



Vehicle Procurement Checklist

March 2025

Required Vehicle Procurement Documents	
Note: Documents will be audited during agency's Federal Section 5310 and/or 5311 compliance review.	
Statewide Contract with PennDOT Funds (§ 1514 and/or 1516):	
	Purchase Order
	TRC On-Line Inspection Report (if applicable)
	Contractor's Invoice
Statewide Contract with Federal Funds (§ 5310 and/or 5311):	
	Pre-Award Buy America Certification*
	Post-Delivery Buy America Certification*
	Pre-Award Purchaser's Requirements Certification
	Post-Delivery Purchaser's Requirements Certification
	Pre-Award FMVSS Certification
	Post-Delivery FMVSS Certification
	Purchase Order
	TRC On-Line Inspection Report (if applicable)
	TVM Transit Vehicle Award Reporting Form (if applicable)
	Contractor's Invoice
Independent Purchases with PennDOT Funds (i.e., minivans, sedans, SUVs):	
	Independent Cost Estimate (ICE)
	Purchase Order
	Reasonable Determination
	Contractor's Invoice
	Written Price Analysis
Independent Purchases with Federal Funds (i.e., minivans, sedans, SUVs):	
	Independent Cost Estimate (ICE)
	Pre-Award Buy America Certification*
	Post-Delivery Buy America Certification*
	Pre-Award Purchaser's Requirements Certification
	Post-Delivery Purchaser's Requirements Certification
	Pre-Award FMVSS Certification
	Post-Delivery FMVSS Certification
	Purchase Order

	Reasonable Determination
	SAM.gov Verification
	FTA Clauses and Certifications with Contractor Signature
	Contractor's Invoice
	Written Price Analysis
* Required only if total procurement value is \$150,000 or greater	

Statewide Contract with PennDOT Funds (§ 1514 & 1516)

1. Procuring agency selects preferred vehicle type, floor plan, and optional equipment for each vehicle.
2. Procuring agency, in coordination with the contractor, prepares one purchase order for all vehicles with the same specific floor plan. Please assign a purchase order number.
3. Contractor must deliver no later than 180 calendar days after date the vehicles are ordered (210 days if compressed natural gas fueling system conversion). Contractor must notify the procuring agency if delivery deadline cannot be met. Procuring agency must notify [Allen Hollenbach](#) if the contractor cannot meet the deadline.
4. Contractor must contact the procuring agency for a delivery schedule at least two business days notification. Vehicles must be delivered to the procuring agency between the hours of 8:00 AM and 4:00 PM, Monday through Friday.
5. Procuring agency will perform inspection of each vehicle using PennDOT's [Vehicle Inspection Checklist](#) prior to acceptance. Any vehicle that does not meet all specifications is not "acceptable" and cannot be placed into service.
6. Procuring agency must prepare and upload the contractor's invoice for each vehicle in eGrants. For invoicing assistance, contact your agency's program manager at PennDOT.

Note: Once the procuring agency receives payment from PennDOT, the procuring agency will immediately make full payment to the contractor after each vehicle is determined acceptable (meeting all specifications). The procuring agency must not release any funds to the contractor until the vehicle(s) have been [inspected](#) and fully accepted.

7. Date in service will be the date each vehicle is accepted by the procuring agency; not the date of delivery.

Statewide Contract with Federal Funds (§ 5310 & 5311)

1. Procuring agency selects preferred vehicle type, floor plan, and optional equipment for each vehicle.
2. Procuring agency, in coordination with the contractor, prepares one purchase order for all vehicles with the same specific floor plan. Please assign a purchase order number.
3. Procuring agency completes the [Transit Vehicle Award Reporting Form](#) within 30 days of the purchase order. PennDOT's [TVM Award Reporting Instructions](#) are available to assist in completing the Reporting Form.
4. Contractor must deliver no later than 180 calendar days after date the vehicles are ordered (210 days if compressed natural gas fueling system conversion). Contractor must notify the procuring agency if delivery deadline cannot be met. Procuring agency must notify [Allen Hollenbach](#) if the contractor cannot meet the deadline.
5. Procuring agency reviews the [TRC Engineering Services contract](#) and submits a [purchase order form](#) to TRC to conduct on-line inspection services and pre-award/post-delivery Buy America audits if utilizing TRC services.

Note: Recipients are required to have a resident inspector (i.e., TRC) during final assembly process if they meet the following criteria:

- (i) Recipient is in an urbanized area with a population of more than 200,000 and is purchasing more than 10 buses.
 - (ii) Recipient is in an area with a population of 200,000 or less and is purchasing more than 20 buses.
6. Contractor must contact the procuring agency for a delivery schedule at least two business days notification. Vehicles must be delivered to the procuring agency between the hours of 8:00 AM and 4:00 PM, Monday through Friday.
 7. Procuring agency will perform inspection of each vehicle using PennDOT's [Vehicle Inspection Checklist](#) prior to acceptance. Any vehicle that does not meet all specifications is not "acceptable" and cannot be placed into service.
 8. Procuring agency must prepare and upload the contractor's invoice for each vehicle in eGrants. For invoicing assistance, contact your agency's program manager at PennDOT.

Note: Once the procuring agency receives payment from PennDOT, the procuring agency will immediately make full payment to the contractor after each vehicle is determined acceptable (meeting all specifications). The procuring agency must not release any funds to the contractor until the vehicle(s) have been [inspected](#) and fully accepted.

9. Procuring agency must complete and retain [Post-Delivery Review Certification Form](#), which includes:
 - Post-Delivery Purchaser's Requirements Review Certification
 - Post-Delivery FMVSS Certification
 - Post-Delivery Buy America Review Certification
 - Only applicable if entire procurement is \$150,000 or greater
10. For reference, Altoona Bus Testing Reports for each bus type on the statewide contract are located on PennDOT's [website](#).
11. Date in service will be the date each vehicle is accepted by the procuring agency; not the date of delivery.

Independent Purchases with PennDOT Funds (i.e., minivans, sedans, SUVs):

Note: All documentation must be retained until asset is disposed.

1. Procuring agency conducts an independent cost estimate (ICE)—a documented estimate of the purchased cost. Reference material can include internet searches for similar products, price data from previous purchases, or catalog searches.
2. Procuring agency must obtain three (3) or more written quotes.
 - **Exception:** If only two (2) quotes can be obtained, procuring agency must create and retain a memorandum documenting only two (2) qualified contractors exist in the market area.
 - **Note:** COSTARS cooperative purchasing program counts as one quote.
3. Procuring agency conducts a written price analysis. The price analysis compares the ICE and quotes.
4. Reasonable determination—once quotes are received, procuring agency must use apparent low quote unless extenuating business reasons exist. Procuring agency must document and retain how the quoted vehicle(s) meets the needs and why the quote is optimal for the procuring agency.
5. Procuring agency must use [SAM.gov](https://sam.gov) to document contractor's status. Procuring agency must take a screenshot, with date visible, of contractor's status. If a contractor is suspended or debarred, proceed with next lowest bid.
6. Procuring agency executes purchase order.
7. Procuring agency will perform inspection of each vehicle using PennDOT's [Vehicle Inspection Checklist](#) prior to acceptance. Any vehicle that does not meet all specifications is not "acceptable" and cannot be placed into service.
8. Procuring agency must prepare and upload the contractor's invoice for each vehicle in eGrants. For invoicing assistance, contact your agency's program manager at PennDOT.

Note: Once the procuring agency receives payment from PennDOT, the procuring agency will immediately make full payment to the contractor after each vehicle is determined

acceptable (meeting all specifications). The procuring agency must not release any funds to the contractor until the vehicle(s) have been [inspected](#) and fully accepted.

Independent Purchases with Federal Funds (i.e., minivans, sedans, SUVs):

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5. Procuring agency must use [SAM.gov](https://sam.gov) to document contractor's status. Procuring agency must take a screenshot, with date visible, of contractor's status. If a contractor is suspended or debarred, proceed with next lowest bid.
6. Procuring agency is required to get contractor's signature on applicable FTA clauses and certifications. FTA clauses and certification can be obtained through RTAP's [ProcurementPRO](#) platform.
7. Procuring agency must complete and retain the [Pre-Award Review Certification Form](#), which includes:
 - Pre-Award Buy America Review Certification
 - o Only applicable if entire procurement is \$150,000 or greater
 - Pre-Award Purchaser's Requirements Certification
 - Pre-Award Federal Motor Vehicle Safety Standards (FMVSS) Certification

8. Procuring agency executes purchase order.
9. Procuring agency will perform inspection of each vehicle using PennDOT's [Vehicle Inspection Checklist](#) prior to acceptance. Any vehicle that does not meet all specifications is not "acceptable" and cannot be placed into service.
10. Procuring agency must prepare and upload the contractor's invoice for each vehicle in eGrants. For invoicing assistance, contact your agency's program manager at PennDOT.

Note: Once the procuring agency receives payment from PennDOT, the procuring agency will immediately make full payment to the contractor after each vehicle is determined acceptable (meeting all specifications). The procuring agency must not release any funds to the contractor until the vehicle(s) have been [inspected](#) and fully accepted.

11. Procuring agency completes the [Post-Delivery Review Certification Form](#), which includes:
 - Post-Delivery Buy America Review Certification
 - Only applicable if entire procurement is \$150,000 or greater
 - Post-Delivery Purchaser's Requirements Certification
 - Post-Delivery FMVSS Certification

For any problems with the contractor, contact Allen Hollenbach at SRTA (ahollenbach@rabbittransit.org).