Procedures for Awarding

Sex Offender Database Grants

Under S.L. 2018-5

Step number one: Information gathering and public notice.

In early December 2018, NCSA will send out a Request for Information to all sheriffs that will ask each sheriff’s office to document what their needs are related to a statewide sex offender database that allows for robust data entry and retrieval at the local level. The request will also inquire as to whether each sheriff has an interest in using such a database, and whether the sheriff’s budget will allow for any additional annual cost of such a database once developed.

In mid-January 2019, NCSA will host an information gathering meeting limited to all sheriffs and sheriffs’ office personnel responsible for monitoring sex offenders. The purpose of this meeting will be to discuss the needs of sheriffs related to a statewide sex offender database that allows for robust data entry and retrieval at the local level. After the January meeting, public notice will be given advising any interested State agencies and private corporations that a Request for Proposals will be issued in the first quarter of 2019 relating to the development of “a statewide sex offender database that connects all 100 counties and allows for robust data entry and retrieval at the local level.”

Step number two:  Evaluation Committee.

A nine (9) member Evaluation Committee will be established to review the requested enhancements to the database that are being sought by sheriffs. The President of the NCSA will appoint the members of the Evaluation Committee. The composition of the Evaluation Committee will be as follows:

* + UNC-School of Government or other entity staff member with expertise in sex offender issues.
	+ UNC-School of Government or other entity staff member with expertise in State and local finance.
	+ Subject matter expert in probation and parole.
	+ District Attorney or senior Assistant District Attorney with experience prosecuting sex offender cases.
	+ Staff member of the North Carolina General Assembly with expertise in sex offender issues.
	+ Sex Offender Unit section head from a North Carolina sheriff’s office.
	+ Three (3) sheriffs, one each to be selected from a small, medium and large county.

The Evaluation Committee will tentatively meet in mid-February 2019 and will review what sheriffs need in a statewide sex offender database, in addition to establishing the criteria and adopting the procedures for soliciting proposals from vendors and for evaluating the responses from the vendors once proposals are submitted.

Step number three: Request for Proposals.

Tentatively scheduled for mid-March 2019, NCSA will publicly post on the Internet an invitation for all State agencies and private corporations that have an interest in developing such a database or in improving an existing database to submit a proposal based on the criteria established by the Evaluation Committee. Proposals must be submitted in the manner and in accordance to the timelines established by the Evaluation Committee.

Vendor Inquiries: Vendors will be allowed to submit written inquiries about the Request for Proposals and/or the grant process in accordance with the procedures and timelines established by the Evaluation Committee. Inquiries and responses to the inquiries will be posted on the NCSA website or other suitable public website and will be accessible to all vendors and the public. The identity of vendors submitting inquiries will remain anonymous.

Step number four: Selection Committee.

The NCSA Executive Committee will serve as the Selection Committee to select the vendor(s) that will be awarded grant funds.

The NCSA Executive Committee will tentatively meet in mid-April 2019 following the close of the period allowed for submission of proposals and will review all proposals and score the responses from the various vendors that submitted proposals.

Once all proposals have been evaluated and scored, the NCSA Executive Committee will make an award or awards.

Step number six: Award of Grants.

Grant contracts are awarded by the NCSA Executive Committee.

Step number seven: The funds are requested by NCSA from the Office of State Budget and Management.

Step number eight: Upon NCSA’s receipt of the funds from OSBM, the funds will be distributed.

Step number nine: No later than June 15, 2019, the report is filed with the legislature as specified in the budget provision.

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