

## **FIRE/EMS DEPARTMENTS AUTO CHOICE ORDER PROCESSING PROCEDURE**

Auto Choice is a program under the US Department of Defense where State and Local governments may purchase vehicles or certain equipment that have a use in law enforcement. **THIS MEANS THAT FIRE/EMS ARE ELIGIBLE FOR THE SAME TYPES OF VEHICLES THAT LAW ENFORCEMENT HAVE.** Under the program, one State agency is responsible for oversight of the program, and all orders and payments must be submitted by that agency. For state fiscal year 2006, only vehicle purchases are included in the Ohio program.

In Ohio, The Ohio Law Enforcement Support Office (Ohio LESO) is the agency responsible for the operation of the program. The Ohio LESO is administratively situated within the Ohio Department of Public Safety, in the Administration Division. Further restrictions have been made in that state agencies are not eligible in Ohio at this time, at the request of the Department of Administrative Services Fleet Management Office.

The primary benefit for local agencies is that they are able to make purchases at the General Services Administration (GSA) contract rates, which may be far below the rate of the local or state contract.

To utilize the program, an agency must register through the Ohio LESO, and follow the procedure as outlined below.

Requesting Agency:

The GSA Prices can be obtained on the Internet with these simple steps.

Website: [www.autochoice.gsa.gov](http://www.autochoice.gsa.gov)

If you already have your User Name and Password enter it now.  
If you are new to Auto Choice select I'm a New User.

Register your User Name and Password. Use the codes below and complete all required fields.

Agency Code: 21  
Bureau Code: 44

You will receive verification of your User Name and Password via email. Recommend you print this page when you receive it.

You are now ready to chose and compare vehicle prices under the GSA federal contracts. Select Compare, Choose, and Order Vehicles.

Further assistance and training on how to shop Auto Choice is available from Ohio LESO staff. Once you have determined the vehicle you want, print the quote from GSA. Fax the quote to Ohio LESO (614-466-5181) using the fax format located on the Forms Page

at ohioleso.ohio.gov. Ohio LESO will verify the quote and return fax a final quote to you. This quote will be signed by the Chief/Sheriff/Agency Head to commit the order. This signed quote and a check made out for the quoted price made payable to **Ohio Department of Public Safety** will be mailed to the following address.

Ohio Department of Public Safety  
Attn: Revenue Management  
P.O. Box 16521  
Columbus, Ohio 43216

Upon receipt of the signed quote and payment check, the order will be finalized and submitted to GSA.

Ohio LESO:

Upon receipt of the Agency quote request packet, Ohio LESO will validate the order with the GSA Auto Choice Website. Any missing information will be completed and any questions will be addressed with the Requesting Agency. The final order quote will be printed and faxed to the Requesting Agency as an invoice.

Requesting Agency:

When the quote request/invoice form is received, the Requesting Agency will review the final order and request any additional changes or corrections from Ohio LESO. Once satisfied, the Requesting Agency will sign the final quote request/invoice form and prepare a check for the purchase price of the vehicle(s). Only checks made out to the **Treasurer, State of Ohio**, on a checking account **owned by the political sub-division** are acceptable. **No** cash, money orders, purchase orders, or personal checks will be accepted. Any bad check will cause the vehicle to be confiscated by ODPS and the agency may be prevented for future purchases. The signed final quote request/invoice form and check will be returned by postal mail to Ohio LESO at the following address.

Ohio Department of Public Safety  
Attn: Revenue Management  
P.O. Box 16521  
Columbus, Ohio 43216

Ohio LESO:

Upon receipt of the signed final quote request/invoice form and payment, Ohio LESO will record the receipt of payment and place the order with GSA. Agency Name

Requesting Agency:

The Requesting Agency should receive the Certificate of Origin from GSA 1-2 weeks prior to delivery. This form will be the basis for application for title. Once the vehicle(s) are delivered, the Requesting Agency will receive a Confirmation of Delivery/Acceptance form from Ohio LESO. This form will be completed upon acceptance of delivery and faxed to Ohio LESO at 614-466-5181. This Confirmation of

Delivery/Acceptance form will provide authority to release funds for payment of the appropriate invoice.