

State Fleet Management Calendar

<p style="text-align: center;">JANUARY</p> <ul style="list-style-type: none"> ● Read the petroleum reductions reports from previous year, review PRP current. ● Complete Strategic reduction document with internal divisions and SFM for incoming year 	<p style="text-align: center;">FEBRUARY</p> <ul style="list-style-type: none"> ● Agencies review vehicle specifications and vehicle needs not met from previous year. Start Division Survey required for review by SFM to adjust Vehicle Bid Spec for the incoming year 	<p style="text-align: center;">MARCH</p> <ul style="list-style-type: none"> ● Review program expansion in the out-year or incoming year for vehicle needs in your agency complete the Additional Vehicle requests
<p style="text-align: center;">APRIL</p> <ul style="list-style-type: none"> ● Alternative Fuel Vehicle needs analysis from agency divisions for current year vehicles ● First new vehicles delivered to agencies for incoming year finalize Division Survey reviewing the vehicles delivered for current replacement cycle 	<p style="text-align: center;">MAY</p> <ul style="list-style-type: none"> ● JBC Approved List distributed for incoming Fiscal Year agencies review their vehicle allocations with divisions ● New projected variable rates announced at MVAC for incoming year agencies review and supply feedback to SFM ● Provide completed Strategic Fleet Plan documents with leadership support to SFM 	<p style="text-align: center;">JUNE</p> <ul style="list-style-type: none"> ● New vehicle rates for incoming year are distributed by SFM to be implemented in July billing ● SFM and Procurement start incoming year vehicle bid process
<p style="text-align: center;">JULY</p> <ul style="list-style-type: none"> ● Agency Fleet Coordinators receive the fiscal out-year Replacement Vehicle “Suspect list” from SFM and provide feedback to the most needed suspect vehicles in their agency fleet ● Apply Strategic Plan to suspect list feedback to help identify funding. 	<p style="text-align: center;">AUGUST</p> <ul style="list-style-type: none"> ● Agencies review SFM Under Utilization report and provide feedback ● Agencies perform Physical Inventory of all State owned vehicle assets and report back to SFM 	<p style="text-align: center;">SEPTEMBER</p> <ul style="list-style-type: none"> ● Agency OPSB review the DPA submission for the Replacement Vehicle “Suspect list” for the fiscal out-year ● Agencies work with SFM to finalize projected upcoming grant opportunities
<p style="text-align: center;">OCTOBER</p> <ul style="list-style-type: none"> ● Vehicle Bid awarded for current year ● Agencies use plan results for internal assessment of current year replacement vehicles in preparation for ordering 	<p style="text-align: center;">NOVEMBER</p> <ul style="list-style-type: none"> ● Receive order forms from SFM for current year new vehicle orders ● Order forms are due by end of month back to SFM 	<p style="text-align: center;">DECEMBER</p> <ul style="list-style-type: none"> ● Orders are placed with vehicle dealers for current year vehicles