

Purchasing an Emergency Vehicle for a Collegiate EMS Organization  
presented by:  
Joshua A. Marks, NY/PA EMT-B  
National Coordinator, NCEMSF  
Captain 2001/Director 2002, Columbia University EMS (CAVA)

Introduction:

Purchasing a new vehicle is a lengthy, costly process. Columbia University EMS just completed the process and is awaiting delivery of its new 2003 Ford E350 Type III ambulance. This morning we will discuss the process from convincing university officials that a new vehicle is needed to delivery of that vehicle. We will talk about the various administrative channels to follow and some of the required federal purchasing guidelines. We will also discuss writing specifications and the issues that should be considered in developing specifications. We will also review some of the different options available.

Steps in the process as experienced by Columbia University EMS (elapsed time 3 yrs)

- Justify organization's existence. Define corps' mission and purpose. Determine where corps fits within the overall University infrastructure.
- Document problems with current vehicle/state reasons for purchase of a new vehicle. Establish replacement time line.
- Write specifications.
- Submit request for proposal (RFP).
- Select vendor and finalize specifications.
- Issue purchase order, submit specifications to factory, and await delivery

Selecting the Vendor - Establish criteria to evaluate proposals

Criteria used by Columbia University:

- Responsiveness of design to service requirements
- Construction
- Reputation for reliability, durability, and safety
- Safety certification and special safety features
- Insurance
- Projected responsiveness to potential problems and issues
- Warranty
- Service plan
  - o On-site
  - o Qualification of technicians
  - o Speed of service (includes vendor's proximity to campus)
  - o Delivery/pick-up of vehicle and availability of loaner vehicles
- Cost
- Production time

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