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June 16, 2021

Dear North Carolina Vehicle Equipment and Upfitting Vendors,

The NCSA is excited to announce our new online bid system, VendorLink. As a result of this change and the importance of a smooth transition, the Association will not be implementing the rollover clause for the 2021-2022 contract year. All current contracts will remain in effect until September 23, 2021 with new contracts being awarded and going into effect on September 24, 2021.

All bidding will now be completed through VendorLink and all vendors who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open June 16, 2021 through August 05, 2021. We encourage you to complete your registration as soon as possible. If you already have an account with VendorLink you do not need to create a new account. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard copy bid submissions for Bid 22-04-0902.

All vendors will now be responsible for uploading build sheets (previously referred to as specifications) and option sheets for applicable equipment into VendorLink as part of the bid submission. This new requirement eliminates any errors of inaccuracy when building a specification and will save vendors time by not having to price each individual option per equipment offering. However, the option sheet uploaded into VendorLink will need to list the pricing for the most popular options available.

Attached you will find the official calendar for the 2021-2022 contract year which outlines all important deadlines.

We appreciate your support and participation in the Association's Vehicle Equipment and Upfitting Procurement Program. If you have any questions or need 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 <https://ncsheriffs.org/procurement>.

Thank you,

Jason D. Bennett
Director - Business Development



100% Membership

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The North Carolina Sheriffs' Association is a Non-Profit, tax exempt organization recognized by the I.R.S.



**North Carolina Sheriffs' Association
Vehicle Equipment and Upfitting Procurement Program
Bid 22-04-0902 Calendar - 2021-2022**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	June 16, 2021	June 16, 2021
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening. Visit: https://www.myvendorlink.com/common/register.aspx</i>	June 16, 2021	August 5, 2021
Invitation to Bid Announcement and Publication	July 1, 2021	July 1, 2021
NAPC Advertisement	July 1, 2021	July 1, 2021
New/Updated Model Specification Review 1		
	Start Date	Due Date
New Equipment Requests due to NCSA - <i>Any new equipment that need to be available for bidding for the 2021-2022 contract year.</i>	June 30, 2021	June 30, 2021
Equipment Withdraw Requests due to NCSA - <i>Any vehicles that will <u>not</u> be available for bidding for the 2021-2022 contract year.</i>	June 30, 2021	June 30, 2021
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 7, 2021	July 7, 2021
Dealer/Manufacturer Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment.</i>	July 14, 2021	July 14, 2021
New/Updated Model Specification Review 2		
	Start Date	Due Date
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 23, 2021	July 23, 2021
Dealer/Manufacturer Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment.</i>	July 30, 2021	July 30, 2021
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Equipment Eligible for Bidding	August 6, 2021	August 6, 2021
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered. Visit: https://www.myvendorlink.com/common/default.aspx</i>	August 10, 2021	September 2, 2021 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 2, 2021 at 12 noon EST	September 2, 2021 at 12 noon EST
Bid Tabulation Results Posted by NCSA	September 3, 2021	September 3, 2021 at 5:00 pm EST
Review of Bid Submissions by NCSA	September 7, 2021	September 20, 2021
Intent to Award Published by NCSA and Bidder Review of Award	September 21, 2021	September 21, 2021
Bid Award Announcement and Publication - <i>All awarded contracts go into effect.</i>	September 24, 2021	September 24, 2021