

# Acquisition Best Practices

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# Agenda

- Purchasing Overview
  - Standard Ordering Program
  - Non-Standard Ordering Program
- Leasing Overview
- Acquisition Best Practices
- Helpful Resources
- Questions

# Purchasing Program

# Purchasing Overview

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

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

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 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.

# Additional Requirements (AREQ)

- Cannot be used to request makes/models not offered in AutoChoice.
- Cannot be used to request options shown as not available by one manufacturer and available by other manufacturers under the same contract.
- Cannot be used to request specific brands or models of products.



# Additional Ordering Options

Express Desk

Multiple Award Schedule

Non-Standard Vehicles

# 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)

- **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](mailto:vehicle.buying@gsa.gov)

# Purchasing Outside of GSA (waivers)

Email/letter to [vehicle.buying@gsa.gov](mailto: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.
2. Vehicle type(s), quantity(s), make(s), model(s), specifications, and options.
3. Any available cost data pertaining to the requested vehicle(s).
4. Known sources of supply for requested vehicle(s).

# Purchasing Outside of GSA (waivers)

5. Procurement method to be used.
6. Justification for purchasing outside of GSA.
7. 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)

# Vehicle Acknowledgement

Effective immediately, customer acknowledgement of vehicle receipt is required for GSA to pay vehicle suppliers. Without this occurring, suppliers cannot be paid.

- GSA manages the receipt process for GSA-leased vehicles; however, customers need to initiate vehicle receipt through registration for their agency owned vehicles.
- Vehicle receipt is established by registering your vehicle in [GSAFleet.gov](https://www.gsa.gov/assetmanagement) or when you acknowledge receipt of your vehicle in [GSA AutoChoice](https://www.gsa.gov/assetmanagement).
- Registration in [GSAFleet.gov](https://www.gsa.gov/assetmanagement) is the preferred method, but acknowledgement in GSA AutoChoice can be used when this is not possible.
- Resources: [Vehicle Registration User Guide](#) or [fleet.helpdesk@gsa.gov](mailto:fleet.helpdesk@gsa.gov)

# Leasing Program



# 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 documents related to acquisition:
  - Agency guidance
  - GSA Fleet Rate Bulletin
  - AFV Guide
- Provides agencies the ability to request/approve/track their vehicle replacements and additional vehicles.
- Follows a timeline to ensure vehicles are approved and ordered in a timely manner.
- Allows ability to add comments and attach documents for improved communication.

# Customer Acquisition Module (CAM)

## CAM Approval Hierarchy

- **Local customers** - The local customer assigned to the eligible replacement vehicle. Local customers work with their Fleet Service Representatives (FSRs) to make their initial replacement vehicle selections.
- **Mid-level approver (optional)** - Mid-level approvers are assigned by the Agency Fleet Manager and can be set up by either Bureau, BOAC, or a combination of both. They are responsible for reviewing and approving vehicle selections before they reach HQ.
- **HQ approver** - The HQ approver is typically the Agency Fleet Manager. This is the final level of approval before selections are forwarded to the FSR to create vehicle requisitions.

# CAM Approval Process

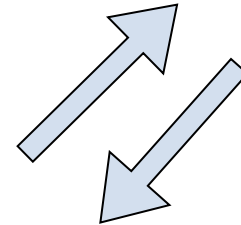
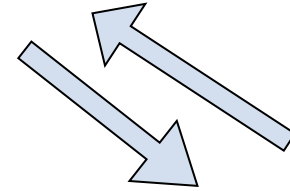
1. FSR sends replacement eligible tags to GSA Fleet Drive-thru for local customer to review.

## CAM Approval Process for Replacement Vehicles

4. If approved, FSR creates vehicle requisition which is reviewed by GSA Central Office and transmitted to the manufacturer.

2. Local customer selects replacement SIN in GSA Fleet Drive-thru. Selection goes to FSR for review. After review, FSR can return to local customer for changes or forward to mid-level reviewer.

3. Agency mid-level reviewer, then HQs review local customer's vehicle selections. Approves or denies selection and returns to make changes if necessary.



# Acquisition Best Practices

# Purchasing Best Practices

- Become familiar with GSA [AutoChoice](#) and [Federal Vehicle Standards](#).
- Sign up for [Vehicle Availability Listing](#) (VAL) Updates.
- Place vehicle orders in a timely manner to avoid model and option closeouts.
- Ensure all order information is correct prior to placing vehicle orders.
- Reach out to [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov) to inquire about order changes and status.
- Anticipate delivery delays with certain vehicle types.
- Complete vehicle registration or acknowledgement upon vehicle arrival.

# Leasing Best Practices

- Maintain frequent communication with your FSR.
- Work closely with your FSR on mission and requirements .
- Familiarize yourself with GSA Fleet Drive-thru.
- Know your agency guidance.
- Order early, order often.
- Have a back-up SIN in-mind
- Visit the Federal Vehicle Standards
- Read GSA's AFV Product Guide/Rate Bulletin
- Limit Additional Requirement Requests (AREQ)

# Helpful Resources



# Resources

1

[www.autochoice.gsa.gov](http://www.autochoice.gsa.gov)

GSA's online ordering tool to select and compare vehicles

3

<https://vehiclestd.fas.gsa.gov/>

GSA's Federal Vehicle Standards

2

[gsa.gov/gsafleet](http://gsa.gov/gsafleet)

GSA Fleet management homepage

4

[www.gsaadvantage.gov](http://www.gsaadvantage.gov)

GSA's available products and services

# Resources

1

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)

GSA contract award information

3

<https://www.gsa.gov/policy-regulations/policy/acquisition-policy/eligibility-determinations>

Check availability to purchase vehicles through AutoChoice.

2

<https://drivethru.gsa.gov>

GSA Fleet Drive-thru - Customer Acquisition Module.

4

[gsa.gov/gsa-fleet-training](https://gsa.gov/gsa-fleet-training)

GSA Fleet upcoming and past training opportunities.

# 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](https://gsa.gov/vehiclepurchasing).

## Get updates



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

Subscribe

# Contact Us

Leasing Program - [gsa.fleet.acquisition@gsa.gov](mailto:gsa.fleet.acquisition@gsa.gov)

Purchasing Program - [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov)

