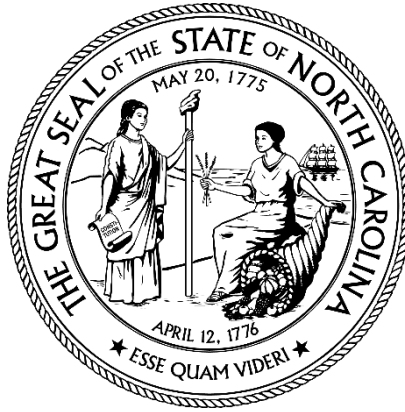




STATE OF NORTH CAROLINA

Guilford Technical Community College

Request for Proposal #: 99-JD26001A

Criminal Justice Continuing Education Instruction

Date of Issue: Thursday, September 10, 2026

Proposal Opening Date: Thursday, October 1, 2026

At 3:00 PM ET

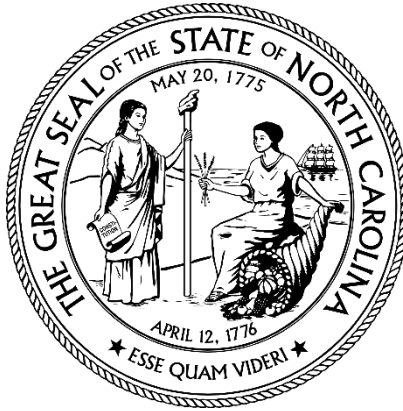
Direct all inquiries concerning this RFP to:

Jamie Doom

Senior Buyer

Email: jedoom@gtcc.edu

Phone: 336-334-4822 x 50311



STATE OF NORTH CAROLINA

Request for Proposal

99-JD26001A

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a Vendor number, register at <https://evp.nc.gov/SignIn>

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA

Guilford Technical Community College

Refer <u>ALL</u> Inquiries regarding this RFP to: Jamie Doom, Senior Buyer	Request for Proposal #: 99-JD26001A
	Proposals will be publicly opened: October 1, 2026, at 3:00 PM
Contract Type: Open Market	Commodity No.: 861000
Requisition No.: PR13014714	Description: Vocational Training

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Proposal Number: 99-JD26001A

Vendor: _____

Offer shall be valid for at least sixty (60) days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of Guilford Technical Community College)

Contents

1.0	PURPOSE AND BACKGROUND	4
1.1	CONTRACT TERM	4
2.0	GENERAL INFORMATION	4
2.1	REQUEST FOR PROPOSAL DOCUMENT	4
2.2	E-PROCUREMENT FEE	4
2.3	NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS.....	4
2.4	RFP SCHEDULE	5
2.5	PROPOSAL QUESTIONS	5
2.6	PROPOSAL SUBMITTAL	5
2.7	PROPOSAL CONTENTS.....	6
2.8	ALTERNATE PROPOSALS	6
2.9	DEFINITIONS, ACRONYMS, AND ABBREVIATIONS	6
3.0	METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS	6
3.1	METHOD OF AWARD	6
3.2	CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION	6
3.3	PROPOSAL EVALUATION PROCESS.....	7
3.4	EVALUATION CRITERIA.....	7
3.5	PERFORMANCE OUTSIDE THE UNITED STATES.....	8
3.6	INTERPRETATION OF TERMS AND PHRASES	8
4.0	REQUIREMENTS	8
4.1	PRICING.....	8
4.2	VENDOR EXPERIENCE.....	8
4.3	BACKGROUND CHECKS.....	9
4.4	PERSONNEL.....	9
4.5	VENDOR'S REPRESENTATIONS.....	9
4.6	AGENCY INSURANCE REQUIREMENTS MODIFICATION.....	9
4.7	SUBCONTRACTORS	9
4.8	SECRETARY OF STATE REGISTRATION	10
5.0	SPECIFICATIONS AND SCOPE OF WORK.....	10
5.1	GENERAL.....	10
5.2	SPECIFICATIONS	10
5.3	SCOPE OF WORK	11
5.4	TECHNICAL APPROACH.....	13
6.0	CONTRACT ADMINISTRATION	13
6.1	CONTINUOUS IMPROVEMENT.....	13
6.2	DISPUTE RESOLUTION	13
6.3	CONTRACT CHANGES	13
6.4	INVOICES.....	13
7.0	ATTACHMENTS	15
	ATTACHMENT A: COST PROPOSAL.....	15
	ATTACHMENT B: INSTRUCTIONS TO VENDORS	16
	ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS.....	16
	ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR.....	16

1.0 PURPOSE AND BACKGROUND

Guilford Technical Community College (GTCC) is seeking proposals from qualified vendors to provide in-person law enforcement and criminal justice training services during the 2026 – 2027 fiscal year (July 1 – June 30). Training to include providing training materials and instruction of courses as outlined herein.

GTCC's Criminal Justice Continuing Education Program offers specialized training courses to in-service law enforcement officers of North Carolina. Courses are offered throughout the year, multiple times, as needed.

The intent of this solicitation is to award an Agency Contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the "Effective Date") or July 1st, 2026, whichever is later.

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State reserves the right to extend the Contract after the last active term.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.

2.4 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	Thursday September 10, 2026
Submit Written Questions	Vendor	Wednesday September 16, 2026
Provide Response to Questions	State	Thursday, September 24, 2026
Submit Proposals	Vendor	Thursday, October 1, 2026, at 3:00 PM
Contract Award	State	TBD

2.5 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to jedoom@gtcc.edu by the date and time specified above. Vendors should enter "RFP # 99-JD26001 Questions" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to the *electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

If applicable to this RFP and using eVP, all proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: <https://eprocurement.nc.gov/news-events/evp-updates-vendors>.

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.7 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's proposal, in the State's sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- b) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- c) Vendor's Proposal addressing all Specifications of this RFP, including sections: 4.2, 4.3.1, 4.8, 5.2, and 5.4.
- d) Completed version of ATTACHMENT A: PRICING
- e) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

2.8 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal #____ [for 'name of Vendor']". Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below. All qualified proposals must contain sufficient information to be evaluated under the criteria as stated in section 2.7 of this RFP.

While the intent of this RFP is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the procurement lead named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids are authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State's eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

BEST VALUE: "Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h). The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement.

A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow the State to award this RFP to the Vendor(s) providing the Best Value and recognizing

that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded off against, other non-price factors.

EVALUATION METHOD: Narrative and by consensus of the evaluation committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.

Failure to provide responses to the sections below may result in a proposal being deemed non-responsive.

All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:

1. Vendor Technical Approach (Section 5.4)
2. Vendor Experience (Section 4.2)
3. Pricing (Section 4.1)

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all professional personnel to

be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Facilitator experience must meet the minimum credentials as shown in section 5.2 of the RFP.

4.3 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

At a minimum, GTCC requires Statewide Criminal, National Criminal, Social Security and Residency background checks and awarded Vendor will be required to provide appropriate documentation upon request.

4.3.1 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the State in order to perform Services under this Contract:

☐ YES ☐ NO

4.4 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.5 VENDOR'S REPRESENTATIONS

If Vendor's Proposal results in an award, Vendor agrees that it will not enter into any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.6 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☒ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☐ Contract value in excess of \$1,000,000.00

4.7 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and

experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

4.8 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award

No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute "transacting business" in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: <https://www.sosnc.gov/> to register.

Vendor registered with the North Carolina Secretary of State: ☐ YES ☐ NO

4.9 INDEFINITE DELIVERY, INDEFINITE QUANTITY CONTRACT

Guilford Technical Community College (GTCC) will establish an Indefinite Delivery, Indefinite Quantity (IDIQ) contract for these services, issued in the form of a blanket purchase order. Any quantities listed in the RFP are estimates based on the GTCC's anticipated needs. GTCC shall not be obligated to purchase more than amount represented by the estimated quantities contained herein or any other quantities.

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

Guilford Technical Community College (GTCC) is seeking proposals from qualified vendors to provide in-person law enforcement training services to include training materials and instruction of courses as outlined in the Scope of Work set forth in section 5.3.

Vendors may use existing course materials, lesson plans, and instructional content, provided the materials meet or exceed the learning objectives outlined in Section 5.3. GTCC is seeking qualified instructors and course delivery services and does not require vendors to develop new curriculum specifically for this solicitation. Accordingly, vendors should have existing instructional materials and content that are capable of meeting or exceeding the requirements and objectives identified in Section 5.3

5.2 SPECIFICATIONS

The specific items and any specifications that the Procurement Entity is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

VENDOR'S RESPONSE

	Specifications	Meets Specification
1	Vendor provides all printed instructional materials and supplies per student for each course	☐ YES ☐ NO
2	Vendor must meet or exceed course objectives provided in section 5.3 Scope of Work	☐ YES ☐ NO
	Credentials	Meets Credentials
1	Current, former, or retired sworn investigator	☐ YES ☐ NO
2	Investigative background on course topic	☐ YES ☐ NO
3	Ability to produce credentials or certificates if requested	☐ YES ☐ NO

5.3 SCOPE OF WORK

GTCC's Criminal Justice Program has provided the following course descriptions. These courses are not all inclusive, but a representation of the current offerings. Other courses may be developed or offered throughout the contract period.

BASIC CRIME SCENE INVESTIGATIONS 24 HOURS

The instructor must be able to teach the following in classroom lecture:

- Blood Stain Pattern Analysis
- Trajectory Analysis
- Collection and Identification of Fingerprints
- Case Studies of Various Crimes and Crime Scenes, presented by photographs, video, or both
- DNA Preservation and Collection
- Crime Scene Photography
- Suspect Arrest and Interviews

DEATH AND HOMICIDE INVESTIGATIONS 40 HOURS

The instructor must be able to teach the following in classroom lecture:

- Cause and Manner of Death
- Autopsy Protocol
- Death Scene Reconstruction
- Trajectory Analysis
- DNA Preservation and Collection
- Suspect Arrest and Interviews
- Assembling Documents/Evidence for Court and Court Testimony
- Case Studies of Various Homicide and Death Scenes, presented by photographs, video, or both
- Time Frame of Death
- Wound Pattern Analysis
- Blood Stain Pattern Analysis
- Collection and Identification of Fingerprints
- Crime Scene Photography

FIRST LINE SUPERVISORS SCHOOL 40 HOURS

The instructor must be able to teach the following in classroom lecture:

- Identify the role and the many tasks of a first-line supervisor.
- Identify the traits of supervisors
- Followership vs Leadership
- Identify the importance of human relations within law enforcement management.
- Identify and differentiate between the different skills known as Hu-TACK
- Explore how a positive attitude can result in achievements and success for a law enforcement organization.
- Understand the need for and importance of accountability in the managerial process and how it contributes to the success of law enforcement organizations.
- Components of team players

HOTEL/MOTEL INTERDICTION 24 HOURS

The instructor must be able to teach the following in classroom lecture:

- Reasonable Suspicion and Probable Cause
- Use of Informants
- Knock and Talk Contacts
- Drug Packaging and Identification
- Suspect Arrest and Interview
- Assembling Documents/Evidence for Court and Court Testimony
- Community Engagement Methods to Deter Criminal Activity
- Search and Seizure Laws
- Proactive Informant Recruitment
- Consent Searches
- Surveillance Techniques

INTRODUCTION TO FINANCIAL CRIMES 16 HOURS

The instructor must be able to teach the following in classroom lecture:

- Types of Financial Crimes
- Instruments Used in Financial Crimes
- Scams
- Search Warrants for Financial Institutions
- Forensic Audit and Analysis of Financial Records
- Arrest and Interview of Suspect

LEADERSHIP ON THE LINE 16 HOURS

The instructor must be able to teach the following in classroom lecture:

- Definition of Leadership.
- Traits of Strong and Weak Leaders
- Identify the Different Types of Power.
- Explore the Three Categories of Leadership Theories.
- Compare Consultative and Participative Leadership.
- Emotional Intelligence and Self Awareness
- Mentoring New Leaders
- Describe the Four Supervisory Styles.

MENTORING THE UNDERPERFORMING EMPLOYEE 16 HOURS

The instructor must be able to teach the following in classroom lecture:

- Define Underachieving Performance as it Relates to the Public Safety Professional
- Compare and Contrast Meeting Standards and Expectations and Underperforming
- Describe an Employee who is Unmotivated and Their Impact to the Organization and Community
- Describe Internal and External Variables That Impact Employee Motivation
- Explore the Importance of Identifying Employees Who Need/Require Mentoring
- Identify Employees That Need Mentoring from Varying Levels of Supervision
- Describe Methods to Identify Employees in Need of Mentoring Within a Law Enforcement Culture/Organization
- Understand the Need and Value of Proper Documentation When Mentoring an Employee

ROBBERY INVESTIGATIONS 8 HOURS

The instructor must be able to teach the following in classroom lecture:

- Crime Scene Preservation and Scene Analysis
- Crime Scene Photography
- Developing Offender Profile
- Link Analysis of Prior Robberies
- Effective Canvas of Businesses or Neighborhoods
- Effective Victim/ Witness Interview Techniques
- Assembling Documents/Evidence for Court and Court Testimony
- Case Studies of Various Robbery Scenes, presented by photographs, video, or both
- Collection and Identification of Fingerprints
- Evaluations of video and/or scene photos
- M.O. of the Offender
- Suspect Arrest and Interview

SEXUAL ASSAULT INVESTIGATIONS 16 HOURS

The instructor must be able to teach the following in classroom lecture:

- Crime Scene Preservation, Scene Analysis, Scene Preservation
- Evidence Preservation/ Collection and Storage
- DNA Preservation and Collection
- Cognitive Interview Techniques
- Sexual Assault Evidence Kits
- Assembling Documents/Evidence for Court and Court Testimony
- Case Studies of Various Sexual Assault Scenes, presented by photographs, video, or both
- Suspect Arrest and Interview
- Crime Scene Photography
- Suspect Development and Motivation
- SANE Nurse Duties and Evidence

TACTICAL CRIME CONTROL AND COMMUNITY ENGAGEMENT 16 HOURS

The instructor must be able to teach the following in classroom lecture:

- Define community policing according to the COPS Office
- List the three components of community policing
- Understand the importance of community policing as a philosophy and not as a program
- List the misconceptions about community policing in the police culture
- Explore the history of community policing and discover why it is misunderstood
- Define what is the S.A.R.A. Model
- Explore considerations when to apply this model in problem solving
- Define what a problem is within community policing
- List each step in the S.A.R.A. Model and describe how each step should be used
- List the most overlooked step in this model
- Learn how and when to utilize this model for effective problem solving

5.4 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form, the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. Vendor shall include a proposed course structure and approach of their already developed courses, deliverables upon successful completion, and student assessments.

Failure to provide a Technical Approach response may result in the proposal being deemed non-responsive.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.2 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.3 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be made through the contract administrator.

6.4 INVOICES

Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor should provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity to verify pricing at point of receipt matches the correct price from the original date of order. The following fields should be included on all invoices, as relevant:

Proposal Number: 99-JD26001A

Vendor: _____

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

7.0 ATTACHMENTS

ATTACHMENT A: COST PROPOSAL

Complete and return the Pricing associated with this RFP, which can be found in the table below:

FURNISH & DELIVER:

As specified in Section 5.3 Scope of Work

ITEM #	UOM	DESCRIPTION	EXTENDED PRICE
1	Course	Basic Crime Scene Investigation	
2	Course	Death And Homicide Investigations	
3	Course	First Line Supervisor's School	
4	Course	Hotel Motel Interdiction	
5	Course	Introduction To Financial Crimes	
6	Course	Leadership On the Line	
7	Course	Mentoring The Under Performing Employee	
8	Course	Robbery Investigations	
9	Course	Sexual Assault Investigation	
10	Course	Tactical Crime Control and Community Engagement	

The pricing shall include all costs necessary to provide the services as described in Section 5.3 of the RFP.

GTCC will not incur, nor pay additional charges for course development, instructional materials, travel, or meal per diem.

These courses are offered throughout the year as needed based on DEMAND. On average, each course registers twenty-five students. This information is provided for Vendor information only and is not A guarantee of the quantity of courses offered. GTCC will pay for services based solely on usage and does not guarantee a minimum or maximum number of sessions.

Note Classes that register fewer than 18 students may be cancelled or postponed. Rates may be negotiated for mandatory courses that do not meet the minimum registration threshold.

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

<https://www.doa.nc.gov/pandc/onlineforms/pc-worker-location-92021-pdf/open>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****