



**Virginia Sheriffs' Association
2022-2023 Vehicle & Motorcycle Procurement Calendar
Bid 22-05-0917RR & Bid 23-06-0921R & Bid 24-07-0919**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	June 15, 2023	June 15, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 15, 2023	August 25, 2023
Rollover Agreement Provided to Current Bid 22-05-0917R Awarded Dealers	June 15, 2023	June 15, 2023
Rollover Agreement Provided to Current Bid 23-06-0921 Awarded Dealers	June 15, 2023	June 15, 2023
Signed Rollover Agreements due to kmitman@virginiasheriffs.org - <i>CURRENT CONTRACTORS ONLY</i>	June 22, 2023	June 22, 2023
Invitation to Bid Announcement and Publication	July 6, 2023	July 6, 2023
NAPC Advertisement	July 6, 2023	July 6, 2023
Newspaper Advertisement	July 6, 2023	July 6, 2023
New/Updated Model Specification Review 1		
	Start Date	Due Date
New Vehicle/Motorcycle Model Requests due to VSA - <i>Any new vehicles/motorcycles that need to be available for bidding for the 2023-2024 contract year.</i>	June 29, 2023	June 29, 2023
Vehicle/Motorcycle Withdraw Requests due to VSA - <i>Any vehicles/motorcycles that will not be available for bidding for the 2023-2024 contract year.</i>	June 29, 2023	June 29, 2023
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 13, 2023	July 13, 2023
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/motorcycles.</i>	July 20, 2023	July 20, 2023
Pre-Bid Conference RSVP due to kmitman@virginiasheriffs.org	July 26, 2023	July 26, 2023
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference – Tesla (9:00 am – 10:00 am)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – All Motorcycle (10:30 am – 11:30 am)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – Stellantis (1:00 pm – 2:00 pm)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – Ford (2:30 pm – 3:30 pm)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – Toyota (9:00 am – 10:00 am)*	August 3, 2023	August 3, 2023
Pre-Bid Conference – Nissan (10:30 am – 11:30 am)*	August 3, 2023	August 3, 2023
Pre-Bid Conference – Mercedes Benz (1:00 pm – 2:00 pm)*	August 3, 2023	August 3, 2023
Pre-Bid Conference – General Motors (2:30 pm – 3:30 pm)*	August 3, 2023	August 3, 2023
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	August 17, 2023	August 17, 2023
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/motorcycles.</i>	August 23, 2023	August 23, 2023
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding	August 29, 2023	August 29, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	August 31, 2023	September 19, 2023 at 12 noon EST
Deadline to Submit Rollover Contract Price Increase Requests & Updated Build Sheets/Option Sheets - <i>CURRENT CONTRACTORS ONLY</i>	September 1, 2023	September 1, 2023
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 19, 2023 at 12 noon EST	September 19, 2023 at 12 noon EST
Bid Tabulation Results Posted by VSA	September 19, 2023	September 19, 2023 at 5:00 pm EST
Review of Bid Submissions by VSA	September 20, 2023	October 4, 2023
VSA Fleet Advisory Committee in Richmond (10:00 am – 12:00 pm)**	September 28, 2023	September 28, 2023
Intent to Award Published by VSA and Bidder Review of Award	October 5, 2023	October 5, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 24-07-0919</i>	October 9, 2023	October 9, 2023
All rollover contracts go into effect - <i>Bid 22-05-0917RR and Bid 23-06-0921R</i>	October 9, 2023	October 9, 2023

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

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