

<i>Date</i> 05/15/2015	<i>Subject</i>  <b>STATE VEHICLE ACQUISITIONS</b>	<i>Item</i> D-750
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## **1. PURPOSE**

This bulletin describes the policies and procedures required by the Division of the Budget for procuring State vehicles. It sets forth policy and financial guidelines, as well as defines the responsibilities of agency management, the Office of General Services (OGS) and the Division of the Budget (DOB).

All vehicles subject to this item shall constitute the agency's State fleet for compliance with this bulletin.

These provisions apply to officers and employees of all State departments, agencies and commissions financed wholly or in part by the State General Fund or other fund appropriations, and public authorities where the Governor has a majority of the appointments.

## **2. APPROVAL OF VEHICLE ACQUISITION**

An approved business case and B-1184 (for purchases that meet B-1184 thresholds) are required for all passenger vehicle purchases. For all non-passenger vehicle purchases, agencies should consult with their DOB budget examiner to determine if a business case is required. A template for the business case can be found at <http://ogs.ny.gov/BU/SS/> under Risk, Insurance & Fleet Management.

The business case will be reviewed first by OGS. Agencies must submit the completed form and required attachments detailing the vehicles to be procured to [fleet.admin@ogs.ny.gov](mailto:fleet.admin@ogs.ny.gov) with a copy to their DOB budget examiner. OGS may require revisions to the business case prior to advancing the request for further review and approval.

OGS, if it approves the business case, will send it to DOB for review. DOB will evaluate the affordability of the proposed acquisition plan within available funding.

Upon approval of both the OGS and DOB reviews, the business case will be attached to the B-1184 and advanced to the Executive Chamber for review and approval by the Office of State Operations. If acquisition does not meet B-1184 thresholds, the business case should remain on file with the agency and the DOB examination unit.

## **3. GUIDELINES FOR ACQUISITION OF VEHICLES**

Agency fleets should generally consist of small class and low emission sedans, with the exception of any assigned to police-related functions. Larger vehicles will only be

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permitted when additional passenger and/or cargo room is required and/or other special circumstances apply.

Optional equipment on any class of vehicle must be limited to what is necessary to meet health and safety or occupational requirements.

#### **4. MANDATORY USE OF OGS CONTRACTS**

OGS is responsible for developing statewide contracts for vehicle purchases, rentals and maintenance at the best value for the State. State agencies are mandated to use these statewide contracts. Exceptions for usage of the maintenance contract include emergency repairs when an authorized vendor is not available/feasible.

#### **5. FINANCIAL OPTIONS**

It is anticipated that vehicles will be purchased outright. Leasing from commercial vendors may be an option when OGS contracts are available and with the approval of DOB. Funding source must be approved by DOB with the business case.