

# State Price Agreement Vehicle Purchase Checklist

This checklist is meant to be used as a tool to ensure all steps for purchasing a vehicle are completed. Links to the guidance and required forms have been included.

	Task	Document and Guidance Link
<input type="checkbox"/>	Fully executed Agreement	
<input type="checkbox"/>	Provider prepare "Request for Quotes" (RFQ)	<ul style="list-style-type: none"> <li>• <a href="https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-procurement-form-instructions.pdf">https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-procurement-form-instructions.pdf</a></li> <li>• <a href="https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/Vehicle-Purchase-Checklist.pdf">https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/Vehicle-Purchase-Checklist.pdf</a></li> <li>•</li> </ul>
<input type="checkbox"/>	Email RFQ to Capital Asset Program Coordinator (CAPC) for approval	
<input type="checkbox"/>	CAPC email approving RFQ received?	
<input type="checkbox"/>	Provider email RFQ to vendors from the State Price Agreement Vendor list and cc CAPC and Regional Transit Coordinator (RTC)	<ul style="list-style-type: none"> <li>• <a href="https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/state-price-agreement-vendor-contact.pdf">https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/state-price-agreement-vendor-contact.pdf</a></li> </ul>
<input type="checkbox"/>	Provider review quotes from vendors	
<input type="checkbox"/>	Provider prepare "Request for Quotes Vehicle Purchase Price Comparison Form" <ul style="list-style-type: none"> <li>• Lowest Cost RFQ Comparison Form or Best Value RFQ Comparison Form (based on RFQ)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-procurement-form-instructions.pdf">https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-procurement-form-instructions.pdf</a></li> <li>• <a href="https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-rfq-price-comparison-form.xls">https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-rfq-price-comparison-form.xls</a></li> </ul>
<input type="checkbox"/>	Provider email "Request for Quotes Vehicle Purchase Price Comparison Form" to CAPC for approval	
<input type="checkbox"/>	CAPC email approving purchase received?	
<input type="checkbox"/>	Provider prepare "Purchase Order" (PO)	<ul style="list-style-type: none"> <li>• <a href="https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-purchase-order-instructions.pdf">https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-purchase-order-instructions.pdf</a></li> <li>• <a href="https://www.cognitofrms.com/ODOT2/VehiclePurchaseOrder">https://www.cognitofrms.com/ODOT2/VehiclePurchaseOrder</a></li> </ul>
<input type="checkbox"/>	Provider submit PO to CAPC	
<input type="checkbox"/>	CAPC will sign and email PO to vendor, cc'ing provider.	

Contact your Regional Transit Coordinator or Capital Asset Program Coordinator for additional guidance.