

Part II Chapter 18 Vehicle Procurements

- A. Requirements.** This procedure is used by Commonwealth agencies to purchase passenger and non-passenger vehicles that require a certificate of title and license and are necessary for the proper Conduct of Commonwealth business in accordance with [Management Directive 615.16, Commonwealth Fleet Policy](#).
- B. Procedure for Procurement of Passenger and Non-Passenger Vehicles.**
1. Agency must take necessary steps to encumber funds for the purchase of automotive equipment.
 2. Agency determines if desired vehicle is available from statewide contract.
 3. Agency submits [STD-557, Request for Automotive Equipment \("557"\)](#) to the DGS Bureau of Vehicle Management ("BVM") for processing, to include Executive Board approval as appropriate. (PennDOT is exempt from 557 requirement.)
 4. BVM routes fully executed 557 to the DGS Bureau of Procurement ("BOP") for review. BOP determines if the vehicle is available from statewide contract.
 - a. For purchases of greater than 25 vehicles from multiple-award contracts, BOP will assist BVM in a best value determination of vehicles available.
 - b. For purchases of less than 25 vehicles, BVM will determine the appropriate vehicle to be ordered and may consult with BOP as necessary.
 5. BOP returns 557 to BVM indicating whether the requested vehicle is a contract or non-contract purchase.
 - a. For contract purchases, BVM will create a purchase order to the contracted supplier. BVM ensures order acknowledgement is received within ten days of purchase order.
 - b. For non-contract purchases, BVM instructs ordering agency to create a shopping cart, attaching the fully-executed 557. BOP creates a competitive bid in accordance with Part II, Chapter 4 of this handbook.
 - c. BOP may enlist the Quality Assurance Division to work with the ordering agency to create a competitive specification.
 6. BVM enters a goods receipt after the vehicle is delivered and accepted. Agency is responsible to pick up a vehicle within ten days of notification.
- C. Repairs, Maintenance and Payment for Services.** For the policy on repairs, maintenance and payment for services, please reference [M615.3, Commonwealth Fleet Procedures Manual](#).
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References:

1. [Management Directive 615.16, Commonwealth Fleet Policy](#)
2. [STD-557, Request for Automotive Equipment](#)
3. [M615.3, Commonwealth Fleet Procedures Manual](#)