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MEMORANDUM

TO: Technology Vendors and Manufacturers
FROM: Jason Bennett
Director - Business Development
North Carolina Sheriffs' Association
DATE: October 18, 2023
RE: 2024/2025 Technology Contract Year

This letter serves as the Association's official solicitation to vendors and manufacturers for the North Carolina Sheriffs' Association's (NCSA) 2024-2025 Technology Procurement Program. The NCSA has made the decision to go out to bid for all technology. Enclosed you will find the NCSA's Technology Procurement Program's official bid calendar which outlines all important dates and deadlines leading up to contracts being awarded on March 16, 2024. The 2024-2025 contract will be effective March 16, 2024 through March 15, 2025.

All bidding will be completed through our online bidding system, VendorLink. All vendors who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open October 18, 2023, through January 17, 2024. 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 but do need to ensure you are listed as a Planholder for Bid 25-04-0222. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 25-04-0222. All vendors will be responsible for uploading build sheets, option sheets (must include list of options, accessories, and prices), and all required bid documents.

The Association has created helpful tools to utilize as you complete your bid package. These tools can be found within the "documents" section of Bid 25-04-0222 in VendorLink and include the following: Bid Submission Checklist, Build and Option Sheet Sample Guide, and VendorLink Vendor Reference Guide. Please ensure you utilize these tools as you complete your bid package.

The NCSA looks to our vendor and manufacturer partners for recommendations on which technology to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form", found in the "documents" section of VendorLink under Bid 25-04-0222 and

provide to Anna Martin at amartin@ncsheriffs.net as an excel file by **November 3, 2023**. We encourage all bidders to pick the most popular base models you wish to include and have all other applicable upgrade/downgrades 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 throughout the United States. Additional information on our Technology Program can be accessed at <https://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 2024-2025 bid period will also be available in VendorLink.

We hope you will participate in this year's bidding process. Please contact Anna Martin, NCSA Senior Coordinator – Business Development, 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 this contract year. 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.



**North Carolina Sheriffs' Association
2024-2025 Technology Procurement Calendar
Bid 25-04-0222**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Vendors	October 18, 2023	October 18, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink and be listed as a Planholder prior to the bid period opening</i>	October 18, 2023	January 17, 2024
Invitation to Bid Announcement Publication	October 24, 2023	October 24, 2023
NAPC Advertisement	October 24, 2023	October 24, 2023
Newspaper Advertisement	October 24, 2023	October 24, 2023
New/Updated Equipment and Software Review 1		
	Start Date	Due Date
Technology requests due to NCSA - <i>Any items that need to be available to bid for the 2024-2025 contract year.</i>	November 3, 2023	November 3, 2023
First Draft Bid Package available in VendorLink for Vendor Review	November 20, 2023	November 20, 2023
New/Updated Equipment and Software Review 2		
	Start Date	Due Date
Pre-Bid Conference RSVP due to Anna Martin at amartin@ncsheriffs.net - <i>Meeting materials will be emailed to all who RSVP.</i>	December 1, 2023	December 1, 2023
Vendor Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of technology that will go out to bid.</i>	December 6, 2023	December 6, 2023
Pre-Bid Conference for all Vendors - <i>Will be held via Zoom.</i>	December 8, 2023 at 2:00 pm EST	December 8, 2023 at 4:00 pm EST
Second Draft Bid Package available in VendorLink for Vendor Review	December 19, 2023	December 19, 2023
Vendor Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of technology that will go out to bid.</i>	January 5, 2024	January 5, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes list of technology eligible to bid.	January 17, 2024	January 17, 2024
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	January 22, 2024	February 22, 2024 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>	February 22, 2024 at 12 noon EST	February 22, 2024 at 12 noon EST
Deadline for 5 Government References to complete NCSA online reference form.	February 22, 2024 at 12 noon EST	February 22, 2024 at 12 noon EST
Bid Tabulation Results Posted by NCSA	February 23, 2024	February 23, 2024 by 5:00 pm EST
Review of Bid Submissions by NCSA	February 23, 2024	March 12, 2024
Intent to Award Published by NCSA and Bidder Review of Award	March 13, 2024	March 13, 2024
Bid Award Announcement and Publication - <i>All awarded contracts go into effect.</i>	March 16, 2024	March 16, 2024