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MEMORANDUM

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

DATE: October 19, 2021

RE: 2022/2023 Technology Bid 23-02-0222

This letter serves as the Association's official solicitation to technology vendors for the North Carolina Sheriffs' Association's 2022-2023 Technology Procurement Program. The North Carolina Sheriffs' Association (NCSA) is very excited to begin working on the second year of our Technology Procurement Program. Enclosed you will find the NCSA's Technology Procurement Program's official 2022-2023 bid calendar.

As our Technology Program continues to grow and expand across North Carolina and the United States, the NCSA is excited to announce this year we will be implementing our new online bid system, VendorLink. As a result of this change and the importance of a smooth transition, the Association will not be implementing the rollover clause for the 2022-2023 contract year. All technology items will fall under Bid 23-02-0222 when contracts are awarded on March 16, 2022.

All bidding will now be completed through VendorLink and all vendors who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open October 19, 2021, through January 20, 2022. 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 for Bid 23-02-0222.

All vendors will be responsible for uploading build sheets (previously referred to as specifications), option sheets, and all required bid documents. The NCSA has extended the length of time you will have to submit a bid to allow all bidders to successfully complete these requirements by the date outlined on the enclosed calendar.

IN MEMORIAM

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



100% Membership

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

The list of technology items currently offered through our program has been consolidated and uploaded into VendorLink. Please take a moment to review by logging into VendorLink and clicking on the Quote/Bid Items. The NCSA looks to our technology partners for recommendations on which new technology items to add to our program as well as any changes that are effective with the existing items. As the Association works to prepare the first draft bid package, if any current contractors are aware of items that will not be available for the 2022-2023 contract year, please notify Anna by **November 5, 2021**.

Another change you will see this year is the terminology. In addition to specifications now being referred to as "build sheets," Lot Categories will now be referred to as "groups." If you do not see a group that is applicable to your product offering(s), we will gladly add a new group. We encourage all bidders to select the items you wish to feature and have all other applicable options listed on the option sheet that will be uploaded with your bid within VendorLink.

We look forward to growing and providing the benefits of our cooperative purchasing program to even more county and city agencies across 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 2022-2023 bid period will also be available on VendorLink.

We hope you will participate in this year's bidding process. Please contact Anna Martin, NCSA Coordinator – Business Development, at [amartin@ncsheriffs.net](mailto:amartin@ncsheriffs.net) or at 919-459-1072 should you have any questions regarding your registration or overall participation in this year's bidding process.

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](mailto:amartin@ncsheriffs.net) to be removed from our distribution list.

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

Sincerely,



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

Enclosure (1)



**North Carolina Sheriffs' Association  
Technology Bid 23-02-0222 Calendar - 2022-2023**

<b>Terms and Conditions Review</b>		
	<b>Start Date</b>	<b>Due Date</b>
Terms and Conditions sent to Vendors for review	June 15, 2021	June 15, 2021
Vendor requested changes to Terms and Conditions due to amartin@ncsheriffs.net	July 15, 2021	July 15, 2021
<b>Program Introduction and Solicitation</b>		
	<b>Start Date</b>	<b>Due Date</b>
Solicitations to Vendors	October 19, 2021	October 19, 2021
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	October 19, 2021	January 20, 2022
Invitation to Bid Announcement Publication and Advertisement	October 26, 2021	October 26, 2021
NAPC Advertisement	October 26, 2021	October 26, 2021
<b>Equipment and Software Review 1</b>		
	<b>Start Date</b>	<b>Due Date</b>
Equipment and Software Requests due to NCSA - <i>Any items that need to be available for bidding for the 2022-2023 contract year.</i>	October 19, 2021	November 5, 2021
First Draft Bid Package available in VendorLink for Vendor Review	November 19, 2021	November 19, 2021
Vendor Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment .</i>	December 3, 2021	December 3, 2021
<b>Equipment and Software Review 2</b>		
	<b>Start Date</b>	<b>Due Date</b>
Pre-Bid Conference for all Vendors - See below for details. <i>Please RSVP to amartin@ncsheriffs.net by December 1.</i>	December 9, 2021	December 9, 2021
Second Draft Bid Package available in VendorLink for Vendor Review	December 17, 2021	December 17, 2021
Vendor Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment .</i>	January 6, 2022	January 6, 2022
<b>Bid Finalization and Announcement</b>		
	<b>Start Date</b>	<b>Due Date</b>
NCSA Finalizes list of Equipment and Software Eligible for Bidding	January 18, 2022	January 18, 2022
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	January 21, 2022	February 22, 2022 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>	February 22, 2022 at 12 noon EST	February 22, 2022 at 12 noon EST
Bid Tabulation Results Posted by NCSA	February 23, 2022	February 23, 2022 at 5:00 pm EST
Review of Bid Submissions by NCSA	February 24, 2022	March 10, 2022
Intent to Award Published by NCSA and Bidder Review of Award	March 11, 2022	March 11, 2022
Bid Award Announcement and Publication - <i>All awarded contracts go into effect .</i>	March 16, 2022	March 16, 2022

**PreBid Conference:**

Embassy Suites Brier Creek - Elevation Room  
8001 Arco Corporate Drive  
Raleigh, NC 27617

December 9, 2021 (11:00 AM - 2:00 PM) - Lunch provided.

**Please RSVP to amartin@ncsheriffs.net by December 1, 2021.**