**State of Arkansas**

State Vehicle Contract User Instructions

**2022 Statewide Passenger Vehicles Contract**

Various Authorized Dealers

***Arkansas State Agencies/Political Subdivision User Instructions***

**SCOPE:** This is a State of Arkansas contract for new passenger vehicles made available at discounted pricing to State agencies and political subdivisions.

**GETTING STARTED**

1. **Vehicle Specifications and Options Pricing:** These spreadsheets list the base vehicle prices and option prices for all vehicles on the contract.

1. **Vehicle Contract-At-A-Glance:** This is a two-page spreadsheet that lists all the contract vehicles, as well as their descriptions, prices, vendors, vendor numbers, outline agreement numbers and mileage ratings.
2. **Vendor Awards Summary:** Lists the awarded vendors’ contact information.
3. **Placing an Order:** When placing an order with the vendor, refer to the State Vehicle Contract to receive State Contract pricing. Contact the designated vehicle dealer to get purchase order instructions.

**ORDERING PROCEDURES**

For State agency use:

* Agencies must enter a purchase requisition in AASIS for all purchases with a total projected cost of more than $20,000.
* A purchase requisition will be required for a PO when adopting from a cooperative contract.
* Submission Requirements Memorandum: Solicitation Review Requirements <https://www.dfa.arkansas.gov/procurement/guidelines/>

Purchase orders are best submitted by email but they can also be submitted by fax or U.S. mail.

**QUESTIONS OR ASSISTANCE:** <https://www.dfa.arkansas.gov/administrative-services/vehicle-fleet-management/>

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| **Contact Information:** |  |

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