

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

To: All State Agencies

From: Desiree Honoré Thomas, Assistant Commissioner
Statewide Services

Date: February 2, 2016

Re: 2016/2017 Model Vehicle Purchases

DO NOT DISCARD – FORWARD TO VEHICLE BUYER

Agencies must receive approval from the Commissioner of Administration to purchase a new or used vehicle. Therefore, agencies are required to submit detailed justification to the State Fleet Manager, DOA\Louisiana Property Assistance Agency for the acquisition of new or used vehicles.

The 2016/2017 Model Vehicle Contract describing the vehicles available and the cost of each unit will soon be available on the Office of State Procurement website. State Agencies are required to submit a packet for each vehicle it seeks to purchase. Agency requests shall be reviewed and approved by the department secretary or equivalent, or his designee prior to the submission to the State Fleet Manager. Packets should be submitted as soon as possible to avoid late deliveries and possible loss of orders. All purchase orders for state vehicles must be issued by the Office of State Procurement (OSP).

Alternative Fuel Requirements

The U.S. Department of Energy requires alternative fuel vehicles to account for 75% of new vehicle purchases each year. Each agency must complete an Alternative Fuel Form in order for the State Fleet Manager to determine if the agency is required to purchase such vehicles. This form may be filled out online and submitted to the State Fleet Manager. You may print and duplicate as needed. A copy of the form is required to be submitted with your packet.

Bi-Fuel Requirements

R.S. 39:364 states:

The commissioner of administration shall not purchase or lease any motor vehicle for use by any state agency unless that vehicle is capable of and equipped for using bi-fuels,

natural gas, or liquefied petroleum gas, herein after referred to collectively as "alternative fuels". For the purpose of this Section, "bi-fuel" shall mean either gasoline or diesel plus liquefied petroleum gas, gasoline or diesel plus compressed natural gas or any fuel derived from natural gas, or gasoline or diesel plus any non-ethanol based advanced bio-fuel.

However, a waiver from this requirement can be requested to the Commissioner of Administration providing your request meets one of the following conditions:

1. The agency's vehicles will be operated primarily in an area that is not within a 25 mile radius of an available liquefied petroleum gas, compressed natural gas, or advanced bio-fuel refueling facility.
2. The state agency is not able to recoup the portion of the purchase or lease which is the difference between the cost of a new vehicle which is alternative fuel capable and the estimated cost of a vehicle with similar vehicle specifications which is not alternative fuel capable through reduced costs of operating such vehicle within 60 months of the purchase or lease. See <http://www.doa.la.gov/pages/osp/contracts/vehicles/index.aspx>, for Calculation Formula.
3. The vehicle does not meet the required specifications as determined by the Division of Administration.

If you need additional information about these requirements you can contact James Desormeaux at (225) 342-6855 or James.Desormeaux@la.gov.

Purpose-Specific General Waivers

R.S. 39:364(A)(2) authorizes the Commissioner of Administration to waive the requirement to purchase or lease alternative fuel vehicles under certain circumstances. R.S. 39:354(A)(2)(c) allows a waiver when the Division of Administration determines that available alternative fuel vehicles do not meet the required specifications of an agency.

LAC 34:I.301 describes a specification as serving as the basis for obtaining an item that is suitable for meeting the needs of the state. The division of administration has determined that available alternative fuel vehicles will not meet the needs of the state when the vehicle is to be used for certain purposes. Accordingly, the Commissioner of Administration hereby waives the requirement to purchase or lease an alternative fuel vehicle when the vehicle is to be used for the following purposes or under the following circumstances:

1. *Large-size sedans may be purchased for use by statewide elected officials, appointed officials, and department heads as defined by Title 36 of the Louisiana Revised Statutes (secretary, deputy secretary, undersecretary, assistant secretary, and the equivalent positions in higher education and offices of elected officials).*
2. *Mid-size sedans may be purchased for usual occupancy by three (3) or more persons, or when the major use will be inter-city travel.*

3. *Sub-compact and compact vehicles may be purchased for usual occupancy by one (1) or two (2) persons, or when the major use will be intra-city.*

Justification/documentation needed for all other waivers

Sport Utility Vehicles, Pickup Trucks and Four-Wheel Drive Options on Vehicles

Sport utility vehicles, pickup trucks (crew cab and/or 4-wheel drive) have higher acquisition costs and higher annual maintenance and fuel costs than 2-wheel drive mid-size trucks and general purpose automobiles. Therefore, the purchase of such vehicles should be limited for purchases where the performance of job duties requires off-road and/or rough-terrain use.

Agencies will be required to submit detailed justification along with the purchase requisition/order to the State Fleet Manager for acquisitions of SUVs or crew cab and/or 4-wheel drive pickup trucks.

Special Use Vehicles

Special use vehicles include police vehicles, passenger vans, cargo vans, SSV's, medium and heavy duty trucks, and handicap and non-accessible modified vans/buses. Requests for such vehicles shall include an explanation of the special needs and primary use of the vehicles to substantiate the procurement.

Information to be Included in Packet

- If not purchasing bi-fuel vehicles provide approved waiver from R.S. 39:364.
- For all vehicle purchases, Agency must provide justification and an explanation for each vehicle requested. Justification for purchase must include at a minimum:
 1. Confirm use of vehicle needed (i.e. law enforcement, etc.);
 2. Explain the critical nature of the need for the particular vehicle;
 3. Include the number of vehicles in your current fleet and explain why the need cannot be satisfied from your existing fleet;
 4. Intended use, whether the vehicle will be used primarily for inter-city or intra-city travel;
 5. Number of expected occupants;
 6. Anticipated annual mileage and;
 7. Justification for special equipment options, etc.
- If using a trade in for purchase of vehicles, identify the asset numbers that will be surplus by completing a DA – 121 Vehicle Condition Report Form.
- A completed Alt-Fuel Form.
- Funding source (self-generated, donation, statutory dedication, federal, etc.).

If you have any questions concerning the vehicle contract, please contact Austin Bachman at (225) 342-9200 or e-mail Austin.Bachman@la.gov. Questions regarding justification packet to purchase a vehicle including trade-in information should be addressed to James Desormeaux at (225) 342-6855 or by e-mail James.Desormeaux@la.gov.

2016 VEHICLE ORDER INSTRUCTIONS

For LA GOV AGENCIES

SRM VEHICLE PROCUREMENT PROCEDURES FOR LAGOV AGENCIES

IMPORTANT: Check order cutoff dates for the vehicle you wish to order on OSP website. This information will be posted on each line item as the dates become available from the vendor. Prior approval from LPAA must be obtained before entering order for OSP approval. LPAA approval document should be attached to the shopping cart.

A. Agency creates shopping cart, entering the following:

1. Agency creates shopping cart, selecting vehicle from MDM catalog
2. Agency selects P Group OSP One Time Buy Bid Team for the shopping cart item
3. Agency selects LA Gov Special Funding LEAF or MIPA if vehicle will be financed.
4. Agency selects LPAA-Property Control as delivery address
5. Agency completes all other required shopping cart header and accounting information (all required paperwork including LPAA approval should be added to the shopping cart as an attachment)

B. Agency completes shopping cart items

1. In supplier text enter the desired exterior and interior colors, the full agency name in which the vehicle shall be titled, and the agency's contact person and telephone number. The vehicle description should not be changed.

Note: Failure to specify colors will delay your order.

2. Attach LPAA approval document to item.
3. Vehicle options will be entered as subsequent shopping cart items (will be selected from the MDM catalog in step 1 above)

Note: The vehicles come with standard OEM equipment and, in some cases, other options. Any additional options must be approved by LPAA. The Dealer or State Procurement may assist you in identifying the option code, description and price. Options listed under Popular Options on the Vehicle Information page on the State Vehicle Contract website have already been loaded in MDM. If the desired option is not present in the MDM catalog, send your request to Austin Bachman via e-mail: Austin.Bachman@la.gov. You will be contacted when the option is added to the MDM catalog.

4. Order the shopping cart and agency approvals will be required.

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5. Once approved, OSP will create a standard purchase order from the shopping cart via Perform Sourcing. All shopping cart item details and any attachments will be present on the purchase order.

C. Agency submits ProAct record

1. Enter a ProAct record selecting One Time Buy as the Type of Procurement and Vehicles as a Special Condition. Under Required Documentation, enter the LPAA approval number and check the box indicating that the approval document has been uploaded in LaGov. If unable to upload the document in LaGov, upload the document in ProAct.
2. Submit ProAct record to OSP.
3. OSP will match ProAct record to approved shopping cart and deliver to Buyer.

D. Process Order for Approvals

1. OSP reviews the SRM order for compliance with established guidelines and for necessary LPAA approvals.
2. OSP will change the Goods Recipient to LPAA.
3. OSP will select the LaGOV Capital Asset box on the purchase order header for those agencies that are fully implemented on LaGov. **Note:** When the LaGov Capital Asset box is selected an approval will be generated by the system to the agency Asset Accountant who will approve the purchase order in Section D below.

E. OSP P Group

1. OSP P Group will ORDER the purchase order and workflow (approvals) will be started. Once approved the purchase order will encumber and print and OSP will sign and email copies to the Vendor, Agency and LPAA.

F. Delivery of Vehicle to Louisiana Property Assistance Agency (LPAA):

1. LPAA inspects vehicle to ensure compliance with order specifications, and upon acceptance, **receives the vehicle in LAGOV** (MIGO transaction) on behalf of the agency. LPAA will call the agency contact specified in PO supplier text to advise that the vehicle has been received in LAGOV and is ready for pickup. Agency initiates payment process.

NOTE: LPAA will notify OSP if problems exist with the vehicle upon delivery, and will not create the MIGO document until the vendor correct the problem, thereby preventing payment. Agency will be notified in this event.

2016 VEHICLE ORDER INSTRUCTIONS

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LA GOV AGENCIES

2. The **original invoice**, certificate of origin and odometer statement will be delivered to LPAA by the vendor. These original documents must be presented by the agency to the Department of Motor Vehicles for vehicle titling and registration purposes, and will be given to the agency at time of vehicle pickup.

IMPORTANT NOTE: Vendor will mail a copy of the invoice directly to the agency's "Invoice to Address" stated on the purchase order. **Payments must be made within 30 days;** otherwise, the vendor has the right to repossess the vehicle from LPAA without recourse by the agency.

G. Vehicle Pickup from LPAA

1. Agency must present a copy of transaction code FB03, reflecting that payment has been processed and indicating the check number prior to release of the vehicle. LPAA will verify the FB03 information.
2. Agency to furnish the vehicle decals. LPAA will apply the agency's decals to the vehicle prior to release.
3. LPAA will release titling and registration documents at time of vehicle pickup.