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MEMORANDUM

TO: North Carolina Vehicle/Motorcycle Dealers and Manufacturers

FROM: Jason Bennett  
Director - Business Development  
North Carolina Sheriffs' Association

DATE: June 9, 2023

RE: 2023/2024 - Vehicle and Motorcycle Contract Year

This letter serves as the Association's official solicitation to dealers and manufacturers for the North Carolina Sheriffs' Association's (NCSA) 2023-2024 Vehicle and Motorcycle Procurement Program. The NCSA has made the decision to implement Section 1.3 *Term of Contract* of the Association's Terms and Conditions. The NCSA will rollover all contracts currently held under both Bid 22-08-0913R and Bid 23-09-0912. The rollover contracts will be effective October 2, 2023 – October 1, 2024 and published as Bid 22-08-0913RR and Bid 23-09-0912R.

In addition to rolling over all current contracts, the NCSA will also go out to bid for any vehicles and motorcycles that are not currently offered under Bid 22-08-0913R or Bid 23-09-0912. A copy of the Association's current contract can be found at <https://ncsheriffs.org/services/vehicle-procurement-program-2>.

As the Association prepares for the 2023-2024 contract year, please remember the NCSA's contract will list specifically the "current model year" offered by the manufacturer. Contracts will not be limited by one model year, rather will accommodate for a change in model year during a contract period. Contract language states that each model is the "Manufacturer's standard base model specifications and current model year for model/model number listed." All models that will potentially be available for the 2023-2024 contract year need to be made available through the NCSA contract whether the model is currently listed under the existing 22-08-0913R and 23-09-0912 contracts or goes out to bid under 24-10-0912.

The Association's Terms and Conditions allow for a mid-year price increase. As these are still volatile and unknown times for the Automotive Industry, it is the goal of the Association to ensure we can continue to work with our awarded

dealers and manufacturers to serve all our customers the best we can. Contact the Association for more information on mid-year price increases. All vendors who agree to rollover contracts for the upcoming contract year must complete the provided rollover agreement and submit to Kaylyn Mitman, NCSA Manager – Business Development at kmitman@ncsheriffs.net by June 16, 2023, as a pdf file.

Any vendors who do not wish to rollover their existing contract for the upcoming contract year must notify Kaylyn by June 16, 2023. You may choose to not rollover for all contracts or individual contracts. Please provide the list of the contracts you wish to not roll over by item number in numerical order and the reason why you wish to not roll over.

All vendors who agree to rollover their contracts for the upcoming contract year shall submit a price increase, updated build sheet, and option sheet for each item number currently on contract. Price increase requests, updated build sheets, and option sheets must be submitted to Kaylyn at kmitman@ncsheriffs.net by August 24, 2023. Requirements on how to submit your price increase requests, updated build sheets, and option sheets will be provided by the NCSA. Please note the rollover pricing will not go in effect until October 2, 2023.

Enclosed you will find the NCSA's Vehicle and Motorcycle Procurement Program's official 2023-2024 bid calendar. All bidding for Bid 24-10-0912 will be completed through the Association's online bid system, VendorLink. All dealers who wish to participate must register with VendorLink to have access to submit a bid. All dealers will be responsible for uploading build sheets, option sheets (must include list of models available for upgrades/downgrades), and all required bid documents.

Registration for Bid 24-10-0912 will be open June 9, 2023 through August 18, 2023. 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 bid submissions for Bid 24-10-0912. All contracts will go into effect on October 2, 2023.

The NCSA looks to our dealer and manufacturer partners for recommendations on which new models to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" found within VendorLink and provide to Kaylyn by **June 23, 2023**. We encourage all bidders to pick the most popular base models you wish to include and have all other applicable upgrade/downgrades listed on the option sheet that will be uploaded with your bid.

We look forward to growing and providing the benefits of our cooperative bid program to even more county and city agencies within North Carolina. Additional information on our Vehicle and Motorcycle Program can be accessed at <https://ncsheriffs.org/services/vehicle-procurement-program-2>. Once you are on the website you will find information on the existing open bids, important documents such as the program's Terms and Conditions, and other bid support documentation. All important documents relating to the 2023-2024 bid period will also be available on VendorLink.

We hope you will participate in this year's rollover and bidding processes. Please contact Kaylyn Mitman, NCSA Manager – Business Development, at kmitman@ncsheriffs.net or at (919) 459-6471 should you have any questions regarding your registration or overall participation.

If your company received this solicitation but are not eligible to sell within the State of North Carolina, please contact Kaylyn Mitman at [kmitman@ncsheriffs.net](mailto:kmitman@ncsheriffs.net) to be removed from our distribution list.

I look forward to working with you. Please contact me at (919) 459-8195 or at [jbennett@ncsheriffs.net](mailto:jbennett@ncsheriffs.net) if you have any questions or need additional information on the Association's Vehicle and Motorcycle Procurement Program.



**North Carolina Sheriffs' Association  
2023-2024 Vehicle & Motorcycle Procurement Calendar  
Bid 22-08-0913RR & Bid 23-09-0912R & Bid 24-10-0912**

<b>Program Introduction and Solicitation</b>		
	<b>Start Date</b>	<b>Due Date</b>
Solicitations to Dealers and Manufacturers	June 9, 2023	June 9, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 9, 2023	August 18, 2023
Rollover Agreement Provided to Current Bid 22-08-0913R Awarded Dealers	June 9, 2023	June 9, 2023
Rollover Agreement Provided to Current Bid 23-09-0912 Awarded Dealers	June 9, 2023	June 9, 2023
Signed Rollover Agreements due to kmitman@ncsheriffs.net - <b>CURRENT CONTRACTORS ONLY</b>	June 16,2023	June 16,2023
Invitation to Bid Announcement and Publication	June 30, 2023	June 30, 2023
NAPC Advertisement	June 30, 2023	June 30, 2023
Newspaper Advertisement	June 30, 2023	June 30, 2023
<b>New/Updated Model Specification Review 1</b>		
	<b>Start Date</b>	<b>Due Date</b>
New Vehicle/Motorcycle Model Requests due to NCSA - <i>Any new vehicles/motorcycles that need to be available for bidding for the 2023-2024 contract year.</i>	June 23,2023	June 23,2023
Vehicle/Motorcycle Withdraw Requests due to NCSA - <i>Any vehicles/motorcycles that will not be available for bidding for the 2023-2024 contract year.</i>	June 23,2023	June 23,2023
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 7, 2023	July 7, 2023
Pre-Bid Conference RSVP due to kmitman@ncsheriffs.net	July 12, 2023	July 12, 2023
Dealer/Manufacturer Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of vehicles/motorcycles.</i>	July 14, 2023	July 14, 2023
<b>New/Updated Model Specification Review 2</b>		
	<b>Start Date</b>	<b>Due Date</b>
Pre-Bid Conference – <b>Tesla</b> (9:00 am – 10:00 am)*	July 19, 2023	July 19, 2023
Pre-Bid Conference – <b>All Motorcycle</b> (10:30 am – 11:30 am)*	July 19, 2023	July 19, 2023
Pre-Bid Conference – <b>Stellantis</b> (1:00 pm – 2:00 pm)*	July 19, 2023	July 19, 2023
Pre-Bid Conference – <b>Ford</b> (2:30 pm – 3:30 pm)*	July 19, 2023	July 19, 2023
Pre-Bid Conference – <b>General Motors</b> (9:00 am – 10:00 am)*	July 20, 2023	July 20, 2023
Pre-Bid Conference – <b>Toyota</b> (10:30 am – 11:30 am)*	July 20, 2023	July 20, 2023
Pre-Bid Conference – <b>Nissan</b> (1:00 pm – 2:00 pm)*	July 20, 2023	July 20, 2023
Pre-Bid Conference – <b>Mercedes Benz</b> (2:30 pm – 3:30 pm)*	July 20, 2023	July 20, 2023
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 27, 2023	July 27, 2023
Dealer/Manufacturer Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of vehicles/motorcycles.</i>	August 3, 2023	August 3, 2023
<b>Bid Finalization and Announcement</b>		
	<b>Start Date</b>	<b>Due Date</b>
NCSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding	August 17, 2023	August 17, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	August 22, 2023	September 12, 2023 at 12 noon EST
Deadline to Submit Rollover Contract Price Increase Requests & Updated Build Sheets/Option Sheets - <b>CURRENT CONTRACTORS ONLY</b>	August 24, 2023	August 24, 2023
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 12, 2023 at 12 noon EST	September 12, 2023 at 12 noon EST
Bid Tabulation Results Posted by NCSA	September 12, 2023	September 12, 2023 at 5:00 pm EST
Review of Bid Submissions by NCSA	September 13, 2023	September 27, 2023
NCSA Fleet Advisory Committee Meeting (10:00 am – 12:00 pm)**	September 21, 2023	September 21, 2023
Intent to Award Published by NCSA and Bidder Review of Award	September 28, 2023	September 28, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 24-10-0912</i>	October 2, 2023	October 2, 2023
All Rollover Contracts go into effect - <i>Bid 22-08-0913RR and Bid 23-09-0912R</i>	October 2, 2023	October 2, 2023

\* All Pre-Bid Conferences will be held via Zoom. Meeting materials and log in information will be provided to all who RSVP.

\*\* The NCSA Fleet Advisory Committee Meeting will be held via Zoom.