**Outline for Acquisition Process:**

1. Agency identifies a need for a vehicle, whether through:
	1. Review of a replacement criteria and/or idle violation report from OVM
		1. OVM may direct replacement of such vehicles
		2. See page 2 (decision tree)
	2. Total loss of an existing vehicle
	3. Additional headcount in positions which require vehicles to complete the job function
		1. No increases to fleet vehicle count allowed at this time – Agency should seek vehicles from other areas within the Agency and/or Secretariat
	4. New vehicle function (business need) created
		1. No increases to fleet vehicle count allowed at this time – Agency should seek vehicles from other areas within the Agency and/or Secretariat
		2. If Agency is unable to shift vehicles within the Secretariat to cover the new business need, reach out to OVM for next steps
2. Agency submits vehicle request workbook to OVM
	1. Review the instructions tab within the applicable workbook for further information
3. OVM reviews workbook and provides feedback, including but not limited to:
	1. Requests for expanded justification or other information
	2. Providing utilization report which may identify potential redeployments (instead of acquiring a new vehicle)
4. OVM will define the category, size/type, and engine designation of vehicle(s) to fulfill the need(s), based on the justification provided
	1. Environmental guidelines, such as the EV First Policy, EO594, and FES, will be applied
	2. Agency will have the ability to select the specific make/model of vehicle within the defined category, size/type, and engine designation
5. Continued discussions and iterations of workbook between Agency and OVM
	1. Quotes should not be obtained until after the vehicle category, size/type, and engine designation are approved by OVM
	2. Once a quote is obtained, similar discussions and iterations may occur
6. Workbook and quote form finalized and agreed between OVM and Agency

If direct purchase, following will occur:

1. OVM issues approval via email, including next steps
	1. Vendor is copied for reference
2. Agency issues PO via COMMBUYS
	1. If order acknowledgement from vendor is not received within expected time frame, Agency should follow-up with vendor
3. Agency provides copy of COMMBUYS PO to OVM

If lease request, following will occur:

1. Signed Master Lease Agreement must be on file (may occur during previous steps)
2. OVM sends email to Agency CFO for repayment commitment
3. OVM issues PO via COMMBUYS
	1. If order acknowledgement from vendor is not received within expected time frame, OVM will follow-up with vendor
4. A copy of COMMBUYS PO is available to Agency



**Outline for Delivery:**

1. Dealer receives vehicle from OEM or otherwise has vehicle in stock
2. Upfitting or additional non-OEM options are installed, if applicable
	1. If work is done off-site, vehicle is returned to dealer when complete
3. Dealer completes registration paperwork and provides to OVM
	1. If Dealer contacts Agency for information during this process, direct them to OVM
4. OVM reviews paperwork and provides registration and plates to Dealer
	1. OVM may contact Agency to confirm all details are correct, such as:
		1. Unit code
		2. Garage location
	2. Additional iterations may occur if inaccuracies are discovered
5. OVM may receive registration paperwork for an asset which has not been reviewed and vetted, such as:
	1. Non-Executive Branch Agency acquisitions
	2. Executive Branch OVM-managed Agency acquisitions of equipment, trailers, or heavy-duty vehicles
		1. All Light-Duty and Medium-Duty vehicle acquisitions by Executive Branch OVM-managed Agencies MUST be reviewed and vetted by OVM prior to acquisition
	3. Additional details may be required to proceed with registration, such as:
		1. Validated vendor quote
		2. Delivery location
6. Dealer obtains state inspection sticker and schedules delivery of fully fueled vehicle to Commonwealth
	1. All OVM-managed assets are delivered to the OVM lot in Westboro
		1. If Dealer contacts Agency to schedule delivery of such an asset, direct them to OVM
7. Assets delivered to the OVM lot are reviewed, inspected, and additional steps are completed, as applicable:
	1. Fuel card is ordered
	2. Telematics device is installed
	3. Decals are applied (1-800-How Am I Driving, POW/MIA, Telematics)
8. OVM contacts Agency to coordinate pickup of vehicle from OVM lot
	1. Turn-in should occur at this time, unless already completed
	2. Maintenance packet will arrive to Agency within 2-3 weeks of pick-up of new vehicle