

# Department of Administrative Services

Improving efficiency, compliance, and workplace performance

## ACQUIRING A VEHICLE

FLOWCHART AND DETAILED STEPS

---

DEPARTMENT OF ADMINISTRATIVE SERVICES  
Office of Fleet Management



# Acquire a Vehicle Flow Chart

Are there any underutilized vehicles available for use?  
Use the TCO Fleet Dashboard to review vehicles on the underutilized list.

YES

Redistribute your available vehicles to fulfill your current vehicle needs.

NO

**Important Note:** Justification is required for the Vehicle Request (VR) to be considered for approval. Use the No Fuel List and - or Fleet Management System to identify vehicles that are in non-compliance with maintenance and fuel requirements per Policy 10.

Consider the Surplus Property Donee program.  
[Donee Website.](#)

NO

Do you have funds?

YES

Use the [Vehicle Acquisition Options Chart](#) or the Rental Vehicle Cost Comparison to assist in your decision for choosing an option to acquire a vehicle.

Additions may be added to the fleet when it is to accommodate a new program or employee.

Additional vehicle added to the fleet must confirm that the vehicle will comply with the minimum utilization standard.

ADDITION

Will you be adding an additional vehicle to the fleet or replacing an existing vehicle?

REPLACEMENT

Check the TCO Dashboard replacement list to locate a vehicle eligible for replacement. Refer to Policy 10 for replacement exceptions.

Document Vehicle Requirements

What type of vehicle does your entity need?

How will it be used?

If replacing a vehicle, is it like-kind to the replacement vehicle selected?

What option best suits your vehicle acquisition needs

Lease? (go to page 2)? Or Purchase? (go to page 3) Or Rental?

Rental

Contact Enterprise or Hertz to reserve your vehicle.

# Leasing A Vehicle

Locate a Statewide Contract vendor for leasing a vehicle on Team Georg a Market place (TGM).

Create a cost analysis comparing lease to purchase and demonstrating cost benefit. Include lease terms, number of years, and obligation per year must also be included in the documentation per Policy 10.

Obtain vehicle availability and pricing from lease vendor.

Gather the documents for the cost analysis, vehicle pricing, and if applicable, justification for non-compliance of maintenance and fuel requirements (per Policy 10).

**Important Note:** This justification is required for the Vehicle Request (VR) to be considered for approval.

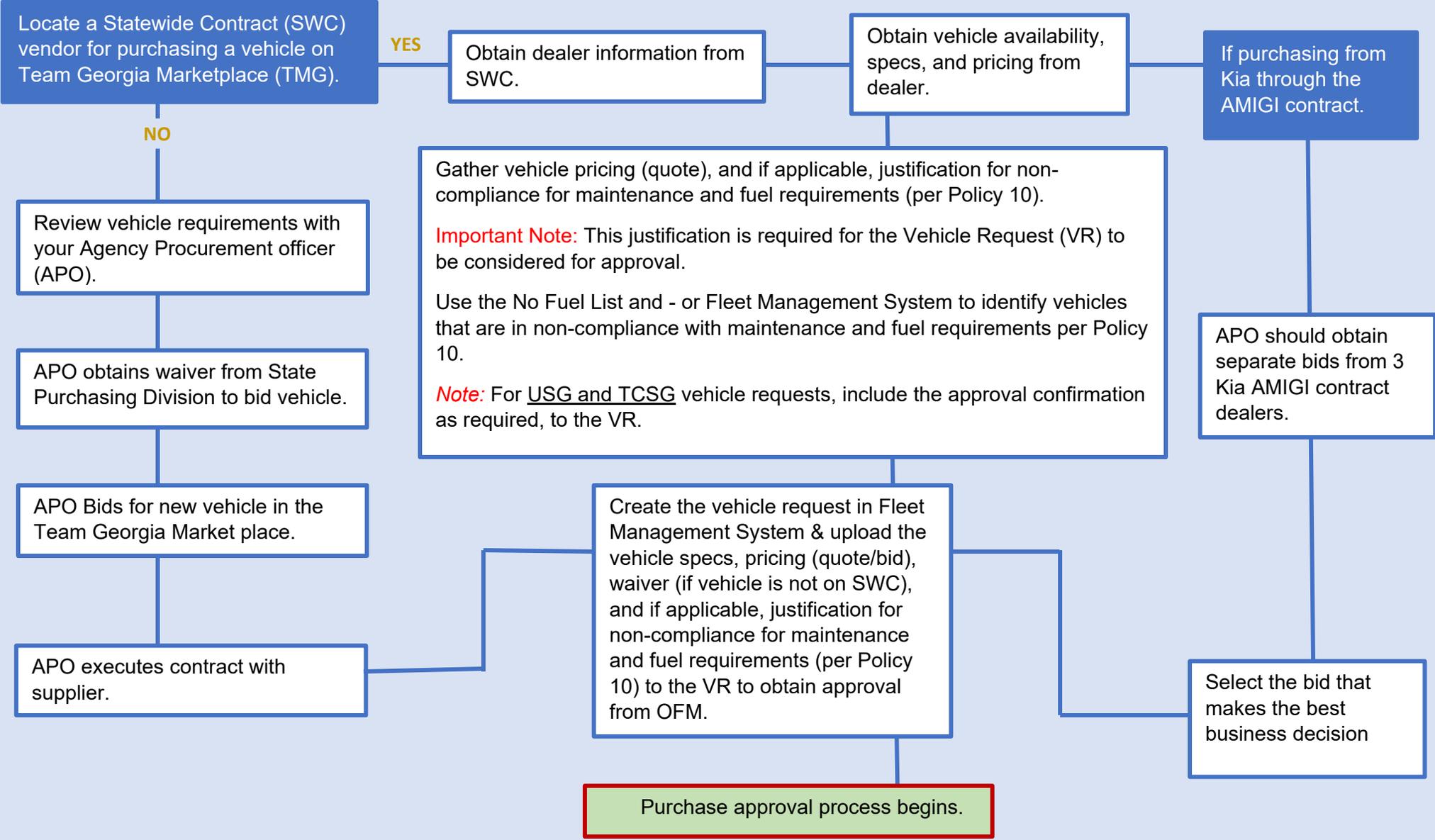
Use the No Fuel List and - or Fleet Management System to identify vehicles that are in non-compliance with maintenance and fuel requirements per Policy 10.

**Note:** For USG and TCSG vehicle requests, include the approval confirmation

Create the vehicle request in Fleet Management System & upload the cost analysis, vehicle pricing, and if applicable, justification for non-compliance of maintenance and fuel requirements to obtain approval from OFM.

Lease approval process begins.

# Purchasing A Vehicle



## ACQUIRING A VEHICLE

### Vehicle Acquisition Options Chart

This chart provides you with guidelines for whether to acquire a vehicle through the options of buy, lease, rent or reimburse.

When making a **vehicle acquisition decision**, you must look not only at financial comparisons, but also at your entity's situation and need. Ask questions to drive your decision.

- Does your agency have funding for major vehicle repairs typically seen after a vehicle reaches 5 years of age?
- Does your agency have enough funding to purchase a new vehicle?
- How many miles will the vehicle be driven?
- How frequently will the vehicle be driven?
- How long does your agency need a vehicle?
- Does the vehicle require specialized equipment? ex. bucket trucks
- Will the vehicle be used for a specific purpose? ex. law enforcement
- Is the cost per mile more or less important than long-term costs?

Consider the following chart.

Factors	Personal Owned Vehicle	Rent	Lease	Purchase
Mileage	Under 30 miles per day	Over 900 miles per month	14,000 per year	14,000 per year
Length of Time Needed	Varies	1-3 months	6 months – 4 years	4+ years
Capital funding	No	N/A	N/A	Yes
Operating funding	Yes	Yes	Yes	Yes

**\*Note:** See Policy 10-Section II-Subsection 5 for detailed requirements on acquiring a vehicle.

[Click to return to the Flowchart](#)

## ACQUIRING A VEHICLE

### Document Vehicle Requirements

Review Policy 10 version 10, Section II – Purchase, Operation and Disposal items. Review the following sub sections in Section 5.2 Motor Vehicles Authorized for Acquisition and 5.3 Ordering Motor Vehicles.

- 5.2.1 Alternative Fuel Vehicle Program

In consideration of federal, state and local regulations relating to the Energy Policy Act of 1992, all efforts will be made to ensure approximately 75% of new eligible motor vehicles purchased by state agencies are alternative fuel capable. Alternative fuel options will be made available through the State Purchasing Division's vehicle contracts. Motor vehicle models identified for purchase and use in non-attainment areas that are not recognized as alternative fuel capable will require justification and approval by OFM prior to purchase.

- 5.2.2 Motor Vehicles Authorized for Acquisition

Agencies are encouraged, but not required, to acquire subcompact and compact automobiles wherever possible. If subcompact or compact automobiles for specific jobs are too small to satisfy the operating needs of those jobs, an agency is authorized to obtain mid-sized automobiles. Mid-sized automobiles are those typically defined as such by rental car companies. These automobiles are usually four-door, can accommodate up to four persons comfortably (with a maximum of five persons), and hold up to four pieces of luggage. Agencies have full discretion on the size of automobiles that they may obtain, up to and including mid-sized automobiles, light duty trucks, and heavy-duty trucks based on their own assessments of their individual needs. Agencies are required to maintain documentation of the assessment and make such documentation available for inspection upon request by OPB or DOAS. Agencies must obtain authorization from OFM to acquire any automobile larger than a mid-sized automobile or an automobile with options not included in the equipment shown on the state contract specification. The makes and models of the automobiles with the established options shall be placed on statewide contract by the DOAS State Purchasing Division through its established bidding procedure.

- 5.3 Ordering Motor Vehicles

All motor vehicles must be ordered through DOAS statewide contracts. Prior to ordering any vehicles, agencies must submit the associated procurement documentation to OFM through the Vehicle Request Form for certification that the size and optional equipment restrictions of this policy memorandum are being complied with. No motor vehicle may be ordered without the authorization of the appropriate DOAS official. Additionally, agencies that are replacing motor vehicles are required to provide information on each motor vehicle to be replaced, including type of motor vehicle, unique agency vehicle number, VIN, age, mileage, general operating condition, and other information as deemed necessary by OPB or DOAS. Motor vehicle orders must be submitted by May 15th of the fiscal year. Any orders received after May 15th will be deferred to the following fiscal year. Emergency requirements, which justify orders after the cutoff date (e.g., replacement of a totaled motor vehicle) or changes in the vendor(s) awarded the statewide contract, may be considered on a case-by-case basis. Motor vehicles shall not be purchased off- contract from dealer stock without the written approval of DOAS State Purchasing Division.

## ACQUIRING A VEHICLE

Consider the Vehicle Acquisition Matrix, available from Policy 10 Appendix, prior to acquiring a used vehicle.

### Policy 10 – APPENDIX A – Vehicle Acquisition Matrix

The State of Georgia's fleet includes several aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management (OFM). To allow these vehicles to be transferred from one agency to another defeats those efforts.

To reduce the number of these types of vehicles that can re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles. These guidelines will apply to vehicles proposed for acquisition from any source including donated and used vehicle purchases.

Effective January 1, 2019, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping. These may be rescinded or altered as determined by OFM and OPB.

## ACQUIRING A VEHICLE

### Vehicle Acquisition Matrix

Type of Vehicle	Not Available for Transfer or Purchase	Only Available to Police / Public Safety	Only available <175,000 Miles	Only Available < 275,000 Miles (GAS) / < 500,000 Miles (DIESEL)	Only Available < 800,000 Miles
Pre-2005 15 Passenger Vans	X				
Ford Crown Victoria		X	X		
Sedans, Small Vans and Pick Up Trucks no greater than 10,000 Pounds GVW			X		
Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)				X	
All Vehicles with a GVWR greater than 26,000 Pounds					X

- No Vehicle Greater Than 15 Years Old (Difference Between Vehicle Model Year and Current Calendar Year) is Available for Purchase or Transfer
- No Vehicle with Broken or Rolled Over Odometers Unless Mileage can be Established by OFM Records is Available for Purchase or Transfer
- Exceptions:
  1. Technical Schools and Public Safety Training Center for Non-Road Worthy Vehicles Only
  2. Historical Vehicles Used for Display or Public Relations

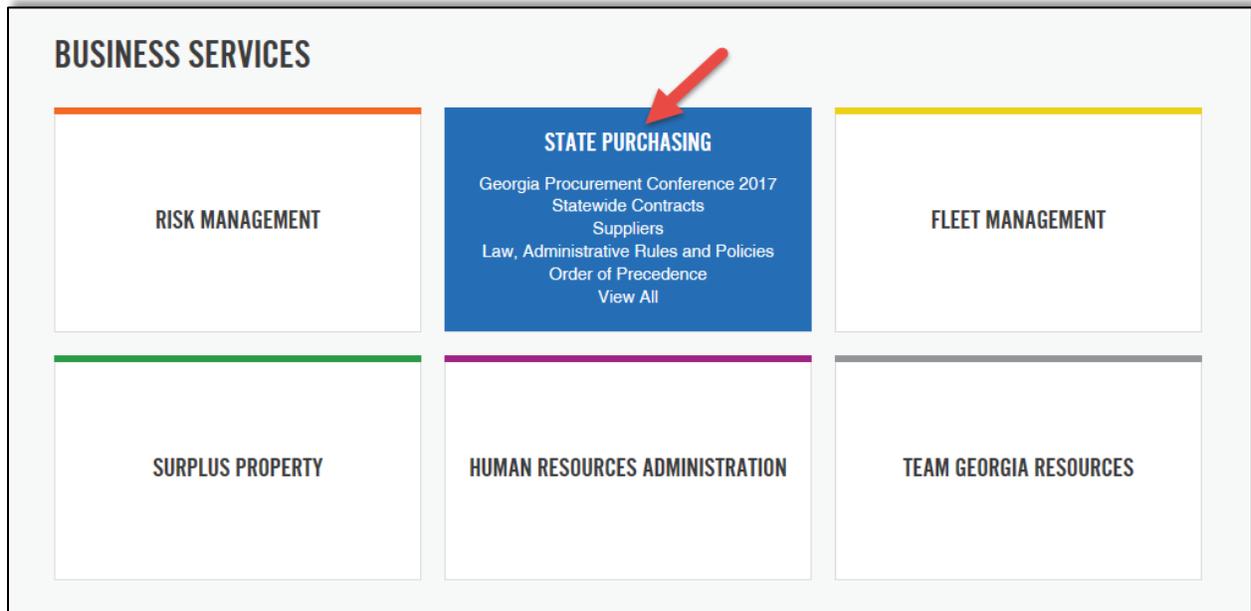
[Click to return to the Flowchart](#)

## ACQUIRING A VEHICLE

### Access Team Georgia Marketplace

How to acquire a vehicle using the Team Georgia Marketplace Virtual Catalog?

1. Login to the Department of Administrative Services (DOAS) internet page at [www.doas.ga.gov](http://www.doas.ga.gov).
2. Click on **State Purchasing** under the BUSINESS SERVICES section in the middle of the page.



3. When the State Purchasing Division page displays, click on **Statewide Contracts** under AREAS OF FOCUS section.



## ACQUIRING A VEHICLE

- Click on **State Contract Index** under the General Public section to display the **Team Georgia Marketplace** login screen.

### STATEWIDE CONTRACTS

The State Purchasing Division establishes Statewide Contracts (SWCs) for the benefit of both State and Local government entities throughout Georgia. By leveraging the State's purchasing power, SPD establishes competitive statewide contracts for a variety of products, services, and equipment. State and Local governments can benefit from the convenience and competitive pricing of these pre-established contracts. Contracts include commonly used commodities such as office supplies, office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. To learn what goods and services are currently available on statewide contracts, see the relative sections below based on your role.

#### General Public

Click **Statewide Contract Index** and log in using the following guest ID and password to navigate to the "Contracts" tab to search or browse available contracts.

ID: tgmguest  
password: tgmguest

- Login to Team Georgia Marketplace with User Name: tgmguest and Password: tgmguest.

## Team Georgia Marketplace



### State of Georgia

#### SIGN IN

Welcome To Team Georgia Marketplace!

**Existing Users:** Please enter your user name and password below (fields are case-sensitive).  
**New Users:** Please [Click Here](#) for access. You will be provided with details on how to access this site.

..... User Name

..... Password  [Forgot your Password?](#)

## ACQUIRING A VEHICLE

At this point, you can search Team Georgia Marketplace for the following:

- [How to Search for Administrative Vehicles Only](#)
- [How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#)
- [How to Search for Pursuit Vehicles](#)
- [How to Search for Long Term Lease Vehicles](#)
- [Information to Collect](#)

### How to Search for Administrative Vehicles

Administrative Vehicles includes the following:

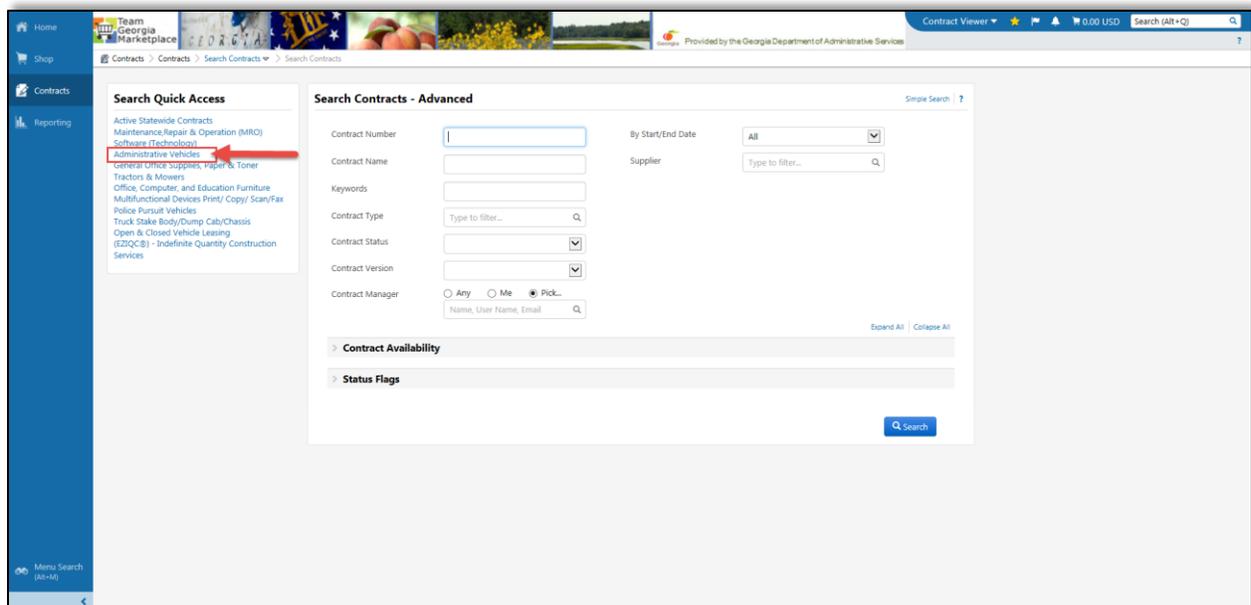
- Sedans
- SUVs
- Crossover SUVs
- Trucks
- Passenger Vans
- Cargo Vans

These contracts do not include:

- Pursuit Vehicles (check [How to Search for Pursuit Vehicles](#))
- Truck Stake Body, Dump Cab or Chassis Vehicles (check [How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#))
- Lease Vehicles (check [How to Search for Long Term Lease Vehicles](#))

You can only purchase the administrative vehicles listed on the contract.

1. To search for Administrative Vehicles, click on the **Administrative Vehicles** link located on the left side of the screen to display the list of all negotiated vehicle contracts.



## ACQUIRING A VEHICLE

2. Scroll down on the list of contracts available. To obtain additional information, click the **Contract Number** link for more details.

The screenshot shows the 'Contract Search Results' page in the Georgia Marketplace. The search criteria are 'Administrative Vehicles'. The results list several contracts, with the one '99999-SPD-ES40199373-0095' selected. The contract details for this selection are: Supplier: Wade Ford, Start Date: 8/12/2015, End Date: 11/30/2017, Version Type: Original, Contract Type: Mandatory Statewide Contract, and Active for Shopping: Yes. A red arrow points to the contract number, and another red arrow points to the 'Open Summary' button.

Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager's details, attachments.

3. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.

The screenshot shows the 'Contract Summary' page for contract '99999-SPD-ES40199373-0095'. The contract information is displayed, including the supplier 'DON JACKSON AUTOMOTIVE LLC' and the contract type 'Mandatory Statewide Contract'. The 'Attachments' section is expanded, and a red arrow points to the 'Attachments' link.

4. When the Attachment section opens, click on the **Master Index Vehicle Pricing** document to obtain ordering information and pricing.

## ACQUIRING A VEHICLE

**Contract Summary**

**Contract Information**

Contract Name *	Administrative Vehicles
Contract Type *	Mandatory Statewide Contract
Supplier Name	DON JACKSON AUTOMOTIVE LLC

**Dates And Renewal**

Start Date	8/12/2015 12:00 AM EST
End Date	11/30/2017 12:00 AM EST

**Contract Managers**

Billy Gilbert	bgilbert@doas.ga.gov +1 (404) 657-4277
---------------	---

**Attachments**

Display Order	Attachment	Date Uploaded
1	<a href="#">Master Admin Vehicles Pricing 12-2016.xlsx</a>	1/4/2017 12:51:40 PM
2	<a href="#">Don Jackson Information Sheet.pdf</a>	11/28/2016 9:03:12 AM
3	<a href="#">Benefits Sheet</a>	2/22/2016 11:02:14 AM

- Review the Master Index Vehicle Pricing document. Notice the tabs available for different types of vehicles available from the contract. Obtain the contact information and contract number.

Line	Vehicle Description	Price	Early Pay Discount	Supplier Contact Information
SUV 1	Ford Escape	\$19,198.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
SUV 3	Ford Explorer (FWD)	\$24,725.00	No EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
SUV 4	Ford Expedition	\$29,049.21	\$ 25,903.85	Griffin Speedway Ford Richard Distel 678-449-7870 richard@gafordtrucks.com Contract #: 99999-SPD-ES40199373-0004
<b>Alternatively Fueled</b>				
SUV 5 AF	Chevrolet Tahoe	\$41,231.00	\$ 40,818.69	Langdale Chevrolet Kris Jesse 1-706-325-2776 Kjessee740@aol.com Contract #: 99999-SPD-ES40199373-0007

Sedans **SUV's** Crossover SUV's Trucks Passenger Vans Cargo Vans

## ACQUIRING A VEHICLE

6. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.

<b>Supplier Contract Information</b>			
<b>Statewide Contract Number</b>	99999-SPD-ES40199373-010S		
<b>PeopleSoft Vendor Number</b>	0000479799		
<b>Vendor Name &amp; Address</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;"><b>Location Code</b></td> <td>000001</td> </tr> </table>	<b>Location Code</b>	000001
<b>Location Code</b>	000001		
<b>DON JACKSON AUTOMOTIVE LLC</b> 3950 JONESBORO ROAD UNION CITY, GA 30291			
<b>Contract Administrator</b>			
<b>C. MICHAEL DAVIS III</b> Phone: 706-505-4834 Fax: 7703063393 Email: ozwizard@aol.com			
<b>Contact Details</b>			
<b>Ordering Information</b>	 <b>DON JACKSON AUTOMOTIVE LLC</b> 3950 JONESBORO ROAD UNION CITY, GA 30291		
<b>Remitting Information</b>	<b>DON JACKSON AUTOMOTIVE LLC</b> 3950 JONESBORO ROAD UNION CITY, GA 30291		
<b>Delivery Days</b>	Orders will be shipped within 120 days after receipt of Purchase Order		
<b>Discounts</b>	0%		
<b>Payment Terms</b>	Net 30 days		
<b>Bid Offer includes</b>	State and Local Governments		
<b>Acceptable payment method</b>	Purchase Orders, EFT		

## ACQUIRING A VEHICLE

7. When the Ordering Instructions page displays, take all necessary notes you need to proceed.

For other types of vehicles, check the following links.

- [How to Search for Administrative Vehicles Only](#)
- [How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#)
- [How to Search for Pursuit Vehicles](#)
- [How to Search for Long Term Lease Vehicles](#)
- [Information to Collect](#)

[Click to return to the Flowchart](#)

[How to Search for How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#)

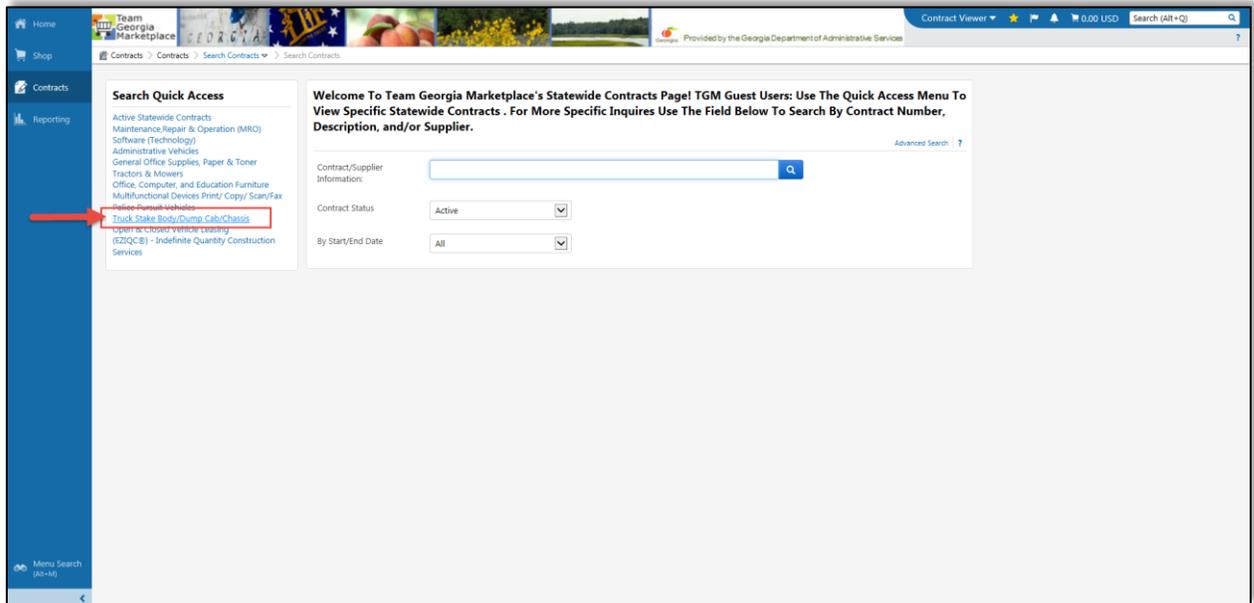
These contracts do not include:

- Pursuit Vehicles (check [How to Search for Pursuit Vehicles](#))
- Buses ([check How to Search for Buses](#))
- Lease Vehicles (check [How to Search for Long Term Lease Vehicles](#))
- Administrative Vehicles (listed below) (check [How to Search for Administrative Vehicles](#))
  - Sedans
  - SUVs
  - Crossover SUVs
  - Trucks
  - Passenger Vans
  - Cargo Vans

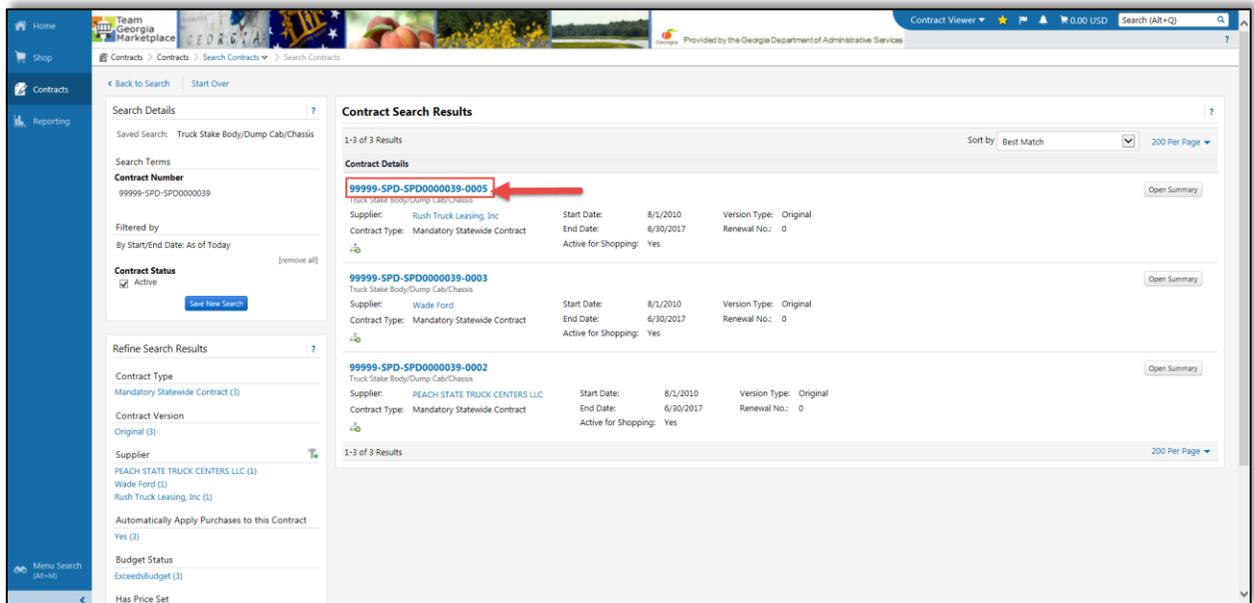
The steps that follow help you find Truck Stake Body, Dump Cab or Chassis Vehicles.

1. Once you access Team Georgia Marketplace, the **Search Contract** page displays.
2. Click the **Truck Stake Body, Dump Cab or Chassis Vehicles** link on the left side of the screen.

## ACQUIRING A VEHICLE



3. Click on the **Contract Number** to obtain additional information about the contract.



Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager's details, attachments.

4. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.
5. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.

## ACQUIRING A VEHICLE

The screenshot shows the 'Contract Summary' page for contract ID 99999-SPD-SPD0000039. The contract is a 'Mandatory Statewide Contract' for 'Truck Stake Body/Dump Cab/Chassis' with a start date of 8/1/2010 and an end date of 6/30/2017. The supplier is 'Rush Truck Leasing, Inc.'. A red box highlights the 'Attachments' table, and a red arrow points to the 'SWC Information Sheet' attachment.

Display Order	Attachment	Date Uploaded
1	<a href="#">SWC Information Sheet</a>	7/29/2015 4:33:32 PM
2	<a href="#">E-Verify Affidavit</a>	7/27/2016 11:20:52 PM
3	<a href="#">Rush Truck Centers of Georgia, Inc external website</a>	4/2/2012 9:25:05 AM

### Vendor Information Sheet

Contract Information	
<b>Statewide Contract Number</b>	99999-SPD-SPD0000039-0005
<b>PeopleSoft Vendor Number</b>	0000496074
<b>Vendor Name &amp; Address</b>	
Rush Truck Centers of GA, Inc. 2560 Moreland Avenue Atlanta, GA 30315	
<b>Contract Administrator</b>	
Kurt Hohlstein <a href="mailto:hohlsteinw@rushenterprises.com">hohlsteinw@rushenterprises.com</a> Telephone: 404-622-1921 Fax: 404-622-2118	
<b>Contact Details</b>	
<b>Ordering Information</b>	Fleet Manager 2560 Moreland Avenue Atlanta, GA 30315
<b>Remitting Information</b>	<u>Fleet Manager</u> <u>2560 Moreland Avenue</u> <u>Atlanta, Georgia 30315</u>
<b>Delivery Days</b>	Orders will be shipped within 120 days after receipt of Purchase Order
<b>Discounts</b>	
<b>Payment Terms</b>	Net 30 Days
<b>Bid Offer includes</b>	State and Local Government
<b>Acceptable payment method</b>	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

Revised 01/15/10
SPD-CP032

## ACQUIRING A VEHICLE

For other types of vehicles, check the following links.

- [How to Search for Administrative Vehicles Only](#)
- [How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#)
- [How to Search for Pursuit Vehicles](#)
- [How to Search for Long Term Lease Vehicles](#)
- [Information to Collect](#)

[Click to return to the Flowchart](#)

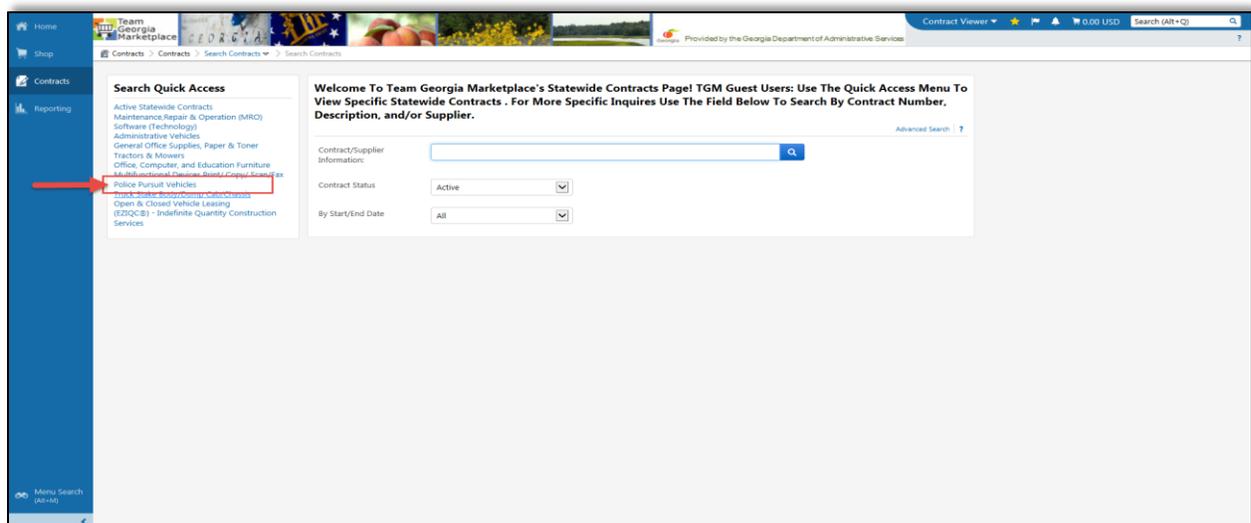
### How to Search for Pursuit Vehicles

These contracts do not include:

- Buses ([check How to Search for Buses](#))
- Truck Stake Body, Dump Cab or Chassis Vehicles ([check How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#))
- Lease Vehicles ([check How to Search for Long Term Lease Vehicles](#))
- Administrative Vehicles (listed below) ([check How to Search for Administrative Vehicles](#))
  - Sedans
  - SUVs
  - Crossover SUVs
  - Trucks
  - Passenger Vans
  - Cargo Vans

The steps that follow help you find **Police Pursuit Vehicles**.

1. Once you access Team Georgia Marketplace, the **Search Contract** page displays.
2. Click the **Police Pursuit Vehicles** link on the left side of the screen.



## ACQUIRING A VEHICLE

3. Click on the **Contract Number** to obtain additional information about the contract.

The screenshot shows the Georgia Marketplace interface. On the left is a sidebar with navigation options like Home, Shop, Contracts, and Reporting. The main area displays 'Contract Search Results' for 'Police Pursuit Vehicles'. Three results are listed, with the first one, '99999-SPD-ES40199409-0003', highlighted in red and pointed to by a red arrow. Each result shows the supplier name (Wade Ford, HARDY CHEVROLET INC, AKINS FORD CORP), contract type (Mandatory Statewide Contract), start and end dates, and version type (Original).

Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager's details, attachments.

4. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.
5. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.

The screenshot shows the 'Contract Summary' page for contract '99999-SPD-ES40199409-0003'. The page is divided into several sections: 'Contract Information' (Contract Name: Police Pursuit Vehicles, Contract Type: Mandatory Statewide Contract, Supplier Name: Wade Ford), 'Dates And Renewal' (Start Date: 9/3/2013 12:00 AM EST, End Date: 8/31/2017 11:59 PM EST), 'Contract Managers' (Billy Gilbert, bgilbert@doas.ga.gov), and 'Attachments'. The 'Attachments' section is expanded, showing a table with columns for 'Display Order', 'Attachment', and 'Date Uploaded'. The first attachment, 'Ordering Instructions and Pricing Sheet', is highlighted with a red box and a red arrow. Other attachments include 'PPV SWC Information Sheet 9-6-2016.pdf' and 'benefits Sheet'.

## ACQUIRING A VEHICLE

For other types of vehicles, check the following links.

- [How to Search for Administrative Vehicles Only](#)
- [How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#)
- [How to Search for Pursuit Vehicles](#)
- [How to Search for Long Term Lease Vehicles](#)
- [Information to Collect](#)

[Click to return to the Flowchart](#)

### How to Search for Long Term Lease Vehicles

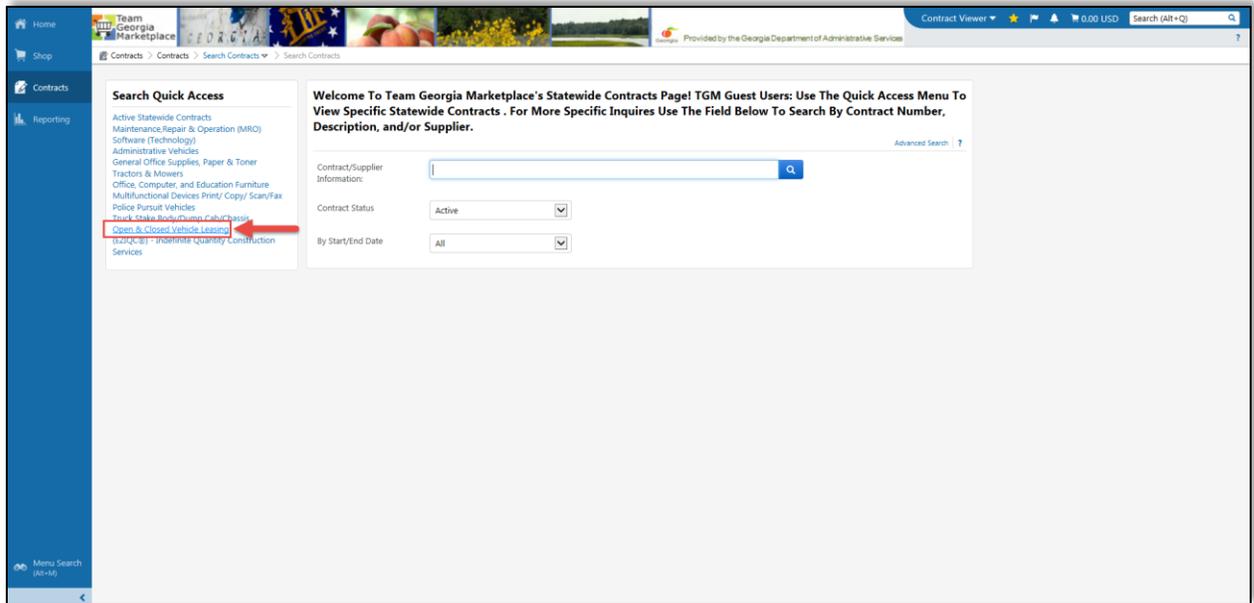
These contracts do not include:

- Pursuit Vehicles (check [How to Search for Pursuit Vehicles](#))
- Truck Stake Body, Dump Cab or Chassis Vehicles (check [How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#))
- Administrative Vehicles (listed below) (check [How to Search for Administrative Vehicles](#))
  - Sedans
  - SUVs
  - Crossover SUVs
  - Trucks
  - Passenger Vans
  - Cargo Vans

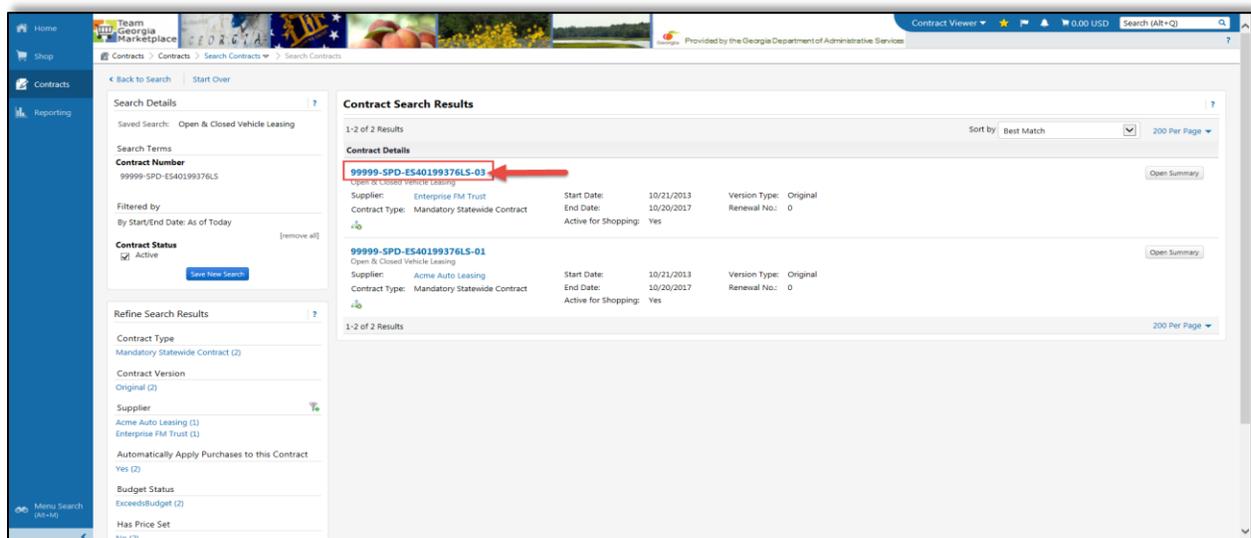
The steps that follow help you find **Buses**.

1. Once you access Team Georgia Marketplace, the **Search Contract** page displays.
2. Click the **Open & Close Vehicle Leasing** link on the left side of the screen.

## ACQUIRING A VEHICLE



3. Click on the **Contract Number** to obtain additional information about the contract.



Clicking the Contract Number provides you with additional information. This page provides you with Contract Information, Dates and Renewals, Contract Manager's details, attachments.

4. To obtain additional information, download attachments as needed. To do this, expand the **Attachment** section.
5. Not all contracts contain the same type of attachments. You can also click on the Information Sheet available in all contracts to obtain additional information. Most importantly, Ordering Information.

## ACQUIRING A VEHICLE

The screenshot displays a web interface for contract management. The main content area is titled 'Contract Summary' for contract ID '99999-SPD-ES40199376...'. It includes sections for Contract Information, Dates and Renewal, Contract Managers, Additional Purchasing Information, Attachments, and PO Clauses. The Attachments table lists three items: 'SWC Information Sheet', 'Benefit Sheet', and 'Ordering Instruction'. A red arrow points to the 'Ordering Instruction' attachment.

Display Order	Attachment	Date Uploaded
1	SWC Information Sheet	9/30/2016 12:31:32 PM
2	Benefit Sheet	10/22/2013 4:57:59 PM
3	Ordering Instruction	10/22/2013 4:58:22 PM

For other types of vehicles, check the following links.

- [How to Search for Administrative Vehicles Only](#)
- [How to Search for Truck Stake Body, Dump Cab or Chassis Vehicles](#)
- [How to Search for Pursuit Vehicles](#)
- [How to Search for Long Term Lease Vehicles](#)
- [Information to Collect](#)

[Click to return to the Flowchart](#)

### Information to Collect

Collect the following information from the contract attachments:

- Contract Number
- Dealer contact information (name, phone number, address, etc.)
- Person to Contact (name, phone number, email, etc.)

## ACQUIRING A VEHICLE

### Search for KIA Certified Dealers

The Georgia Department of Administrative Services, State Purchasing Division, has established a Statewide Contract for **Automobiles Manufactured in Georgia (AMIGI), Statewide Contract 99999-001-SPD0000122**.

This statewide contract exempts the purchase of new automobiles manufactured by a company that constructs or assembles vehicles in Georgia from the competitive bidding process. This allows your state agency to obtain competitive bidding from three dealers in order to purchase a vehicle that is manufactured in Georgia. However, only approved dealers qualify for this bidding exception.

1. Once you access Team Georgia Marketplace, the **Search Contract** page displays. You use this page to search for the list of certified KIA dealers that can participate in the AMIGI statewide contract.
2. Ensure you search among the active contracts. Click on **Contract Availability** to expand the section or click on **Expand All** (on the right side of the screen) to expand all sections.

The screenshot shows the 'Search Contracts - Advanced' interface. On the left, there is a 'Search Quick Access' sidebar with categories like 'Active Statewide Contracts', 'Maintenance Repair & Operation (MRO)', 'Software (Technology)', 'Administrative Vehicles', 'General Office Supplies, Paper & Toner', 'Tractors & Mowers', 'Office, Computer, and Education Furniture', and 'Multifunctional Devices Print/ Copy/ Scan/Fax'. The main area contains search filters for Contract Number, Contract Name, Keywords, Contract Type, Contract Status, Contract Version, and Contract Manager. The 'Contract Status' dropdown is set to 'Active'. A red box highlights the 'Contract Availability' section, and a red arrow points to the 'Active' option in the 'Contract Status' dropdown menu. Another red arrow points to the 'Expand All' link on the right side of the page.

3. Select **Active** from the drop down list to set the **Contract Status** field to all active contracts.
4. Type AMIGI in the **Contract Name** field to search for approved dealers to sell automobiles that are manufactured in Georgia.

## ACQUIRING A VEHICLE

Search Quick Access

- Active Statewide Contracts
- Maintenance, Repair & Operation (MRO)
- Software (Technology)
- Administrative Vehicles
- General Office Supplies, Paper & Toner
- Tractors & Mowers
- Office, Computer, and Education Furniture
- Multifunctional Devices Print/ Copy/ Scan/Fax

Search Contracts - Advanced

Contract Number:

By Start/End Date:

Contract Name:  Supplier:

Keywords:

Contract Type:

Contract Status:

Contract Version:

Contract Manager:  Any  Me  Pick...

Contract Availability

Contract Status:

Status Flags

5. Click the **Search** button.

Contract Search Results

1-13 of 13 Results

Sort by: Best Match 200 Per Page

Contract Number	Supplier	Contract Type	Start Date	End Date	Version Type	Renewal No.	Active for Shopping
99999-001-SPD0000122-0014	Rick Case Cars, Inc.	Convenience Statewide Contract	7/1/2015	6/30/2025	Original	0	Yes
99999-001-SPD0000122-0012	TOWN CENTER INVESTMENTS	Convenience Statewide Contract	7/1/2015	6/30/2025	Original	0	Yes
99999-001-SPD0000122-0011	KCL AUTOMOTIVE LLC	Convenience Statewide Contract	7/1/2015	6/30/2025	Original	0	Yes
99999-001-SPD0000122-0010	ATHENS AUTOMOTIVE LLC	Convenience Statewide Contract	7/1/2015	6/30/2025	Original	0	Yes
99999-001-SPD0000122-0009	S & H MOTORS INC	Convenience Statewide Contract	7/1/2015	6/30/2025	Original	0	Yes

6. The search displays contracts related to vehicles, including parts, etc. Scroll down to review the different contracts available.

- Review the Start Date and End Date to ensure it is still an active contract.
- Review that is Active for Shopping.

7. Click on the **Contract Number** to obtain additional details.

# ACQUIRING A VEHICLE

**Contract Search Results**

1-13 of 13 Results

Sort by: Best Match | 200 Per Page

Contract Details	Start Date	End Date	Version Type	Renewal No.
<b>9999-001-SPD0000122-0014</b> Supplier: Rick Case Cars, Inc. Contract Type: Convenience Statewide Contract Active for Shopping: Yes	7/1/2015	6/30/2025	Original	0
<b>9999-001-SPD0000122-0012</b> Supplier: TOWN CENTER INVESTMENTS Contract Type: Convenience Statewide Contract Active for Shopping: Yes	7/1/2015	6/30/2025	Original	0
<b>9999-001-SPD0000122-0011</b> Supplier: KCL AUTOMOTIVE LLC Contract Type: Convenience Statewide Contract Active for Shopping: Yes	7/1/2015	6/30/2025	Original	0
<b>9999-001-SPD0000122-0010</b> Supplier: ATHENS AUTOMOTIVE LLC Contract Type: Convenience Statewide Contract Active for Shopping: Yes	7/1/2015	6/30/2025	Original	0
<b>9999-001-SPD0000122-0009</b> Supplier: S & H MOTORS INC Contract Type: Convenience Statewide Contract Active for Shopping: Yes	7/1/2015	6/30/2025	Original	0

8. Expand the Attachment section and download the list of Approved Dealers.

**Contract Summary**

1 of 13 Results

**Contract Information**

Contract Name *	AMIGI
Contract Type *	Convenience Statewide Contract
Supplier Name	Rick Case Cars, Inc.

**Dates And Renewal**

Start Date	7/1/2015 12:00 AM EST
End Date	6/30/2025 12:00 AM EST

**Contract Managers**

Billy Gilbert	bgilbert@doas.ga.gov +1 (404) 657-4277
---------------	---

**Attachments**

Display Order	Attachment	Date Uploaded
1	Approved AMIGI Dealer List 12-23-2016.xlsx	12/29/2016 10:18:55 AM
2	SWC Information Sheet	2/24/2016 5:13:58 PM
3	Benefits Sheet	2/26/2016 4:12:56 PM

Do you want to open or save Approved AMIGI Dealer List 12-23-2016.xlsx (20.1 KB) from solutions.sciquest.com? [Open] [Save] [Cancel]

## ACQUIRING A VEHICLE

Only dealers from this list are approved to participate in the bidding process. Your agency can purchase ANY vehicle from these dealers once the bidding process is complete.

	B	C	D	E	F	G	H	I
1	<b>AUTOMOBILES MANUFACTURED IN GEORGIA INITIATIVE (AMIGI)</b>							
12	99999-001-SPD-SPD0000122-0008	Jason Moore	404-375-3044	7310 Jonesboro Road	Morrow	GA	30260	<a href="mailto:jasonmoore@kiaatlantasouth.com">jasonmoore@kiaatlantasouth.com</a>
13	99999-001-SPD-SPD0000122-0009	Michael Murphy, jr.	912-602 4510	6150 Alabama Ave.	Brunswick	GA	31525	<a href="mailto:mmurphy@mikemurphykia.com">mmurphy@mikemurphykia.com</a>
14	99999-001-SPD-SPD0000122-0010	James Hammond	706-612-1200	4305 Atlanta Highway	Athens	GA	30606	<a href="mailto:james@bulldogkia.com">james@bulldogkia.com</a>
15	99999-001-SPD-SPD0000122-0011	Chris Ellison	770-532-6335	1400 Upper Hembree Road	Roswell	GA	30076	<a href="mailto:cellison@carriagecars.com">cellison@carriagecars.com</a>
16	99999-001-SPD-SPD0000122-0012	Jeff Lefkowitz	770-423-4404	1221 Auto Park Drive, NW	Kennesaw	GA	30144	<a href="mailto:jlefkowitz@cobbcountykia.com">jlefkowitz@cobbcountykia.com</a>
17	99999-001-SPD-SPD0000122-0013	Lisa Thomas	229-242-3805	1508 N. Ashley Street	Valdosta	GA	31602	<a href="mailto:lisa.thomas@langdalehondakia.com">lisa.thomas@langdalehondakia.com</a>
18	99999-001-SPD-SPD0000122-0014	Andrew Frison	678-258-2740	3190 Satellite Blvd.	Duluth	GA	30096	<a href="mailto:andrewfrison@rickcase.com">andrewfrison@rickcase.com</a>
19			404-553-5246					
20								

### Information to Collect

Collect the following information:

- Statewide Contract Number
- Vendor Name
- Vendor Address
- Vendor Phone Number

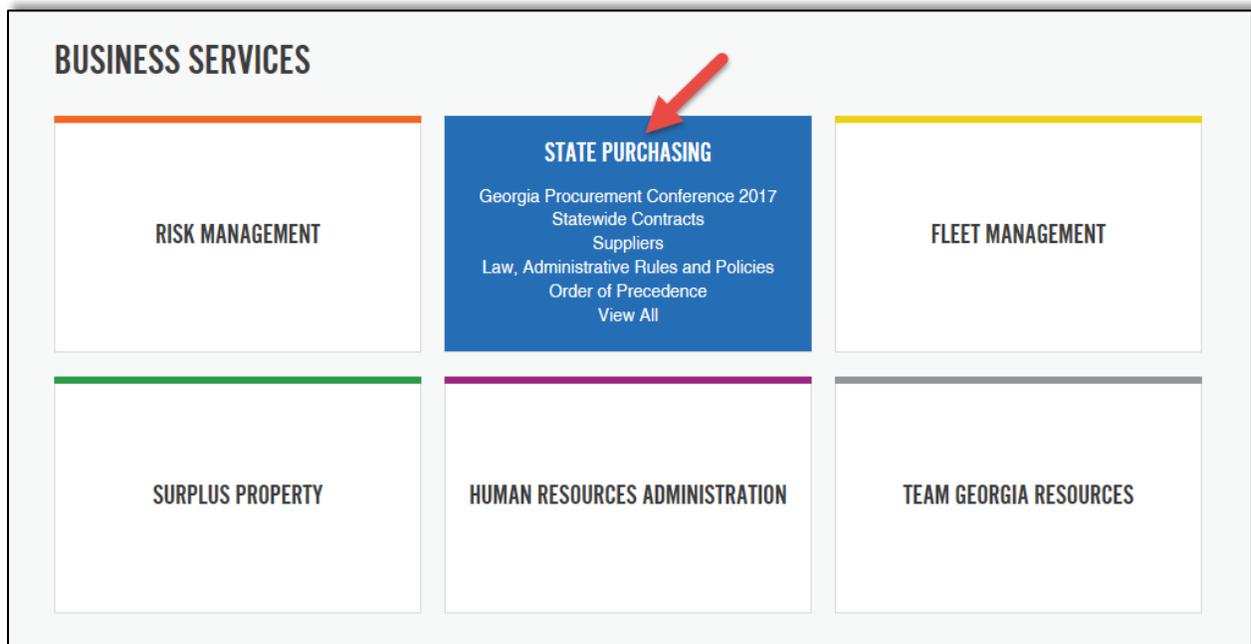
[Click to return to the Flowchart](#)

## ACQUIRING A VEHICLE

### Obtain a Waiver from State Purchasing Division

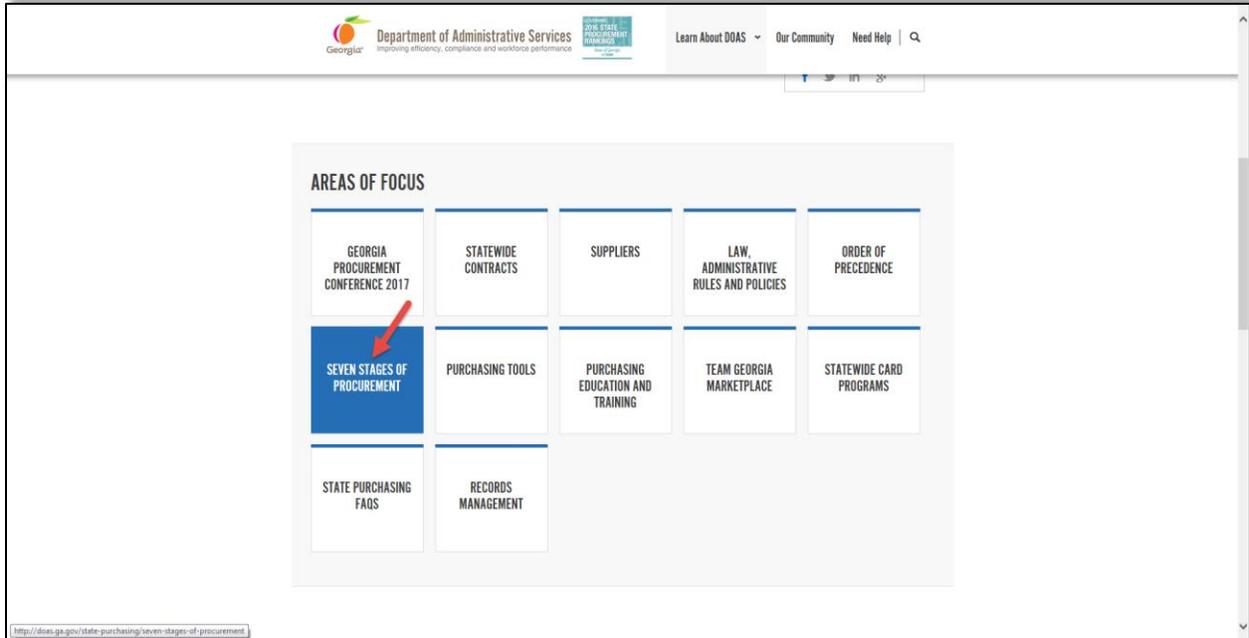
Because state agencies must buy from the Statewide Contracts available, your agency must request an exception to this mandatory rule. To obtain this exception to allow your agency to purchase a vehicle from a non-statewide contract, your agency must obtain a waiver. The Agency Purchasing Office (APO) must make this request to the Department of Administrative Services (DOAS), State Purchasing Division (SPD). These are the steps to request a waiver.

1. Login to the Department of Administrative Services (DOAS) internet page at [www.doas.ga.gov](http://www.doas.ga.gov).
2. Click on **State Purchasing** under the BUSINESS SERVICES area in the middle of the page.

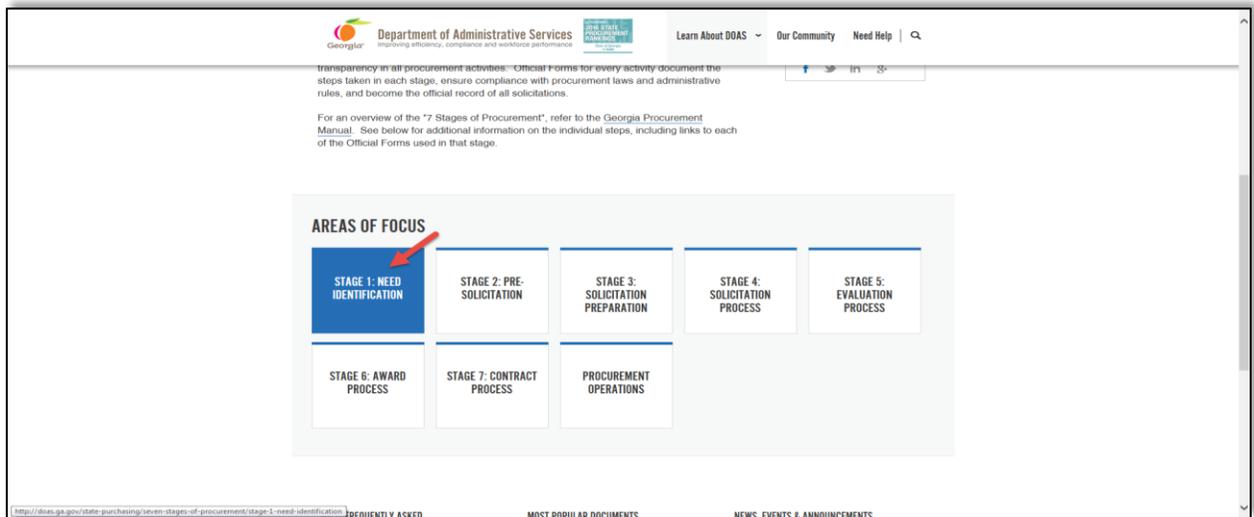


3. Click on **Seven Stages of Procurement** under the AREAS OF FOCUS section located on the bottom of the page.

## ACQUIRING A VEHICLE



4. Click on **Stage 1: Need Identification** under the AREAS OF FOCUS section.



5. Scroll down on the Stage 1: Need Identification page and click on Statewide Contract Waiver Request Form (Form SPD-NI005). You use this form to request a statewide contract waiver from the State Purchasing Division. Follow the instructions contained within the form on how to complete the form and submit it to **processimprovement@doas.ga.gov**.

## ACQUIRING A VEHICLE

**STAGE: 1 DOCUMENTS** SORT BY

<p>01/28/16</p> <p><b>Notice Of Intent To Utilize Consortium Or Cooperative Agreement Form</b></p> <p>SPD-NI007: Form to be posted directly to the GPR when an entity intends to make a purchase equal to \$25,000 or greater from a ...</p>	<p>01/16/15</p> <p><b>Fact-Finding Agenda</b></p> <p>SPD-NI001: Agenda for meeting with end-user(s) who initiated the sourcing requirements to understand the need, who needs it, wh...</p>	<p>01/16/15</p> <p><b>Emergency Justification Form</b></p> <p>SPD-NI004: Form for documenting reasons for emergency procurements</p>	<p>12/03/15</p> <p><b>Statewide Contract Waiver Request Form</b></p> <p>SPD-NI005: Form for State Entities to request a statewide contract waiver from State Purchasing</p>
<p>01/16/15</p> <p><b>Piggyback Request Form</b></p> <p>SPD-NI006: Form for requesting to piggyback off another State Entity contract from the State Purchasing Assistant Commissioner</p>			

[Click to return to the Flowchart](#)

## ACQUIRING A VEHICLE

### Consider The Surplus Property Donee Websites

Consider the Vehicle Acquisition Matrix, available from Policy 10 version 10 Appendix A, prior to acquiring a vehicle through the Surplus program.

As we all know, the State of Georgia fleet includes a number of aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management. To allow these vehicles to be sent to the Surplus Property system only to be brought back into the fleet inventory in another agency defeats those efforts.

In order to reduce the number of these types of vehicles that are allowed to re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles located at Surplus Property.

These guidelines will also apply to vehicles proposed for acquisition from any other source, to include donated and used vehicle purchases. Effective March 31, 2015, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping.

## APPENDIX A

### Vehicle Acquisition Matrix

The State of Georgia's fleet includes several aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management (OFM). To allow these vehicles to be transferred from one agency to another defeats those efforts. To reduce the number of these types of vehicles that can re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles. These guidelines will apply to vehicles proposed for acquisition from any source including donated and used vehicle purchases. Effective January 1, 2019, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping. These may be rescinded or altered as determined by OFM and OPB.

Type of Vehicle	Not Available for Transfer or Purchase	Only Available to Police / Public Safety	Only available <175,000 Miles	Only Available < 275,000 Miles (GAS) / < 500,000 Miles (DIESEL)	Only Available < 800,000 Miles
Pre-2005 15 Passenger Vans	X				
Ford Crown Victoria		X	X		
Sedans, Small Vans and Pick Up Trucks no greater than 10,000 Pounds GVW			X		
Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)				X	
All Vehicles with a GVWR greater than 26,000 Pounds					X

- No Vehicle Greater Than 15 Years Old (Difference Between Vehicle Model Year and Current Calendar Year) is Available for Purchase or Transfer
- No Vehicle with Broken or Rolled Over Odometers Unless Mileage can be Established by OFM Records is Available for Purchase or Transfer
- Exceptions:
  1. Technical Schools and Public Safety Training Center for Non-Road Worthy Vehicles Only
  2. Historical Vehicles Used for Display or Public Relations

## ACQUIRING A VEHICLE

### Surplus Donee Website

The Surplus Property Donee Websites have items that are available for redistribution by and to state and local governments, eligible non-profits, and Federal Agencies. State agencies that use this program can access the websites to search for available items.

To access the Surplus Property Donee Websites, you must contact the Surplus Property representative for your agency as access to any of the Surplus Property websites require login credentials.

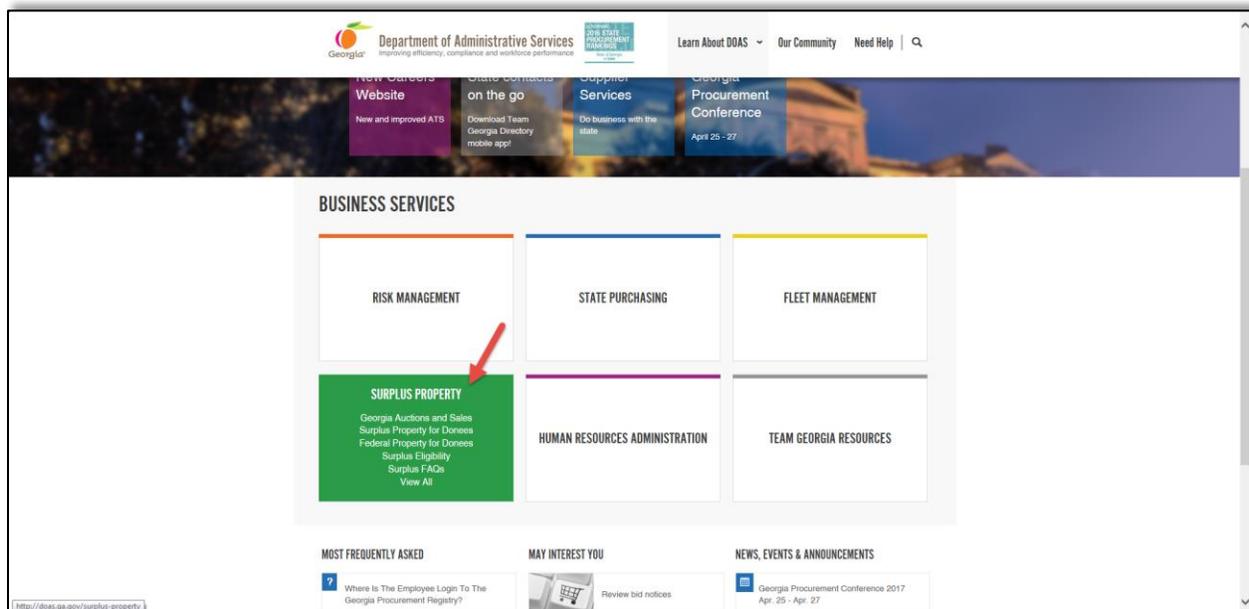
The Surplus Property program provides State and Federal Property for Donees. Access to these websites require different credentials. The Federal Property for Donees may provide vehicles with lower mileage than the State Surplus for Donees that can be purchased for a Federal Fixed Price and may provide considerable savings to the agency. However, all vehicles acquired through the Surplus Property Donee program are used vehicles that require careful consideration.

- [Access to the Donee Website](#)
- Access to the Federal Website
- Access Georgia Auctions and Sales Website

### Access to the Donee Website

To access the Donee website in order to review vehicles available for surplus, follow these steps.

1. Login to the Department of Administrative Services (DOAS) internet page at [www.doas.ga.gov](http://www.doas.ga.gov).
2. Click on **Surplus** under the BUSINESS SERVICES section in the middle of the page.



3. Click on **Surplus Property for Donees** under the AREAS OF FOCUS section.

## ACQUIRING A VEHICLE

Department of Administrative Services  
Georgia! Improving efficiency, compliance and workforce performance

Learn About DOAS | Our Community | Need Help |

### AREAS OF FOCUS

- GEORGIA AUCTIONS AND SALES
- SURPLUS PROPERTY FOR DONEES**
- FEDERAL PROPERTY FOR DONEES
- SURPLUS ELIGIBILITY
- SURPLUS FAQs
- STATE PROPERTY DISPOSAL
- RULES, POLICIES AND COMPLIANCE
- EDUCATION AND TRAINING
- RECORDS MANAGEMENT

#### Virtual Surplus Business Model

By leveraging available technology, Surplus Property conducts "on-site disposals" of state surplus. We move information instead of material. Through the effective use of commercial auction sites like GovDeals, Public Surplus, and eBay, Property is now readily available to the public in the community where it is used. This completely virtual business model has streamlined operations, reduced operational expenses and provided a broader buyer audience more immediate access to available inventory. DOAS offers

<http://ams3.enrout.com/ams3/f?p=1031:1300>

- Once the Asset Management login screen displays, you can click on any of the Categories listed in the Category section. Vehicles or Automobiles is not listed under Categories because there are no vehicles available. Once you click on the item, you can review the list of items available.

# AMP

ASSET MANAGEMENT PLATFORM

[Home](#)

[View All Items](#)

[Search](#)

(enter up to 3 words) [Help](#)

Category
ADP Equipment Software, Supplies and Support Equip
Food Preparation and Serving Equipment
Furniture
Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
Household and Commercial Furnishings and Appliances
Miscellaneous
Office Machines
Recreational and Athletic Equipment
Refrigeration, Air Conditioning and Air Circulating Equip.

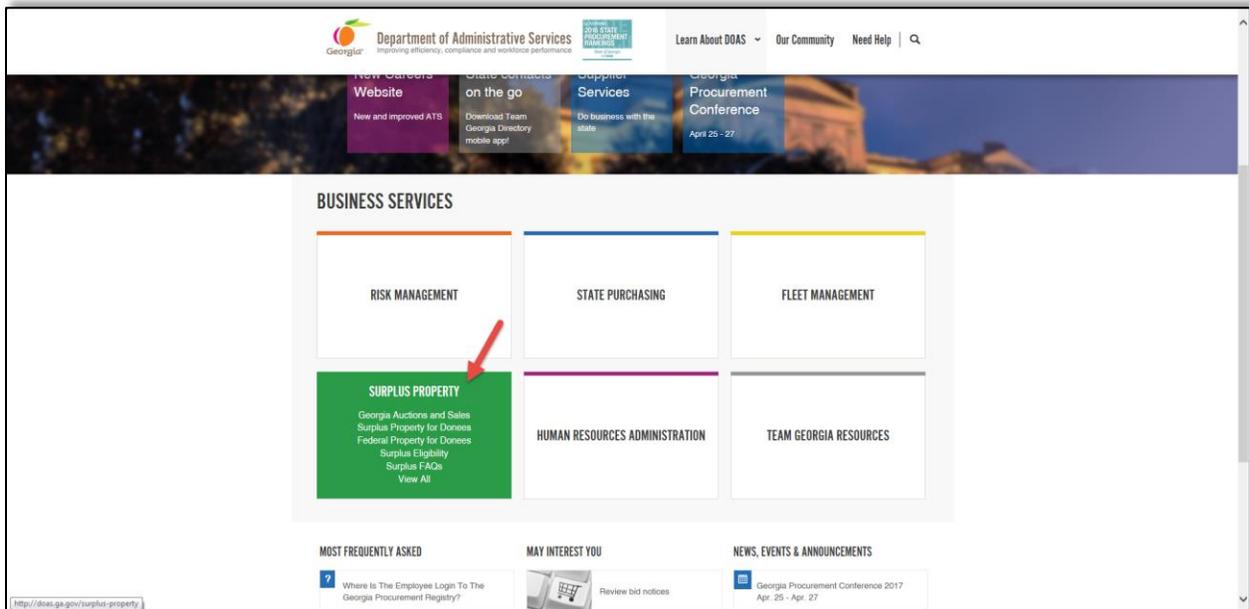
row(s) 1 - 9 of 9

## ACQUIRING A VEHICLE

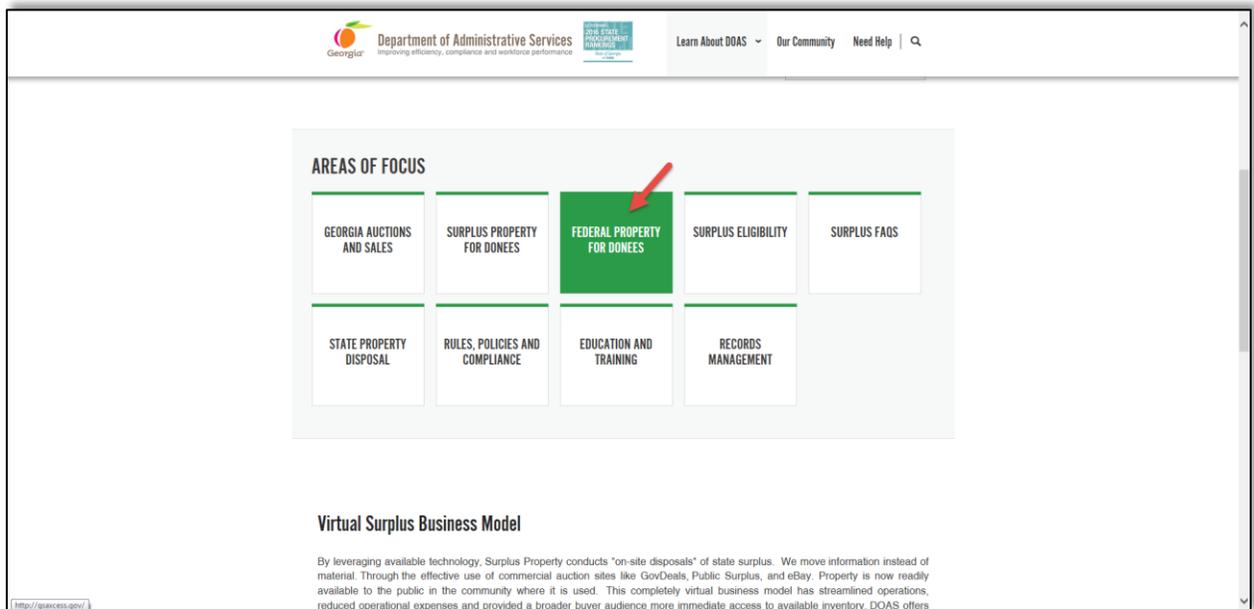
### Access to the Federal Website

To access the Federal website in order to review vehicles available for surplus, follow these steps.

4. Login to the Department of Administrative Services (DOAS) internet page at [www.doas.ga.gov](http://www.doas.ga.gov).
5. Click on **Surplus** under the BUSINESS SERVICES section in the middle of the page.



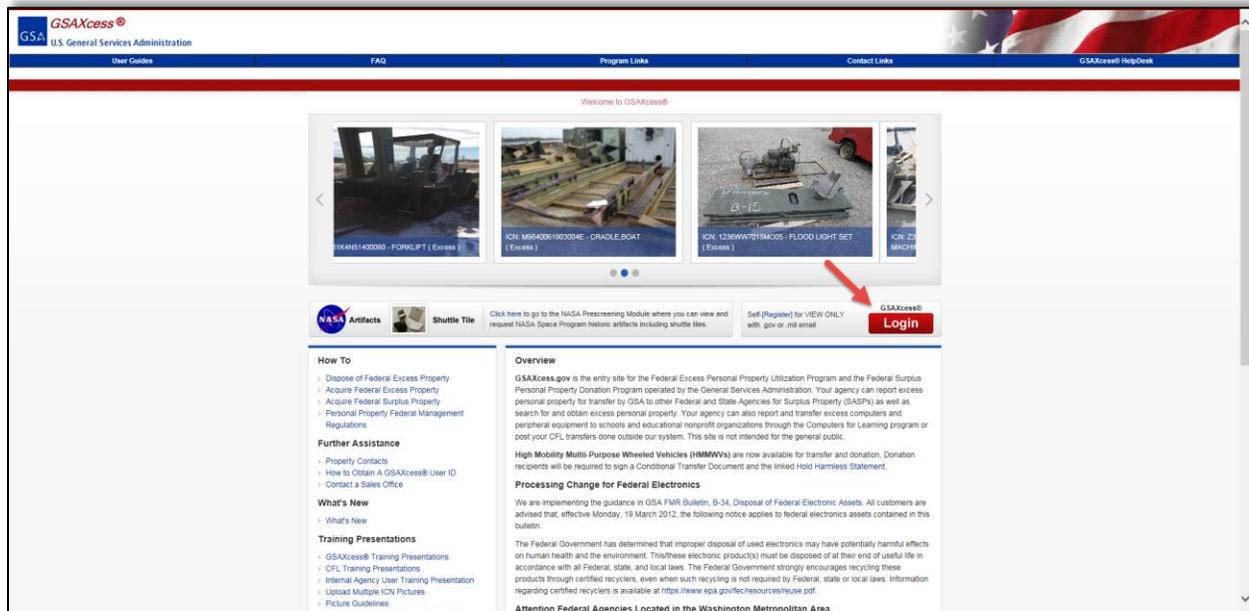
6. Click on **Federal Property for Donees** under the AREAS OF FOCUS section.



5. The screen below provides access to the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the General Services

## ACQUIRING A VEHICLE

Administration. The Surplus representative at your state agency has the appropriate credentials to search and find vehicles available from the Federal program.



### Access Georgia Auctions and Sales Website

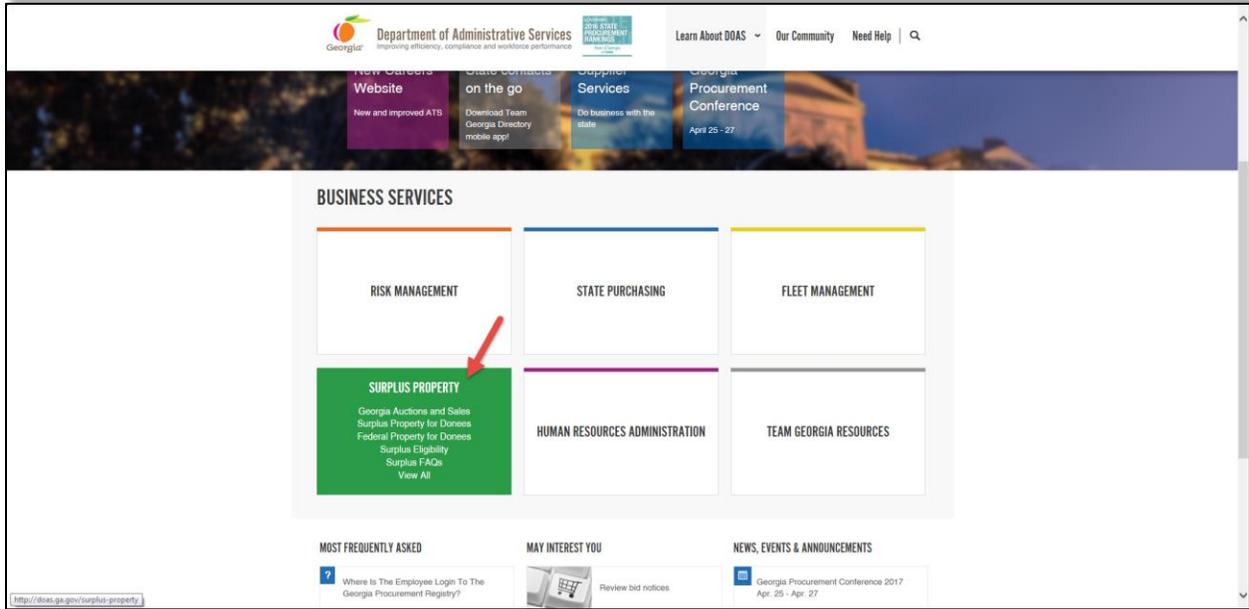
In addition to the donee websites offered through the Surplus Property program, many surplus state vehicles are offered to the public through a contracted live auto auction service. The current vendor is America's Auto Auction in Atlanta which is a full service auto auction company combining auto auction market with national marketing. To place bids on these auction sites, your State Agency must first set up a user account.

It is important to highlight that the offered property is used and sold in as-is, where-is condition. Bidders are strongly encouraged to inspect the property before placing a bid. Because other Surplus Property policies and procedures may apply, contact your State Agency Surplus Representative to set this up for you.

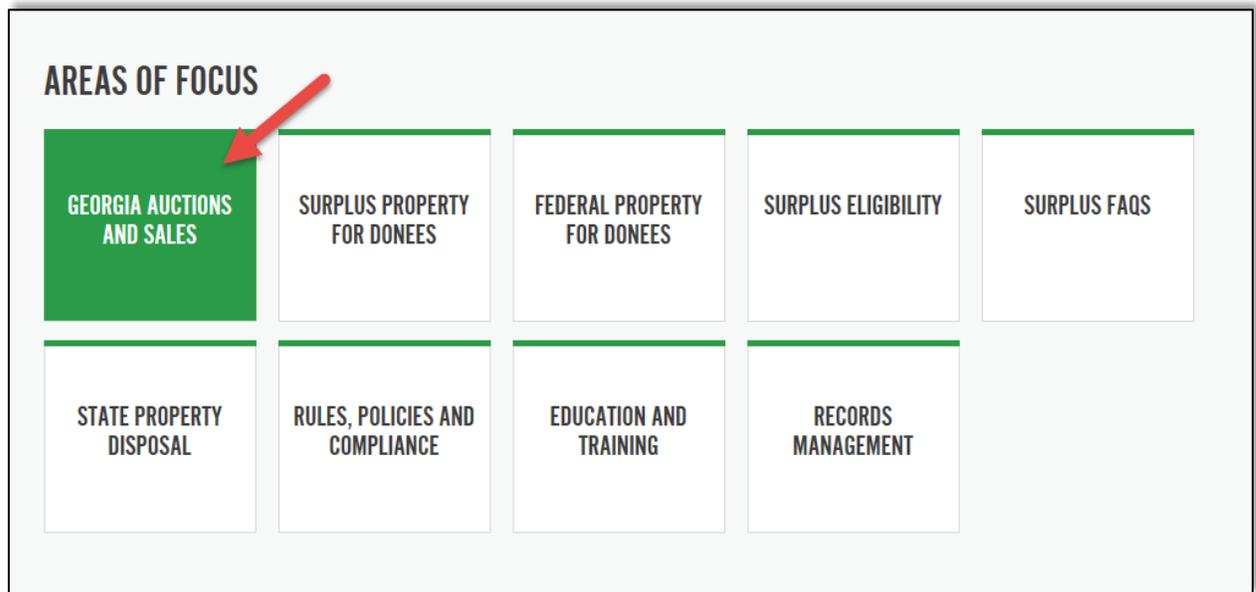
To access the Georgia Auctions and Sales website in order to review vehicles available, follow these steps.

1. Login to the Department of Administrative Services (DOAS) internet page at [www.doas.ga.gov](http://www.doas.ga.gov).
2. Click on **Surplus** under the BUSINESS SERVICES section in the middle of the page.

## ACQUIRING A VEHICLE

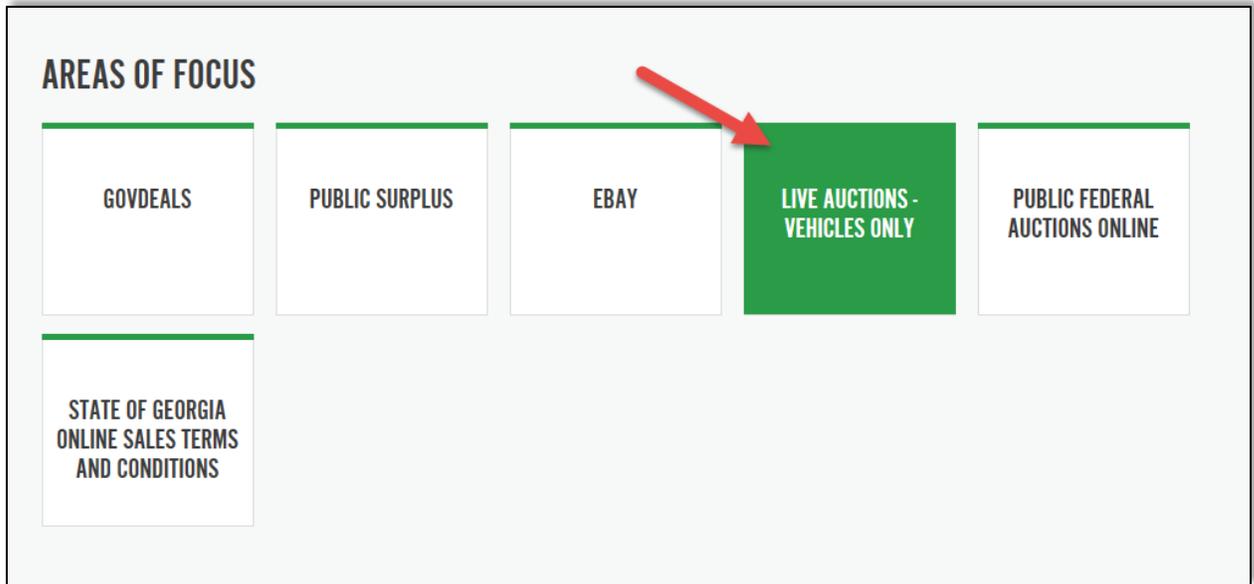


3. Click on **Georgia Auctions and Sales** under the AREAS OF FOCUS section.

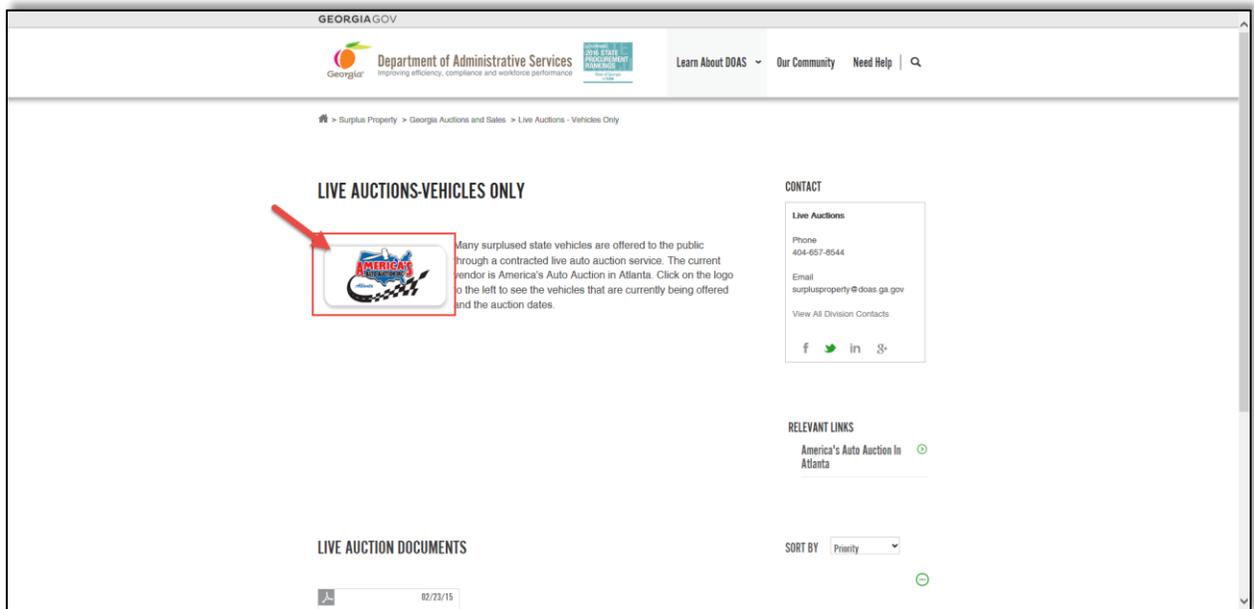


4. Click on **Live Auctions – Vehicles Only** under the AREAS OF FOCUS section.

## ACQUIRING A VEHICLE



5. Click on the **America's Auto Auction** button to see the locations where actions take place and gain access to their websites. Only Surplus representatives can participate in these auctions.



[Click to return to the Flowchart](#)

## ACQUIRING A VEHICLE

### Enter Vehicle Request

Prior to acquiring the vehicle, your agency must obtain the appropriate approvals to acquire the vehicle. You complete this step by login in to ARI Insights and submitting a request.

The Vehicle Request process goes through at least four submittal levels:

Approval Level	Process	Description
1	Fleet Manager/ Coordinator Request Process	Completes the initial request and provides new/replacement vehicle information, vendor information.
2	Agency Approval Process	Every agency has at least one person who approves the acquisition of the vehicle and ensures that all necessary agency procedures have been followed for acceptance and payment of the vehicle.
3	Office of Fleet (OFM) Approval Process	After the Vehicle Request has cleared the agency approval level, the OFM ensures that the agency has met fleet policy requirements.
4	Office of Planning and Budget (OPB) Approval Process	Lastly, OPB reviews the request to ensure adequate funding and justification for the purchase.

In order to complete the vehicle request, you need the following information:

- Type of vehicle request—replacement or addition
- If replacement, state-id of vehicle that will be replaced
- Desired vehicle information (year, make, model, fuel type, alternative fuel vehicle, GVW)
- Assigned status of new vehicle
- Statewide contract, if applicable
- Vendor information (address and contact information)
- Intended use of the vehicle
- Justification for vehicle purchase including maintenance cost of replacement vehicles
- Budget program information (this information can be obtained from agency budget officials)

1. Login to ARI Insights using your credentials at <https://ariinsights.arifleet.com/AriAccessWeb/LoginForm.aspx?brandName=SOG>.

## ACQUIRING A VEHICLE

Office of Fleet Management  
Vehicle Information Tracking And Logistics  
Customer Focused, Performance Driven

State of Georgia  
**Fleet Management System**

Welcome to our Web site.  
If you need assistance,  
please call 1-877-819-3735 or  
email us at fms@doas.ga.gov.

Powered by **insights**

English | Español | Français | Deutsch

User ID   
Password

**Log in**

[Forgot Password?](#) | [Forgot User ID?](#) | [Privacy Statement](#)

- At the main dashboard, click on **Customer** located on the Header at the top of the screen. Then, drag your cursor through State of Georgia Forms and click on **Vehicle Request Form**.

insights

Welcome, MIRNA BARKER

SEARCH VEHICLES ORDERING **CUSTOMER** REPORTING COMMUNICATION

State of Georgia Forms ▾  
APD Form  
APD Search  
Asset Creation Form  
Asset Creation Search  
Inventory Update Form  
Inventory Update Search  
MV1 Form  
MV1 Search  
Vehicle Request Form  
Vehicle Request Search

4 Vehicles Towed From Previous Day in the last 1 days

0,220 Vehicles Overdue for preventive maintenance

378 Fuel Cost and Transactions Exceptions with 3,100 or more daily fuel or 3 or more transactions in last 7 day (8)

55 Tank Capacity Violations in the last 7 days

5 Non-fuel transactions in the last 7 days

Inventory by ARI Status  
All Vehicles

Repairs by Vendor Type  
By Vendor Type

644,524  
2,612,236  
8,755,051

Legend: Independent, National, GMS

Fleetstats Reports

Desktop Intelligence Reports  
Click on any report below to open it in a new window:

- Core Metric Report
- Fleet Total Cost Per Mile Report
- Last 6 Months Maintenance v1-1 (Found By Name)

219 Drivers Missing Emails on active vehicles

290 Vehicles with Invalid VIN on active vehicles

1,139 Data Changes in the last 7 days

615 VIN Vehicle Type/Asset Type Mismatch on active vehicles

10,246 Vehicles Meeting Replacement Criteria exceeding 120,000 Miles, 135,000 miles/pm, 98,000 in maintenance

Saved Search Options  
Click on any saved search below to open it in a new window:

- SC95 - SAWI Active Vehicles
- Fleet Total Cost Per Mile
- Vehicle Inventory and Mileage
- Vehicles with APD Coverage and Premium

- Click on the Description field. To enter a new Vehicle Request, use the requirements you collected earlier about the vehicle and enter selected items of this information in the Description field. For example, Ford, Focus, SUV, Automatic, etc.
- Click in the Site/Agency field. It should auto populate with your agency name. If it does not populate automatically, start typing your agency organization number and it will automatically populate the Agency Code. For example, 4030-Administrative Services, Department of.
- Annotate the VR# assigned to your request.

## ACQUIRING A VEHICLE

The screenshot shows the 'VR Header Information' form in the AAW insights application. The form includes the following fields and sections:

- VR#: 4030-15182
- Description\*: Ford, Focus, SUV, Automatic
- Site\*: 4030-Administrative Services, Dept
- Status: Waiting for Requestor Addl Data
- Status Date: 02/02/2017
- Total VR Cost: \$0.00
- Attachments (0)
- Agency Contact Information
- Vendor Information
- Vehicle Request Lines (0)
- Additional Info (0)
- Audit Details

At the bottom of the form, there is a confirmation message: "VR successfully saved on Thursday, February 02, 2017 at 12:50:27 PM by MIRNA BARKER" and a link to "View printable report in a new window". Below this message are three buttons: "Save", "Cancel VR", and "Exit".

6. Click the Save button at the bottom of the form.

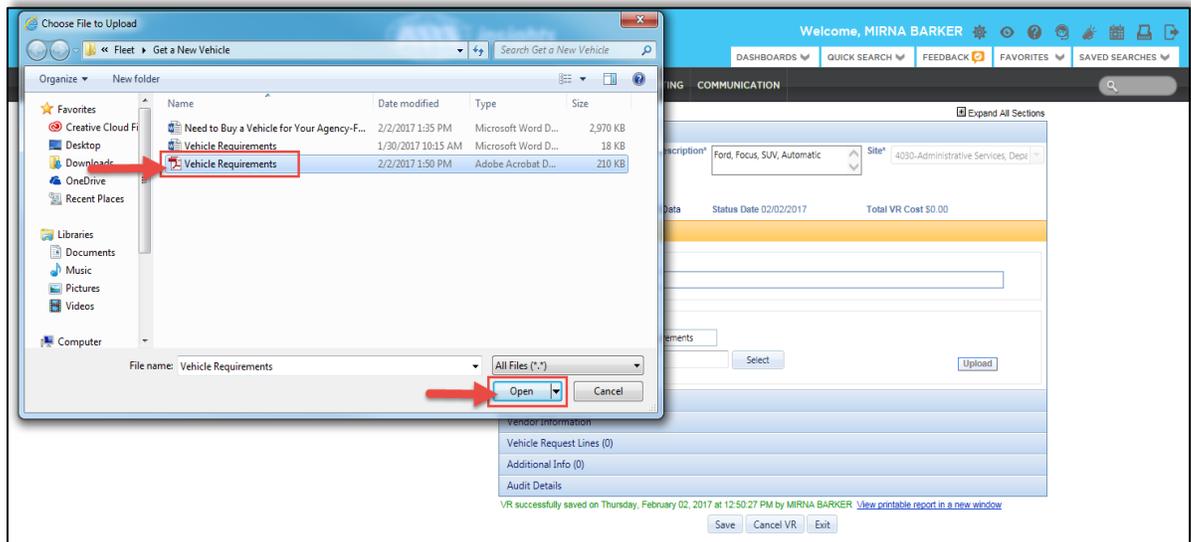
This screenshot is identical to the previous one, showing the 'VR Header Information' form. The primary difference is that the 'Save' button at the bottom of the form is now highlighted with a red box and a red arrow, indicating it is the next step in the process.

7. Start filling in the other sections of the form. To do this, click on the title of the section:

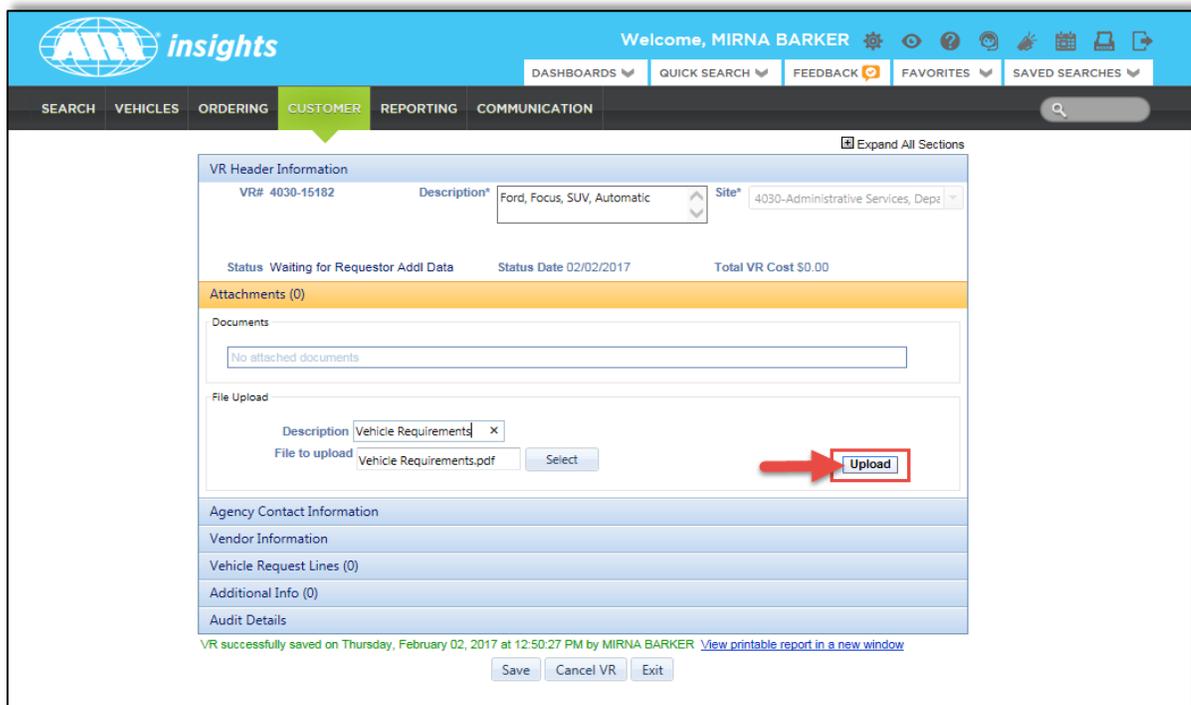
- Attachments
- Agency Contact Information
- Vendor Information
- Vehicle Request Lines
- Additional Info
- Audit Details

## ACQUIRING A VEHICLE

8. Click on **Attachments** to add needed documentation.
  - a. Click on the **Description** field and add a description of the document. For example, Vehicle Requirements.
  - b. Click on the File to Upload field to browse for the file on your PC/Laptop and select the desired file. When you click this field, the Choose File to Upload window displays. Click the desired file. Then, click the **Open** button to select the file. **The file must be in PDF format.**



- c. Click on the Upload button to upload the file.



## ACQUIRING A VEHICLE

The screenshot shows the 'insights' web application interface. The user is logged in as 'MIRNA BARKER'. The 'CUSTOMER' section is active, displaying 'VR Header Information' for VR# 4030-15182. The status is 'Waiting for Requestor Add Data' and the total VR cost is \$0.00. Below this, the 'Attachments (1)' section is highlighted in orange. A table lists the uploaded documents:

Filename	Document Type	Size	Description	Added	Delete
Vehicle Requirements.pdf	Other	209 KB	Vehicle Requirements	02/02/2017 1:56:12 PM	X

Below the table is a 'File Upload' section with a 'Description' field, a 'File to upload' field, and an 'Upload' button. The 'Agency Contact Information' section is also visible below the documents.

The files you upload display in the Documents section and the number of documents you upload show next to the word Attachment. You can click the document name and view the document you uploaded. If you want to remove the document from the list of uploaded documents, click on the red X under the Delete column.

d. Continue to upload documents until you upload all needed documents.

Include the following information:

- Documentation of vehicle requirements
- Justification for the need to buy a vehicle
- If it is an increase in vehicle count, the approval from your agency and the Office of Budget and Planning (OPB) to add a new vehicle to the agency allotment count.
- If the vehicle is not being purchased from a Statewide Contract, the waiver obtained from the State Purchasing Division or the 3 bids obtained from KIA dealers.

9. Click on Agency Contact Information to open this section. The Agency Contact Information section should be auto populated. Ensure the information is correct.

## ACQUIRING A VEHICLE

VR Header Information

VR# 4030-15182 Description\* Ford, Focus, SUV, Automatic Site\* 4030-Administrative Services, Dept

Status Waiting for Requestor Addl Data Status Date 02/02/2017 Total VR Cost \$0.00

Attachments (1)

Agency Contact Information

Requested By MIRNA BARKER Purchasing System Other

Requested Date 02/02/2017 Contact Email MIRNA.BARKER@DOAS.GA.GOV

Contact Phone (404) 463-8533 Contact Fax

Vendor Information

Vehicle Request Lines (0)

Additional Info (0)

Audit Details

VR successfully saved on Thursday, February 02, 2017 at 12:50:27 PM by MIRNA BARKER [View printable report in a new window](#)

Save Cancel VR Exit

10. Click on the **Vendor Information** section.

- Click the SWC Number field to drop down the list of Statewide Contracts available. Use the information you obtained from Team Georgia Marketplace.
- Then, choose the **Vendor** from the Statewide Contract you selected.
- Lastly, select the **Vehicle Delivery Method** from the drop down list (either Delivery or Pick Up)

VR Header Information

VR# 4030-15182 Description\* Ford, Focus, SUV, Automatic Site\* 4030-Administrative Services, Dept

Status Waiting for Requestor Addl Data Status Date 02/02/2017 Total VR Cost \$0.00

Attachments (1)

Agency Contact Information

Vendor Information

No Vendor?  Vehicle Delivery Method\* Pickup

SWC Number\* AdminVehs99999-SPD-ES40199373-0

Vendor\* Akin Ford Corp

Vehicle Request Lines (0)

Additional Info (0)

Audit Details

VR successfully saved on Thursday, February 02, 2017 at 12:50:27 PM by MIRNA BARKER [View printable report in a new window](#)

Save Cancel VR Exit

- If you did not find a Statewide Contract, click on No Vendor? And complete the new fields that display:
  - Vendor
  - Address (of the vendor)

## ACQUIRING A VEHICLE

- City (of the vendor)
  - State (of the vendor)
  - Postal Code (of the vendor)
- e. Select the **Vehicle Delivery Method**.

The screenshot displays the AAM insights web application interface. The top navigation bar includes the AAM logo, the user name 'Welcome, MIRNA BARKER', and several utility icons. Below this is a secondary navigation bar with tabs for 'SEARCH', 'VEHICLES', 'ORDERING', 'CUSTOMER', 'REPORTING', and 'COMMUNICATION'. The main content area shows a 'VR Header Information' section with fields for 'VR# 4030-15182', 'Description\* Ford, Focus, SUV, Automatic', and 'Site\* 4030-Administrative Services, Dept'. Below this is an 'Agency Contact Information' section, followed by a 'Vendor Information' section which is highlighted with a red border. This section contains a 'No Vendor?' checkbox (checked), a 'Vehicle Delivery Method\*' dropdown menu (set to 'Pickup'), and input fields for 'Vendor\*', 'Address\*', 'City\*', 'State\*' (with a 'Select States' dropdown), and 'Postal Code\*'. Further down are sections for 'Vehicle Request Lines (0)', 'Additional Info (0)', and 'Audit Details'. At the bottom, a green message states 'VR successfully saved on Thursday, February 02, 2017 at 12:50:27 PM by MIRNA BARKER' with a link to 'View printable report in a new window'. Three buttons are visible: 'Save', 'Cancel VR', and 'Exit'.

11. Click the **Vehicle Information** section.

- a. Click the **Add VR Line** button on the right side of the form. This opens up this section.
- b. Click the **VR Reason** to drop down the list of choices. Then, select either **Addition to Fleet** or **Replacement Vehicle**.

## ACQUIRING A VEHICLE

insights Welcome, MIRNA BARKER

DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

SEARCH VEHICLES ORDERING CUSTOMER REPORTING COMMUNICATION

Expand All Sections

VR Header Information

VR# 4030-15182 Description\* Ford, Focus, SUV, Automatic Site\* 4030-Administrative Services, Dept

Status Waiting for Requestor Addl Data Status Date 02/02/2017 Total VR Cost \$0.00

Attachments (1)

Agency Contact Information

Vendor Information

Vehicle Request Lines (1)

Add New VR Line #1

VR Reason \* **Addition to Fleet** Replacement Vehicle Save VR Line Cancel

Justification Questions

1. Why is the new/additional vehicle needed? How will the new vehicle be used if different from the one being replaced? (1000 character limit, if more space is needed please attach PDF file in the attachment section)\*

2. Explain any funding source other than state funds. (250 character limit)\*

3. How much has been spent on repairs/maintenance in the last 12 months? This is regardless of the number of miles on the vehicle. (250 character limit)\*

4. How is the current vehicle used? (250 character limit)\*

5. Additional information. (500 character limit)

EPACT Information

EPACT Primary Use \* Select Primary Use

GWW \* Select GWW

Domicile County \* Select Domicile County

Budget Fiscal Year\* Select Fiscal Year

Source of funds\*

Fund Types	Percentage
Agency:	<input type="checkbox"/>
Donation:	<input type="checkbox"/>
Federal:	<input type="checkbox"/>
Grant:	<input type="checkbox"/>
Other:	<input type="checkbox"/>
State:	<input type="checkbox"/>

### Addition to Fleet

If you are adding a vehicle to the agency's fleet, complete the fields that display due to your selection in the VR Reason field.

Fill out the new vehicle information, the justification questions, **the EPact Information** section and, Charge to information.

## ACQUIRING A VEHICLE

Vehicle Request Line #1

Add New VR Line #1

VR Reason \* Addition to Fleet

**New Vehicle Information**

Year\*

Make\*

Model\*

Unit Cost\*

Leased\* Select Lease Type

Driver Assigned\* Select Driver Assigned

Fuel Type\* Select Fuel Type

**Justification Questions**

1. Why is the new/additional vehicle needed?  
How will the new vehicle be used if different from the one being replaced?  
(1000 character limit, if more space is needed please attach PDF file in the attachment section)\*

*List purpose and rationale. For instance, additional staffing, new program*

2. Explain any funding source other than state funds.  
(250 character limit)\*

*Provide information on the source of funds, such as federal (grant or other)*

3. Additional information.  
(500 character limit)

*Add any additional information that would help explain the need for the*

**EPACT Information**

EPACT Primary Use \* Select Primary Use

GVW \* Select GVW

Domicile County \* Select Domicile County

**Charge To**

Budget Fiscal Year\* Select Fiscal Year

Source of funds\*

Fund Types	Percentage
Agency:	<input type="text"/>
Donation:	<input type="text"/>
Federal:	<input type="text"/>
Grant:	<input type="text"/>
Other:	<input type="text"/>
State:	<input type="text"/>
Total:	

Program ID/Name\* Select Program->Type at least 3 characters

After completing all required fields, click on the **Save VR Line button** to save the Vehicle Request Line.

### Replacement Vehicle

If you are replacing a vehicle, complete the fields that display due to your selection in the VR Reason field.

## ACQUIRING A VEHICLE

The screenshot displays the ARI Insights web application interface. At the top, there is a navigation bar with the ARI Insights logo and the user's name, MIRNA BARKER. Below the navigation bar, there are tabs for SEARCH, VEHICLES, ORDERING, CUSTOMER, REPORTING, and COMMUNICATION. The main content area shows a form for adding a new vehicle request line. The form is divided into several sections: VR Header Information, Attachments (1), Agency Contact Information, Vendor Information, and Vehicle Request Lines (1). The 'Add New VR Line #1' section is expanded, showing fields for 'New Vehicle Information' (Year, Make, Model, Unit Cost, Leased, Driver Assigned, Fuel Type) and 'Vehicle to be Replaced' (Disposition Method, State ID, VIN, Current Odometer, Year, Make, Model). Below these are 'Justification Questions' with five numbered prompts and text input areas.

After completing all required fields, click on the **Save VR Line button** to save the Vehicle Request Line.

12. Click on the **Additional Info** section. Use this section to add any other information that might be useful in determining the need for the vehicle.
13. Once you fill all these sections, click the **Submit** button at the bottom of the page to submit the vehicle request for approval.

Once you click the Submit button, the vehicle request is routed for the appropriate approvals workflow based on how your agency is set up. ARI Insights emails notifications as follows:

- Next approval level within your agency (Agency Approver).
- Fleet Coordinator Approver.

You can always view the status of your vehicle request by using the Vehicle Request Search and the VR# assigned to your request.

[Click to return to the Flowchart](#)

## ACQUIRING A VEHICLE

### Enter The New Vehicle Information – New Asset

1. Login to ARI Insights using your credentials at <https://ariinsights.arifleet.com/AriAccessWeb/LoginForm.aspx?brandName=SOG>.

The screenshot shows the login page for the State of Georgia Fleet Management System. At the top, there is a header with the Georgia Department of Administrative Services logo, the text "Office of Fleet Management Vehicle Information Tracking And Logistics", and the "VITAL" logo. Below this is the system name "State of Georgia Fleet Management System" and a welcome message: "Welcome to our Web site. If you need assistance, please call 1-877-819-3735 or email us at fms@doas.ga.gov." The page is powered by "ARI insights". There are language options: English, Español, Français, and Deutsch. The login form includes fields for "User ID" and "Password", a "Log in" button, and links for "Forgot Password?", "Forgot User ID?", and "Privacy Statement".

2. At the main dashboard, click on **Customer** located on the Header at the top of the screen. Then, drag your cursor through State of Georgia Forms and click on **Asset Creation Form**.

The screenshot shows the main dashboard of the ARI Insights system. The user is logged in as MIRNA BARKER. The dashboard is divided into several sections: "Technical Assistance" with contact information; "Active Vehicles" with a bar chart showing inventory by status (Active, Out of Service, Sold); "Fleetstats Reports" with links to various reports; "Maintenance" with a red arrow pointing to the "Asset Creation Form" link in the "State of Georgia Forms" dropdown menu; "Inventory" with statistics on drivers missing emails, vehicles with invalid VIN, and VIN/asset type mismatches; "Fuel" with a bar chart showing fuel consumption trend and statistics on fuel cost, tank capacity violations, and non-fuel transactions; and "Saved Search Options" with a list of saved searches.

3. Enter the VIN number and click on **Process Vin**.

