



Virginia Sheriffs' Association

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June 11, 2021

Dear Virginia Vehicle Dealers and Manufacturers,

As our Vehicle Procurement Program continues to grow, the VSA is excited to announce our new online bid system, VendorLink. As a result of this change, the current nature of the automotive industry, 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 October 8, 2021 with new contracts being awarded and going into effect on October 9, 2021.

All bidding will now be completed through VendorLink and all dealers who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open June 11, 2021 through August 18, 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 22-05-0917.

All dealers will now be responsible for uploading build sheets (previously referred to as specifications) and option sheets into VendorLink as part of the bid submission. This new requirement eliminates any errors of inaccuracy when building a vehicle specification and will save dealers time by not having to price each individual option per vehicle model. However, the option sheet uploaded into VendorLink will need to list the pricing for models outlined as an upgrade or downgrade to the base model and the most popular options available. All dealers and manufacturer representatives are strongly encouraged to attend the Pre-Bid Conference. Your attendance will be considered along with your overall bid package. During this year's Pre-Bid meeting, we will provide important VendorLink training.

Attached you will find the official calendar for the 2021-2022 contract year which outlines all Pre-Bid Conferences and other important deadlines.

We appreciate your support and participation in the Association's Vehicle Procurement Program. If you have any questions or need additional information on any of the VSA's Procurement Programs please email me at jbennett@virginiasheriffs.org, call at 919-459-8195 or visit us on the web at <https://vasheriff.org/procurement/>.

Thank you,

Jason D. Bennett
Virginia Sheriffs' Association



Virginia Sheriffs' Association
Vehicle Bid 22-05-0917 Calendar - 2021-2022
Police Rated, Administrative, Sport Utility Vehicles, Vans, Trucks and Motorcycles

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	June 11, 2021	June 11, 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 11, 2021	August 18, 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 Vehicle Model Requests due to VSA - <i>Any new vehicles that need to be available for bidding for the 2021-2022 contract year.</i>	June 25, 2021	June 25, 2021
Vehicle Withdraw Requests due to VSA - <i>Any vehicles that will not be available for bidding for the 2021-2022 contract year.</i>	June 25, 2021	June 25, 2021
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 9, 2021	July 9, 2021
Dealer/Manufacturer Responses to First Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of vehicles.</i>	July 23, 2021	July 23, 2021
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference – Stellantis (9:00 am – 11:00 am)*	August 10, 2021	August 10, 2021
Pre-Bid Conference – Daimler (12:00 pm – 2:00 pm)*	August 10, 2021	August 10, 2021
Pre-Bid Conference – Ford (3:00 pm – 5:00 pm)*	August 10, 2021	August 10, 2021
Pre-Bid Conference – General Motors (9:00 am – 11:00 am)*	August 11, 2021	August 11, 2021
Pre-Bid Conference – Nissan (12:00 pm – 2:00 pm)*	August 11, 2021	August 11, 2021
Pre-Bid Conference – Toyota (3:00 pm – 5:00 pm)*	August 11, 2021	August 11, 2021
Pre-Bid Conference – All Motorcycle	TBD	TBD
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	August 12, 2021	August 12, 2021
Dealer/Manufacturer Responses to Second Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of vehicles.</i>	August 18, 2021	August 18, 2021
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Vehicles Eligible for Bidding	August 24, 2021	August 24, 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 25, 2021	September 17, 2021 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 17, 2021 at 12 noon EST	September 17, 2021 at 12 noon EST
Bid Tabulation Results Posted by VSA	September 20, 2021	September 20, 2021 at 5:00 pm EST
Review of Bid Submissions by VSA	September 21, 2021	October 4, 2021
VSA Fleet Advisory Committee in Richmond (10:00 am – 1:00 pm)**	September 28, 2021	September 28, 2021
Intent to Award Published by VSA and Bidder Review of Award	October 5, 2021	October 5, 2021
Bid Award Announcement and Publication - <i>All awarded contracts go into effect.</i>	October 9, 2021	October 9, 2021

* Pre-Bid Conferences:
 951 East Byrd Street, Salon 951 Conference Center
 Richmond, VA 23219
 (Plaza Level 1, 1st Floor - East Tower)

** VSA Fleet Advisory Committee Meeting:
 Virginia Sheriffs' Association
 901 East Byrd Street, Suite 1301
 Richmond, VA 23219