



The Commonwealth of Massachusetts
Executive Office for Administration and Finance
Operational Services Division

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Assistant Secretary for Operational Services

OSD POLICY GUIDANCE 23-02

TO: Commonwealth Secretariats, Chiefs of Staff, Department Heads, Chief Procurement Officers, Chief Fiscal Officers, General Counsels, Agency Fleet Administrators
FROM: Gary Lambert, Assistant Secretary for Operational Services
DATE: August 15, 2022
RE: **OSD Policy Guidance 23-01: EV First Acquisition Policy**

Introduction

As you are aware, the Office of Vehicle Management has made a significant investment in implementing a new telematics program across the Executive departments of the Commonwealth. Leveraging data provided through these telematics devices provides greater insight into the usage of our fleet of vehicles and equipment. This data also assists OVM in determining the efficiency of our overall fleet. Over the past year we have gathered vehicle data to determine how well the fleet is performing against current utilization standards. Based on the results that have been gathered, coupled with the release of Executive Order 594 - TITLE, OVM is embarking on two complimentary initiatives of the Baker-Polito administration. The first is the EV First Acquisition program, and the second is an overall rightsizing of the fleet to improve utilization. The goal of the EV First Acquisition program is to put 75 Battery Electric Vehicles in service this fiscal year as part of our normal vehicle replacement program. The purpose of this memorandum is to inform Secretariat and Executive Branch Department Heads¹, Chiefs of Staff, Chief Procurement Officers (CPOs), Chief Financial (or Fiscal) Officers (CFOs), and General Counsels of their Department's responsibilities when seeking to replace highly utilized vehicles. More information regarding the fleet rightsizing initiative will be provided in September.

Background

The applicable statutory authority that directs the Operational Services Division (OSD) to oversee the procurement of vehicles by Commonwealth entities is found in the following:

- M.G.L. c. 30, § 51: "All goods, supplies, equipment and services, except for legislative or military purposes, needed by the various executive and administrative departments and for other activities of the commonwealth shall be purchased by or under the direction of the operational services division."
- M.G.L. c. 7, s. 9A: "The operational services division, in consultation with the department of energy resources, shall develop a system of protocols for the acquisition of alternative fuel vehicles and hybrids, including identifying the potential for acquisition of heavy, medium and light-duty vehicles,

¹ This memorandum is only addressed to Executive Branch Departments under the oversight of the Governor.

based on the anticipated mileage and usage of such vehicles, and the effectiveness of single-fuel or dual-fuel alternative fuel vehicles for the particular purpose identified.”

As an oversight agency, OSD’s primary responsibilities include the procurement and acquisition of commodities and services by Executive Branch Departments, providing procurement guidance and technical assistance to Departments, and ensuring Departments conduct procurements in compliance with all applicable statutes, regulations, and policies. The Office of Vehicle Management (OVM) within OSD is charged with these responsibilities as they relate to vehicles.

New Procurement Policy and Effective Date

Pursuant to Executive Order 594, OSD is implementing an “EV First Acquisition Policy” which requires each Secretariat and Executive Department to purchase Electric Vehicles (EVs) whenever possible. The effective date of this policy is July 1, 2022. See the attached policy document for further details. The acquisition hierarchy shown below must be followed when selecting new vehicles:

1. Battery Electric Vehicle (BEV)/Fuel Cell Electric Vehicle (FCEV)
2. Plug in Hybrid Vehicle (PHEV)
3. Hybrid Electric Vehicle (HEV), Alternative Fuel Vehicle (AFV), or other innovative technologies as determined and approved by OVM
4. Internal Combustion Engine (ICE) Vehicle that is the most efficient in its class

While an Exemption Process has been established in the policy, Secretariat and Executive Branch Department heads must ensure their chief procurement officers, chief financial officers, and staff involved in the procurement and purchase of vehicles understand their responsibilities and the requirements of the EV First Acquisition Policy. Failure to adhere to these requirements may result in the removal of vehicles from their fleet.

OSD and OVM are committed to working closely with Executive Departments to ensure the requirements of the EV First Acquisition Policy are implemented in a successful manner. Should you have questions regarding this memorandum, please contact OVM’s Director of Fleet Policy and Administration, Vincent Micozzi, at vincent.micozzi@mass.gov.

Attachment: EV First Acquisition Policy