



MEMORANDUM

DATE: February 23rd, 2024

TO: Participating Institutions of Higher Education

FROM: Ben Rosebrock, CIO – Information Technology Division

RE: Joint Purchase Agreement: Memorandum of Understanding

2024 Alabama Community College System Information Technology Division Joint Purchase Agreement Memorandum of Understanding (MOU)

This memorandum serves as a notice of intent to renew the Joint Purchase Agreement Contract.

January 3rd, 2024, the Information Technology Division of ACCS coordinated a joint purchase agreement by developing a Request for Proposal (RFB), evaluating bids, and selecting vendors that would meet the needs of our institutions.

The Alabama Community College System evaluated the bids and finalized an agreement. The result is an awarded list of vendors, located throughout the state and beyond to provide timely, reliable services and products. The finalized agreement expires annually with a renewal extension that to extend the contract for an additional year.

According to the auditors, we should have a Memorandum of Understanding from you that states your intention to participate jointly in this contract. Please see the next page on the process for completing and returning this Memorandum.

As always, we thank you and appreciate your cooperation in this matter.

Tokrica Mack, JPA Administrator
Information Technology Division
Alabama Community College System



PROCESS:

Complete this form below and the enclosed MOU, sign it and return it to the ACCS System Office. You can mail or email the signed Memorandum to:

Alabama Community College System
2024 JPA - Information Technology Services
Post Office Box 302130
Montgomery, Al 36130-2130
or
email to Tokrica Mack, tokrica.mack@accs.edu.

Joint Purchase Agreement Memorandum of Understanding

Return this form by mail or email
Questions? Call ACCS IT Division (334) 293-4507 or email tokrica.mack@accs.edu.

(Name of Participant): _____ agrees to participate in the Alabama Higher Education Joint Purchase Agreement and to follow all terms of the agreement and awarded contracts as stated.

Signature _____ Date _____

Title _____ Phone _____

Email _____