

MANAGEMENT MEMO

NUMBER:

MM 13-02

SUBJECT:

STATE FLEET ANNUAL ACQUISITION PLAN

DATE ISSUED:

JANUARY 14, 2013

EXPIRES:

UNTIL RESCINDED

REFERENCES: GOVERNMENT CODE §13332.09; PUBLIC CONTRACT CODE §10295.2 (a); PUBLIC RESOURCES CODE §25722.5 et seq; CALIFORNIA CODE OF REGULATIONS 599.809; EXECUTIVE ORDER B-2-11; STATE ADMINISTRATIVE MANUAL SECTIONS: 3620, 3620.1, 3615, 4105, 4110, 4112, 4117.2

ISSUING AGENCY:

DEPARTMENT OF GENERAL SERVICES

SUPERSEDES MANAGEMENT MEMOS: 02-02 AND 06-07**Purpose**

This Management Memo announces new requirements for completing fleet vehicle acquisition requests. These new requirements replace the prior process for acquiring fleet assets.

Policy

Executive Branch departments are required to submit an annual fleet acquisition plan to the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) for analysis when requesting approval to acquire new or replacement fleet assets. OFAM is eliminating the use of the *Vehicle Acquisition Request Form* (OFA 160). This policy applies to all emergency and non-emergency fleet assets.

Background

The state fleet has undergone a comprehensive vehicle allocation methodology (VAM) analysis that identified non-essential or cost ineffective assets.¹ This process has right-sized the state fleet, therefore, any increase to departments' baseline requires ample justification that additional fleet assets are vital and mission critical. Further, replacing existing assets now requires a higher level of justification than the previous mileage-based thresholds once permitted. The OFAM has developed an annual fleet acquisition plan that will allow agencies to demonstrate their need and adherence with the various fleet rules, including, but not limited to the following:

Government Code Section 13332.09 requires the necessity for the acquisition of fleet asset(s) be established;

- Public Resources Code Section 25722.5 et seq prescribes requirements for fleet acquisitions, including the reduction of petroleum consumption;
- The federal Energy Policy Act of 2005 requires state fleets to include 75 percent of alternative fuel vehicles in their acquisitions;
- California Code of Regulations Section 599.809 requires state passenger vehicles be a light class not to exceed 110 combined cubic feet;

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¹ Executive Order B-2-11 Implementation <http://www.dgs.ca.gov/ofam/Programs/FleetReduction.aspx>