



## Delaware State University

**University Area(s) Responsible:** Office of Fleet Services

**Policy Number & Name:** 9-05 Vehicle Procurement Program

**Approval Date:** 02/29/2016

**Next Review Date:** 03/01/18

### I. Purpose

To ensure that the DSU vehicle inventory is adequately supplemented and/or replenished, it is important that specific vehicle needs are examined and met. Following these guidelines will ensure procurement of the type and number of vehicles needed to fulfill the mission they are to serve.

### II. Scope

These policies and guidelines apply to all personnel involved in the University-owned motor vehicle procurement process.

### III. Policy

- A. DSU-owned and operated vehicles are important assets in the daily support of University functions. For this reason special consideration must be exercised in procuring the proper vehicles for the mission they will perform.
- B. When considering procurement of vehicles, the following criteria will aid in determining the number/ type of vehicles needed:
  - 1) **Budget:** Procurement of any vehicle assets will be contingent on available funds designated for vehicle purchases.
  - 2) **Function:** Analysis of current vehicle inventory will determine where vehicles are needed, either to replenish the inventory or increase it due to changing missions. Consideration will be given to specialized functions the vehicles will serve and determine the number and type of vehicles required.
  - 3) **State Contracts:** Examination of the current State of Delaware Contract for vehicle purchases will reveal the holder of the contract for specific motor vehicle types as well as specification and option details and costs. This will enable the University to select vehicles more closely suited for the service they will perform.

C. Upon selection of the vehicle(s) based on the above criteria, steps may be taken to initiate the procurement process.