

SAM—TRANSPORTATION SERVICES

ABBREVIATED FAP PROCESS FOR NON-LIGHT DUTY FLEET ASSETS 4120.8 (New 08/2017)

Replacement mobile equipment and vehicles (fleet assets), excluding aircraft, having a gross vehicle weight rating (GVWR) of 8,501 pounds or more, may be processed through an abbreviated Fleet Acquisition Plan (FAP) process. This abbreviated process replaces the traditional FAP Memo narrative with a shortened approval form and authorizes approval of eligible fleet asset acquisition requests by the Chief of the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) or by the Deputy Director of the DGS Interagency Support Division, as applicable. All requested fleet assets must still meet all applicable fleet policies and requirements.

To use the abbreviated FAP process agencies will need to submit a complete FAP in the same manner they do now; combined with both light-duty asset (assets having a GVWR of 8,500 pounds or lower) and additional fleet asset requests. OFAM will identify the assets that meet the abbreviated process criteria, and will separate them out onto their own abbreviated FAP.

In addition, state agencies shall certify on the Fleet Acquisition Certification, in accordance with [State Administrative Manual Section 4120](#), that a utilization analysis was conducted on all fleet assets that are like-type to those being processed through the abbreviated process, and that no assets could be redirected to meet that replacement fleet asset need. The utilization analysis shall be conducted and retained according to the following criteria:

1. Utilization analyses shall be conducted using the provided Fleet Utilization Analysis Template, and shall contain, at minimum, the following information:
 - a. Each like type fleet asset included in the analysis with asset make and model, model year, equipment number and VIN
 - b. Annual mileage or hours, as applicable
 - c. Annual days used
 - d. The applicable minimum annual utilization standard, as listed by department on the Fleet Utilization Analysis Template, and days used for each vehicle type
 - e. Each asset clearly marked with which standard it meets
 - f. Justifications detailing why underutilized assets are not available to be redirected and what measures the department is taking to ensure best fleet management practices are implemented to increase utilization of the fleet asset
 - g. The 12 month timeframe the utilization analysis covered, which shall be based on either the prior 12 months, or the previous calendar year

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2. A copy of the utilization analysis shall be retained by the conducting agency for a period of three years.
3. OFAM may, at any time, request a copy of the utilization analysis completed for a specified FAP.
4. State agencies not in compliance with the required utilization analysis standards and document retention requirements, may have their eligibility for the abbreviated FAP process revoked.

Fleet assets eligible to be processed through the abbreviated process are subject to the FAP due dates and timeframes noted in SAM Section 4127.