



## **INCOG ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES GRANT-FUNDED PURCHASING PROCESS FOR NON-PROFIT AGENCIES**

### **A. Ordering Process**

1. Select vehicle/equipment that is funded under Section 5310 by
  - (a) visiting Oklahoma Central Purchasing at [http://www.ok.gov/DCS/Central\\_Purchasing/](http://www.ok.gov/DCS/Central_Purchasing/)  
OR
  - (b) visiting the Office of Management Enterprise Services (OMES) or the HGAC Buy (<https://www.hgacbuy.org/program/>). If you are using HGAC please contact INCOG for further guidance.
2. Contact Patricia Dinoa ([pdinoa@incog.org](mailto:pdinoa@incog.org)), INCOG Transportation Division with a DRAFT Purchase Agreement (PA) with the Vendor.
  - a. The agreement shall contain the language:
  - b. "requires INCOG inspection of delivery"
  - c. AND identify INCOG as the lien holder:
  - d. INCOG, 2 West Second Street, Suite 800, Tulsa, OK 74103
3. Final PA and floor plan of the vehicle should be submitted to Patricia Dinoa at INCOG.
4. Purchase the vehicle through the approved vendor, identified from (1).
5. Submit invoice to INCOG with Attention to: Patricia Dinoa.
6. INCOG submits the payment request to FTA. INCOG reimburses the recipient/grantee with the federal portion of the amount as identified in the original contract.

### **B. Delivery and Inspections**

1. All vehicles purchased with federal funds must have an inspection prior to the grantee's acceptance. INCOG relies on the grantee to certify that the delivered vehicle is up to the standard agreed to and adheres to the purchasing guidelines.
2. INCOG must be listed as lien holder on all purchases.
3. The recipient (grantee) is responsible to check on all loose items, such as tie down restraints, spare tire, torso pad, and additional loose equipment which was ordered with the bus/vehicle.