PURCHASING PROCESS

When purchasing a university vehicle, make sure to complete the following steps as per Procurement Services’ guidelines:

- Obtain at least 3 bids* (online quotes are discouraged as better prices can be obtained by contacting dealers directly)
- Have the paperwork signed by Procurement Services
- Register the vehicle with Risk Management

*When purchasing through ARI, at least 3 bids are still required. When purchasing via Sourcewell, multiple bids are encouraged in order to secure the best price but are not required. Regardless of the vehicle’s source, if your department would like to choose a higher bid, justification should be provided.

When purchasing a vehicle, we recommend buyers utilize the information and resources provided in this guide to obtain the best vehicle options and help Penn reach zero emissions. Questions regarding the content of this guide can be directed to Natalie Walker in the Penn Sustainability Office at sustainability@upenn.edu.

For questions about the purchasing process, please contact Procurement Services at procure@upenn.edu.

Sourcing Options

When purchasing from a dealership, mention that your department is associated with the University of Pennsylvania and is eligible for COSTARS pricing. COSTARS is the Commonwealth of Pennsylvania’s Cooperative Purchasing Program and offers deeper discounts on items purchased through the cooperative.

If your department does not want to purchase directly through a vehicle dealership, ARI may be helpful. ARI is a fleet management service that handles leasing and purchasing.

For electric vehicles (EVs), the Climate Mayors Electric Vehicle Purchasing Collaborative is the best option. In addition to giving Penn access to the federal EV tax credit, the Collaborative also provides a more affordable, streamlined way to purchase EVs. It is a partnership between Second Nature, Climate Mayors, and Sourcewell and has recently opened memberships to universities. The Collaborative’s main objective is to decrease the upfront costs for EV procurement.

They also give members access to:

- Federal tax credits
- Leasing options
- Competitively solicited EVs
- Charging infrastructure
• Technical analysis support
• Information for best practices with EV fleets

**Vehicles that are currently available through the Collaborative can be found on their website.** Sourcewell also provides access to **numerous other products.**

Penn’s point of contact at Sourcewell is Katie Alba and can be reached via email at katie.alba@SOURCEWELL-MN.GOV. Please contact Penn Procurement for Penn’s member number.

**Vehicle Registration**

When your department purchases a new vehicle, it is critical to **notify Risk Management** so that they can properly insure the vehicle.

When purchasing and registering a new vehicle, the following name and address should be used on all vehicle documents:

> The Trustees of the University of Pennsylvania  
> 2929 Walnut Street  
> Suite 460  
> Philadelphia, PA 19104-5099

The following information should be emailed to the Office of Risk Management and Insurance at dofriskmgmt@pobox.upenn.edu:

• Bill of Sale  
• MV-1  
• Registration (temporary or permanent if initial registration service provided by vendor)  
• Name, mailing address, email, and phone number of the person who will be managing and/or responsible for the vehicle  
• 26 digit account code for allocation of annual registration expenses

Risk Management can be reached at dofriskmgmt@pobox.upenn.edu, and additional questions can be emailed to Kevin Tracy at Kevin.Tracy@upenn.edu or Josh Tabler at jtabler@upenn.edu. Further information can be found at [Risk Management’s website](#).