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April 3, 2018

Dear N.C. Vehicle Dealers and Manufacturers,

I hope this letter finds you well. The North Carolina Sheriffs' Association (NCSA) is pleased to announce the opening of the 2018-2019 Vehicle Procurement Program.

This letter will serve as the North Carolina Sheriffs' Association's formal solicitation for vendor registration for the Vehicle Procurement Program's bid 19-05-0911.

Each year the North Carolina Sheriffs' Association solicits participation in its Vehicle Procurement Program. The NCSA distributes solicitations statewide to vehicle dealerships that may be interested in participating in the statewide solicitation for bids on administrative vehicles, trucks, passenger and cargo vans, police rated and special service vehicles, hybrid and electric vehicles, SUVs, and vans.

Please find enclosed in this Solicitation for Bid a copy of the program's calendar. Review the calendar and pay special attention to the program's Pre-Bid Conferences that are broken out by vehicle manufacturer. If you are planning to participate in the bid process, you are expected to attend these very important Pre-Bid Conferences.

We hope that you will consider participating in this year's Vehicle Procurement Program. Please contact Kaylyn Mitman, NCSA Business Development Coordinator, at 919-459-6471 or at kmitman@ncsheriffs.net to register for the association's online bidding system.

If you have any questions or need any additional information on any of the NCSA's Procurement Programs please email me at jbennett@ncsheriffs.net, call at 919-459-8195 or visit us on the web at <http://ncsheriffs.org/procurement>.

Thank you,

Jason D. Bennett
Director of Business Development



100% Membership



North Carolina Sheriffs' Association
Vehicle Bid 19-05-0911 Calendar – 2018-2019
Police Rated, Administrative, Sport Utility Vehicles, Vans & Trucks Bid

Program Introduction and Solicitation		
NCSA Vehicle Bid Item	Start Date	Due Date
Solicitations Statewide to Dealers and Manufacturers	April 3, 2018	April 3, 2018
Vendor Pre-Registration	April 18, 2018	June 11, 2018 at 5:00 pm EST
Invitation to Bid Announcement Publication	May 25, 2018	May 25, 2018
Invitation to Bid Announcement Publication	June 8, 2018	June 8, 2018
New/Updated Model Specification Review 1		
NCSA Vehicle Bid Item	Start Date	Due Date
Request for New/Updated Model Specifications	April 10, 2018	April 27, 2018
Draft Bid Package to all Pre-Registered Vendors	June 5, 2018	June 5, 2018
Request for Clarification due to NCSA	June 19, 2018	June 19, 2018
New/Updated Model Specification Review 2		
NCSA Vehicle Bid Item	Start Date	Due Date
Revised Draft Bid Package to all Pre-Registered Vendors	July 13, 2018	July 13, 2018
Pre-Bid Conference – Chrysler (10:00 am – 3:30 pm)*	July 16, 2018	July 16, 2018
Pre-Bid Conference – Ford (10:00 am – 3:30 pm)*	July 17, 2018	July 17, 2018
Pre-Bid Conference – General Motors (10:00 am – 3:30 pm)*	July 18, 2018	July 18, 2018
Pre-Bid Conference – Daimler (10:00 am – 12:00 pm)*	July 19, 2019	July 19, 2019
Pre-Bid Conference – Toyota (12:30 pm – 4:30 pm)*	July 19, 2018	July 19, 2018
Pre-Bid Conference – Nissan (12:30 pm – 4:30 pm)*	July 20, 2018	July 20, 2018
NCSA Finalizes the bid document	July 27, 2018	July 27, 2018
Deadline to submit "Request for Clarification"	August 6, 2018	August 6, 2018
Bid Finalization and Announcement		
NCSA Vehicle Bid Item	Start Date	Due Date
NCSA Response to Clarifications to Vendors	August 10, 2018	August 10, 2018
VEBA Open for Bidding	August 15, 2018	September 11, 2018 at 12 noon EST
Bid Tabulation Results Posted	September 12, 2018	September 12, 2018 at 5:00 pm EST
Deadline to Submit "Hard Copy" Bid Responses	September 14, 2018	September 14, 2018 at 5:00 pm EST
Viewing of Bid Tabulation Results by NCSA	September 20, 2018	September 20, 2018
Bid Review by NCSA Fleet Advisory Committee in Raleigh (10:00 am – 4:30 pm)*	September 24, 2018	September 24, 2018
Intent to Award Published	September 26, 2018	September 26, 2018
Bid Award Announcement and Publication	October 2, 2018	October 2, 2018

* North Carolina Sheriffs' Association
 TBD
 Raleigh, NC 27607
 (919) 743-7433