



## North Carolina Sheriffs' Association Technology Procurement Program

### Frequently Asked Questions

**Question – Who can participate?**

**Answer –** Any local government agency throughout the United States can participate in the North Carolina Sheriffs' Association Technology Procurement Program.

*All government agencies must follow their local governing purchasing ordinances.*

**Question - What kind of items are offered on the NCSA's Technology Procurement Program?**

**Answer -** The NCSA Technology Procurement Program provides all government agencies over 500 separate product offerings, not including models that are considered an upgrade or downgrade.

The NCSA Program provides government agencies with software, hardware, cameras and scanners, communication equipment, monitoring, tracking, and testing products, training programs, individualized services and much more.

The NCSA Program offers over 85 Technology categories (groups).

**Question - Does a local government agency have to register or become a member of the North Carolina Sheriffs' Association?**

**Answer -** No. All government agencies can participate in the NCSA's Technology Procurement Program without joining the North Carolina Sheriffs' Association.

There is no registration with the North Carolina Sheriffs' Association required and no registration fee required. A government agency does not need to be a member of the North Carolina Sheriffs' Association to purchase off this Technology Procurement Program.

**Question - Is there a commission fee?**

**Answer -** Yes. Bidders must include a three-quarters-of-one percent (.0075) commission fee in their base Bid prices, and their quotes and pricing for all additional equipment items (options). The three-quarters-of-one percent fee will be incorporated into, and made a part of, the total invoice amount and shall not be treated or added as a separate line item. Fees are based on the total invoice cost of the new technology item.

This commission fee is non-negotiable and will be collected on all purchase orders using the NCSA Technology Procurement Program.

This commission fee is used by the North Carolina Sheriffs' Association to continue to support all sheriffs' offices in the State of North Carolina with ongoing support, education, and necessary training.

**Question - Can the North Carolina Sheriffs' Association help with an Interlocal Purchasing Agreement (ILA) or Master Agreement?**

**Answer -** Yes! Please contact Jason Bennett, North Carolina Sheriffs' Association, at 919-459-8195 or at [jbennett@ncsheriffs.net](mailto:jbennett@ncsheriffs.net) to begin the process of having an ILA established for your county or city.

**Question - How does the North Carolina Sheriffs' Association choose the Technology vendors on this Technology Procurement Program?**

**Answer -** The North Carolina Sheriffs' Association conducts a solicitation for participation throughout the Southeast. The NCSA sends out over 900 solicitations to Technology vendors and manufacturers asking to participate in the NCSA's Technology Procurement Program.

The NCSA develops, with the assistance of vendors and manufacturers within the US a comprehensive listing by vendor/manufacturer of product specifications that are most popular with government agencies. Once these items are submitted, the NCSA goes out to bid on each item.

Each participating Technology vendor or manufacturer is required to submit an electronic bid submission through the Association's online bid system, VendorLink, along with submitting all required cooperative purchasing documentation.

This competitive process provides multiple sources of supply based on a pre-set maximum price which the Customer will pay. Contracts will be awarded to all responsive and responsible bidders. Any VendorLink entries received that do not meet solicitation requirements will be considered non-responsive.

**Question -** How long are the NCSA's Technology Procurement contracts effective?

**Answer -** All contracts are effective for 365 days. All contracts become effective on March 16<sup>th</sup> and will expire on March 15<sup>th</sup>. A contract may be renewed by mutual agreement between the NCSA and the Contractor, at the sole option and discretion of the NCSA, for up to two additional consecutive years, on a year-to-year basis.

The NCSA has worked with each manufacturer to ensure all NCSA pricing is locked in for one full contract year. There are few exceptions of which the NCSA will accept on an individual basis.

**Question -** If I am the manufacturer can I participate?

**Answer -** Manufacturers may hold the contract. If an individual vendor who represents the manufacturer chooses to participate, they must submit their own bid and hold their own contract. The contract holder is responsible for providing the NCSA with a copy of all purchase orders.

**Question -** What are the steps to use the North Carolina Sheriffs' Association Technology Procurement Program?

**Answer -** Step 1 - Access the North Carolina Sheriffs' Association's Technology Procurement Program's website. You can access the website by typing <https://ncsheriffs.org/services/technology-procurement-program> into your internet browser window.

On the NCSA Technology Procurement website, you will find all technology contracts, all equipment listed on our program, the price for each item, an easy-to-use vendor directory, and much more. Everything you will need to procure technology from the NCSA Program is found on this website.

Step 2 - Find the item you wish to purchase by clicking on the "Products Offered" icon found on the Association's Technology Procurement website. This page includes the name of each category (group) and each brand/model broken down by awarded vendor, the base price for each item, discount percentage offered, and a hotlink to each item's full specification (build sheet) and option sheet which includes information on all standard equipment, available options, and any models that are considered to be an upgrade or downgrade. *Please click on the red build sheet title to access that item's full specification (build sheet) and the red option sheet title to access any information regarding available options.*

Step 3 - Access the NCSA's Vendor Directory by visiting the Association's Procurement website.

Step 4 - Contact the vendor for the item(s) you wish to purchase to begin the purchasing process.

Step 5 - Issue your purchase order directly to the contracted vendor for the item(s) you wish to purchase and a **copy** to the North Carolina Sheriffs' Association to [amartin@ncsheriffs.net](mailto:amartin@ncsheriffs.net). A **copy** of all purchase orders is due to the NCSA within 10 business days once they have been issued.

**Question - How can a government agency learn more about the NCSA's bidding processes, delivery instructions, requirements for the participating vendors/manufacturers, and more on the NCSA's Technology Procurement Program?**

**Answer -** The North Carolina Sheriffs' Association has an official Terms and Conditions document that regulates the Program. A copy of the Terms and Conditions can be found by visiting the Association's Technology Procurement website.

All contracted vendors have agreed to abide by all Terms and Conditions listed within this document.

**Question - Who does a county or city agency call when they need assistance or help? Who can we contact if we have issues with a contracted vendor?**

**Answer -** Please contact either Jason Bennett, North Carolina Sheriffs' Association, at 919-459-8195 or [jbennett@ncsheriffs.net](mailto:jbennett@ncsheriffs.net) or Anna Martin, North Carolina Sheriffs' Association, at 919-459-1072 or [amartin@ncsheriffs.net](mailto:amartin@ncsheriffs.net).

**Question - How can I stay up to date on all information relating to the North Carolina Sheriffs' Association Technology Procurement Program?**

**Answer -** You can sign up by visiting the Associations Technology Procurement website. You will receive all future updates relating to this Technology Procurement Program.