

How to Prepare a Quality Multiple Award Schedule Offer

GSA Automotive
Office of Vehicle Acquisition and Leasing Services

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What is a Multiple Award Schedule (MAS)?

GSA Multiple Award Schedules are long-term indefinite delivery/indefinite quantity, government-wide contracts that closely mirror commercial buying practices. Under this program, GSA enters into Government-wide contracts with commercial firms to provide over four million commercial off-the-shelf products and services, at stated prices, for given periods of time. Multiple Award schedules have continuous open solicitation periods; there is not a cut off date for acceptance or review of new offers. Ordering, shipping, billing and payment relationships are between the ordering activity (government agency) and contractors.

What are the Vendor Advantages of Multiple Award Schedules?

- Program similar to commercial catalog business
- 100% Commercial - products, warranty, and delivery
- Easy vehicle for selling to the Federal Government
- New products may continually be introduced into the system
- Order limitations have been removed
- Products are exposed to a vast number of ordering activities for a minimum contract period of 5 years.
- An extremely effective procurement method to satisfy the Government's widely diverse requirements with simple administrative processes.
- The relationship between the contractor and the ordering activity is a direct one.
- Orders for \$2,500 or less can be placed with any GSA Federal Supply Schedule contractor without competition.



Who is GSA Automotive?



The Office of Vehicle Acquisition and Leasing Services is comprised of two offices: GSA Automotive which provides quality vehicles at low prices and GSA Fleet which provides fleet management services at economical lease rates.

The four divisions of GSA Automotive: Light Vehicles Division, Medium and Heavy Vehicles Division, Marketing, Customer CARE and Systems Division and Engineering and Commodity Management Division, work together at consolidating the Federal Government vehicle requirements to purchase approximately 55,000 to 60,000 vehicles with a value of 1 billion dollars on an annual basis. GSA Automotive is a mandatory source for non-tactical passenger cars, trucks and buses for the Federal Government.

What are GSA Automotive's Multiple Award Schedules?

GSA Automotives has three Multiple Award Schedules; the Vehicle Schedule (Schedule 23 V), the Tire Schedule (Schedule 26 I) and the Vehicle Leasing Schedule (Schedule 751). In the fiscal year 2003 GSA Automotives Schedules had total sales of \$230,773,889 which represented a 54% sales growth from fiscal year 2002. The GSA Automotive's Schedules have seen growth over the last four years, with fiscal year 2003 being the largest growth increase to date.

Fiscal Year	Total GSA Automotive Schedule Sales	Percent Growth
FY99	\$88,872,889.00	
FY00	\$108,497,887.00	22.08%
FY01	\$126,383,478.00	16.48%
FY02	\$149,378,961.00	18.20%
FY03	\$230,773,889.00	54.49%



Schedule 23 V

Schedule 23 V, the Vehicular Multiple Award Schedule includes a wide variety of medium and heavy trucks, as well as parts and accessories for passenger cars, light, medium and heavy trucks. In fiscal year 2003, Schedule 23 V, had sales of \$207,625,687 a 59% increase over the \$130,530,315 sales of fiscal year 2002.

Schedule 26 I

Schedule 26 I, the Tires Multiple Award Schedule includes pneumatic and retread services for passenger vehicles, light and medium trucks. The tire schedule has had small but steady growth increasing from \$14,266,835 in Fiscal Year 2002 to \$14,386,843 in Fiscal Year 2003.



Schedule 751

Schedule 751 the Leasing Multiple Award Schedule is specifically for short-term leases (1-3 years) of sedans, SUV's, vans and light trucks. The Leasing schedule has had the most dramatic increase in sales. Between Fiscal Year 2002 and Fiscal Year 2003, sales growth for that schedule alone was 91%, escalating from sales of \$4,581,811 to sales of \$8,761,359.



Historical Sales Growth Table

<u>Schedule</u>	<u>FY-99</u>	<u>FY-00</u>	<u>growth</u>	<u>FY-01</u>	<u>growth</u>	<u>FY-02</u>	<u>growth</u>	<u>FY-03</u>	<u>growth</u>
23 V	\$76,468,068.00	\$96,298,123.00	25.93%	\$113,604,475.00	17.97%	\$130,530,315.00	14.90%	\$207,625,687.00	59.06%
26 I	\$12,404,821.00	\$12,199,764.00	-1.65%	\$12,418,448.00	1.79%	\$14,266,835.00	14.88%	\$14,386,843.00	0.84%
751				\$360,555.00		\$4,581,811.00	1170.77%	\$8,761,359.00	91.22%
Total	\$88,872,889.00	\$108,497,887.00	22.08%	\$126,383,478.00	16.48%	\$149,378,961.00	18.20%	\$230,773,889.00	54.49%

How do Vendors Get on Schedule?

To become a GSA Schedule contractor, you must first submit an offer in response to the applicable GSA Schedule solicitation. GSA awards contracts to responsible companies that offer commercial items falling within the generic descriptions in the GSA Schedule solicitation. Contracting Officers determine whether prices are fair and reasonable by comparing the prices/discounts that a company offers the government with the prices/discounts that the company offers to its commercial customers. The negotiation objective is commonly known as "most favored customer" pricing. To make this comparison, GSA requires offerors to provide commercial pricelists and disclose information regarding their pricing/discounting practices.

How do Vendors Get Started?

F e d B i z O p p s

Federal Business Opportunities

Step 1: Obtain Solicitation

- Go to FedBizOpps, www.fedbizopps.gov.
- In FedBizOpps, Click on "Find Business Opportunities" and enter one of the following Solicitation Numbers:
 - **23V** FFAH-C2-99-0235-B
 - **26 I** FCAP-S2-96-2601
 - **751** FFAP-W1-00768-N
- Download the solicitation in a word file document.



Step 2: Filling out the Offer (Solicitation)

- Solicitations, read the entire solicitation, respond to all the requirements and fill in all the sections that need to be filled in.
 - Standard Form (SF) 1449, Complete blocks:
 - Block 12: Discount Terms
 - Block 17a: Contractor Name and Address
 - Block 17b: Check if remittance is different and put such address in the offer.
 - Block 30a: Signature of the offeror/contractor
 - Block 30b: Name and title of Signer
 - Block 30c: Date signed
 - Sections of the solicitation that are required to be filled in include:
 - **I-FSS-103** SCOPE OF CONTRACT
 - **K-FSS-1** AUTHORIZED NEGOTIATORS

- **C-FSS-411** FIRE OR CASUALTY HAZARDS, OR SAFETY OR HEALTH REQUIREMENTS
- **G-FSS-903** E-MAIL AND WEBSITE URL ADDRESS
- **G-FSS-900-C** CONTACT FOR CONTRACT ADMINISTRATION
- **552.23282** CONTRACTOR'S REMITTANCE (PAYMENT) ADDRESS
- **52.216-19** ORDER LIMITATIONS
- **552.216-73** ORDERING INFORMATION
- **F-FSS-202-G** DELIVERY PRICES
- **FSS 552.211-78** COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULE)
- **52.223-3** HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA
- **52.212-3** OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS
- **K-FSS-9** SECTION 8(a) REPRESENTATION FOR THE MULTIPLE AWARD SCHEDULE PROGRAM
- **CSP-1** COMMERCIAL SALES PRACTICES FORMAT

▪ **Step 3: Additional Requirements/Clarifications of the Solicitation**

- **Price List**, include a current published, dated or otherwise identified, commercial descriptive catalog and/or price list.
- **Subcontracting Plan**, large businesses are required to negotiate a subcontracting plan which must outline in detail the contractor's specific goals and activities which will enable federal government businesses to "flow down" to small business concerns. Prime contracts with a total value of \$500,000 (\$1,000,000 for construction) must include percentage goals for subcontracts with such firms; and a description of how the goals will be achieved.

If you have any questions regarding subcontracting plans, please contact:

GSA Automotive's Subcontracting Advisor

Jerry Cunningham
703-308-4154

To find out if your company is a large business, go to www.sbaonline.sba.gov/size/sizetable2002.html.

- **CSP-1, Commercial Sales Practice,** In this section, the offeror must state whether the discounts and concessions which are being offered to the Government are equal to, or better than the offeror's best price (discount and concessions in any combination) to any customer acquiring the same items offered under the Special Item Numbers (SIN) regardless of quantity or terms and conditions. The offeror must complete the chart for the customer or customers who receive the offeror's best discount, including all customers or categories of customers to which the offeror sells at a price (discounts and concessions in combination) which is equal to or better than the prices being offered to the Government under the solicitation. This includes agreements that the offeror may have in place at the time the offer is made, and before award.



- **Step 4: Central Contractor Registration,** Effective October 1, 2003, ALL contractors doing business with the Federal Government must be registered in the Central Contractor Registration (CCR) system.
 - **CCR, General Overview:** This requirement is one step the Federal Government is taking to streamline the acquisition process as part of the President's e-GOV initiative and will reduce the need to maintain paper-based sources of contractor information.

The CCR System is a centrally located, searchable database, accessible via the Internet to develop, maintain and provide sources for future procurements. It enables prospective contractors to update information in one place via a website (<http://www.CCR.GOV>) and provides contracting officers with an efficient and less expensive means of access to contractor and industry data.
 - **CCR, Registration Process.** Go to www.ccr.gov, Click “Start New Registration” and follow the instructions.
 - **DUNS number** is the key to vendor registration and identification. You must register your business profile in the CCR--and you **are responsible** for the accuracy of your data.

- Your information will appear in the CCR after completion and validation (approximately 48 hours) of the information. Information to be validated includes DUNS, 8(a) certification, HUBZone certification and Taxpayer Identification Number (TIN).
- Vendor Electronic Funds Transfer (EFT) data entered into CCR will be the primary source of information for making payments. The D & B number plus 4 positions ("DUNS +4") will establish additional CCR records for identifying alternative EFT accounts for the same parent concern. The "plus four" identification is optional for the offeror.
- Your data in the CCR will be used to generate certain information into the FPDS-NG (Federal Procurement Data System-Next Generation) system. However, the CCR will not be used to generate business size information for this purpose.
- Contractors still provide any contractual changes directly to the Contracting Officer for appropriate action. The contract modification process is not affected by the CCR requirement; i.e., changes to CCR information do not eliminate the requirement for contract modifications.
- If the offeror is registered, but the information in the offer is not consistent with the data retrieved from CCR, the contracting officer should advise the offeror that either the offer or the CCR data must be revised to ensure consistency. If the information is not consistent, the contracting officer may not make recommendation for award.

*** All Contractors are required to recertify annually.**

- **Step 5: Submitting the Offer**, Offerors are required to submit a signed original and 1 copy of the complete solicitation including SF-1449 (first page of the solicitation), commercial pricelist and descriptive literature. Send all GSA Automotive offers to:

**GENERAL SERVICES ADMINISTRATION, FSS
GSA AUTOMOTIVE, (FFAH)
1941 JEFFERSON DAVIS HWY, CM #4, RM 600
ARLINGTON, VA 22202**



What happens after Submittal of the Offer?

- **Step 6: Once submitted**, your offer will be assigned to a Contracting Officer (CO)/Contracting Specialist (CS) within the GSA Automotive Office. This CO/CS will first perform an initial review of the offer.
- **Step 7: Clarifications** - Following this review your company will be contacted by the assigned CO/CS. Clarifications and deficient data will be defined and a timeframe for response will be established.
- **Step 8: Negotiations** - The Government's objective in awarding MAS contracts is to obtain an offeror's best price. The Contracting Officer after review of the offer and clarifications will establish negotiation objectives. To ensure that award is made on timely basis, once negotiations begin, please make sure any additional data required is accurate, complete and current and is submitted in a timely manner.
- **Step 9: Final Proposal Revision (FPR)** - At the conclusion of negotiations the Contracting Officer will request a FPR; which confirms the terms and conditions agreed upon between the Government and your authorized negotiator. It clearly identifies:
 - Basis for award
 - Price reduction clause
 - Government discounts
 - Delivery time
 - Industrial Funding Fee (IFF) - The IFF is a fee paid by customers to fund the cost of operating the Schedules program. Customer agencies pay this fee when they purchase items from a Federal Supply Schedule contractor with a contract containing industrial funding provisions. The fee is included in the price of the item and is not a separate line item; therefore, the award prices or discounts that appear in contractors' pricelists already include the fee.
- **Step 10: AWARD**, upon award, a GSA Contract Number will be issued and an award package will be sent out explaining the follow up processes and procedures.



E-Tools



- GSA Advantage! www.gsaadvantage.gsa.gov
 - Your tool to offer your products and services online in an easy to use e-commerce site.
 - Contact your Contracting Officer to post your products and services to the site.



- e-Buy www.ebuy.gsa.gov
 - An electronic Request for Quote system that will allow customers to submit their requirements with an opportunity for your company to respond electronically.
- FSS Contractors Guide www.fss.gsa.gov/contractorguide
 - The FSS Contractor Guide is intended to help vendors understand how to participate in the GSA Federal Supply Service Multiple Award Schedules program

Need More Info?

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