

# Desktop Workshop

How to Order Non-Standard and  
MAS Vehicles

You can download a copy of this presentation at: <https://www.gsa.gov/gsa-fleet-training>

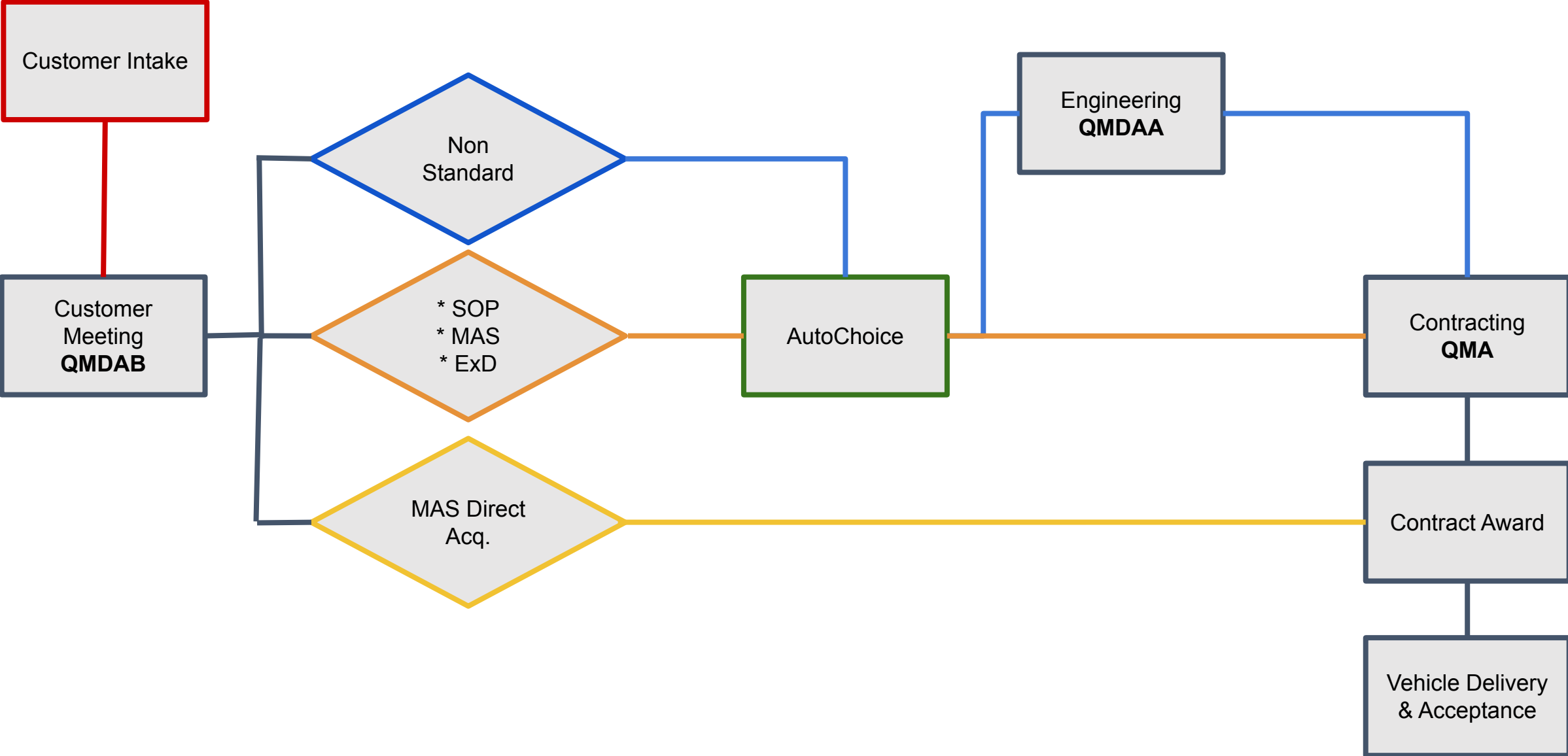
**Presented by: Adam Winchester, LJ Morris  
and Eric Vanderveen**

**September, 2023**

# Agenda

- Introduction of Non Standard Order Program Offerings
- Customer Intake Meetings
- MAS
- Express Desk
- Non Standard Orders
- Questions and Answers

GSA Vehicle Procurement Methods Flow Chart



# Customer Intake Process\*

- Introductions
- Understand Requirements
- Recommend Solutions
- Set Expectations
  - Online Resources
  - Required Documents
  - Industry Trends and Market Research
  - Next Steps
- Establish Points of Contact
  - Assigned Project Manager
  - Customer Point of Contact

# Multiple Award Schedule (MAS) Program

The MAS Program offers three purchasing pathways:

Pathway	Description	Surcharge
MAS Direct Acquisition - GSA Advantage	Your agency completes the procurement without GSA involvement	0%
AutoChoice MAS Self-Service	GSA places the MAS order on your behalf	2%
AutoChoice MAS Assisted Acquisition	GSA supports your procurement in its entirety	10%

# What is MAS Direct Acquisition?

A MAS direct acquisition is an award completed in its entirety by your agency against a GSA Multiple Award Schedule contract. GSA does not place the order on your behalf, nor does GSA provide any administration for the order placed by your agency.

You can purchase your product/service directly from [GSA Advantage](#).

The screenshot shows the GSA Advantage website interface. At the top left is the GSA Advantage logo. To the right are navigation links: MY ACCOUNT, NSN ORDERING, eTOOLS, HELP, REGISTER, and LOGIN. Below this is a search bar with a dropdown menu set to 'Products', a search input field containing 'Enter search keyword(s)', a search button, and an 'Advanced Search' button. A shopping cart icon with '0' items is on the far right. The main content area features four promotional tiles: 1) '2024 Calendar Refills' with a calendar icon and '2024 Calendar Refills Now Available' text; 2) 'Before You Buy... Remember the FAR' with an illustration of a person and boxes; 3) 'Protect Yourself. Protect Your Information. Don't Get Hooked By Phishing' with an image of a padlock and keyboard; 4) 'Strategic Sourcing' with the text 'Leveraging Government buying power to get you the best value and price.' and dropdown menus for 'Products' and 'Services'. Each tile has a 'Learn More' button. A 'View All Offerings' button is located at the bottom of the Strategic Sourcing tile. Navigation arrows and a dot indicator are visible at the bottom of the main content area.

# What is AutoChoice MAS Self-Service?

AutoChoice MAS Self-Service is an AutoChoice request for an order to be placed by GSA on your behalf. These orders are placed against existing GSA Multiple Award Schedule contracts.

*Your agency conducts; the planning, issues the GSA eBuy solicitation, makes source selection, and provides all documentation to GSA through AutoChoice.*

# What can I buy through AutoChoice MAS Self-Service?

You may request the following items from the MAS Large Category Transportation and Logistics Services – [Motor Vehicles \(non-Combat\)](#):

Primary SINs:

- Fire Fighting Apparatus ([SIN 3361](#))
- Law Enforcement Vehicles ([SIN 3361](#))
- Special Vocational Vehicles ([SIN 3361V](#))
- Low Speed Vehicles ([SIN 33611](#))
- Trailers ([SIN 336212](#))
- Tank Trucks ([SIN 336211](#))



# What documents are required for AutoChoice MAS Self-Service requests?

You must provide the following documentation in your AutoChoice request:

- RFQ - Copy of the GSA eBuy Request for Quote (RFQ), readable, no cut off/hidden text
- RFQ Amendments/Mods – A copy of any changes made to the original RFQ
- Quotes Received – A copy of every quote received in response to the RFQ
- Source Selection – identification of which quote is selected for award
- FAR 8.405-4 Compliance - Evidence of Request for Additional Discounts (if SAT or higher)
- Brand Name Justification (if applicable)
- Funding Document – funds certified document that includes GSA surcharge (2%)
- Interagency Agreement (if more than \$600,000)

# AutoChoice MAS Self-Service

## Tips & Tricks: Determine SIN

- You can search for the item you want in GSA Advantage to find the appropriate SIN or search GSA eLibrary descriptions for the appropriate SIN. You may include more than one SIN in your Request for Quote if appropriate.

# AutoChoice MAS Self-Service

## Tips & Tricks: RFQ

- Post your solicitation to GSA eBuy for 30 days or more
- Post your solicitation to ALL contract holders under the selected SIN
- List your best value factors (FAR 8.405-1(f)) in your RFQ (e.g., past performance, delivery terms, etc.)



**GSA eBuy**

RFQ ID: RFQ [REDACTED] ✔ Active

RFQ Title  
[REDACTED] Fuel Truck (3)

Description:

This request for quote (RFQ) is for the purchase of three (3) each Aviation Fueling Trucks (R11) with Hydrant Service Module in accordance with the procedures at FAR 8.405-1, Ordering Procedures for Supplies and Services Not Requiring a Statement of Work. Best Value to the Government. See the attached documents for more information.

Reference # / uPIID

RFQ Status

RFQ Issue Date  
06/13/2023 04:35 PM EDT

Quotes Received - 4

Quote ID	Vendor	Date Recvd	Total Quote	Quote Status	Vendor Notified	Quote Expiration
	ISOMETRICS INC <a href="#">S</a>	07/14/2023 10:29 AM EDT	[REDACTED]	<a href="#">Pending Response</a>		09/12/2023 4:00 PM EDT
	STEPHENS PNEUMATICS, INC. <a href="#">S</a> <a href="#">V</a>	07/14/2023 10:16 AM EDT	[REDACTED]	<a href="#">Pending Response</a>		09/12/2023 4:00 PM EDT
RFQ [REDACTED]	GLOBAL ENTERPRISE INC <a href="#">S</a>	07/14/2023 12:14 AM EDT		<span style="color: orange;">⚠</span> Contract Expired - 12/31/1969 <a href="#">No Quote</a> <a href="#">View reason</a>		n/a
RFQ [REDACTED]	ARIZONA TRAILER SPECIALISTS INC <a href="#">S</a> <a href="#">V</a>	06/13/2023 11:08 PM EDT		<a href="#">No Quote</a> <a href="#">View reason</a>		n/a

# AutoChoice MAS Self-Service

## Tips & Tricks: Evaluation

- Verify the item(s) quoted are on GSA Advantage (including all options)
- Verify that the quoted price is less than or equal to the ceiling price (i.e., GSA Advantage listed price)
- If the quoted price is higher than the GSA Advantage listed price, request a copy of the modification that authorized a price increase. (If there is no modification that authorized a price increase, then the quote is ineligible for award).
- If the planned award price (quote plus GSA surcharge of 2%) is \$250K or more, ask the contractor if they are able to offer an additional discount (via email).
- Ensure that the math matches (unit price x quantity = total quoted price)

# AutoChoice MAS Self-Service

## Tips & Tricks: AutoChoice Request

- Ensure you upload all required documents
- Ensure that your BOAC information is accurate
- Non Std Desc Field – include a description of what you are buying (e.g. Low Speed Vehicle).
- Ensure that the Consignee Delivery Address is accurate

NOTE: If any documents are deficient, corrections must be made within 5 days or your AutoChoice request will be cancelled.

# AutoChoice MAS Self-Service: What happens next?

Documentation Review: the CO will review your documentation. If there are noted deficiencies, you will have 5 days to correct the deficiencies or the AutoChoice request will be cancelled.

Government Offer: Once we have all documentation, the CO will tender an offer to the selected MAS contractor. The contractor will either accept or reject the offer.

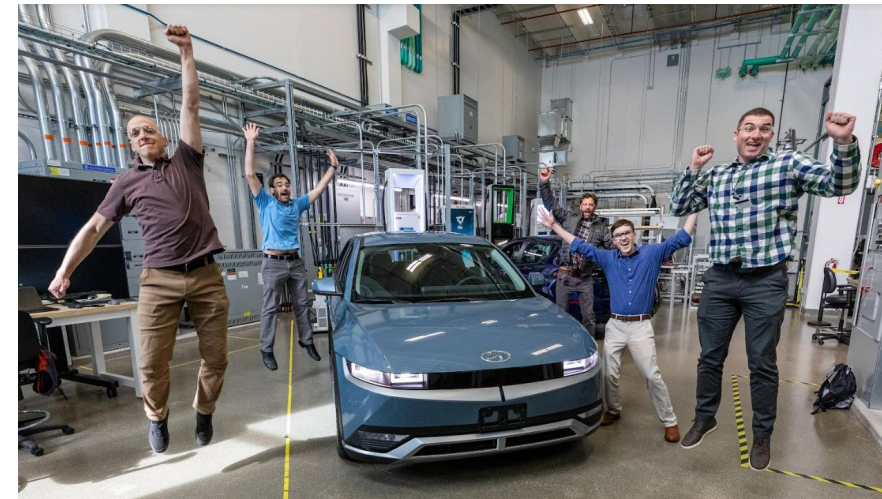
Issue Award: If offer accepted, CO will issue the MAS award and provide notification of award.

# AutoChoice MAS Assisted Acquisition

An AutoChoice MAS Assisted Acquisition is an order placed against a GSA MAS contract on your behalf. GSA does all the planning, soliciting, source selection, award, and administration in partnership with you.

# Express Desk Information

- Expedited Ordering - Receive delivery as soon as 45 days\*
- Express Desk should only be used when an agency has an immediate requirement that cannot be fulfilled through “standard” ordering programs (i.e., MAS, SOP, GSA leasing, STR, etc.)
- GSA Customer Intake (pre-vetting) is required to use the Express Desk program
- Express Desk order pricing is typically higher than SOP and MAS
- \*This is an estimate based on market availability, length of solicitation posting, and number of required vehicles





# Express Desk Process

- Customer Intake Meeting
- Customer Submission of Required Documents
- Document Review
  - If the documents require correction, the assigned Project Manager will inform the customer, who will have five (5) days to make the corrections; if corrections are not received within the five (5) day limit, the action will be closed
- AutoChoice order submission
- Solicitation
- Source Selection
- Contract Award

# Express Desk Required Documents

- **Express Desk Request**
  - Signed by GS-15 or above (or equivalent)
  - Sufficient facts and rationale to justify the urgent need
- **Funding Document**
- **Vehicle Specifications**
- **Source List/Market Research**
- **Interagency Agreement (IA)**
- **Other Documents (as applicable)**
  - Sole Source Justification IAW FAR 6.302-1, 6.303, and 6.304
  - Name Brand Justification IAW FAR Part 11
  - Unusual and Compelling Urgency IAW FAR 6.302-2

# Nonstandard Program

- Unique and specialized vehicles that are not available through SOP or MAS
- Services offered include: Engineering Support, Requirement Development, Project Management, Contracting Support, and Quality Assurance
- Fee for the first vehicle is 10%, and 2% for each additional vehicle



# Nonstandard Required Documents

- **Funding Document**
- **Vehicle Specifications**
  - Customer shall provide the minimum general specifications for GSA Engineers to reference during the process
- **Interagency Agreement (IA)**

GSA Fleet will assist the customer with all necessary documentation (i.e., vehicle specifications, quotes, etc)

# Nonstandard Process

- Customer Intake Meeting
- Customer Submission of Required Documents
- Document Review
- AutoChoice Order Submission
- Pre-Build Kick-Off Meeting
- Vehicle Specifications finalized
- Solicitation
- Source Selection
- Contract Award

# Questions?

# Thank you for attending today's Desktop Workshop

For additional information on this topic contact:

Insert presenter and other contact info here

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- Check out the Federal Fleet Manager Certification Program - [www.gsa.gov/ffmcp](http://www.gsa.gov/ffmcp)
- Register for future GSA Fleet Desktop Workshops - [gsa.gov/gsa-fleet-training](http://gsa.gov/gsa-fleet-training)
- View past Desktop Workshops at <http://bit.ly/DtWRecordings>



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