

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
☐	Fully executed Agreement	
☐	Provider prepare "Request for Quotes" RFQ	• https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-procurement-form-instructions.pdf • https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-rfq-template-form.doc
☐	Email RFQ to Capital Asset Program Manager (CAPM) for approval	
☐	CAPM email approving RFQ received?	
☐	Provider email RFQ to vendors and cc CAPM and RTC	• https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/state-price-agreement-vendor-contact.pdf
☐	Provider review quotes from vendors	
☐	Provider prepare "Request for Quotes Vehicle Purchase Price Comparison Form" • Lowest Cost RFQ Comparison Form or Best Value RFQ Comparison Form (based on RFQ)	• https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-procurement-form-instructions.pdf • https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-rfq-price-comparison-form.xls
☐	Provider email "Request for Quotes Vehicle Purchase Price Comparison Form" to CAPM for approval	
☐	CAPM email approving purchase received?	
☐	Provider prepare "Purchase Order" (PO)	• https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/vehicle-purchase-order-instructions.pdf • https://www.cognitofrms.com/ODOT2/VehiclePurchaseOrder
☐	Provider submit PO sent to CAPM	
☐	CAPM will sign and email to vendor, cc'ing provider.	

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