

Q: *“How do I order a new vehicle?”*

A: FMD annually uploads vehicle ordering instructions on our site after the Purchasing Division issues the notification of the awarded contracts. These instructions are also emailed to the Agency Fleet Coordinators for all state of West Virginia agencies. They can be found under the AFC Resources tab.

Required steps include, but are not limited to:

1. Reviewing the MV19 Synopsis and selecting a vehicle from the awarded contract
2. Completing a DOA-FM-059 Vehicle Request form and submitting to the appropriate approval authorities as directed
3. If no awarded contract vehicle meets the agency’s requirements, specifications can be written by the agency in accordance with their needs and FMD or the agency themselves can work with Purchasing Division to submit for solicitation