



GSA Federal Acquisition Service

## **MULTIPLE AWARD SCHEDULE 23V ORDERING INSTRUCTIONS**

GSA would like to take this opportunity to clarify order placement procedures for vehicles procured under GSA Vehicle Acquisitions Multiple Award Schedule (MAS) Program, Schedule 23V “Automotive Superstore.”

### **REQUEST FOR QUOTES**

There are two methods of submitting a Request for Quote (RFQ) under the Automotive Superstore, Schedule 23V: either (a) through eBuy; or (b) via obtaining a minimum of three (3) written quotes.

- a) For requirements exceeding the simplified acquisition threshold (\$150,000), the FAR has a strong preference for the use of eBuy and it is the preferred method of receiving quotes.
- b) According to Federal Acquisition Regulation (FAR) 8.405-1(c) (1), ordering activities placing an order above the micro-purchase threshold (\$3,500) against a schedule contract must review the price lists of at least three (3) schedule contractors. The FAR gives ordering activities the authority to make the best value determination based on price and other related factors. FAR 8.405-1(c) (2) requires documentation of the contracts being considered and a justification if consideration was given to fewer than the required number of contractors.

Should the customer agency not use eBuy (and is ordering directly from the contractor without using GSA Vehicle Acquisitions), FAR 8.405-1(d) (3) (ii) requires that the customer provide the Request for Quote (RFQ) “to as many schedule contractors as practicable, consistent with market research appropriate to the circumstances, to reasonably ensure that quotes will be received from at least three contractors that can fulfill the requirements.” If three (3) quotes are not received, FAR 8.405-1(d) (3) (ii) mandates that the Contracting Officer (CO) prepare a written determination “explaining that no additional contractors capable of fulfilling the requirement could be identified despite reasonable efforts to do so.” The CO should also document what can be done the next time to ensure more competition.

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Customer agencies who use eBuy “to afford all schedule contractors offering the required supplies or services under the appropriate multiple award schedule(s) an opportunity to submit a quote,” but do not receive a minimum of three (3) quotes, have met the competition requirements of FAR 8.405-1(d) (3) (i) and can make the best value determination as defined in the RFQ.

**Please note:** *All quotes when using eBuy must be received electronically through the eBuy system unless the RFQ explicitly states otherwise.* In other words, when the RFQ is issued via eBuy and a firm provides a quote, but does not provide the quote through eBuy (i.e. sending an email with the quote instead of using the system), that quote should be considered invalid, unless the RFQ permits alternative method of submittal.

### **ORDERS PLACED USING GSA VEHICLE ACQUISITIONS**

If it is the customer agency’s intent to send their requirement to GSA instead of ordering direct from the contractor, the customer agency **must indicate on the RFQ that orders issued from any RFQ will be placed through the issuance of a Motor Vehicle Delivery Order (MVDO) from GSA Vehicle Acquisitions. The customer agency must make sure to include with the requisition to GSA a copy of the award criteria, best value determination, and any other relevant documents. The customer must also include copies of all quotes received.**

**Failure to do so will result in your submission being rejected!**

If a customer agency uses eBuy for requisitions sent to GSA, it is important to have a statement in the RFQ ***that orders will be placed via GSA issuing a MVDO, and that award notification will NOT be provided through eBuy.*** Otherwise, if an “award” is made via eBuy, there is the potential for duplication (i.e. the contractor may believe that there were 2 orders: one in eBuy placed by the customer agency, and a second order placed via GSA). **If there is not such a statement in the RFQ, and an award is made via eBuy, you have just committed your office and obligated funds for 2 orders.**

**ADDITIONAL NOTE FOR DOD CUSTOMER AGENCIES:** in situations where DOD agencies only receive one quote, regardless of whether or not eBuy was used, the Defense Federal Acquisition Regulation Supplement (DFARS) imposes additional acquisition requirements. DFARS 208.404(a) (i) states: “If only one offer is received in response to an order exceeding the simplified acquisition threshold that is placed on a competitive basis, the procedures at 215.371 apply.” DFARS 215.371-2 mandates that if only one quote is received from a solicitation that allowed fewer than 30 days for responses, DOD agencies are required to “consult with the requiring activity as to

whether the requirements document should be revised in order to promote more competition” and “resolicit, allowing an additional period of at least 30 days for receipt of proposals.” Please refer to the DFARS for further guidance.

### **REVIEW OF QUOTES BEFORE SUBMISSION TO GSA**

The customer agency is responsible to verify accuracy of the quotes *submitted to the GSA*. To include ALL OF THE FOLLOWING:

- a) That the offerings are under GSA contract (posted on GSA Advantage or available on a GSA-approved price list)
- b) Are quoted at or below the established GSA schedule pricing as indicated on GSA Advantage!
- c) Contractor should only be quoting products that are approved under their GSA contract.
- d) Quote includes expected shipment times.

If there are quoted items that are not covered by the contract, the contractor is responsible for stating these items are “open market” and listing them as separate line items. **Note: orders may not be placed against a GSA schedule if the cumulative value of the open market items exceeds the micro-purchase threshold (\$3,500).** See FAR 8.402(f). Should the items not be available under GSA contract, then GSA will reject the order. To ensure that the order is not rejected, please verify that all items are available under contract prior to submitting the request.

### **SOLE SOURCE ACQUISITIONS**

Sole source acquisitions can only be considered in accordance with the justifications required by FAR 8.405-6. Approval for sole source acquisitions needs to be approved by the customer agency before seeking any GSA contractors on schedule. In addition, any brand name requirements must be justified and documented in accordance with FAR 8.405-6(b) (2) and 8.405-6(c), as appropriate. Further, the documentation for the justification must be posted on eBuy pursuant to FAR 8.405-6(b) (3).

## GSA VEHICLE ACQUISITIONS

Federal Executive Agency customers may place vehicle purchase orders through the GSA Office of Acquisitions Operations. The GSA will assess a 1% surcharge based on the total dollar amount of the entire order. The GSA surcharge covers the cost of the administrative services (to include order management, contract administration, engineering support, inspection services, and invoice payment) associated with the order.

Federal Executive Agency customers must ensure that sufficient source selection documentation is provided, and the correct funding information is attached to the incoming request. (See below - Procurement Package Requirements)

NOTE: GSA Vehicle Acquisitions will NOT accept requests for orders to be placed for services. Orders for any type of services must be placed directly to the MAS schedule holder.

## PROCUREMENT PACKAGE REQUIREMENTS

GSA Vehicle Acquisition orders are submitted electronically via [www.AutoChoice.gsa.gov](http://www.AutoChoice.gsa.gov). Please contact GSA Vehicle Purchasing at (844) 472-1200 to obtain agency and bureau codes needed for registration. Once you have registered for AutoChoice, you can place orders using the “Selection by Multiple Award (23V MAS)” link.

To avoid processing delays when placing a vehicle order through AutoChoice, all requests for orders to be placed from a schedule contractor must have the following support documentation attached:

1. RFQ Summary Page (eBuy Description of Request for Quotation (RFQ): the RFQ must identify the special item number requested, item description, the destination, the quantity, a specific color and the required optional equipment.
2. List of All Vendors Selected: eBuy Assigned Category and Selected Vendors
3. List of All Vendors Responding: eBuy RFQ Quote Responses
4. Copies of the submitted vendor valid price quotes (quote list with options): each price quote **must be based on current contractor pricing, with quoted items on the vendor’s GSA Schedule contract**, and have a unique quote number assigned.

5. Military Interdepartmental Purchase Request (MIPR): completed with GSA 1% fee included. Please note: the funding document must be signed off by the customer agency. All requests must include the appropriate funding citations. In addition, the Standard Item Number (SIN) must state 999 and the option code blocks must be left blank. For customer agencies that do not use MIPRs, appropriate documentation **MUST** be provided that shows that your agency has the appropriate amount of funding and you are authorized to use it for this purpose.
6. Source Selection Rationale (agency justification for vendor selection): supporting documentation must be provided for the best value determination. **The selection must be consistent and supported by the evaluation criteria established in the RFQ issued through eBuy.** The most frequently used evaluation methodology is the Lowest Price Technically Acceptable method. Should this be the evaluation criteria cited and a contractor is chosen other than the low price, additional documentation will be required (i.e. showing how the lowest-price contractor is not technically acceptable).
7. **Destinations CANNOT be overseas**, as the vast majority of the contractors Scope of Contract are for Domestic Delivery. The contractors, at best, will only be able to ship to a port. Please see below: “Overseas Orders” for possible solutions.

**Requests not meeting the documentation requirements listed above will be returned to the ordering activity.** These measures are meant to ensure GSA is placing an order for the exact product that your organization requires. Not only is the information requested needed to ensure order accuracy, the documentation is required by the FAR.

**Please note that the vehicle will be built in accordance with the accepted contractor’s quote, not the customer’s RFQ.** As such, it is the customer agency’s responsibility to ensure the contractor’s quote meets the government’s needs at the time of award.

### **OVERSEAS ORDERS**

The vast majority of GSA Multiple Award Schedule Contracts are only for Domestic Delivery which, often, only includes the 48 Contiguous States, and the District of Columbia. As such, all RFQs issued should only be for **DOMESTIC DELIVERY ONLY**.

GSA, **only for those MAS orders which are placed through AutoChoice**, can provide additional support through the use of GSA Form 1611, which will allow for GSA to coordinate shipment of items from a CONUS port to a port overseas. There are three provisions for this:

1. GSA can **ONLY** provide this service for orders placed through GSA Vehicle Acquisitions.
2. The delivery overseas is to the overseas port. It is the Customer Agency's responsibility to arrange for pick-up of the vehicle at the overseas port and to make **ALL** final shipping/delivery arrangements.
3. There will be a **SEPARATE BILL** for the transportation cost from port to port. The Customer Agency must have money set-aside to pay this transportation bill, which is separate from the money obligated through AutoChoice to purchase the vehicle.

When issuing orders for vehicles going overseas, the RFQ must: (a) only require domestic delivery of the contractor; (b) must inform the contractor that the final destination will be overseas; and (c) must have any special requirements (i.e. different export engine requirements for overseas use) spelled out in the RFQ which is sent to all manufacturers at the time of RFQ issuance.

### **What Happens Once You Decide to Place Your Order Through GSA Vehicle Acquisitions?**

The GSA Contracting Officer (CO)/Contract Specialist (CS) will verify that products and options listed on the requisition are on the contractor's GSA contract. The CO/CS will also validate that the pricing accurately reflects the contract. **IT IS REQUIRED THAT CUSTOMER AGENCIES DO THE SAME BEFORE SUBMISSION TO GSA.**

**Reminder: the contractor should only be quoting products that are approved under their GSA contract.** If there are options that are not covered by the contract, the contractor is responsible for stating these items are "open market" and listing them as separate line items. **Note that orders may not be placed against a GSA schedule if the cumulative value of the open market items exceeds the micro-purchase threshold (\$3,500).** See FAR 8.402(f).

When the GSA CO/CS places the order, a MVDO is automatically generated based on the requisition, and sent to both the MAS contractor and to you, the customer. This MVDO contains your contact information, the MAS contractor contact information, Order Number, Order Date, Shipment Date, CO/CS (referred to as the Buyer on the MVDO), and price, among other things.

**Please note that the vehicle will be built in accordance with the accepted contractor's quote, not the customer's RFQ.** As such, it is your responsibility to ensure that the contractor's quote meets your needs exactly at the time of award.

Order Document Distribution: the GSA CO/CS will also send an email addressed to the customer identified on the requisition and the contractor to confirm the order has been placed.

### **CHANGES TO ORDERS**

After the order is placed with the MAS contractor, the customer must notify the GSA CO/CS of any required, government-initiated changes to the order. The GSA CO/CS will contact the contractor to obtain a quote for the changes which will be submitted to the customer for acceptance and confirmation of available funds. Once the changes have been accepted by the customer, the GSA CO will execute a modification to the order in order to incorporate the changes. The GSA CO/CS will send this bilateral modification to the contractor. **All changes must be approved by a formal modification issued by GSA to the contract and/or order. Without a modification, no changes to the order have officially occurred and it will be inspected in accordance with the specifications at the time of award.** At the time of inspection, if the vehicle does not accurately reflect the order, the vehicle will be rejected. Please note that the contractor will be responsible for re-inspection costs.

Changes to orders may also occur as a result of initiation from the contractor. Requested modifications to the contractor are submitted to the GSA CO/CS, who will review the requested changes with GSA Engineering and the customer agency. If approved by GSA Engineering and the customer agency, GSA will draft a bilateral modification to be signed by both the contractor and the GSA CO.

### **DELIVERY AND INSPECTION**

GSA monitors the delivery timeframe on all MAS orders. **The contractor is responsible for notifying GSA if there are any issues or changes (such as discontinued content) with the order, or if they cannot meet the shipment date on the MVDO.** If there is a

contractor-caused delay, the CO/CS will require consideration from the contractor and will notify you of any impact to the order. The contractor must also provide notification to the GSA CO/CS/Industrial Operations Analyst (IOA) for orders that will be available early for inspection/acceptance, before the delivery due date identified on the MVDO.

The contractor is required to provide ten (10) calendar days advance notice to the GSA CO/CS/IOA of the expected completion of the order, confirming they are prepared for final inspection and acceptance. Although ten (10) days is required, GSA recommends at least thirty (30) calendar days' notice. Customers may attend the inspection but may not request informal changes at this point. **Changes to the order may only be accomplished via a formal modification executed by the contractor and the Contracting Officer.** Customers are responsible for their own travel expenses.

Based upon successful results of the inspection, the GSA IOA will sign either a GSA Form 308 (for non-DOD customer agencies) or DOD Form DD250 Material Inspection and Receiving Report (for DOD customer agencies). Execution of the form authorizes the contractor to release the order for shipment, subject to the delivery terms, and invoice for the order. GSA will forward copies of the executed forms to the contractor and the customer POC identified on the MVDO.

### **PLACING ORDERS DIRECTLY WITH THE CONTRACTOR**

Under the MAS program, all customer agencies may place delivery orders directly with schedule contractors in accordance with FAR 8.405-1.

All MAS contractors and their products are listed in *GSA Advantage!* at [https://www.gsadvantage.gov/advantage/main/start\\_page.do](https://www.gsadvantage.gov/advantage/main/start_page.do).

The MAS contracts can also be found in GSA's eLibrary system, located at <http://www.gsaelibrary.gsa.gov/ElibMain/home.do>.

GSA eBuy is located at [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov), and is the preferred method for soliciting quotes from Schedule 23V vendors. Only products covered by Schedule 23V vendors (and thereby listed in *GSA Advantage!* or eLibrary) may be procured directly with the contractor. **When orders are placed directly with a MAS contractor, the documentation required by FAR 8.405-1 is still required for YOUR contract files.** In this case, responsibility for proper documentation rests with the customer agency, and is subject to audit to ensure compliance with regulations. Your agency will also be responsible for managing the administration of the order, performing any compliance inspections required, and making payment for the completed product.

*State and Local Government customers utilizing programs such as the 1122 Counterdrug Program, Wildland Fire Program, or Disaster Recovery Purchasing Program must place their orders directly with the schedule contractors, and cannot submit these orders to GSA for placement.*

**SUBMISSION INFORMATION REMINDER FOR GSA ORDERS**

All requests, as well as ALL supporting documentation required **MUST be submitted electronically in GSA AutoChoice. GSA will not accept submission of information via any other method.**

Should you need assistance, please contact:

Eric VanderVeen  
Branch Chief  
Medium and Heavy Vehicles (QMAAB)  
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In the event that you are unable to reach the above individual, please call GSA Vehicle Purchasing at (844) 472-1200 or via email at [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov).