - Insufficient order or vendor justification,
 - Incomplete or inaccurate information, or
 - Failure to submit [1122C: Usage Report](#) for previous 1122 Program purchases.
5. Upon secured funding, quote selection, and SPOC approval, agencies are reminded to follow your procedures to submit your completed packet (approved forms, Letters of Approval, quotes, and all related documents as outlined above) for purchases over \$50,000 to the following:
 - Office of General Services Business Services Center (BSC)- if your procedures require it, forward completed packets to the BSC for processing.
 - Office of the New York State Comptroller (OSC) - forward completed packets to the OSC for final approval and payment.
6. Within 30 days of purchase, complete form [1122C: Usage Report](#) and submit with a copy of your purchase order to NY1122.SPOC@ogs.ny.gov If necessary, fill out [1122E: Procurement Record Checklist](#) for your agency records.

Federal Resources Available to NYS Agency Participants

Only items from the General Services Administration (GSA contracted vendors and AutoChoice) are available to State Agencies at this time. New York State Agency participants may **not** make purchases from the DA or DLA.

Note: For Homeland Security purchases, items must be listed in the [Homeland Security Authorized Equipment List \(AEL\)](#) and purchased through one of the federal sources.

GSA Contracted Vendors: Under the Federal Supply Schedule system, GSA enters into contracts with commercial vendors who provide supplies and equipment at predetermined prices for specified periods of time. Contact vendors directly to inquire about products.

For a complete listing of vendors and supplies and equipment that are available, please visit [GSA's schedule items page](#). Please note that even though a vendor may be listed, they may not participate in the 1122 Program. Therefore, we recommend you contact the vendor's GSA sales representative to confirm their participation in the Program.

Listed below are GSA Schedules currently available through the 1122 Program:

- **Schedule 23V:** Vehicular Multiple Award Schedule (VMAS) — Command Centers only
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- **Schedule 66:** Scientific Equipment and Services
- **Schedule 67:** Photographic Equipment — Cameras, Photographic Printers and Related Supplies and Services (Digital and Film-Based)
- **Schedule 70:** General Purpose Commercial Information Technology Equipment, Software and Services
- **Schedule 71:** Furniture
- **Schedule 75:** Office Products/Supplies and Services and New Products/Technology
- **Schedule 84:** Total Solutions for Law Enforcement, Security, Facility Management Systems, Fire, Rescue, Special Purpose Clothing, Marine Craft, and Emergency/Disaster Response
- **Schedule 874:** Mission Oriented Business Integrated Services (MOBIS)

Special Item Numbers (SINs) and Item Descriptions are compiled in the [1122 Program Equipment and Supplies Catalog](#).

New York State Agency Forms

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- [1122C: Usage Report](#) (docx)
- [1122D: State Agency Purchasing Requirements](#) (xlsx)
- [1122E: Procurement Record Checklist](#) (xlsx)
- [1122F: State Agency Quote Request](#) (docx)

GSA Purchasing Using Form 1122A

Items suitable for Counter Drug, Homeland Security, and Emergency Response activities, identified within any of the authorized GSA schedules, may be purchased. Agencies are encouraged to visit GSA's 1122 Website regularly to ensure they are referring to the most current information. GSA schedules are available via the GSA eLibrary.

GSA Purchasing:

- Contact vendors directly to ask questions about supplies and equipment provided before submitting an order, as well as to inquire about any applicable sales tax and shipping charges.
- A minimum of three (3) quotes from vendors that contain retail prices and savings are required. If the Purchasing Agency was unable to secure three quotes, demonstrate the efforts made in the procurement record, include a price justification and submit with your packet to the relevant approval authority (OSC or BSC) for their review.
- Once a vendor and product are selected, fill out form [1122A: GSA Purchase Authorization Request](#), attach all vendor quotes, and submit to the 1122 Program at NY1122.SPOC@ogs.ny.gov.

Tips for Completing Form 1122A

- Provide a detailed narrative of how the requested supplies and equipment will support your selected activity: Counter Drug, Homeland Security, and/or Emergency Response mission.
- Be as detailed as possible when identifying items, including the estimated or actual commercial retail price of the items requested to demonstrate cost savings.
- Use additional sheets if necessary to describe requested items or to provide justification.