



Rail & Public Transit Division

## **VEHICLE PROCUREMENT**

### **Instructions for Completing Vehicle Purchase Documents (Request For Quotes (RFQ) and RFQ Comparison forms)**

#### **A. General Guidelines**

ODOT Rail and Public Transit Division (RPTD) has developed forms for transit agencies to use for documenting procurement activities in obtaining and comparing vehicle price quotes when purchasing vehicles with state or federal grant funds.

Use of these forms is not mandatory. However, RPTD has researched and developed these forms to meet FTA and ODOT RPTD requirements. Your agency may adapt the forms as needed for your particular procurement. RPTD has also provided several examples of completed forms from Oregon transit provider agencies. If your agency vehicle procurement forms are used, please review the RPTD forms contained in the RPTD Guidance Library, Provider Handbook, Vehicle Procurement on the RPTD website: <http://www.oregon.gov/ODOT/PT/Pages/resources/guidance-library.aspx> to verify your forms address all the recommended information and analysis requirements.

Information on determining vehicle selections must be documented and retained in your agency's procurement files as long as the vehicles are used for public transportation provision, plus three years.

If you have questions, please contact RPTD and send a draft of your documents to RPTD for review prior to issuing them to vehicle vendors.

NOTE: If your agency intends to purchase a vehicle through a process other than the Statewide Price Agreement (example by piggyback on an existing State of Washington or existing other Oregon agency contract, or through an RFP process for specialized vehicles,) please contact the ODOT RPTD Capital Program Coordinator for **pre-approval**.

#### **B. Request for Transit Vehicle Price Quote (RFQ) Form**

Generally, all providers must use the State Price Agreement contracts (SPAs) for procuring transit vehicles in Vehicle Useful Life Categories A through E. Transit providers must request price quotes from **at least three** vendors, but it is preferred that you request price quotes from **all** vendors listed on the SPA that offer a vehicle in the specific vehicle category being purchased. If a vendor does not offer a vehicle in the desired vehicle category, it is not necessary to request quotes from that vendor.

The RFQ form is designed as a two-way form, to provide both the tool for transit agencies to request price quotes for transit vehicles with required features from pre-qualified SPA vendors, and a tool for vendors to respond back to transit agencies in a comparable format. The sections of the RFQ form to be completed by transit agencies requesting quotes are in **black font** on the form. Those sections designed for vendors to respond back to requesting transit agencies with vehicle pricing and options information are in **blue font** on the form.

## Line-By-Line Instructions

### 1. For Transit Agencies Requesting Quotes

#### Page 1

- a) Check the “Initial Request for Quote” box at the top of page 1 and enter the due date when you would like the quotes returned to you.
- b) Check the “Grant Funded Purchase” box if using grant funds to purchase this vehicle.
- c) Enter the Vendor name and contact person information you will use to send the RFQ form. At a minimum, contact name and email are required; phone numbers are optional. You must send the RFQ to at least **three** vendors, but it is preferred that you request price quotes from **all** vendors offering a vehicle in the Oregon Vehicle Description ORPIN Contract Crosswalk category in which you are intending to purchase.

Use a separate RFQ form for each category of vehicle being purchased. If purchasing multiple vehicles within the same category, but which have different specifications, use a separate RFQ form for each.

- d) Fill in the “Requesting Agency Information” box with the appropriate contact person who will be reviewing the quotes for your agency.
- e) Circle if the RFQ is from the Oregon State Price Agreement (should be in most cases) or from another source, such as an approved piggyback on a Washington State price agreement. To the right, enter the total number of vehicles you are purchasing (this must match your Grant Agreement Statement of Work.)
- f) Enter the basic vehicle information: check the appropriate vehicle category; note the *desired* length, number of regular seats, number of ADA stations, fuel type *desired*, high floor or low floor, and if desired, a brief special comment. This must also match your Grant Agreement Statement of Work.

Vehicles in Categories E-4 through E-7 are unmodified standard vehicles and are not included on the Oregon Public Transit SPAs. They may be purchased through the other Oregon standard vehicle SPAs or from a local dealership. Obtaining three price quotations from these sources is required.

#### Page 2

- g) Skip Part A on page 2 (vendors complete this); go directly to Part B.
- h) Complete the column for “Requesting Agency’s Required Specifications Description”. List each vehicle option which is a mandatory requirement for the vehicle you wish to purchase on a separate line.

Any vehicle equipment or functions not available through a vendor in this section may dismiss the product from consideration, so be careful to specify only items which are truly required. Do not assume an item is or is not included in the base price; options vary by manufacturer and vendor – let vendors respond back to you on the form whether an item is included in base price or has an extra cost.

This Part B table is continued on page 3. If additional space is needed, you may attach and reference a separate page or insert rows into the table in the Word document.

The two columns on the right under the “Vendor Response” header should be left blank for vendors to complete.

CONSIDER: Required specifications are generally considered a pass/fail condition for the quotes you receive, so before listing all desirable features here, consider if some of these should be listed under “Vehicle Preferred Options” on page 3. Specifying too many details as “mandatory” requirements may limit your vehicle choices unnecessarily.

IMPORTANT: Avoid using product brand names; use generic descriptions or functionality for vehicle options whenever possible. If it is absolutely necessary to name a brand of product for reference, you must specify “**or equivalent**” or “**or approved equal**” immediately following your description. FTA requirements call for competitive procurement and strictly prohibit brand name specifications.

POST-DELIVERY WARRANTY SERVICE: You may include proximity of post-delivery warranty maintenance and repair service as a required specification, particularly if your agency operates in a rural area of the state. This should be stated in terms of time or distance (or both) for travel to/ from your agency office or fleet yard. You may also include terms regarding pick-up or out-of-service vehicles in your required specifications, bearing in mind such requirements may increase your costs.

The simplest method of selecting a vehicle is to base selections on lowest cost meeting all required specifications. If using a **Best Value Determination**, please see discussion under the instructions for [Page 4](#).

### **Page 3**

- i) Complete the column for “Requesting Agency’s Preferred Options Description”. List vehicle options which are not required but which you want to include or consider; each on a separate line. If additional space is needed, you may attach and reference a separate page or insert rows into the table in the Word document.

The two columns to the right under the “Vendor Response” header in this section should also be left blank for vendors to complete.

Again, the level of detail for preferred vehicle options is up to each agency to decide. Please review the “Consider” and “Important” statements in the instructions for [Page 2](#) above.

IMPORTANT: Lowest Cost selections are based on the lowest cost vehicle quotes with all **required specifications**. Additional preferred options costs may be considered if two or more vehicle quotes fall within a range of \$500 for Category E vehicles; \$1,000 for Category D vehicles; \$1,500 for Category C vehicles; \$2,500 for Category B vehicles; and \$3,500 for Category A vehicles. *This limitation is one reason it is important to specify truly required features under Required Specifications.* Please consult the RPTD Capital Program Coordinator if you have questions.

### **Page 4**

On this page, you can provide additional information for the responding vendors:

- j) In the Sample Floor plan section, you may attach a sample floor plan - this is not required, but it is useful to avoid any confusion.
- k) The Vendor Information section provides general RFQ information for the responding vendors and may be modified as needed to meet your agency’s requirements.
- l) Under Vehicle Selection Information, you must check one of the two boxes indicating whether the selection is to be made based on Lowest Cost with Required Options or is a Best Value Determination.

**LOWEST COST SELECTIONS:** This is the simplest and easiest way to select a vehicle from the State Price Agreement and it is the method RPTD expects most agencies to use. You make and

**document** a purchase selection based on the lowest cost vehicle meeting all required specifications.

Please read the “IMPORTANT” statement in the instructions for [Page 3](#). If you have questions about selections, including preferred options costs, please contact the RPTD Capital Program Coordinator.

**BEST VALUE DETERMINATION SELECTION:** Best Value Determination selections require pre-approval from the RPTD Capital Program Coordinator. ODOT expects that most agencies will use the Lowest Cost Selection method of procurement. You must provide a cost-benefit analysis in order to have a Best Value Determination approved. Best Value Determinations also carry *additional FTA requirements* and involve extra work for your agency, so please consider carefully before asking RPTD to use this vehicle selection method.

If your agency wishes to use a Best Value Determination to evaluate factors other than lowest cost, you must list these factors on the RFQ form ([see bottom of page 4](#) of form.) You also need to assign some form of rating scale, such as a point range or a percentage, to these factors, and that scale must be noted in the space provided. (You will also include that rating in your vehicle RFQ Comparison form – see relevant sections of these instructions.)

If an agency must incur additional expenses to purchase shop equipment or re-tool existing equipment for a different vehicle manufacturer, a comparative cost-benefit analysis of these additional costs must be documented – see below.

Factors which agencies may also consider in a Best Value Determination selection include those below. (These are not necessarily justification for doing a Best Value Determination – some of these factors can also be described as preferred options in a lowest-cost selection):

- Post-delivery vehicle warranty conditions and terms
- Vendor references from other agencies
- Drivability, perceived quality & workmanship based on Altoona test
- Maintenance staff training availability
- Costs that would have to be incurred by the agency to include additional vehicle brands/types into its fleet when it performs its own maintenance
- Distance limitations in a rural community to perform maintenance (50 miles or more to a shop that is qualified for service and maintenance of the lowest price vehicle).
- For agencies with in-house vehicle maintenance shops, existing fleet uniformity and a cost for additional purchases or re-tooling of the shop in order to perform maintenance on the lowest priced vehicle.

Example: A Best Value Determination could be scored as follows, using either points or percentage:

1. *Vehicle includes all Required Specifications (Pass/Fail)*
  2. *Best Value Determination is approved by ODOT RPTD (Pass/Fail)*
  3. *Lowest pricing with Required Specifications (45 points)*
  3. *Vehicle provides all Preferred Options (15 points)*
  4. *Post-delivery warranty/repair service preferred within 10 miles of agency’s facility (20 points)*
  5. *Vehicle drivability based on Altoona test (10 points)*
  6. *Reference checks for vendor-provided references (10 Points)*
- Total Possible = 100 Points*

## C. Vehicle Purchase RFQ Comparison Forms

There are two *Vehicle Purchase State Price Agreement RFQ Comparison Forms* available for agency use: one is for a *Lowest Cost Selection* purchase selection, and the second is for a *Best Value Determination Selection*. Both of these blank forms are included as separate worksheet tabs in the Vehicle Purchase RFQ Comparison Excel workbook. These forms were designed to be used in conjunction with the RFQ form described in [Part B](#) but may also be used by agencies completing their own vehicle price comparisons to document their final vehicle selection decision.

The Vehicle Purchase RFQ Comparison Excel workbook is available in the RPTD Guidance Library, Provider Handbook, Asset Procurement on the RPTD website: <http://www.oregon.gov/ODOT/PT/Pages/resources/guidance-library.aspx>. Sample forms are also available for review at the same link.

The purpose of the documents is to assist transit agencies in meeting minimum procurement documentation requirements for federally funded vehicle purchases. You may use these forms as is or modify them for use by your agency in accordance with your needs.

Unlike the RFQ form, which is designed to be sent to vendors for a response back to you, these forms for comparing and analyzing RFQ responses received from vendors are intended solely for internal use by your agency and RPTD staff; they are not designed to be sent to vendors.

## D. Lowest Cost Selection – Statewide Price Agreement RFQ Comparison Form

The first worksheet tab is titled *Lowest Cost RFQ Comparison Form*. This form provides a worksheet for documenting vehicle selections from RFQ's returned to your agency by vendors for a simple "lowest cost with required options" selection. This is a simple one-page form which documents a selection based on the lowest-cost quoted vehicle which meets all of the required options and specifications you documented on the RFQ form.

Under this straight-forward selection method, you can also use the preferred vehicle options as a tie-breaker when two or more vehicle quotes meeting all required specifications are close in cost range. (See instructions for the RFQ Form [Page 3, section i](#))

## Line-By-Line Instructions

- a) Agency identification information – in the first section at the top, enter your agency name, contact person and phone, the five-digit ODOT Grant Agreement number which is primarily funding your vehicle purchase, and date you are completing this form.
- b) Basic Vehicle identification – in the second section, enter your vehicle useful life category; the number of vehicles in this category you are purchasing; and seating information.
- c) Required Specifications and Additional Preferred Options – you may simply attach copies of the each RFQ form which you sent to the State Price Agreement vendors and which were also returned to you by those vendors. Or, you may attach your own form or listing of these required and preferred options, as long as the attachment reflects exactly which specifications were itemized and sent to vendors for a quote response back to you.

You do not need to attach copies of RFQ's sent to non-responsive vendors; however, you must note this on the form, in a column entry for that particular vendor (i.e. "sent RFQ, did not

respond”). The 3 quote requirement is met with attempted quotes; you cannot control a vendor not responding.

- d) The third section of the form, under the yellow header: “Prices Quoted From Vendors”, is where you enter a brief summary of the quotes you received. In the column headers provided, note the vendors to which you sent RFQ forms. Just underneath each vendor, please note the following in the rows provided:
1. Make and model of vehicle proposed by vendor (for example: “Startrans Ford F350”)
  2. Vehicle base price (should match the base price for that make/model/length noted in the ORPIN Contract Crosswalk table for the Statewide Price Agreement)
  3. The combined cost of all the required equipment and specifications
  4. Total vehicle cost including base price plus all required equipment and specifications (“2” + “3” above) -- this amount should automatically total for you in the form. If you have modified the form, please over-ride the formula and enter the correct total.
  5. The combined cost of the preferred options which you desire (see the instructions and limitations for this above)
  6. The total vehicle cost including all required equipment and specifications and identified preferred options -- this amount should automatically calculate for you unless you have modified the form
- e) Below the cost totals, indicate your selections under each vendor, checking “Selected” for the lowest cost vendor quote and checking “Not Selected” for the others. In the “Comments” box, you may enter a simple statement about your selection, such as “Vendor X offered the lowest cost vehicle with our required specifications and we selected four additional preferred options.”
- f) In the Agency Signature box, the person in your agency authorized to approve purchases and major grant activities should identify, sign and date the form. This may be different from the contact person actually completing the form.

**This documentation should be submitted with your signed Purchase Order form when your agency is ready to order the vehicle(s.)** Please contact the Capital Program Coordinator at ODOT RPTD if you have any questions about this process.

## **E. Best Value Determination Selection – State Price Agreement RFQ Comparison Form**

The second worksheet tab is titled “*Best Value RFQ Comparison Form.*” This form provides one way of documenting the request for price quotes and to document the final product selection using a Best Value Determination. This two-page form is a more complex process. Agencies seeking to use this method are required to seek pre-approval from the RPTD Capital Program Coordinator and **must provide written justification and a cost-benefit analysis** for using a Best Value Determination.

The purpose of this form is to document and justify your best value selection for your agency's and RPTD's procurement records. Any reasonable person should be able to read both the RFQ and Best Value Determination RFQ Comparison documents and agree that the best value product was selected; that the evaluation criteria was provided to all vendors; and that all vendors had been provided an equal opportunity to compete.

Prior to preparing the initial RFQ form for sending to vendors, agencies doing Best Value Determination selections should carefully consider the factors – in addition to cost – which are important for your agency in a vehicle selection. Please see the discussion about best value factors on [page 4](#) of this

document for some examples of non-equipment factors which are most commonly identified by transit agencies.

Agencies must document how all factors are considered in evaluating price quotes. A point scale or a percentage weighting scale are the most common methods. However, some agencies may also do vendor customer reference checks, utilize the Altoona test report, or use other means of identifying best value.

When a best value selection will be made, after getting approval from ODOT RPTD to go forward, the "Best Value Determination" box on page 4 of the RFQ form must be checked and information should be provided to vendors in the RFQ form, under the "Required Specifications" section or as an attachment. Include what the criteria are, how the cost analysis will be documented, and how options will be rated, scored or weighted in the final selection decision. It is not necessary to provide vendors with the actual rating or ranking scores for each vendor or copies of the RFQ Comparison form – these are for your agency's and RPTD staff's use.

When in-house agency shop maintenance equipment re-tooling costs, or other non-purchase-price costs which would have to be incurred to maintain other vehicle manufactures are a factor in Best Value Determination selections, a cost-benefit analysis must be documented and included with the documentation submitted to RPTD. The FTA does not specify a format for the analysis, but the analysis must be documented. It must be as even-handed and objective as possible and the rationale for selection must be reasonable.

## Line-By-Line Instructions

### Page 1

- a) Agency identification information – in the first section at the top, enter your agency name, contact person and phone, the five-digit ODOT Grant Agreement number which is primarily funding your vehicle purchase, and date you are completing this form.
- b) Basic Vehicle identification – in the second section, enter your vehicle useful life category; the number of vehicles in this category you are purchasing; and seating information
- c) Required Specifications; Additional Preferred Options; and Best Value Factors – you may simply attach copies of the each RFQ form which you sent to the State Price Agreement vendors and which were also returned to you by those vendors. Or, you may attach your own form or listing of these required and preferred options as long as the attachment reflects exactly which specifications were itemized and sent to vendors for a quote response back to you.

For best value factors, you should also note or attach a summary of methods other than the RFQ which may have been used to capture best value information (for example, vendor customer reference checks, utilize the Altoona test report, or other means of identifying best value.) You may check both the "From RFQ" and "Other" boxes if this is applicable.

You do not need to attach copies of RFQ's sent to vendors that did not respond; however, you should note this on the form in a column entry for that particular vendor (i.e. "sent RFQ, did not respond") in the section below.

- d) The third section of the form, under the yellow header: "Prices Quoted From Vendors", is where you enter a brief summary of the quotes you received. In the column headers provided, note the vendors to which you sent RFQ forms. Just underneath each vendor, please note the following in the rows provided:

1. Brief description of vehicle proposed by vendor (for example: "Startrans Ford F350")

2. Vehicle base price (should match the base price for that make/model/length noted in the ORPIN Contract Crosswalk table for the Statewide Price Agreement)
3. The combined cost of all the required equipment and specifications.
4. Total vehicle cost including base price plus all required equipment and specifications (“2” + “3” above) -- this amount should automatically total for you in the form. If you have modified the form, please over-ride the formula and enter the correct total.
5. The combined cost of the preferred options which you desire (see the instructions and limitations for this, above)
6. The total vehicle cost including both required equipment and specifications and identified preferred options -- this amount should automatically calculate for you unless you have modified the form.

**Page 2**

- e) At the top, please re-enter agency name and Grant Agreement number (in case pages become separated.)
- f) In the Best Value Factors box, list each factor in the column on the left side (insert more lines in the worksheet or add an attachment if necessary.) In the “Vendor” columns, note the rating score; ranking; percentage; or other criteria used to evaluate the best value factors for each responding vendor. Enter the total or combined overall vendor score or ranking in the line provided at the bottom.
- g) Below the best value factor totals, indicate your selections under each vendor, checking “Selected” for the lowest cost vendor quote, and checking “Not Selected” for the others. In the **“Explanation/Rationale” box, you must enter** a statement summarizing your best value selection. This is the single most important section of the form, so attach a separate document if needed to fully explain your selection rationale.
- h) In the Agency Signature box, the person in your agency authorized to approve purchases and major grant activities should identify, sign and date the form. This may be different from the contact person actually completing the form.

**This documentation should be submitted with your signed Purchase Order form when your agency is ready to order the vehicle(s.)** Please contact the Capital Program Coordinator at ODOT RPTD if you have any questions about this process.