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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 7, 2024

RE: 2024/2025 - 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) 2024-2025 Vehicle and Motorcycle Procurement Program. The NCSA will go out to bid for all vehicles and motorcycles. 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 2024-2025 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, but 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."

Enclosed you will find the NCSA's Vehicle and Motorcycle Procurement Program's official 2024-2025 bid calendar. All bidding for Bid 25-11-0912 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 25-11-0912 will be open June 7, 2024, through August 21, 2024. 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 25-11-0912. All contracts will go into effect on October 2, 2024. 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 25, 2024**. 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 2024-2025 bid period will also be available on VendorLink.

We hope you will participate in this year's bidding process. 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 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 if you have any questions or need additional information on the Association's Vehicle and Motorcycle Procurement Program.



**North Carolina Sheriffs' Association
2024-2025 Vehicle & Motorcycle Procurement Calendar
Bid 25-11-0912**

Program Introduction and Solicitation		
	Start Date	Due Date
NCSA Publishes Solicitation for Dealers and Manufacturers	June 7, 2024	June 7, 2024
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 7, 2024	August 21, 2024
NCSA Publishes Invitation to Bid Announcement and Publication	June 21, 2024	June 21, 2024
NCSA Publishes NAPC Advertisement	June 21, 2024	June 21, 2024
NCSA Publishes Newspaper Advertisement	June 21, 2024	June 21, 2024
New/Updated Model Specification Review 1		
	Start Date	Due Date
Vehicle/Motorcycle Model Requests due to NCSA (kmitman@ncsheriffs.net) - <i>Any vehicles/motorcycles that need to be available for bidding for the 2024-2025 contract year.</i>	June 25,2024	June 25,2024
NCSA Publishes First Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	July 9, 2024	July 9, 2024
Deadline for Dealers/Manufacturers to submit the Pre-Bid Conference RSVP to kmitman@ncsheriffs.net	July 14, 2024	July 14, 2024
Deadline for Dealers/Manufacturers to Respond to the NCSA (kmitman@ncsheriffs.net) regarding the First Draft Bid Package - <i>Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.</i>	July 16, 2024	July 16, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference (Zoom) – Tesla (9:00 am – 10:00 am)*	July 23, 2024	July 23, 2024
Pre-Bid Conference (Zoom) – All Motorcycle (10:30 am – 11:30 am)*	July 23, 2024	July 23, 2024
Pre-Bid Conference (Raleigh, NC) – Stellantis (2:00 pm – 4:00 pm)*	July 23, 2024	July 23, 2024
Pre-Bid Conference (Raleigh, NC) – Toyota (9:00 am – 10:00 am) *	July 24, 2024	July 24, 2024
Pre-Bid Conference (Raleigh, NC) – Nissan (11:00 am – 12:00 pm)*	July 24, 2024	July 24, 2024
Pre-Bid Conference (Raleigh, NC) – Mercedes Benz (2:00 pm – 3:00 pm) *	July 24, 2024	July 24, 2024
Pre-Bid Conference (Raleigh, NC) – Ford (9:00 am – 11:00 am)*	July 25, 2024	July 25, 2024
Pre-Bid Conference (Raleigh, NC) – General Motors (2:00 pm – 4:00 pm)*	July 25, 2024	July 25, 2024
NCSA Publishes Second Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	July 31, 2024	July 31, 2024
Deadline for Dealers/Manufacturers to Respond to the NCSA (kmitman@ncsheriffs.net) regarding the Second Draft Bid Package - <i>Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.</i>	August 7, 2024	August 7, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding.	August 19, 2024	August 19, 2024
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	August 22, 2024	September 12, 2024 at 12 noon EST
Deadline for Dealers to Submit Bid Package - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 12, 2024 at 12 noon EST	September 12, 2024 at 12 noon EST
Deadline for 5 Government References to complete NCSA online Government Reference Form for all Dealers Bidding.	September 12, 2024 at 12 noon EST	September 12, 2024 at 12 noon EST
NCSA Publishes Bid Tabulation Results.	September 13, 2024	September 13, 2024 by 5:00 pm EST
NCSA Review of Bid Submissions.	September 13, 2024	September 26, 2024
NCSA Fleet Advisory Committee Meeting (10:00 am – 12:00 pm)*	September 20, 2024	September 20, 2024
NCSA Publishes Intent to Award/Bidder Review of Award.	September 27, 2024	September 27, 2024
NCSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect.</i>	October 2, 2024	October 2, 2024

* All Pre-Bid Conferences noted as "Raleigh, NC" and the NCSA Fleet Advisory Committee Meeting will be held at the NCSA office located at 323 West Jones Street, Suite 505, Raleigh, NC 27603 in the large conference room.