



**Virginia Sheriffs' Association
2024-2025 Vehicle & Motorcycle Procurement Calendar
Bid 25-08-0917**

Program Introduction and Solicitation		
	Start Date	Due Date
VSA 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 25, 2024
VSA Publishes Invitation for Bid Announcement and Publication	June 21, 2024	June 21, 2024
VSA Publishes NAPC Advertisement	June 21, 2024	June 21, 2024
VSA 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 VSA (kmitman@virginiasheriffs.org) - Any vehicles/motorcycles that need to be available for bidding for the 2024-2025 contract year.	June 25, 2024	June 25, 2024
VSA Publishes First Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	July 16, 2024	July 16, 2024
Deadline for Dealers/Manufacturers to submit the Pre-Bid Conference RSVP to kmitman@virginiasheriffs.org	July 19, 2024	July 19, 2024
Deadline for Dealers/Manufacturers to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the First Draft Bid Package - Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.	July 23, 2024	July 23, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference (Zoom) – Tesla (9:00 am – 10:00 am)	July 29, 2024	July 29, 2024
Pre-Bid Conference (Zoom) – All Motorcycle (10:30 am – 11:30 am)	July 29, 2024	July 29, 2024
Pre-Bid Conference (Zoom) – Mercedes Benz (2:00 pm – 3:00 pm)	July 29, 2024	July 29, 2024
Pre-Bid Conference (Zoom) – Toyota (9:00 am – 10:00 am)	July 30, 2024	July 30, 2024
Pre-Bid Conference (Zoom) – Nissan (10:30 am – 11:30 am)	July 30, 2024	July 30, 2024
Pre-Bid Conference (Richmond, VA) – Stellantis (9:00 am – 11:00 am) *	July 31, 2024	July 31, 2024
Pre-Bid Conference (Richmond, VA) – Ford (11:30 am – 1:30 pm) *	July 31, 2024	July 31, 2024
Pre-Bid Conference (Richmond, VA) – General Motors (2:00 pm – 4:00 pm) *	July 31, 2024	July 31, 2024
VSA Publishes Second Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	August 8, 2024	August 8, 2024
Deadline for Dealers/Manufacturers to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the Second Draft Bid Package - Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.	August 14, 2024	August 14, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding.	August 21, 2024	August 21, 2024
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	August 26, 2024	September 17, 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 17, 2024 at 12 noon EST	September 17, 2024 at 12 noon EST
Deadline for 5 Government References to complete VSA online Government Reference Form for all Dealers Bidding.	September 17, 2024 at 12 noon EST	September 17, 2024 at 12 noon EST
VSA Publishes Bid Tabulation Results.	September 18, 2024	September 18, 2024 by 5:00 pm EST
VSA Review of Bid Submissions.	September 18, 2024	October 3, 2024
VSA Fleet Advisory Committee Meeting (10:00 am – 12:00 pm) - <i>Richmond, VA **</i>	October 1, 2024	October 1, 2024
VSA Publishes Intent to Award/Bidder Review of Award.	October 4, 2024	October 4, 2024
VSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect.</i>	October 9, 2024	October 9, 2024

* July 31st 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