



Florida Sheriffs Association Cooperative Purchasing Program Bidder FAQs

Bid Process

I am a currently awarded CPP vendor. Do I need to participate in the invitation to bid process or will my awards roll over to the next contract?

Each CPP contract is rebid near the end of the current contract term. Currently awarded CPP vendors **MUST** participate in the invitation to bid process for each contract they wish to participate in.

How do I become a vendor with the Florida Sheriffs Association's Cooperative Purchasing Program?

After identifying which contract and item or item groups to bid on, an interested bidder can take these steps to become a vendor on a CPP contract. Attend the interested bidder workshop and pre-bid meeting, register with the bid system (VendorLink), submit a completed qualifications packet and responsive bid by item and zone (where applicable). The Qualifications Packet is reviewed and evaluated by FSA staff, and bid items are reviewed and evaluated by the Fleet Advisory Committee, who serve as subject matter experts. FSA makes awards by lowest qualified and responsive bidder, and awards up to three vendors per item, per zone (where applicable).

What items are sold on the CPP contract?

A broad offering of vehicles and equipment. For details regarding the current items available, use the links on the main FSA CPP webpage ([link](#)). This link will take you to the existing contract pages.

How do I get my items on the contract?

FSA works with vendors, purchasers, and the fleet advisory committee to identify new items for contract expansion. When making the determination, FSA considers purchaser needs, anticipated demand for the item, and current & historic government sales volume. Items may only be added during the Invitation to Bid process. Once a contract is awarded, new items cannot be added without conducting a competitive bid solicitation. If a contract is open for bid, please check the respective bid calendar and [submit new items for consideration using this form](#).

How do I find out when new bids are open?

To see the contracts currently open for bid, (when applicable) select the "Bid Announcement" button on the FSA CPP [webpage](#). This page also contains a sign-up form to register as an interested bidder and receive bid announcements via email. By completing [this form](#), you will receive real-time bid announcements each CPP begins the Invitation to Bid process.

I attended the interested bidder workshop; am I also required to attend the Pre-bid meeting?

Yes, the workshop is a voluntary (but encouraged) meeting, the Pre-bid meeting is required for bidders to attend prior to bidding. Prospective bidders are required to attend and participate in the Pre-Bid Meeting, in accordance with FSA CPP terms and conditions. The Pre-bid Meeting provides the bidders an opportunity to: suggest technical modifications or corrections before the specifications are finalized; ask questions relating to the specifications, the bid process, or award; and clarify questions on the terms and



Florida Sheriffs Association Cooperative Purchasing Program Bidder FAQs

conditions. FSA reserves the right to grant attendance exceptions to the mandatory meeting via the submission of this pre-bid waiver for non-attendance and non-participation in the Mandatory Pre-bid.

The qualifications packet we received for the Pre-bid Meeting contained the required forms that we are required to complete as part of our bid submission. Should we use this packet or will there be a final version released later?

You may *reference* the Pre-bid Meeting materials; however, all final documents used for the bid submission will be uploaded to the bid system. Bidders should use *only* the documents found in the bid system (VendorLink) when completing the bid submission.

Is the options template provided in the bid system required?

No, the options pricing template is not required, though it is highly recommended for applicable contracts. The template provides a simple view for purchasers to easily compare options pricing between awarded vendors.

Are bidders required to opt-in for federal or state grant funds to become an awarded vendor on the contract?

No, bidders may select to opt-out of participation in this voluntary portion of the contract. Bidders who are awarded items on the contract and who opt-in will be identified as federal and state compliant within the Vendor Directory to assist purchasers in locating vendors who accept federal and state funding sources.

How can I find what is offered on the FSA Contracts?

CPP has multiple cooperative purchasing contracts. For all CPP contracts, individual items are categorized into item groups; item groups are like-items sharing the same FSA Base Specifications, which establish the minimum build specifications for all items within the item group. Each contract page displays all item groups within that contract. Bidders are permitted to offer optional components and accessories for each item bid. Options are intended to allow purchasers to customize each item and can be used to upgrade/downgrade the base item.

What happens at the Interested Bidder Workshop?

The workshop is the opportunity for bidders and FSA staff to revise the bid item list and to update models and model numbers to replace any items which have been replaced or discontinued. Interested bidders should come prepared with the make, model, and model number of each item they wish to offer on the contract.

What happens at the Pre-bid Meeting?

The mandatory Pre-bid meeting is the final step before the bid system opens. At this meeting, staff reviews the Contract Terms and Conditions and completes a final review of the item groups and FSA Base Specifications. Interested bidders are encouraged to read the terms and conditions before the meeting to familiarize themselves with the bid submission requirements and obligations of awarded vendors. All bidders attend and have the opportunity to ask any questions. This is the last public



Florida Sheriffs Association Cooperative Purchasing Program Bidder FAQs

meeting before the bid opens. All changes to the Contract Terms and Conditions, FSA Base Specifications, and items should be completed at this meeting. Following pre-bid, there is a final written request for clarification. The FSA response to the Request for Clarifications offers responses to specific questions posed by interested bidders. All bidders are encouraged to review the FSA response to the Requests for Clarification.

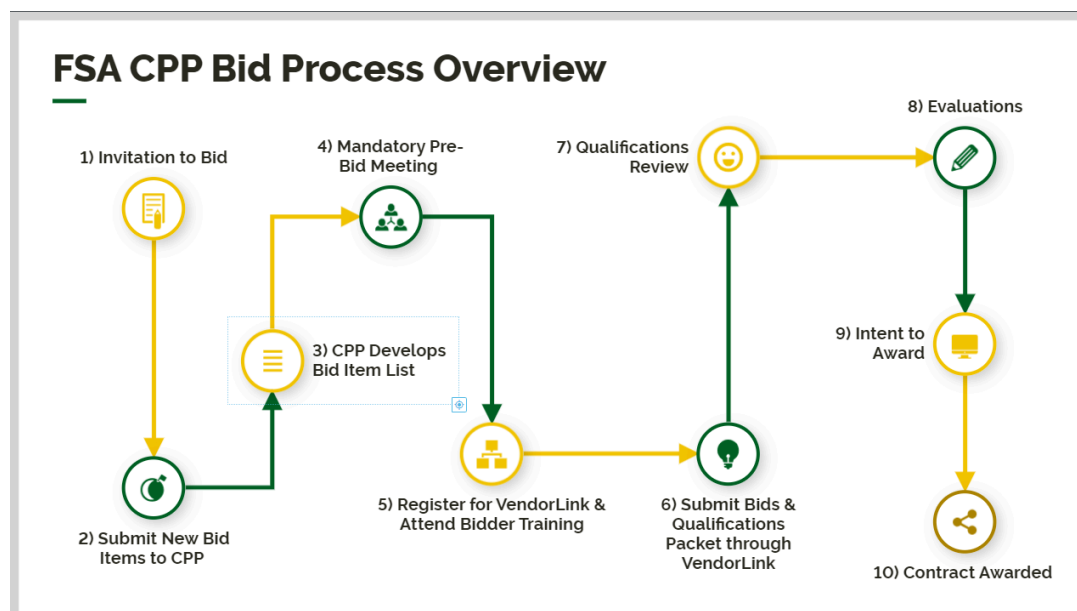
What do I need to know about the bid system?

All bids are submitted via an online bid system. Bidders are required to submit prices and build sheets for each item, and the bidder qualifications packet before the bid submission deadline (published on the CPP bid calendar). All required information must be submitted using the online bid system. Read the instructions provided in the terms and conditions governing pricing, options, bid submission requirements, delivery, insurance, administrative fees, and reporting.

I submitted a bid. Now what?

FSA will conduct a public bid opening to identify the bidders who submitted a timely and qualifying bid. Following the public bid opening, FSA offers bidders a chance to review all bids submitted. This information is available to all bidders online in the bid system. Once the peer review is closed, FSA will begin the qualification review and evaluation process. Bidders will be notified if there are any questions related to their bid and will be notified of any disqualifications or limitations during the week of evaluation.

What is the process of bidding on the CPP contract?





Florida Sheriffs Association Cooperative Purchasing Program Bidder FAQs

Bid System Questions (VendorLink)

What bid system does CPP use?

The Florida Sheriffs Association Cooperative Purchasing Program uses [VendorLink](#) for all bid solicitations.

Do I need to register to use the bid system and what is the fee?

Yes, each organization interested in bidding on the FSA contracts must register for a free account with VendorLink. There is no fee for registering only with FSA CPP, but there is a fee if interested bidders register to receive all bid solicitation announcements from VendorLink (non-CPP solicitations).

How many VendorLink accounts can each bidder have?

VendorLink registration for an organization is tied to the individual email address of the user. If multiple staff will be using the bid system for a single organization they must share a VendorLink log-in. Vendors submitting bids on multiple contracts as the same bidder should use the same account for each bid submission.

What if I represent two organizations on the same contract?

Bidder representatives will need to register an account for each organization separately using a different email address.

Is there an approval process to become a planholder within the bid system?

FSA no longer requires that interested bidders be listed as a plan holder for each bid solicitation in the VendorLink system. All bidders will be able to see all open bids from FSA and will not need to be added to the bid solicitation.

I am having problems logging in or navigating VendorLink.

If you are having issues with VendorLink or accessing the bid please contact technical assistance at support@evendorlink.com indicating which bid you need assistance with, your name, email address, organization, and the problem you need assistance with.