



State of Oklahoma
Office of Management and Enterprise Services

December 31, 2012

Memorandum

From: John Morrison, Administrator

A handwritten signature in blue ink, appearing to read "John Morrison", with a large loop at the end.

RE: Policy on Vehicle Acquisition Requests

In support of Governor's Fallin's initiative to maximize the use of natural gas vehicles (NGV) in the state's fleet inventory, the Division of Capital Assets Management (DCAM) is implementing new evaluation tools and providing additional resources to help state agencies with a successful transition. Effective immediately, DCAM will consider every vehicle acquisition request an opportunity to find an effective NGV solution that will save money and promote even greater savings in years to come.

All new vehicle acquisition requests will be approved for NGV only when:

- A mission-suitable compressed natural gas (CNG) vehicle is available through SW035C (<https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=410>);
- AND
- When purchase of the CNG vehicle would result in long term cost savings as determined by the CNG Effectives Calculator (CNG-effectiveness.xlsx), located at https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=205.

To evaluate whether or not a suitable CNG vehicle is available, the requesting agency should review mission requirements, consider alternatives and evaluate flexibility in the current fleet to overcome limitations by better utilizing existing vehicles in the inventory. The agency should consider:

- The currently available compact CNG passenger car in lieu of a mid or full size sedan for routine transportation;
- A 3/4 ton CNG pickup, which compares favorably to a 1/2 ton gasoline truck;
- Use of existing assets or reduce new purchases of mid and full size passenger cars for those instances when extraordinary cargo space is required;
- Deferring purchases of mid and full-size passenger cars and 1/2 ton pickups until next year, when CNG options are expected to be available for these vehicle classes;
- When initial capitalization of new acquisitions is problematic, reduce the number of new purchases until next year.

Fleet Management will process all requests and assist agencies with analysis and exploration of alternative strategies. Acquisition requests for CNG vehicles will receive routine approval. Requests for conventional fuel vehicles will be forwarded to the DCAM Administrator for review. If the request is not approved and the agency feels there are unique circumstances that create an undue burden, the Administrator will defer the final decision to a third party designated by the Governor for additional review and consultation.

All agencies whether or not subject to Fleet acquisition review should use these same criteria when making vehicle purchase decisions.

Additional resources are available at: http://www.ok.gov/DCS/Fleet_Management.