

State Vehicle Contract

Statewide Passenger Vehicle Contract # SP-16-0001 State of Arkansas Contract - Various Authorized Dealer Contracts

Expiration Date: 10/18/2017

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.

How to Get Started

1. **2017 Official Vehicle Specifications and Pricing Spreadsheets:** 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 spread sheet that lists all of 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.

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: When utilizing this contract, if the total projected amount (TPA) of all items on a single purchase order is \$10,000 or greater, a purchase requisition (PR) must be created in AASIS. In addition, both your agency's purchase order and the outline agreement number must reference the purchase requisition number.

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

QUESTIONS OR ASSISTANCE

OSP Contact Information:

John Leverett, Vehicle Buyer

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