

State Vehicle Contract User Instructions

State of Arkansas 2024 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.
2. **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.
3. **Vendor Awards Summary:** Lists the awarded vendors' contact information.
4. **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/>

Contact Information:

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