Vehicle Purchasing through GSAFleet.gov

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Agenda

- Purchasing Overview
  - Standard Ordering Program
  - Non-Standard Ordering Program
- Acquisition Best Practices
- Vehicle Acknowledgement
- Contract Information
- Questions

Purchasing Overview

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](#))

[GSAFleet.gov](#) is the online ordering tool to select and compare vehicles

Agencies purchase more than **$2 billion** in vehicles and automotive products annually

Professional engineering services including technical assistance and vehicle design services

Professional contracting teams and customer service staff

Assistance with Multiple Award Schedule (MAS) ordering

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GSAFleet.gov Vehicle Purchasing

- Online ordering tool

- Purchasing 'Submitter' and 'Approver' roles defined by Agency Customer Admins

- 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)

- Option code that requires additional justification

- 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 GSAFleet.gov

- 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

Non-Standard Ordering Program

- If a customer is unable to find the right vehicle for their agency using the Standard Ordering Program, they can consider a non-standard vehicle option

- Prior to beginning a non-standard vehicle requisition, customers must consult with GSA's Integrated Project Team (IPT)
  - Email fleetspecialordering@gsa.gov and provide the non-standard vehicle requirements
  - Receive a response with the best possible non-standard source to meet your vehicle requirements
  - Acknowledge within the system that you have consulted with the IPT team prior to moving forward with a non-standard vehicle requisition

Non-Standard Ordering Options

Urgent Requirements

Multiple Award Schedule

Non-Standard Vehicles

Urgent Requirements (Formerly "Express Desk")

- Reserved for an **urgent & compelling** need (FAR 6.302-2(c))
- Request is submitted in GSAFleet.gov
- 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

Note: The non-standard vehicle order functionality is still being developed. For now, they can be ordered through the MAS order functionality

Purchasing Outside of GSA (waivers)

- In the event of unique circumstances preventing an agency from purchasing through GSA, an agency may request a waiver to conduct their own procurement.

- To request a waiver:
  - Agency HQ Fleet Manager must email GSA a detailed waiver request
  - GSA Fleet will review the waiver request and make the decision to approve or deny
  - Waiver approvals are subject to audit

- For more detailed information on the waiver process, please email vehicle.buying@gsa.gov

Acquisition Best Practices

Purchasing Best Practices

- Become familiar with GSAFleet.gov and Federal Vehicle Standards
- Sign up for the Vehicle Availability Listing   (VAL) Updates
- Coordinate non -standard vehicle ordering with   fleetspecialordering.gov
- 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 to inquire about order changes and status
- Anticipate delivery delays with certain vehicle types
- Complete vehicle registration or acknowledgement upon vehicle arrival

GSAFleet.gov 'Just Browsing' Feature

- Search by a specific SIN or vehicle type
- Compare vehicle/option availability without creating an order

GSAFleet.gov 'Resources' Tab

- GSAFleet.gov step‑by‑step user guides
- GSAFleet.gov short video tutorials
- Overview of GSA Fleet
- Training Offerings
- Fleet electrification info
- Glove box - driver information

Vehicle Acknowledgement

Acknowledgement of Vehicle Receipt

Customer acknowledgment of vehicle receipt is required for GSA to pay vehicle suppliers. Without this occurring suppliers can not 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 or when you acknowledge receipt of your vehicle in GSAFleet.gov.
- Registration in GSAFleet.gov is the preferred method, but acknowledgement in GSAFleet.gov can be used when this is not possible.
- Resources: Vehicle Registration User Guide or Vehicle Purchasing User Guide

Contact Information

Who to contact?

- GSAFleet.gov System Issues - fleet.helpdesk@gsa.gov
- Purchasing support - vehicle.buying@gsa.gov
- Non-standard Ordering - fleetspecialordering.gov

If you would like a copy of this presentation, email fedfleet@gsa.gov

Thank you!