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State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

VICKI V. QUIRAM  
Commissioner  
(603)-271-3201

JOSEPH B. BOUCHARD  
Assistant Commissioner  
(603)-271-3204

December 1, 2015

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Administrative Services to increase their fleet by three (3) vehicles pursuant to Adm 611.08 (g) in order to establish a centralized fleet pool program.

**EXPLANATION**

During the FY16/FY17 budget process, the Department of Administrative Services (DAS) requested funding for three (3) vehicles in order to establish a centralized, statewide pool pilot program. These three (3) vehicles will be available for all agencies to rent from DAS in an effort to prevent and/or reduce in-state travel expenses. DAS intends to purchase 2016 Ford Fusions from the state vehicle contract.

The Department's pro forma analysis estimates that the state can avoid approximately \$28,000 in in-state travel reimbursement expenses per year if these three vehicles are used at a rate of 70%. Based on preliminary discussions with state agencies DAS feels this target utilization rate is very realistic. DAS does not have any under-utilized vehicles that would be able to be transferred to this program so the fleet increase is required.

Respectfully submitted,

Vicki V. Quiram  
Commissioner