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MEMORANDUM

TO: Technology Vendors and Manufacturers
FROM: Jason Bennett
Director - Business Development
North Carolina Sheriffs' Association
DATE: October 18, 2022
RE: 2023/2024 Technology Contract Year

This letter serves as the Association's official solicitation to vendors and manufacturers for the North Carolina Sheriffs' Association's (NCSA) 2023-2024 Technology Procurement Program. The NCSA has made the decision to implement Section 1.3 *Term of Contract* of the Association's Terms and Conditions and renew (rollover) all contracts currently held under Bid 23-02-0222. The rollover contract will be effective March 16, 2023 – March 15, 2024 and published as Bid 23-02-0222R.

All vendors who agree to rollover contracts for the upcoming contract year must complete the provided rollover agreement and submit to Anna Martin at amartin@ncsheriffs.net by November 8, 2022, as a pdf file.

Any vendors who do not wish to rollover their contract for the upcoming contract year must notify Anna by November 8, 2022. You may choose to not rollover for all items or individual items. Please provide the list of the items you wish to not roll over by item number in numerical order.

All vendors who agree to rollover their contracts for the upcoming contract year may submit a price increase for each item number currently on contract. Price increase requests must be submitted to Anna at amartin@ncsheriffs.net by February 20, 2023. When submitting your request, please submit as an excel file with the following columns completed: item number, company name (how it is listed on the contract), and percent you would like to increase your current pricing by. Dollar amounts for your price increases will not be accepted. If you need to submit a price increase for Catalog Discount items, please contact Anna Martin for further instructions. Please note the rollover pricing will not go in effect until March 16, 2023.

IN MEMORIAM

SHERIFF JAMES E. CLEMMONS, JR.
Richmond County
Executive Committee Member
2015-2021

DR. HUBERT A. PETERKIN
Sheriff - Hoke County
Executive Committee Member
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100% Membership

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The North Carolina Sheriffs' Association is a Non-Profit, tax exempt organization recognized by the I.R.S.

In addition to rolling over all contracts, the NCSA will also go out to bid for any technology and equipment that is not currently offered under Bid 23-02-0222. A copy of the Association's current contract can be found at <https://ncsheriffs.org/services/2022-2023-technology-products-offered>.

Enclosed you will find the NCSA's Technology Procurement Program's official 2023-2024 bid calendar. All bidding for Bid 24-03-0222 will be completed through the Association's online bid system, VendorLink. All vendors/manufacturers who wish to participate must register with VendorLink to have access to submit a bid. All vendors/manufacturers will be responsible for uploading build sheets, option sheets, and all required bid documents. The Association has created a Build and Option Sheet Sample Guide and Bid Submission Checklist to assist with your bid submission. Please utilize these tools located in the documents section of VendorLink.

Registration for Bid 24-03-0222 will be open October 18, 2022 through January 17, 2023. We encourage you to complete your registration as soon as possible. If you already have an account with VendorLink you do not need to create a new account. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 24-03-0222. These contracts will also go into effect on March 16, 2023.

The NCSA looks to our vendor and manufacturer partners for recommendations on which new technology software, hardware, and equipment to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" and provide to Anna by **November 3, 2022**. We encourage all bidders to pick the most popular base models you wish to include and have all other applicable options, accessories, subscriptions, etc. listed on the option sheet that will be uploaded with your bid.

We look forward to growing and providing the benefits of our cooperative bid program to even more county and city agencies across the United States. Additional information on our Technology Program can be accessed at <http://ncsheriffs.org/services/technology-procurement-program>. Once you are on the website you will find information on the existing open bids, important documents such as the program's Terms and Conditions, and other bid support documentation. All important documents relating to the 2023-2024 bid period will also be available on VendorLink.

We hope you will participate in this year's rollover and bidding processes. Please contact Anna Martin at amartin@ncsheriffs.net or at (919) 459-1072 should you have any questions regarding your registration or overall participation.

If your company received this solicitation but are not eligible to sell within the State of North Carolina, please contact Anna Martin at amartin@ncsheriffs.net to be removed from our distribution list.

I look forward to working with you in 2023. Please contact me at (919) 459-8195 or at jbennett@ncsheriffs.net if you have any questions or need additional information on the Association's Technology Procurement Program.

Enclosure (1)



**North Carolina Sheriffs' Association
2023-2024 Technology Procurement Calendar
Bid 23-02-0222R & 24-03-0222**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Vendors	October 18, 2022	October 18, 2022
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	October 18, 2022	January 17, 2023
Invitation to Bid Announcement Publication and Advertisement	October 24, 2022	October 24, 2022
NAPC Advertisement	October 24, 2022	October 24, 2022
New/Updated Equipment and Software Review 1		
	Start Date	Due Date
Equipment and Software Addition Requests due to NCSA - <i>Any items that need to be available to bid for the 2023-2024 contract year. (Do not submit any items your company currently holds a contract for under Bid 23-02-0222 if signing the rollover agreement)</i>	November 3, 2022	November 3, 2022
Deadline for current contractors to submit rollover agreement to amartin@ncsheriffs.net	November 8, 2022	November 8, 2022
Deadline for current contractors choosing to not rollover to submit confirmation to amartin@ncsheriffs.net	November 8, 2022	November 8, 2022
First Draft Bid Package available in VendorLink for Vendor Review	November 15, 2022	November 15, 2022
Vendor Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment and software that will go out to bid under Bid 24-03-0222 .</i>	December 1, 2022	December 1, 2022
New/Updated Equipment and Software Review 2		
	Start Date	Due Date
Pre-Bid RSVP due to Anna Martin at amartin@ncsheriffs.net - <i>Meeting materials will be emailed to all who RSVP.</i>	October 18, 2022	November 29, 2022
Pre-Bid Conference for all Vendors - <i>Will be held via Zoom.</i>	December 8, 2022	December 8, 2022 at 2:00 pm EST
Second Draft Bid Package available in VendorLink for Vendor Review	December 15, 2022	December 15, 2022
Vendor Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment and software that will go out to bid under Bid 24-03-0222.</i>	January 6, 2023	January 6, 2023
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes list of Equipment and Software Eligible that will go out to bid under Bid 24-03-0222	January 17, 2023	January 17, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	January 20, 2023	February 22, 2023 at 12 noon EST
Deadline to Submit Price Increase Request to amartin@ncsheriffs.net for Bid 23-02-0222R - <i>Current contractors only.</i>	February 20, 2023	February 20, 2023
Deadline to Submit Bid for Bid 24-03-0222 - <i>All pricing and required documents to be submitted within VendorLink</i>	February 22, 2023 at 12 noon EST	February 22, 2023 at 12 noon EST
Bid Tabulation Results Posted by NCSA	February 23, 2023	February 23, 2023 at 5:00 pm EST
Review of Bid Submissions by NCSA	February 24, 2023	March 10, 2023
Intent to Award Published by NCSA and Bidder Review of Award	March 13, 2023	March 13, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 24-03-0222</i>	March 16, 2023	March 16, 2023
All rollover contracts go into effect - <i>Bid 23-02-0222R</i>	March 16, 2023	March 16, 2023