

# INDIANA SHERIFFS' ASSOCIATION, INC.

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**STEPHEN P. LUCE**  
Executive Director

June 11, 2021

Dear Indiana Vehicle Dealers and Manufacturers,

As our Vehicle Procurement Program continues to grow, the ISA 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 November 7, 2021 with new contracts being awarded and going into effect on November 8, 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 September 15, 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 22-03-1015.

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 ISA's Procurement Programs please visit us on the web at <https://indianasheriffs.org/procurement/> or contact Jason Bennett at [jbennett@indianasheriffs.org](mailto:jbennett@indianasheriffs.org) or 919-459-8195.

Thank you,



Stephen P. Luce  
Executive Director  
Indiana Sheriffs' Association



**Indiana Sheriffs' Association**  
**Vehicle Bid 22-03-1015 Calendar - 2021-2022**  
*Police Rated, Administrative, Sport Utility Vehicles, Vans, and Trucks*

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: <a href="https://www.myvendorlink.com/common/register.aspx">https://www.myvendorlink.com/common/register.aspx</a></i>	June 11, 2021	September 15, 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 ISA - <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 ISA - <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 16, 2021	July 16, 2021
Dealer/Manufacturer Responses to First Draft Bid Package due to ISA - <i>Any additional changes that need to be made to the list of vehicles.</i>	July 30, 2021	July 30, 2021
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference – <b>Stellantis</b> (9:00 am – 11:00 am)*	August 27, 2021	August 27, 2021
Pre-Bid Conference – <b>Ford</b> (12:00 pm – 2:00 pm)*	August 27, 2021	August 27, 2021
Pre-Bid Conference – <b>General Motors</b> (3:00 pm – 5:00 pm)*	August 27, 2021	August 27, 2021
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	September 8, 2021	September 8, 2021
Dealer/Manufacturer Responses to Second Draft Bid Package due to ISA - <i>Any additional changes that need to be made to the list of vehicles.</i>	September 15, 2021	September 15, 2021
Bid Finalization and Announcement		
	Start Date	Due Date
SAT Finalizes List of Vehicles Eligible for Bidding	September 20, 2021	September 20, 2021
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered. Visit: <a href="https://www.myvendorlink.com/common/default.aspx">https://www.myvendorlink.com/common/default.aspx</a></i>	September 22, 2021	October 15, 2021 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	October 15, 2021 at 12 noon EST	October 15, 2021 at 12 noon EST
Bid Tabulation Results Posted by ISA	October 18, 2021	October 18, 2021 at 5:00 pm EST
Review of Bid Submissions by ISA	October 19, 2021	November 2, 2021
ISA Fleet Advisory Committee via Zoom (10:00 am – 1:00 pm)*	October 26, 2021	October 26, 2021
Intent to Award Published by ISA and Bidder Review of Award	November 3, 2021	November 3, 2021
Bid Award Announcement and Publication - <i>All awarded contracts go into effect.</i>	November 8, 2021	November 8, 2021

\* All Pre-Bid Conferences will be held via Zoom. Meeting details will be provided at a later date.