

Purchasing Vehicles from GSA

AUTOCHOICE: STANDARD ORDER PROGRAM - EXPRESS DESK - MULTIPLE AWARD SCHEDULE - NON-STANDARD

Agenda

Vehicle Purchasing Overview

AutoChoice Registration and Standard Order Program

Other AutoChoice Functions

**Express Desk, Multiple Award Schedule (MAS), and
Non-Standard Vehicles**

Leasing

Resources for Planning Acquisition

What We Provide

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

Current 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

Benefits of Using 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 and 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


Login to AutoChoice

Access AutoChoice at autochoice.fas.gsa.gov

Click on “Sign up” below the login prompt to create a new account

GSA Multi-Factor Authentication is now live.

If you did not receive your temporary password in your email or if you have forgotten your password, Click [here](#) to reset your password.



Enter your email and password to login

Enter your email address

! Please enter your email

Password

! Please enter a password

Remember me

Login

Need help signing in?

Don't have an account? [Sign up](#)


Register

Agency and bureau code are required to register

Contact vehicle.buying@gsa.gov to determine your agency and bureau designation

Passwords must be 8-16 characters with at least one number, one upper-case letter, one lower-case letter and one special character

Registration

 Note: An Asterisk (*) indicates a required field.

Password must follow GSA requirements and it is case sensitive. Must be at least 12 characters, at least one UPPER-CASE letter, one lower case letter, one number and one of these special characters: !@#\$%^&*[]{}|;:?. The password also cannot contain part of your username, cannot contain your first name or last name and can't be one of your last 24 passwords.

Contact Information	Agency Information
First Name: <input type="text"/> *	Agency Code: <input type="text"/> *
Middle Initial: <input type="text"/>	Bureau Code: <input type="text"/> *
Last Name: <input type="text"/> *	Office Address: <input type="text"/> *
Email: <input type="text"/> *	<input type="text"/>
Job Title: <input type="text"/> *	<input type="text"/>
Telephone No: <input type="text"/> *	City: <input type="text"/> *
Telephone Ext: <input type="text"/>	State: <input type="text"/> *
Other Tel. No: <input type="text"/>	Country: <input type="text"/> *
	Zip Code: <input type="text"/> *

Security Information

These fields are required for users new to GSA applications. If you have an existing account with any of the following applications, these fields are optional. [Click here](#) to see available applications.

Create Password:

Confirm Password:

Secret Question:

Secret Answer:

Issues with AutoChoice Login or Registration

Email vehicle.buying@gsa.gov

- Include your email address, first, and last name used to register
- Provide a screenshot of the error message including the URL

GSA locks an account if the user does not log in every 90 days.

Get Started in AutoChoice

The screenshot displays the GSA AutoChoice website interface. At the top left is the GSA logo and the text "AutoChoice" with the URL "www.autochoice.gsa.gov". Below this is a navigation bar with buttons for "Home", "Place Orders", "Your History", "Reports", "FSR Program", and "Customer Support". The "Place Orders" button is highlighted, and a dropdown menu is open, showing options: "Vehicle Selection", "Pending Orders", and "Vehicle Availability". The "Vehicle Selection" option is further expanded to show a list of vehicle categories: "By AFV Type", "By Vehicle Type", "Express Desk (Urgent and Compelling)", "Multiple Award Schedules (MAS)", and "Non-Standard Vehicles". Below the navigation bar, there is a "By Type" section with a list of vehicle categories: "Sedans and Station Wagons", "Police Use Vehicles", "Light Trucks (4X2)", "Light Trucks (4X4)", "Light Trucks Cab and Chassis (Incomplete Vehicles) 4x2", "Light Trucks Cab and Chassis (Incomplete Vehicles) 4x4", "Lt Trks w/ Vocational Bodies (4x2)", "Lt Trks w/ Vocational Bodies (4x4)", "Medium and Heavy Duty Trucks", "Buses", "Ambulances", "Wheelchair Vehicles", and "Wreckers and Carriers".

- **Standard Order Program**
- Express desk (Urgent & Compelling Needs)
- Multiple Award Schedule (MAS)
- Non-Standard Vehicles (Custom Design)

View Minimum Requirements

Minimum Requirements

Options

Compare Prices

Other Features

Clarifications

Vendor Performance

Minimum Requirements

● 9C - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE

GSA Components	Altima	CAMRY G	LEGACY	MALIBU	SONATA
Body/Chassis					
PASSENGER COMPARTMENT VOLUME - cu ft	100.3	100.4	105.5	102.9	104.4
TRUNK VOLUME - cu ft	15.4	15.1	15.1	15.7	16
TRIM LEVEL	S	LE	BASE	1FL/LS	SE
MFG. MODEL CODE	13111	XV70	LAB	1ZC69	29402F21
BODY STYLE	TRUNK	STD	TRUNK	TRUNK	TRUNK
WHEELBASE	111.2	111.2	108.3	111.4	111.8
BASE CURB WEIGHT w/ GSA min reqmts - lbs	3208	3296	3499	3097	3120
Engine Minimums					
ENGINE TYPE - Cylinders / Liters	4/2.5	2.5	4/2.5L	4/1.5L turbo	4/2.5L
HORSEPOWER	188	203	182	160	191

Transmission

Select Optional Equipment & Delivery Options

Minimum Requirements Options Compare Prices Other Features Clarifications

Options

- 9C - SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE

Quantity of Vehicles Per Order

Check the boxes below to add Optional Equipment

Engines

- IE1 - Increased Power Engine 1

Engine Accessories

- OLS - OIL LIFE SYSTEM
- ESSS - AUTOMATIC ENGINE START-STOP SYSTEM
- EH - ENGINE BLOCK HEATER, OEM

Transmission

- T6A - 6-SPEED AUTOMATIC TRANSMISSION

Drive Axle

- AWD - OEM ALL WHEEL DRIVE

Exterior

- RM6 - MIRRORS-EXTERIOR REARVIEW HEATED AND REMOTE CONTROLLED

Exterior Paint

- CPT - PAINT-CUSTOM COLOR

Find additional information about options and standards at the [Federal Vehicle Standards](#).

Additional Requirements (AREQ)

- Is an option code 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 AutoChoice
- Cannot be used to request options shown as not available by the manufacturer

Compare Prices and Choosing a Model

Compare Prices

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● 17-SEDAN, POLICE USE, 4 DOOR

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.
 Req. (Requires) = In order to get the selected option, you must also select from the listed required options.
 Excl. (Excludes) = The selected option cannot be ordered with the listed options.

 = Alternative Fuel Vehicles

 = Low Greenhouse Gas Vehicles

Vendor

FCA US LLC

Model Picture

Socio-Economic Indicator

Model

Model Year

Fuel Type Base Vehicle

Fuel Type for CARB States (if different than Base)

Additional Information

Shipment Days - Base

Additional Shipment Days - for Options

Base Price \$ (A)

+ Vehicle Options

AND

AP

BPD

BPDP

469.00

2,292.00


4,584.00

Why is my vehicle not buildable?

Optional Equipment Conflicts

17-SEDAN, POLICE USE, 4 DOOR

Manufacturer	Model	Conflicts
FCA US LLC	CHARGER	Vehicle is not buildable because:
		LU80 cannot be order with SAG
		SAG cannot be order with LU80

 Note: Review the above conflicts and make the appropriate changes. Changes to make one vendor buildable will result in changes to all vendors.

Read Less ▲

Requisition Page

Agency Order No:	<input type="text"/>	*	
Requisition Number:	<input type="text"/> 1015 <input type="text"/>	*	
Signal Code:	A <input type="text"/>	*	
Supplementary Address:	<input type="text"/>	(Required for Signal Code B and K)	
Service Code:	<input type="text"/>	(Required for Signal Code C and L)	
Fund Code:	<input type="text"/>	*	(Required for Signal Code C and L otherwise use 00)
Unit Price \$:	\$17,475.02		
Additional Funds per unit \$:	<input type="text"/> 0	(Obligate additional funds to this order)	
Total Est Unit Price \$:	17,475.02		
Description:	SEDAN, COMPACT, 5 PASSENGER, 4 DOOR, 4 CYL ENGINE		
Shipment Location:	Domestic <input type="text"/>	*	
	For export orders, please enter the overseas contact person and phone number.		
Contact Person:	<input type="text"/>	*	
Phone Number:	<input type="text"/>	*	
Internal Agency Financial Data:	<input type="text"/>		

The [Requisition Detail Guide](#) answers most questions about completing the requisition information.

If you need additional assistance, contact [Vehicle Buying](#) or your agency fleet management.

Enter Mailing & Delivery Address

- **Requisitioning Address:** Enter the complete address of the office requisitioning the vehicle.
- **Mailing Address:** The Certificate of Origin (COO), Parts and Service Manuals (if ordered), Maintenance, Warranty and vehicle recall notices are sent to the mailing address. Please verify the accuracy of the mailing address. The address must be a valid USPS address and not include a person's name.
- **Delivery Address:** Enter the complete address of the ultimate location where the vehicle will be used even if the vehicle is being delivered to a dealership.

Selecting a Dealership

- Usually applicable for sedans and light trucks.
- Dealer delivery is the default delivery type for sedans and light trucks.
- Excludes orders with option CNS or other delivery options.
- Use the dropdowns to select a dealership location for delivery.
- If you do not specify a dealer or choose consignee delivery option, the vendor will choose one based on the zip code listed in the *Consignee Delivery Address* field.
- The dealership delivery program is a contract between the vehicle manufacturer and the dealership. Not all US dealerships participate in the delivery program. Dealerships wanting to participate will need to sign up with the manufacturer.

Dealership Delivery

- Pre-delivery inspection and courtesy delivery is included in the vehicle cost. Dealerships are paid by the vendor.
- Customers *must* pick up the vehicle within 5 days of notice from the dealership
- Customers should bring the Motor Vehicle Delivery Order document or Certificate of Origin and government license plates when picking up the vehicles.
- Customers are responsible for any state-specific inspection required.
- Do not pick up a vehicle from a dealership that is damaged or incomplete.
- Contact [Vehicle Buying](#) if you have any issues picking up a vehicle.

Consignee Delivery

- Delivery address must be an accessible location.
- Customer must be available between the hours of 8:00am and 4:30 PM, Monday through Fridays, holidays excluded. Transport drivers are asked to contact the order POC prior to delivery.
- No pre-delivery inspection is completed. Items normally installed by the dealer as part of the pre-delivery servicing will be shipped loose in the vehicle.
- Customer inspects vehicle for damage and missing items and records that on the delivery receipt. The transport driver should provide a signed copy of the delivery receipt. Customer should contact vehicle.claims@gsa.gov as soon as possible if any damage in transit is noticed.
- Report any damage to vehicle.claims@gsa.gov or missing items to vehicle.buying@gsa.gov.

Delivery Address POC

- On the Requisition Details page, fill in the Delivery Address of the final destination even if Dealer Delivery will be used.
- The Contact Person and Phone Number fields will be used by dealers to let customers know when vehicles are ready for pick up or by transporters to arrange CNS deliveries.

For export orders, please enter the overseas contact person and phone number.

Contact Person:

*

Phone Number:

*

Shipment Days

“Compare Prices” tab includes the base shipment days.

Law Enforcement and Specialty vehicles take longer to ship than Light Vehicles


Minimum Requirements Options **Compare Prices** Other Features Clarifications Vendor Performance

Compare Prices Previous

8E--SEDAN, SUBCOMPACT, 4 PASSENGER, ELECTRIC VEHICLE

Note: Incl. (Includes) – The selected option is part of a package that includes the listed options.
 Req. (Requires) – In order to get the selected option, you must also select from the listed required options.
 Excl. (Excludes) – The selected option cannot be ordered with the listed options.

AFV = Alternative Fuel Vehicles LGV = Low Greenhouse Gas Vehicles

Vendor	GM
Model Picture	 View more
Socio-Economic Indicator	Other than Small Business
Model	BOLT BEV
Model Year	2023
Fuel Type Base Vehicle	Electric Dedicated
Fuel Type for CARB States (if different than Base)	
Additional Information	
Shipment Days - Base	180
Base Price \$ (A)	25,543.00
- Vehicle Options	0.00
Total Order Options \$ (D)	0.00
= Total Price ((A+B+G)+D)	25,543.00
+ GSA Surcharge	255.43
= Total Selling Price(F)	25,798.43
Estimated Unit Selling Price \$ (F/C)	25,798.43

Select Model

Additional Information	
Shipment Days - Base	180

Estimated Shipment Times

Vehicle Type	Days After Receipt of Order (ARO)	Current days ARO
Ambulance	195 - 255	360
Bus	150 - 300	240
Light Truck or Sedan	90	150-360
Light Truck with Vocational Body	90-275	425
Medium and Heavy Trucks	180-300	450
Law Enforcement (base)	90-120	180-300
Law Enforcement (upfit)	120-300	120-300
Wrecker	210-270	450

NOTE: Shipment times may vary more significantly during unique circumstances such as natural disasters or emergencies such as COVID-19.

Pending Orders

- Access and edit saved orders. Yellow warning icons indicate Incomplete Orders
- You can copy pending orders to create new orders
- Orders with incomplete Requisition Details are deleted after 14 calendar days
- Orders with complete Requisition Details are saved until finalized or deleted
- If you do not have ordering rights, notify your agency's authorized ordering contact that orders are ready for their review

Pending Orders

[«Previous](#)

Bureau List: 00 - NAVY DEPT

Group Assignment: Default

★ Please read the following carefully and make changes to your order where appropriate. Incomplete orders will be deleted in 14 calendar days.
 ⚠ - Your order is Incomplete.

New Requisitions - Not Submitted to GSA

Requisition No.	Std Item	Model	Qty	Total Obligated Amt	Created By	Date Saved	Order Now	Actions
N - 6056 - 0015	100C	TAHOE	1	75,750	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
N - 6056 - 0019	100C	TAHOE	1	33,978.42	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
N - 6056 - 0020	100C	TAHOE	1	75,917.66	jesssub	02/25/2016	<input type="checkbox"/>	Edit Delete View Copy Remark
⚠ N - 6090 - 3000	8C	FOCUS	1	15,404.52	jessnavy	03/30/2016	<input type="checkbox"/>	Edit Delete View Copy Remark

Finalize Selected Pending Orders

Special Order(Non-Standard, MAS, Express Desk)

Requisition No.	Agency Order No.	Std Item	Qty	Total Obligated Amt	Created By	Date Saved	Order Now	Actions
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Reminders Before Placing Orders



- Only users that have been granted ordering rights by their Agency Headquarter Fleet Manager or designee will be able to submit an order
- Once an order is submitted, funds are considered obligated to GSA
 - Funds must be available at the time the order is submitted
 - If funds are not available at the time of submission, your agency will be in violation of the Anti-Deficiency Act
- Ensure your order is correct before submitting—changes or cancellation may be denied after submission.

After you Place an Order

- You will be emailed an AutoChoice Order acknowledgment.
- If you notice any discrepancies with your order, email vehicle.buying@gsa.gov or call [\(844\) 472-1200](tel:(844)472-1200) immediately.
- Customers are responsible for obtaining license plates through [UNICOR](#). Contact your agency HQ Fleet Manager for your agency's specific policy

Motor Vehicle Delivery Order (MVDO)

- Requisitions are electronically sent to the vendor through AutoChoice and the customer will receive the MVDO the next business day. Exceptions include when an MVDO requires Engineering or Contracting Office review.
- The MVDO is emailed to the addresses listed in the requisition and delivery block of your vehicle order.

To print the MVDO:

1. Select “Motor Vehicle Delivery Order” under the “Your History” tab at
2. Enter the requested information and click “submit”.
3. If you select by Case Number, enter the last 5 digits of the RPN number. Example RPN-N-AB123 would be entered as “AB123”.

Billing

- After a vehicle ships, the vendor submits the invoice to GSA Finance
- GSA Finance validates the invoice and pays the vendor
- GSA Finance invoices the customer agency based on the Activity Address Code, BOAC or DoDAAC provided on the order ([how-to](#))
- Bill is due within 45 calendar days (40 U.S. Code § 321)
- You will not receive a paper invoice. You can access your invoice through [VCSS](#)

View Order Status in AutoChoice

COV Status MVDO **Order Status** Vehicle Receipt

Order Status

Search Order Status

Case Number

Requisition Number (xxxxxx-xxxx-xxxx)

Agency Order Number

--OR--

VIN Number (Enter full/partial VIN)

Build Reports

- Build reports in AutoChoice to view orders and check delivery status
- Select a variety of data elements.
- Run by date range or range of case numbers.
- Save and name report for future use.

Build Report

Agency: Bureau:

Date From (Sent to GSA): Date To (Sent to GSA):

CaseNo From: Case No To:

Select From Previous Report: [Manage Saved Report](#)

★ When using the Check Box below Sequence number will be automatically generated for you.

Requisitions:	Order Status:	Contract Case:
<input type="checkbox"/> Agency Order Number	<input type="checkbox"/> Vehicle Order Number	<input type="checkbox"/> Contract
<input type="checkbox"/> Agency Code	<input type="checkbox"/> VIN	<input type="checkbox"/> uPIID Contract
<input type="checkbox"/> Bureau Code	<input type="checkbox"/> Status	<input type="checkbox"/> Contractor Name
<input type="checkbox"/> Requisition Number	<input type="checkbox"/> Shipment Date	<input type="checkbox"/> Mod Number
<input type="checkbox"/> Case Number	<input type="checkbox"/> Delivery Date	<input type="checkbox"/> Estimated Unit Price

AutoChoice Account Managers

- There are two types of account managers. Some agencies may only have one level or both levels of account managers.
 - Agency-level Managers: can manage all agency users
 - Bureau-level Managers: can only manage bureau users
 - Agency/Bureau-level Fleet Managers can assign a designee(s) to manage user accounts.

If you need access to manage accounts, contact your Agency/Bureau Manager (or designee).

Agency/Bureau-level Managers that need to change their accounts should contact vehicle.buying@gsa.gov.

AutoChoice User Roles

Level 2 User Rights

- View, edit or create vehicle orders

Supervisor or Bureau/Multi Bureau Manager

- Authority over a bureau or multiple bureaus.
- Has authority to research available vehicles, create and order vehicles on behalf of one or more bureaus.

Headquarter Fleet Manager

- Authority over all bureaus
- Has authority to research available vehicles, create and order vehicles on behalf of one or more bureaus.

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 of competition 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):

Transportation & Logistics Category Motor Vehicles (non-combat)

- **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

MAS Purchasing



Self-Service Option

Submit a Request for Quote (RFQ) for automotive offerings

- through eBay if the value is over simplified acquisition threshold (\$250K)
- obtain a minimum of three written quotes (Federal Acquisition Regulation requires documentation)

Need Assistance?

GSA's Center for Vehicle Acquisition can help put your acquisition package through AutoChoice

GSA can help walk you through the ordering process

Find contract and product information on gsaelibrary.gsa.gov

GSA will assess a surcharge

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](#)

Leasing Solutions

STR Program - 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/>



Sign up for Updates

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

Other 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>

GSA's Vendor and Customer Self Service (VCSS): <https://vcss.ocfo.gsa.gov/>

Buy used government vehicles: www.gsa.gov/gsauctions

Customer Support

vehicle.buying@gsa.gov
844-472-1200

Vehicle Purchasing

www.gsa.gov/vehiclepurchasing



Fleet[®]