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MEMORANDUM

TO: Technology Vendors and Manufacturers

FROM: Jason D. Bennett
Director - Business Development
North Carolina Sheriffs' Association

DATE: October 17, 2024

RE: 2025/2026 Technology Contract Year

This letter serves as the Association's official solicitation to vendors and manufacturers for the North Carolina Sheriffs' Association's (NCSA) 2025-2026 Technology Procurement Program. The NCSA has made the decision to implement Section 1.3 *Term of Contract* of the Association's Terms and Conditions. The NCSA will rollover all contracts currently held under Bid 25-04-0222 upon mutual agreement. The rollover contract will be effective March 16, 2025 through March 15, 2026 and will be published as Bid 25-04-0222R.

All current contractors who agree to rollover their contracts for the upcoming contract year must complete the provided Rollover Agreement and submit the signed agreement to Anna Martin, NCSA Senior Coordinator – Business Development at amartin@ncsheriffs.net by **October 31, 2024**. Any current contractor who does not wish to rollover their contracts for the upcoming contract year must notify Anna by **October 31, 2024**. You may choose to not rollover for all items or individual items. All templates required to be submitted for rollover price changes, item removal requests, and model name changes can be found in VendorLink under Bid 25-04-0222R. Please ensure you can access this bid number in VendorLink and make note of all upcoming deadlines if your company has signed the Rollover Agreement.

In addition to rolling over all current contracts, the NCSA will also go out to bid for any technology products that are not currently offered under the current contract. A copy of the Association's current contract can be found at <https://ncsheriffs.org/services/technology-procurement-program>.

Enclosed you will find the official bid calendar which outlines all important dates and deadlines for current and new vendors. All bidding for Bid 26-05-0214 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 17, 2024, through January 14, 2025. 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 26-05-0214. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 26-05-0214. All vendors will be responsible for uploading build sheets, option sheets (must include list of options, accessories, and prices), all required bid documents, and entering pricing and percentage requirements.

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 26-05-0214 in VendorLink and include the following: Bid Submission Checklist (part of the Required Documentation Packet), 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” template, found in the “documents” section of VendorLink under Bid 26-05-0214 and provide to Anna Martin at amartin@ncsheriffs.net as an excel file by **November 1, 2024.**

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 Procurement 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 2025-2026 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.

Enclosure (1)



**North Carolina Sheriffs' Association
2025-2026 Technology Procurement Calendar
Bid 26-05-0214**

Program Introduction and Solicitation		
	Start Date	Due Date
NCSA Publishes Solicitation for Vendors.	October 17, 2024	October 17, 2024
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 17, 2024	January 14, 2025
NCSA Provides Rollover Agreement to Current Contract Holders.	October 17, 2024	October 17, 2024
NCSA Publishes Invitation to Bid Announcement Publication	October 24, 2024	October 24, 2024
NCSA Publishes NAPC Advertisement	October 24, 2024	October 24, 2024
NCSA Publishes Newspaper Advertisement	October 24, 2024	October 24, 2024
Deadline for Current Contractors to Submit Signed Rollover Agreement or Confirmation to not Rollover to NCSA (amartin@ncsheriffs.net)	October 31, 2024	October 31, 2024
New/Updated Technology Review 1		
	Start Date	Due Date
Technology requests due to NCSA (amartin@ncsheriffs.net) - <i>Any items that need to be available for bidding for the 2025-2026 contract year.</i>	November 1, 2024	November 1, 2024
NCSA Publishes First Draft Bid Package in VendorLink for Vendor Review.	November 18, 2024	November 18, 2024
New/Updated Technology Review 2		
	Start Date	Due Date
Deadline for Vendors to Submit the Pre-Bid Conference RSVP to amartin@ncsheriffs.net - <i>Meeting materials will be emailed to all who RSVP.</i>	December 2, 2024	December 2, 2024
Deadline for Vendors to Respond to the NCSA (amartin@ncsheriffs.net) regarding the First Draft Bid Package - <i>Any additional changes that need to be made to the list of technology that will go out to bid.</i>	December 6, 2024	December 6, 2024
Pre-Bid Conference for all Vendors - <i>This meeting will be held via Zoom. Only those who will be submitting a bid will need to attend.</i>	December 9, 2024 at 2:00 pm EST	December 9, 2024 at 4:00 pm EST
NCSA Publishes Second Draft Bid Package in VendorLink for Vendor Review.	December 13, 2024	December 13, 2024
Deadline for Vendors to Respond to the NCSA (amartin@ncsheriffs.net) regarding the Second Draft Bid Package - <i>Any additional changes that need to be made to the list of technology that will go out to bid.</i>	January 3, 2025	January 3, 2025
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Technology Eligible for Bidding under Bid 26-05-0214 - <i>Published in VendorLink.</i>	January 10, 2025	January 10, 2025
Bid Period Open - All bidding for Bid 26-05-0214 must be completed within VendorLink for a bid to be considered.	January 15, 2025	February 14, 2025 at 12 noon EST
Deadline for Current Contractors to Submit Rollover Price Increase Requests, Model Name Change Requests, and Item Withdraw Requests to the NCSA (amartin@ncsheriffs.net) for Bid 25-04-0222R.	January 15, 2025	January 15, 2025
Deadline for Vendors to Submit Bid Package for Bid 26-05-0214 - <i>All pricing and required documents to be submitted within VendorLink.</i>	February 14, 2025 at 12 noon EST	February 14, 2025 at 12 noon EST
Deadline for 5 Government References to complete NCSA Online Government Reference Form for Vendors submitting a bid for Bid 26-05-0214.	February 14, 2025 at 12 noon EST	February 14, 2025 at 12 noon EST
NCSA Publishes Bid Tabulation Results.	February 18, 2025	February 18, 2025 by 5:00 pm EST
NCSA Review of all Bid Submissions.	February 19, 2025	March 11, 2025
NCSA Publishes Intent to Award/Bidder Review of Award.	March 12, 2025	March 12, 2025
NCSA Publishes Rollover Contract - <i>Bid 25-04-0222R goes into effect.</i>	March 16, 2025	March 16, 2025
NCSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect for Bid 26-05-0214.</i>	March 16, 2025	March 16, 2025