



# Electric Vehicles for State Agencies

A procurement checklist for South Carolina

Palmetto Clean Fuels Coalition & South Carolina Energy Office  
South Carolina Office of Regulatory Staff  
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# Background

## SC Energy Office



The South Carolina Energy Office, (the Energy Office) transferred to the South Carolina Office of Regulatory Staff in July of 2015, advances South Carolina’s energy strategy and policy through education and outreach.

The Energy Office promotes the efficient use of all energy sources. In addition, the Energy Office encourages energy efficiency, renewable energy, and clean transportation through a broad range of initiatives that include:

- Developing the State Energy Plan
- Providing Technical Assistance
- Offering Financial Assistance
- Conducting Education and Outreach
- Maintaining an Energy Data Resource

## Palmetto Clean Fuels – South Carolina’s Clean Cities Coalition

The Palmetto Clean Fuels Coalition (PCF) is an initiative of the Energy Office. PCF works to increase the use of alternative fuels and advanced vehicle technologies in South Carolina. The US Department of Energy (DOE) approved the application for PCF’s designation in 2003, recognizing the commitment of our stakeholders to building an alternative fuels market in South Carolina as a statewide coalition in 2004. Since then, PCF has been part of the Clean Cities program, a network of nearly 100 designated coalitions across the United States.

PCF strives to help public and private entities, as well as individuals, lower fuel costs, improve air quality, and reduce petroleum consumption. PCF also promotes vehicle idle reduction, fuel economy improvements, vehicle miles traveled reductions, and bicycle and pedestrian efforts.

To learn more about Palmetto Clean Fuels and its initiatives visit [PalmettoCleanFuels.org](http://PalmettoCleanFuels.org).


## Why this Guide?


Many state agencies are considering electric vehicles (EVs) for their fleet. Some may be interested in reducing fuel and maintenance costs, while others may be looking for cleaner and more efficient transportation opportunities. The purpose of this guidance is to help state agencies navigate the state agency fleet vehicle procurement process.

# Procurement Checklist


To purchase an EV in South Carolina, state agencies must submit documentation to the South Carolina Department of Administration’s State Fleet Management Office (SFM). PCF has provided the checklist below to ensure that fleet managers and procurement officers have the correct information gathered in order to successfully submit a request and procure the vehicle(s).

**Remember:** State agencies in South Carolina are prohibited from using cooperative purchasing agreements and must purchase vehicles approved by SFM. While EVs are not currently on state contract, agencies are able to conduct “off-contract” purchases to fulfill agency missions and objectives.

 **1. Complete SASS-007A Request to Purchase, Dispose, or Retain State-Owned Vehicles**  
Agencies must fill out this form, detailing the EV they’re requesting to purchase. The form will need to be signed by the agency director. Select the “Bid Out” option because this process will involve requesting quotes from dealerships/vehicle upfitters directly. (See attached example.)

 **2. Develop a justification letter to be signed by agency director**  
This letter should include an explanation of how the EV would help achieve the agency’s mission, as well as spell out projected maintenance and fuel savings. It should also include state and federal legislation that encourages the adoption of alternative fuels within public fleets. See the Energy Office’s justification letter (attached to this checklist) as a template.

PCF and the Energy Office can work with fleets to develop a justification letter that is specific to each situation.

 **3. Develop a Solicitation Document to Request Quotes from Dealerships/Vehicle Upfitters**  
If the vehicle request is over \$100,000, a competitive bid process must be conducted. However, agencies do not have to issue a request for proposals (RFP) if the cost is under \$100,000.

Fleets will need to develop a Solicitation Specification Spreadsheet for the vehicle(s) being procured. This spreadsheet details the vehicle specifications for a dealer to provide a quote. PCF and the Energy Office can help determine suitable specifications and add-ons that an EV may require.

## 5 Steps to Procuring an EV:

1. Fill out the SASS-007A Request to Purchase, Dispose, or Retain State-Owned Vehicles Form
2. Develop a justification letter to be signed by the agency director
3. Develop a Solicitation Spreadsheet to Request Quotes, detailing the EV specifications sought
4. Send the Solicitation Specification Spreadsheet to dealers and gather quotes
5. Send the justification letter, SASS-007A, and solicitation with quotes to SFM for review and approval



**4. Send the Solicitation Specification Spreadsheet to dealers and gather at least three quotes.**

Quotes should include all delivery costs and the Infrastructure Maintenance Fee (IMF). Fleets will also need dealers to agree to the SFM Off-Contract Solicitation Terms & Conditions, attached to this checklist. This can be included with the Solicitation Specification Spreadsheet when gathering quotes.

PCF and the Energy Office have contacts with several alternative fuel dealerships/vehicle upfitters that can help agencies get an adequate number of quotes.



**5. Send full package to State Fleet Management for approval**

Send all documents to the compliance manager for SFM review and approval.

Make sure each document below is included:

- SASS-007A Request to Purchase, Dispose, or Retain State-Owned Vehicles Form
- Justification letter signed by agency director
- Quotes from dealerships/vehicle upfitters

Once approved by SFM:

- The agency's finance department should create and send a Purchase Order to SFM for the vehicle(s). (Include all supporting documentation.)
- SFM will then review and send the Purchase Order to the dealer.
- The agency should work with the dealer to arrange for the vehicle to be delivered.
- The agency will have 30 days from the point of SFM inspection to complete the payment process with the vendor.
- The dealer will need to deliver the vehicle with the following items (which also need to be included in the notes of the Purchase Order to SFM):
  1. Manufacturer's Statement of Origin (MSO),
  2. DMV Form 400, and
  3. invoice.

## Delivery

The dealer must deliver the vehicle(s) to 1447 Boston Ave. West Columbia, SC 29170. Once the vehicle(s) is delivered to SFM, it will undergo inspection, registration, titling, and tagging by SFM. The agency procuring the vehicle is responsible for insurance and providing documentation to SFM. SFM staff will notify the agency once the vehicle(s) is ready to be picked up.

## Additional Assistance

PCF and the Energy Office can provide guidance in navigating any of the above steps. PCF can also provide staff training, training videos, and factsheets about EVs for state agencies.

For more information, visit the [PCF website](#).