How To Buy Using AutoChoice

Chris Davis
Program Management Branch Chief

2015 Federal Fleet Management Training
General Services Administration
GSA Motor Vehicle Management
Value Proposition

Right Vehicle  Right Price  Great Service

and the data required to effectively and efficiently manage a fleet.
GSA is a mandatory source of supply for the purchase of all new non-tactical vehicles for Executive Agencies and DoD under Federal Property Management Regulation (FPMR).

Automotive Program Overview

AutoChoice is the Hub for all Automotive Vehicle Purchasing Programs

• Special Order Program (SOP)
• Multiple Award Schedule (MAS)
• Non-Standard Program
• Express Desk Program
Special Order Program (SOP) Vehicles

- Alternative Fuel Vehicles (AFVs)
- Ambulances
- Buses
- Emerging Technology (Electric)
- Light Trucks (Pickup trucks, SUVs and vans)
- Light Trucks with vocational bodies
- Medium and Heavy trucks
- Police use vehicles
- Sedans and Station Wagons
- Wheelchair Vans
- Wreckers and Carriers
Multiple Award Schedule (MAS) Vehicles, Equipment, and Services

GSA Schedule 23V (Superstore)

- Aerial devices and digger derricks
- Charging stations
- Construction and road maintenance equipment
- Fire trucks
- Low speed vehicles
- Mobile command centers
- Remanufactured engines
- Tankers
- Tires
- Trailers
- Trash collectors and recycling equipment
- Vehicle accessories and equipment
- Vehicle upfitting
Multiple Award Schedule (MAS)
Vehicles, Equipment, and Services

GSA Schedule 751

- Leasing of sedans and light trucks
- Leasing of Emerging Technology (Electric)

Access the Automotive Superstore at: www.gsaadvantage.gov
Non-Standard Program Vehicles

- Specialized Requirements that are not under contract within SOP or MAS programs
- Specialty Vehicles include pharmacy trailers, interactive display vehicles, communication trucks, and mobile health clinics
- Dedicated engineers will work directly with you to develop specific requirements
- GSA Surcharge is 10% for first vehicle and 1% for additional units
Express Desk Program Vehicles

- Urgent and Compelling Need
- GSA solicits competitive quotes from vehicle dealerships
- Vehicles delivered within 30-45 days
- Prices higher than GSA AutoChoice (SOP) contract prices
- **Justification** required
- Surcharge added to price 1% (August-September 5%)
- Vehicles delivered to customer location or dealer location
- Before submitting Express Desk orders, contact GSA
How To Start Ordering

• Contact your Agency Fleet Manager
• Agency specific instructions
• Authorization
• If you do not know your Agency Fleet Manager, contact GSA at the CARS Line (703) 605-2277 or at Vehicle Buying vehicle.buying@gsa.gov
AutoChoice Registration

Steering you in the right direction

GSA

AutoChoice

www.autochoice.gsa.gov

I'm a new user

Click here to register in AutoChoice

I have already registered

User Name: 

Password: 

Enter  Reset

Vehicle Availability Listing (VAL)

NEW

Programs Going Paperless:

- Vendor and Customer Self Service (VCSS) replaces paper bills in January 2014.
- Use AutoChoice for Express, Non-Std and/or MAS. Last day of paper order 4/8/13.
### AutoChoice Registration Information

Please fill up the required fields *

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Code</td>
<td></td>
</tr>
<tr>
<td>Bureau Code</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Tel. No.:</td>
<td></td>
</tr>
<tr>
<td>Other Tel. No.</td>
<td></td>
</tr>
<tr>
<td>Office Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
<tr>
<td>ZipCode</td>
<td></td>
</tr>
</tbody>
</table>

[Add]  [Clear]
Selection by Multiple Award (23V MAS)

Selection by Non-Standard Vehicles

Selection by Express Desk Vehicles  (Urgent & Compelling)

Selection by Alternate Fuel Vehicle  AFV

- New Technology (Electric Vehicles)
- Sedans and Station Wagons
- Police Use Vehicles
- Light Trucks (4x2)
- Light Trucks (4x4)
- Buses

Selection by Vehicle Type

- New Technology (Electric Vehicles)
- Sedans and Station Wagons
- Police Use Vehicles
- Light Trucks (4x2)
- Light Trucks (4x4)
- Lt Trks w/ Vocational Bodies (4x2)
- Lt Trks w/ Vocational Bodies (4x4)
- Medium and Heavy Duty Trucks
- Buses
- Ambulances
- Wheelchair Vehicles
- Wreckers and Carriers

Quick Selection: 5A-4X4 SUV, SUBCOMPACT, 2 DR, 4 PASS, MIN 4500 LBS GVWR
MAS Ordering Process

- Complete all financial information
- Download minimum 3 quotes and all pertinent attachments into AutoChoice
- Submit order
- Receive acknowledgement receipt of order
- Order will be reviewed and placed by a GSA Acquisition team member
- Receive and review Motor Vehicle Delivery Order (MVDO)
Non-Standard Ordering Process

- Contact GSA Representative
- Discuss requirement or need with a GSA Engineer
- After consultation, upload requirements in AutoChoice
- Complete financial information
- Submit order
Express Desk Ordering Process

• Contact GSA Representative
• Discuss requirement or need with GSA Customer Care Representative
• After consultation, upload requirements in AutoChoice with all needed justification
• Complete financial information
• Submit order
AutoChoice Financial Data

Requisition Detail

Agency Order No: 
Requisition Number: 4328
Signal Code: A
Supplementary Address: (Required for Signal Code B and K)
Service Code: (Required for Signal Code C and L)
Fund Code: * (Required for Signal Code C and L. Otherwise use 00)

For more information on the Funding Agency and Funding Office fields, please visit the Federal Data Procurement System. A list of codes can be viewed at https://www.fpds.gov/fpdsng_cms/index.php/en/worksite.html under "List of Contracting Office.

Funding Agency:
Funding Office:
Unit Price $: $24,139.00
Additional Funds per unit: 0.00 (Obligate additional funds to this order)
Total Est Unit Price $: 24,139.00

Description: 4X2 PICKUP, FULL SIZE, CREW CAB, MIN 9900 LBS GVWR
Shipment Location: Domestic

Contact Person: *
Phone Number: *

Priority Level: Low
This Priority pertains to your order once it has been stored in your Pending Orders.

Treasury Account Symbol: (XX XXXX or XX XXXX XXXX) *

Internal Agency Financial Data:

Info will be passed to GSA Finance but will not be passed to GSA Automotive.
Finalize Your SOP Order

- When order is completed click on Save/Pending
- Order is saved to Pending Module
- Pending review by Supervisor (Supervisory Rights) to place order
- Supervisor submits order
- Motor Vehicle Delivery Order (MVDO) generated and sent via email
- Verify MVDO for accuracy of order immediately
## SOP Delivery Time Frame

Estimated Shipment Times *

*Shipment times may vary, depending upon options, delivery, and type of vehicle.

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Shipment Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedans / Light Vehicles</td>
<td>90 days ARO</td>
</tr>
<tr>
<td>Ambulances</td>
<td>150 – 245 days</td>
</tr>
<tr>
<td>Buses</td>
<td>180 days</td>
</tr>
<tr>
<td>Light Trucks with Vocational Bodies</td>
<td>150 – 245 days</td>
</tr>
<tr>
<td>(Depending on optional equipment)</td>
<td></td>
</tr>
<tr>
<td>Medium &amp; Heavy</td>
<td>150 – 225 days</td>
</tr>
<tr>
<td>Wreckers</td>
<td>150 – 180 days</td>
</tr>
</tbody>
</table>
SOP Delivery Process

• Submit order
• Order sent to OEM
• Vehicle built to specification
• Vehicle delivered as requested
• Agency inspects vehicle
• Agency picks up vehicle, unless CNS delivery
• Agency acknowledge receipt of vehicle in AutoChoice
AutoChoice Receipt of Vehicle

Record the actual date your agency received each vehicle.

- Case Number
- Agency Order Number
- Requisition Number (XXXXXX-XXXX-XXXX)

From: [ ] To: [ ]

- OR -

- Estimated Shipment Date Range

From: [ ] To: [ ]

[Proceed]

Instructions to Consignee Receiving New Motor Vehicles Purchased by GSA:

This information is currently printed on the reverse of the consignee copy of the motor vehicle delivery order (MVDO). Effective immediately, all agency personnel designated as an authorized approver or responsible for receipt of agency owned vehicles shall record the month, date and year the purchased vehicle is received on line in AutoChoice. The approved agency representative shall document the month, date and year a new vehicle(s) was received.
## Recording Receipt Date of Vehicle

- Enter the actual date your agency received the vehicle by vehicle identification number (VIN).
- Select the case number for more detail information on your order.
- If the order does not have any status data, select the case number to enter date of receipt.
- VIN is required when entering receipt date

### Enter Actual Receipt Date

<table>
<thead>
<tr>
<th>Caseno</th>
<th>VON</th>
<th>VIN</th>
<th>Std Item</th>
<th>Model</th>
<th>Status</th>
<th>Status Date</th>
<th>Contract Shipping Due Date</th>
<th>Contact Address</th>
<th>Telephone Number</th>
<th>Delivery Date</th>
<th>Date Ag Updated</th>
<th>User Ag Updated</th>
<th>Date Ag Rcv'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>0FX209</td>
<td>W0358901</td>
<td>2C4RDGCG8CR356039</td>
<td>20</td>
<td>GRCAVAN</td>
<td>CC</td>
<td>05/06/2012</td>
<td>06/27/2012</td>
<td>SMITHSONIAN INSTITUTION 3904 OLD SILVER HILL RD SUITLAND, MD 20746</td>
<td>3012383474</td>
<td>05/18/2012</td>
<td>11/20/2012</td>
<td>CROOMT</td>
<td>06/04/2012</td>
</tr>
</tbody>
</table>

**Save**
AutoChoice System
Future Enhancements

• AutoChoice Redesign – New and Improved
• Ease of Navigation
• Ability to save order
• New fields for Report building
• New User Permissions
• 50 State Emissions
Vehicle Engineering Services

- Consult & advise on vehicle performance standards for agency customers – Help you get the right vehicle
- Partners in the supplier quality activity
- Contracting Officer’s Representatives
- Global product footprint
Vehicle Engineering Services

- Establish Federal vehicle standards
- Experts for custom vehicle engineering
- Experts for law enforcement, ambulance, heavy duty vehicles, transit buses & special purpose vehicle purchases
- Subject matter experts for contracting technical reviews for motor vehicles & motor vehicle products/services
Vehicle Engineering Staff

Dan Buckingham
Tom Martin
John McDonald
Peter Mielke
Russ Miller

Ambulance Technology and Standards Update
Part I - Thursday, January 29 at 9:00 AM
Part II - Thursday, January 29 at 10:00 AM
Contact Information

For Assistance Contact GSA Automotive Customer CARE at 703-605-CARS (2277) or send an email to vehicle.buying@gsa.gov
Program Management Staff

Chris Davis
Monica Bumbray
Lynnette Henderson
Connie Cole
Angela Taylor
Lisset Ramirez
Dana Maykish
GSA Motor Vehicle Management Resources

- **GSA Fleet Drive-thru and Training**
- **Consolidate Your Vehicles With GSA Fleet**
- **Short Term Rental Program**
- **Dispatch Reservation Module**
- **Federal Fleet Management System (FedFMS)**
- **Car Sharing**
- **Alternative Fuel Vehicle Guide**
- **WEX Station Locator / DOE Station Locator**
- **2015 FFMT Presentations**