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MEMORANDUM

TO: First Responder Supplies and Equipment
Vendors and Manufacturers

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

DATE: February 1, 2023

RE: 2023-2024 Contract Year

Do you want to join a Cooperative Purchasing Program that will reach county and city government agencies throughout the United States? The North Carolina Sheriffs' Association has the perfect program.

I am pleased to announce the inaugural year of the North Carolina Sheriffs' Association's (NCSA) First Responder Supplies and Equipment Procurement Program; a cooperative purchasing program for supplies and equipment for first responders including but not limited to body armor, weapons, EMS supplies, ammunition, and more. All local government agencies are invited to purchase through this contract.

Since implementation of our Cooperative Purchasing Programs in 2015, we at the North Carolina Sheriffs' Association continue to hear positive feedback from government agencies across North Carolina and throughout the United States. The NCSA is excited to work collaboratively with first responder supplies and equipment vendors and manufacturers nationwide. With collaboration, the NCSA will provide all city and county government agencies a new, convenient, and beneficial way of purchasing their first responder supplies and equipment. We hope that you will be interested in participating in this year's bidding process.

Enclosed you will find the NCSA's First Responder Supplies and Equipment Procurement Program's official bid calendar which outlines all important dates and deadlines leading up to contracts being awarded on June 18, 2023. The 2023-2024 contract will be effective June 18, 2023, through June 17, 2024.



100% Membership

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

All bidding will be completed through our online bidding system, VendorLink. All vendors who wish to participate must register with VendorLink and be listed as a Planholder to have access to submit a bid. Registration will be open February 1, 2023, through April 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 but do need to ensure you are listed as a Planholder for Bid 24-01-0524. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 24-01-0524. All vendors will be responsible for uploading build sheets, option sheets (must include list of models available for upgrades/downgrades), 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 24-01-0524 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 supplies and equipment to add to our program, including “group” names for categorizing. 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 24-01-0524 and provide to Anna (e-mail below) by **February 15, 2023**. We encourage all bidders to pick the most popular supplies and equipment you wish to include and have all other applicable upgrade/downgrades listed on the option sheet that will be uploaded with your bid. Catalog Discounts for manufacturers are welcome submissions. Please contact Anna should you be interested in submitting your products as a Catalog Discount.

We look forward to including First Responder Supplies and Equipment to our already extensive Cooperative Purchasing Program and providing the benefits to county and city agencies throughout the United States. Additional information on our First Responder Supplies and Equipment Program can be accessed at <http://ncsheriffs.org/services/first-responder-supplies-and-equipment-procurement-program>. Once you are on the website you will find important documents such as the program’s Terms and Conditions and all required bid documentation. All important documents relating to the 2023-2024 bid period will also be available on VendorLink.

We hope you will participate in the inaugural year of the First Responder Supplies and Equipment Procurement Program. 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 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 First Responder Supplies and Equipment Procurement Program.

Enclosure (1)



North Carolina Sheriffs' Association
2023-2024 First Responder Supplies and Equipment Calendar
Bid 24-01-0524

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Vendors	February 1, 2023	February 1, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	February 1, 2023	April 17, 2023
Invitation to Bid Announcement Publication and Advertisement	February 8, 2023	February 8, 2023
NAPC Advertisement	February 8, 2023	February 8, 2023
New/Updated First Responder Supplies and Equipment Review 1		
	Start Date	Due Date
First Responder Supplies and Equipment Addition Requests due to NCSA - <i>Any items that need to be available to bid for the 2023-2024 contract year.</i>	February 15, 2023	February 15, 2023
Pre-Bid RSVP due to Anna Martin at amartin@ncsheriffs.net - <i>Meeting materials will be emailed to all who RSVP.</i>	February 22, 2023	February 22, 2023
First Draft Bid Package available in VendorLink for Vendor Review	February 28, 2023	February 28, 2023
Pre-Bid Conference for all Vendors - <i>Will be held via Zoom.</i>	March 1, 2023 at 2:00 pm EST	March 1, 2023 at 2:00 pm EST
Vendor Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of First Responder Supplies and Equipment that will go out to bid under Bid 24-01-0524 .</i>	March 10, 2023	March 10, 2023
New/Updated First Responder Supplies and Equipment Review 2		
	Start Date	Due Date
Second Draft Bid Package available in VendorLink for Vendor Review	March 28, 2023	March 28, 2023
Vendor Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of First Responder Supplies and Equipment that will go out to bid under Bid 24-01-0524.</i>	April 5, 2023	April 5, 2023
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes list of First Responder Supplies and Equipment that will go out to bid under Bid 24-01-0524	April 18, 2023	April 18, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	April 21, 2023	May 24, 2023 at 12 noon EST
Deadline to Submit Bid for Bid 24-01-0524 - <i>All pricing and required documents to be submitted within VendorLink</i>	May 24, 2023 at 12 noon EST	May 24, 2023 at 12 noon EST
Bid Tabulation Results Posted by NCSA	May 26, 2023	May 26, 2023 by 5:00 pm EST
Review of Bid Submissions by NCSA	May 29, 2023	June 14, 2023
Intent to Award Published by NCSA and Bidder Review of Award	June 15, 2023	June 15, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect.</i>	June 18, 2023	June 18, 2023