

Vehicle Purchase Process

The following purchasing procedures are designed to ensure fiscal responsibility, proper fleet management and compliance with the US Department of Energy's ("DOE") Alternative Fuel Transportation Program* ("AFTP"). To purchase/lease a new or used vehicle, the following **pre-purchase** process must be followed:

1. Department identifies type of vehicle (s) needed and ensures compliance with the US Department of Energy's Alternative Fuel Transportation Program (AFTP) by selecting from the available models located at <http://www.afdc.energy.gov/vehicles/search/light/>. For questions related to AFTP or vehicles under AFTP, please contact Samuel Coleman at samuel.coleman@rutgers.edu or Michael Dunn - contact information in Section 3.
2. Departments must plan ahead to allow sufficient time to purchase vehicles, which comply with AFTP. AFTP vehicles at times can't be purchased off the lot and must be specially ordered. Such orders on average can take twelve (12) to fifteen (15) weeks to fill.
3. Department completes the Vehicle Purchase Form ("Form"), obtains a preliminary quote for the vehicle(s) and forwards all documents to the University Procurement Services, Category Manager for vehicles, Michael Dunn at michael.dunn1@rutgers.edu. Mr. Dunn will distribute the Form and documents to the designated buyers on the main campus at Rutgers, at the Newark and Camden campuses, and at the schools and units comprising the Rutgers School of Biomedical and Health Sciences. On the form, the Department is to provide the following information:
 - a. Department must explain the purpose of the vehicle purchase.
 - b. Department must explain if the purchase of the vehicle replaces a vehicle currently part of the Department's fleet or adds to the Department's fleet.
 - c. If applicable, explain if the replaced vehicle will be traded in or disposed of in some other manner.
 - d. If the vehicle being requested does not comply with the AFTP, a written justification must be provided by the department with the Form. The justification has to present unique circumstances that require a waiver of the AFTP requirement
4. The assigned buyer reviews requirements and ensures compliance with the Department of Energy's AFTP by verifying that the selected vehicle(s) is/are on the compliant list located at <http://www.afdc.energy.gov/vehicles/search/light/>.
 - a. If the justification is not sufficient, buyer then will return the Form for additional information and/or changes
 - b. If the justification is accepted by the buyer¹, the buyer will provide in writing the reason(s) for recommending approval of the justification and submit justification with the Form and all other documents to the Director, Purchasing and Strategic Sourcing for review and approval.
 - i. As part of the justification, the buyer will consult with the designated person within Purchasing monitoring Rutgers compliance with AFTP who will inform the buyer: (a) if there are credits available that can be used to cover the non-compliant purchase, and (b) of the remaining balance of credits. Buyer will include this information in the justification.

- c. Director will complete justification for the purchase on the Form.
5. The Form and all documents are forwarded by the Director, Purchasing and Strategic Sourcing to the Executive Director for review and approval.
6. The Executive Director will forward Form and documents to the Senior Vice President for Finance and Treasurer for fiscal review and approval
7. Determination:
 - a. If rejected, the Form will be returned back to the Buyer. The buyer will then inform the Department.
 - b. If approved, the Form is forwarded back to the Buyer who will commence the purchasing process. The buyer shall obtain competitive quotes, develop and issue a Request for Proposal, or identify a preferred contracted supplier to purchase the vehicles.
8. Department will issue Requisition for Purchase Order for vehicle.
9. Buyer will coordinate delivery, preparation and registration of vehicle with the Department. Buyer obtains insurance, registers vehicle, obtain plates and title to vehicle for Department.
10. If the Department will replace a vehicle currently part of the fleet, it is the Department's responsibility to take all necessary steps to retire the vehicle from service. Such steps include, but may not be limited too, arranging with Surplus to sell the vehicle and contacting the following personnel:
 - a. Patricia LaSasso patricia.lasasso@rutgers.edu. Risk Management
 - b. Rosita U. Last riast@uco.rutgers.edu Controllers Office
 - c. Samuel Coleman samuel.coleman@rutgers.edu University Procurement Services.
11. Buyer will submit purchasing information immediately after the delivery of each vehicle to the designated person within Purchasing monitoring AFTP compliance within Rutgers and who compiles the DOE report due in December of every year.

* All Rutgers purchases of new and used Light Duty Vehicles (LDV) must comply with the DOE's Alternative Fuel Transportation Program and be capable of operating on alternative fuels. LDVs are non-emergency, on-road vehicles weighing 8,500 lbs. GVWR or less. Alternative fuel vehicles are typically called "flex fuel" or "dual fuel" in the industry and will accommodate either gasoline and/or an alternative fuel. As of today, Hybrid Electric Vehicles (HEVs) are not considered a fully compliant alternative fuel vehicle under Standard Compliance of the AFTP and thus only receive a ½ credit under the AFTP

ⁱ Buyer can discuss and review justification with manager or Director before submitting written justification for the purchase.