



A recent survey indicated Fleet Managers required additional information on new vehicle ordering, specifically in the following areas (click the link to view the corresponding section of the document):

- [How to find vehicles on VEH98](#)
- [Tips for completing the vehicle request workbook](#)
- [Understanding order-to-delivery timing](#)
- [Other best practice recommendations](#)

Additional questions may be directed to:

- [Cheryl Cushman](#) (617-720-3109)
- [Karen Rasnick](#) (617-720-3196)



**New Vehicle Ordering / Finding Vehicles on VEH98:**

VEH98 provides a [price list](#) that includes light duty, heavy duty, and other vehicles as individual line items with pre-set configurations. This [price list attachment](#) may be found within the “Conversion Vendor” in COMMBUYS. Several data points are included in each line item, as follows:

<b>Vehicle ID</b>	The number to reference when quoting and negotiating with the vendors
<b>Vendor Name</b>	Identifies which vendor has priced this specific vehicle
<b>Vendor #</b>	Used as a data source for the VEH98 Vehicle List
<b>Category</b>	Identifies which of the 13 categories the vehicle aligns
<b>Subcategory (i.e. vehicle class)</b>	Narrows down the type of vehicle within each category, such as Small, Mid-Size, Full-Size for Passenger-Lt Duty vehicles, or School Bus, Backhoe, Class 4-8+ for Hvy Duty-Other vehicles
<b>Manufacturer (OEM)/Make</b>	Identifies Original Equipment Manufacturer (OEM) that produces the specific vehicle
<b>Model Year</b>	Model year of the vehicle, as defined by the OEM (does not always indicate year vehicle was manufactured)
<b>Model</b>	Common model name of the vehicle
<b>Trim Level</b>	The trim level of the specific vehicle
<b>Drive Train</b>	Drive train option for the specific vehicle
<b>Max # of Passengers</b>	Maximum # of passengers the vehicle accommodates, including the driver
<b>Max # WC Positions</b>	Maximum # of wheelchair passengers the vehicle accommodates
<b>Door/Lift Location</b>	If applicable, the location of an altered door or wheelchair lift will be noted
<b>Floor Plan/# of Rows</b>	Identifies a matching floorplan located on the Dealer’s MBPO that visually describes the seating layout or indicates the number of seating rows included (1, 2, 3, etc.)
<b>Truck Box Length/Van Roof Height</b>	If applicable, the box length (for trucks) and/or roof height (for vans) will be listed
<b>Towing Capacity (as equipped)</b>	Towing capacity, as assigned by the OEM, and based on the specific configuration of that vehicle line item
<b>Engine Liter Size/kW Motor Power/Horse Power</b>	Engine details, as assigned by the OEM, and based on the specific configuration of that vehicle line item
<b>Cylinders/Battery</b>	Number of cylinders in the engine or size of the battery included
<b>Body Code</b>	Assigned by the OEM to represent that specific vehicle; buyers should research (online, local dealer, etc.) to ensure they are purchasing the expected body code
<b>Equip/Pkg. Code</b>	Represents standard or included equipment and/or packages provided with the specific vehicle by the vendor (number is assigned by the OEM); buyers should research (online, local dealer, etc.) to ensure they are purchasing the expected equipment and/or package(s)
<b>Wheel base</b>	The distance between the center of the rear wheel to the center of the front wheel
<b>Fuel Tank Size/Range</b>	Indicates the number of gallons the fuel tank holds or the number of miles a battery is expected to provide on a full charge
<b>GVW or Curb Weight</b>	Gross Vehicle Weight Rating or Curb Weight, as applicable (assigned by the OEM)
<b>Combined MPG</b>	Where applicable, this number represents the combined city and highway miles per gallon achieved by the vehicle, or its equivalent, based on EPA-mandated testing; allows buyers the opportunity to utilize MPG requirements when researching vehicles
<b>Primary Fuel</b>	Identifies the primary fuel source, typically shown in conjunction with the secondary fuel source, as listed in the charts below
<b>Secondary Fuel</b>	Identifies the secondary fuel source, typically shown in conjunction with the primary fuel source, as listed in the charts below

ENGINE TYPE	PRIMARY	SECONDARY	ENGINE TYPE	PRIMARY	SECONDARY
Gasoline/Unleaded	Unleaded	Unleaded	Battery Electric (BEV)	Electric	Electric
Diesel	Diesel	BioDiesel	Plug-In Hybrid (PHEV)	Electric	Unleaded
Flex Fuel (E85) Capable	E85	Unleaded	Gasoline-Electric Hybrid (HEV)	Unleaded	Electric
CNG (dedicated)	CNG	CNG	Diesel-Electric Hybrid (DHEV)	Diesel	Electric
CNG (bi-fueled/dual fueled)	CNG	Unleaded			



<b>Base Vehicle MSRP</b>	Manufacturer's Suggested Retail Price for the vehicle, including any destination charges that may apply
<b>MSRP with Upfit</b>	Manufacturer's Suggested Retail Price for the vehicle, including additional packages or upfit items that have been supplied by the dealer
<b>Bid Price</b>	The VEH98 price of the specific BASE vehicle: unless a different price is listed in the MSRP with Upfit column, the BASE vehicle does not include any additional options, accessories, or up fitting, which may be purchased in conjunction with the vehicle
<b>Accessory % Discount</b>	Average percentage off of the OEM options and/or accessories specific to this vehicle
<b>Vehicle Acquisition Number (for state entities only)</b>	This is a vehicle naming convention used by OVM when reviewing Vehicle Request Workbooks from Executive Branch Agencies (other buyers may use the number as a reference when discussing vehicle requests with dealers)

These data points allow users to narrow down their vehicle acquisition options by using their specific criteria as filters. For example, a user knows that their business needs require an AWD or 4WD seven-plus passenger vehicle because they have a team of staff that rides together to off-site locations that are accessed by dirt roads or other rough terrain. In this instance, the user would apply filters to the VEH98 spreadsheet price list, including AWD and 4WD in the Drive Train column and seven and higher in the Max # of Passengers column.

There are four additional columns included on the Heavy Duty / Other line item list; Brakes, Alternator, Tires, and Suspension. These additional columns also assist users in identifying the vehicle that meets their business needs.

To ensure they acquire the most appropriate vehicle, OVM recommends buyers visit the manufacturer's website to understand what "standard" and "optional" equipment is included or available on every vehicle offered on contract that they are considering to purchase.

Some vendors have provided optional equipment lists within their specific vehicle price spreadsheets, as additional tabs. These optional equipment lists have not been transferred to the master "Conversion Vendor" price list in COMMBUYS.

Executive Branch Agencies also may reach out to OVM for assistance in reviewing vehicles on VEH98.

**New Vehicle Ordering / Vehicle Request Workbook:**

The Vehicle Request Workbook is a required document when Executive Branch Agencies plan to acquire new vehicles, whether through direct Agency purchase or through OVM's Lease Program. It is an extensive Excel file consisting of multiple tabs that must be reviewed, completed, and sent to OVM staff, who will review the request, including compliance with the Fuel Efficiency Standard (FES), and respond with either approval or a request for additional information. The first tab includes an overview of the workbook and instructions, but below is a brief outline:

**Vehicle Request tab**

- Complete the Agency and contact details, including Unit Code and funding source information, then select the Vehicle ID # from the drop-down list for each vehicle requested
  - The first section is for requesting passenger cars, while the second section is for all other requests
  - Based on the VEH98 listing and included as the Appendix tab in the workbook
    - Heavy duty vehicles (e.g. F450 and above, etc.) and other vehicle types (e.g. loaders, etc.) are not included in the drop-down list and will need to be added in the "other" lines
  - Only one vehicle may be entered per line, as the workbook auto-populates this information on other tabs, such as the turn-in and FES tabs, where additional details must be entered on a per vehicle basis

**Vehicle Justification tab**

- This is the required information (previously submitted on letterhead) that justifies acquisition of the vehicle

**Vehicle Turn-In tab**

- List a currently active vehicle, or a vehicle recently sold at auction, for each new vehicle being requested
  - Typically, the new vehicle is a direct replacement of the turn-in vehicle

**Upfit Calculations tab (mostly included for Agency convenience)**

- If a quote is not included with the request (and it is a lease request), then this tab should be completed, so OVM may obtain proper quotes from the vendors

**Fuel Efficiency Standard, Exemption Justification, and Alternative Compliance tabs**

- The questions on these tabs must be answered, based upon the requested vehicles, their combined MPG, expected usage or alterations, and any applicable strategies being implemented by the Agency
- Agencies seeking assistance in meeting compliance requirements should contact OVM to review their business needs and discuss options

**Electronic Signature tab**

- Once completed and the included statements are read/agreed to, requestor should electronically sign the request by entering their name, etc.
  - OVM will countersign once the request is approved to move forward



### **New Vehicle Ordering / Order-to-Delivery Timing:**

Both factory ordering and off-lot purchases are available through VEH98

- Factory ordering is recommended, but does take longer

Production to delivery lead times vary by vehicle make and model

- OVM receives production bulletins from Ford and is able to request production information from most manufacturers\*

Remember: lead time begins after PO is received by vendor, not at time of quote

Plan your vehicle requests far enough ahead to meet fiscal deadlines

- Remember that additional time will be needed for OVM to review and process each request

Model year changeovers potentially add lead time, due to changing equipment at the manufacturer's production facilities

- For most manufacturers, OVM is able to access:
  - Final order due dates and build-out dates for the current model year\*
  - First order start dates and job-one build dates for the new model year\*
- Prior model year pricing is maintained through November 30
  - Exception: significant model year changes

**\*Upon written request, OVM will obtain and share this information with Agencies they serve and with other buyers when time permits.**



### **New Vehicle Ordering / Best Practice Recommendations:**

Choose the most fuel efficient and economical vehicle that meets the business needs

Factory orders are recommended

- Create specs based on actual needs, not retail sales
- Any announced recall fixes, upgraded safety features, etc., would be included

Off-lot purchases are available

- If acquiring a prior model year version of a vehicle when the current model year also is on dealer lots, then a 2% discount off bid price should be included on those prior model year vehicles

Review all bid prices and / or obtain multiple quotes to ensure best value

- Especially beneficial when spec includes upfitting

Place Purchase Orders through COMMBUYS, as required for state agencies

- “Release” type Purchase Order
  - Items included, as appropriate (Light Duty or Med/Heavy Duty):
    - Base Vehicle
    - Manufacturer Options
    - Vendor Upfits
    - Vendor Transfers
  - Include VEH98 Quote Form as attachment