



U.S. General Services Administration



GSA Fleet Vehicle Acquisition Process

Matt Gormley, Eric VanderVeen, Greg Benedict, Dan
Buckingham, Amber Robles

Agenda

- **Development / Planning**
- **Procurement Process**
- **Ordering Process**
- **Q & A**

Supply Chain Challenges

Ongoing disruptions and ongoing supply problems in automotive supply chains leading to:

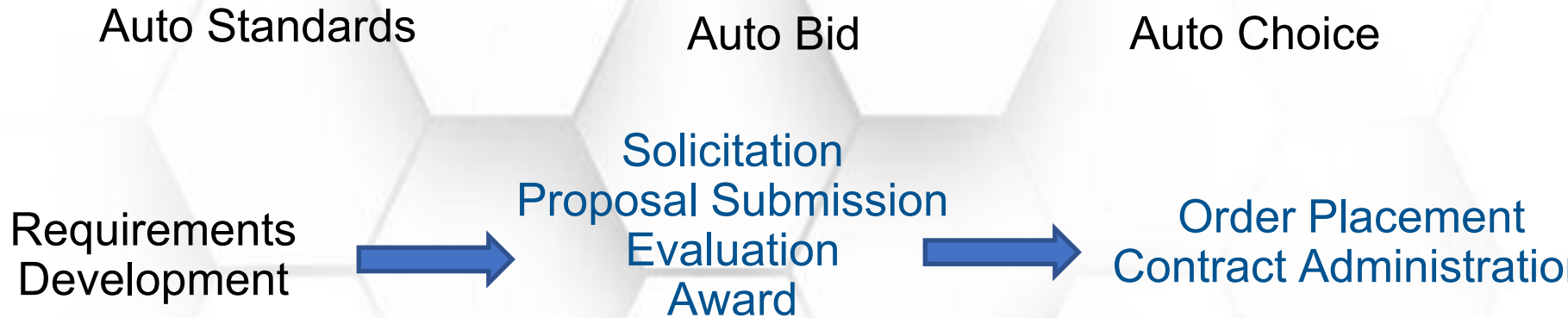
- Low allocation across vehicle types
- Early and unexpected model closeouts
- Outstanding/extended deliveries
- Potential order cancellations
- Accessories & options missing

Development / Planning

Three main cycles that are dependent on one another:

1. Federal Standards which create the schedule of items that go into the solicitation
2. Federal standards timeline for establishing IDIQ contracts
3. OEM manufacturing model year cycle

Acquisition Process Summary



Open Seasons

- Programs with Open Seasons include:
 - Light Vehicles & Transit Bus (Available Now!)
 - Vocational & Medium Heavy Trucks (Coming Soon!)
- New process taking the place of Next Model Year
 - Existing contractors can:
 1. Update model year and pricing on awarded models (NMY)
 2. Propose entirely new models
 - New offerors can:
 1. Propose entirely new models
 2. Propose the next model year for models on contract
- Federal Standards process
 - AutoStandards / AutoBid
 - Submission templates for cut-off dates and new proposals

SIN 888E

- SIN 888E is for Emerging Technology, which includes EV and EV-related accessories.
- This SIN is open for proposal submission at any time. This option allows offerors/vendors with Emerging Technology items the ability to add them not subject to open season periods.
- Streamlined for current awardees, and also an opportunity for new vendors to receive contract awards.
- Open Season and 888E allow for NMY offerings while also maintaining flexibility for EVs.

Vehicle Program Timelines

- Light Vehicle
 - POP: 11/8/2021 - 11/7/2026
 - Open Season: Bi-Annually in the Spring and Fall
- Medium Heavy/Wrecker Carrier
 - POP: 1/9/2023 - 1/8/2028
 - Open Season: Annually in the Fall
- Main Bus
 - POP: 10/6/2020 - 10/5/2024
 - Open Season: NMY annually
- Transit Bus
 - POP: 12/9/2021 - 12/8/2026
 - Open Season: Annually in the Fall

Vehicle Program Timelines (cont'd)

- Vocational
 - POP: 12/21/2022 - 12/20/2027
 - Open Season: Bi-Annually in the Spring and Fall
- Ambulance
 - POP: 12/2/2019 - 3/31/2024
 - Open Season: NMY annually
- Europe
 - POP: 8/1/2020 - 11/30/2023
 - Open Season: NMY annually
- Wheelchair
 - POP: 1/26/2021 - 4/30/2025
 - Open Season: NMY annually

Multiple Award Schedule (MAS)

- The Multiple Award Schedule solicitation is available here:
<https://sam.gov/opp/7beca3dcd7c5460b882303175c93e767/view>
- Vendors can submit an offer to become a Schedule contractor at any time - the solicitation does not close.
- Awarded contracts are refreshed periodically with the latest terms and conditions.
- Contracts are awarded for 5 year base period with three option periods (5 years each).

AREQ Process

- AREQ = Additional Requirements for optional equipment that is not available on the awarded contracts because they are often customized for a specific order.
- AREQ is an option code in AutoChoice. Customer is required to provide:
 - AREQ Worksheet Template
 - IGCE (if applicable)
- AREQs are competed among contract holders who have the line item and other optional equipment selected.

Attracting New Suppliers

- Industry Days
- Pre-Solicitation and Pre-Proposal Conferences
- One-on-One Meetings
- Auto Shows
- Len Fedoruk - Director, Vehicle Purchasing

Purchasing Overview

GSA is the mandatory source of new non-tactical vehicle purchases for Executive Agencies, the DoD, and other eligible users
(Per 41 C.F.R. § 101-26.502 / [FPMR 101-26.501](#))

[AutoChoice](#) online ordering tool to select and compare vehicles

Agencies purchase more than \$1 billion in vehicles and automotive products annually at over 24% below dealer invoice

Professional engineering services including technical assistance and vehicle design services

Professional contracting teams and customer service staff

Assistance with Multiple Award Schedule (MAS) ordering

AutoChoice

- Online ordering tool
- Permits various levels of user rights defined by Agency Fleet Managers.
- Configure vehicles and choose optional equipment
- View side by side comparisons of vehicle models from vendors
- Calculate total price
- View and compare fuel economy and fuel types
- Submit and track your vehicle orders online

Standard Order Program

- Ambulances
- Buses
- Incomplete light-duty cab/chassis
- Law enforcement & upfitting
- Light trucks
- Light trucks with vocational bodies
- Medium and heavy trucks
- Sedans
- Station wagons
- SUVs
- Vans
- Wheelchair vehicles
- Wreckers and carriers

Additional Requirements (AREQ)

- Is an option code (AREQ) on the Optional Equipment page - requires additional documentation
- Allows customers to request specific equipment not listed in the optional equipment list such as an electric drive train for a school bus, a snow plow, or additional key fobs
- Will result in the manual processing of your order
- List requirements concisely and include enough information for GSA to obtain valid pricing
- Cannot be used to request makes/models not offered in GSA AutoChoice
- Cannot be used to request options shown as not available by the manufacturer

Additional Ordering Options

Express Desk

Multiple Award Schedule

Non-Standard Vehicles

Leasing

Express Desk

Reserved for an **urgent & compelling need** (FAR 6.302-2(c))



- Request is submitted in AutoChoice
- GSA is required to and will seek three sources for the procurement.
- Customer provides:
 - Names of dealerships within the delivery area to be solicited by GSA
 - Justification for urgent & compelling need and timeframe
- If non-standard vehicle is required or there are specialty needs, provide vehicle specifications
- If a “brand specific” vehicle is required, a complete and comprehensive Justification for Other than Full and Open Competition (JOFOC) must be provided.
- No guarantee
- 2% Fee / 5% fee August-September

Multiple Award Schedule (MAS) (cont.)

- **Fire Fighting** apparatus and attachments
- **Law Enforcement** vehicles and attachments
- **Special Vocational** vehicles and attachments
- **Construction** equipment and attachments
- **Snow Maintenance** equipment
- **Trailers** and attachments
- **Aircraft Ground Support** vehicles and equipment
- **Upfitting** services
- **Low-Speed vehicles**
- **Tires**
- **Leased heavy-duty vehicles** and accessories
- **Automotive body and repair** services

Non-standard Vehicles

- Custom vehicle builds
- For unique and specialized requirements which are not under the SOP contracts or MAS programs
- Work one-on-one with a vehicle engineer to customize any vehicle and the design & build services
- 10% fee for the first vehicle, 2% for every vehicle after the first within the same project



QUESTIONS?

Call or email GSA Vehicle Buying
(844) 472-1200

vehicle.buying@gsa.gov

Leasing Services

- Full-service leasing provider (non-mandatory)
- GSA Vehicle Leasing provides **15 cents per mile** savings on average, over agency owned fleets*
- Over 227,000 leased vehicles
- Domestic and overseas operation
- Reliable funding (revolving fund)
- Vehicle Delivery & Sale
- Loss Prevention
- Automated Agency approval process
- Recall & Vendor Management
- Vehicle Maintenance & Accident Management
- Telematics
- Comprehensive Inventory Management System
- Select Replacement vehicles within Customer Acquisition Module in [GSA Fleet Drive-thru](#)

*Per [2021 Federal Fleet Report](#)

Customer Acquisition Module (CAM)

Online tool for the selection and approval of replacement and additional vehicles



- Resides within GSA Fleet Drive-thru
- Houses important acquisition documents
 - Agency Guidance
 - GSA Fleet Rate Bulletin
 - AFV Guide
- Includes a review hierarchy unique to each agency
 - Local customer
 - Mid-level (optional)
 - HQ
- Provides agencies the ability to request/approve/track their vehicle replacements and additional vehicles
- Ability to add comments and attach documents for improved communication within the agency and with GSA Fleet
- Follows a timeline to ensure vehicles are approved and ordered in a timely manner

Short Term Vehicle/Equipment Rental

- Seasonal or Surge Requirements
- <120 days for vehicles
- Up to 1 year for equipment
- STR On Demand
- gsa_rental@gsa.gov
- Request vehicles at <https://str.gsa.gov/str/>



Purchasing Outside of GSA (waivers)

Email/letter to vehicle.buying@gsa.gov with the following information:

1. A statement that the agency agrees to comply with all applicable federal laws and rules to include but not limited to:
 - the Statutory Price Limitations, Buy America Act, Free Trade Agreement, Mandatory Source (Sole Source Justification needs to be attached, if applicable) etc.
4. Vehicle type(s), quantity(s), make(s), model(s), specifications, and options.
5. Any available cost data pertaining to the requested vehicle(s).
6. Known sources of supply for requested vehicle(s).

Purchasing Outside of GSA (waivers) (cont.)

7. Procurement method to be used.
8. Justification for purchasing outside of GSA.
9. The name, agency, position title, phone number, full mailing address, and e-mail address of the following individuals:
 - a. Agency HQ Fleet Manager
 - b. Requestor of waiver
 - c. Local point of contact/end user of the vehicle(s)
 - d. Financial Officer Authorizing Fund Availability for this procurement
 - e. Contracting Officer conducting this procurement
 - f. Competition Advocate or Senior Procurement Executive (SPE)

Stay in the Loop

- Receive our Rules of the Road and [Vehicle Availability Listing \(VAL\)](#) updates to ensure you have up-to-date vehicle ordering information on the offerings currently available from GSA!
- Sign up through our website: gsa.gov/vehiclepurchasing

Get updates



Sign up to receive up-to-date information on vehicle availability

Subscribe

Helpful Links

- GSA's vehicle ordering program:
www.autochoice.gsa.gov
- GSA Fleet home page:
gsa.gov/gsafleet
- Federal Vehicle Standards:
<https://vehiclestd.fas.gsa.gov/>
- GSA's products and services:
www.gsaadvantage.gov
- GSA contract award information:
www.gsaelibrary.gsa.gov
- Eligibility to use AutoChoice:
<https://www.gsa.gov/policy-regulations/policy/acquisition-policy/eligibility-determinations>

Contact Us

gsa.fleet.acquisition@gsa.gov

vehicle.buying@gsa.gov

