 GSA Federal Acquisition Service

**MULTIPLE AWARD SCHEDULE 23V ORDERING INSTRUCTIONS**

August 25, 2015

GSA would like to take this opportunity to clarify order placement procedures for vehicles procured under GSA Automotive Acquisition Support Division Multiple Award Schedule (MAS) Program.

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. According to Federal Acquisition Regulation (FAR) 8.405-1(c) (1), ordering activities placing an order above the micro-purchase threshold ($3,000) against a schedule contract must review the price lists of at least three 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.

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. Should the customer agency not use eBuy (and is ordering directly from the contractor without using GSA Automotive), 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 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.

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 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. However, please note that 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. All quotes when using eBuy must be received through the eBuy system unless the RFQ explicitly states otherwise.

Please note that FAR 8.405-1 covers ordering procedures for supplies, and services not requiring a statement of work (SOW). For ordering procedures which require a SOW, please refer to FAR 8.405-2. For requirements with an SOW that exceed the simplified acquisition threshold ($150,000), FAR 8.405-2(c) (3) (iii) states that the CO must “post the RFQ on e-Buy to afford all schedule contractors offering the required supplies or services under the appropriate multiple award schedule(s) an opportunity to submit a quote” or “provide the 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.” Again, if fewer than three quotes are received in this situation, the CO must “prepare a written determination to explain that no additional contractors capable of fulfilling the requirements could be identified despite reasonable efforts to do so.”

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 that orders issued from any RFQ will be placed through the issuance of a Motor Vehicle Delivery Order from GSA Automotive. 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. GSA Automotive must also receive copies of all quotes received by the customer agency through eBuy.

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 Motor Vehicle Delivery Order, 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.**

**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 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**

GSA reviews each request and verifies that the item is available under contract, including options. The customer agency is responsible to verify accuracy of the quotes received, and that the offerings are under GSA contract, including any optional equipment quoted. The customer agency must document that the items quoted are posted on GSA Advantage! and are quoted at or below the established GSA schedule pricing as indicated on GSA Advantage! 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 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 8.402(d) (1) (ii).

**PLACING ORDERS DIRECTLY WITH THE CONTRACTOR**

Under the MAS program, all customer agencies may place delivery orders directly with schedule contractors. All MAS contracts and products are listed in GSA*Advantage*!on www.gsaadvantage.gov. 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 MAS schedule contracts. Only products covered by MAS contracts(and thereby listed in GSA*Advantage*!or eBuy) may be procured directly with the contractor. When delivery orders are placed directly with a MAS contractor, the documentation required by FAR 8.405 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.

**PLACING ORDERS THROUGH THE OFFICE OF ACQUISITION OPERATIONS**

Federal Executive Agency customers may place orders through GSA Automotive Acquisition Support Division if they so choose. GSA will gladly assist in placing an order with any MAS contractor available on schedule. The customer must ensure that sufficient source selection documentation is provided (see section titled “Procurement Package Requirements,” below), and the correct funding information is attached to the incoming request. GSA Automotive will assess a 1% surcharge based on the total dollar amount of the order. The GSA surcharge covers the cost of the administrative services (order management, inspection services, payment, etc.) associated with the order.

NOTE: GSA Automotive will not accept requests for orders to be placed for services. GSA Automotive will only place orders for supplies. Orders for services must be placed directly to the MAS schedule holder.

Procurement Package Requirements

GSA Automotive orders are submitted via AutoChoice (www.autochoice.gsa.gov). Please contact GSA Automotive (703) 605-2277 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 GSA processing delays when placing an order through GSA Automotive (AutoChoice), all requests for orders to be placed from a schedule contractor must have the following documentation attached:

1. A complete copy of the Request for Quotation (RFQ) sent out to the prospective MAS contractors, proof of transmission of the request, and a copy of all quotes received. The RFQ must identify the special item number requested, item description, the destination, the quantity, a specific color and the required optional equipment. 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 the section titled “Overseas Orders” for possible solutions.
2. Copies of the valid price quotes, as well as a list of all contractors solicited (i.e. eBuy solicitation list) must accompany the request. Each price quote must be based on current contractor pricing, and have a unique quote number assigned.
3. An attached statement documenting the rationale behind the customer agency’s selection is required for all orders. Supporting documentation mustbe provided for the best value determination. The selection must be consistent and supported by the evaluation criteria established in the RFQ issued through eBuy. In the vast majority of procurements, the evaluation criteria are Low Price Technically Acceptable. 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).
4. 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. Please note that the funding document must be signed off by the customer agency and then signed by a GSA representative, confirming acceptance of the funding by GSA.

**Requests not meeting the documentation requirements listed above will be returned to the ordering activity**. GSA Automotive will not retain a copy of the rejected request. GSA Automotive will keep on file a copy of the rejection letter, but a rejected request will be returned in its entirety. **Customer agencies may resubmit their request at any time, but must provide the entire original document along with the required documentation**.

These measures are meant to ensure GSA Automotive is placing an order for the exact product that your organization coordinated with the desired contractor. Not only is the information requested needed to ensure order accuracy, the documentation is required by the FAR.

Overseas Orders

*Please note that the following information is subject to change*. 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 GSA Automotive,** can provide additional support through the use of GSA Form 1611 (<http://www.gsa.gov/portal/forms/download/114118>) 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 Automotive.
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 this service. The Customer Agency must have money set-aside to pay this transportation bill, which is separate from the moneys required and present on the MIPR or 1781 to purchase the vehicle(s).

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 Decided to Place your Order Through GSA Automotive?**

The GSA Contracting Officer (CO)/Contract Specialist (CS) will verify that products and options listed on the requisition are approved under the contractor’s GSA contract. The CO/CS will also validate that the pricing accurately reflects the contract. **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 ($3,000).** See FAR 8.402(f).

When the GSA CO/CS places the order, a Motor Vehicle Delivery Order (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.

Order Document Distribution

The GSA CO/CS will also send an email addressed to the customer identified on the requisition, the contractor, GSA Engineering, and the GSA Industrial Operations Analyst (IOA) to confirm the order has been placed.

Post Order Placement Telephone Conference

If necessary, a post order placement telephone conference will be scheduled by the GSA CO/CS responsible for managing the order, if the CO/CS determines it is necessary based on the dollar value and the complexity of the order. If scheduled, the participants of this conference will include:

* Customer Agency
* MAS contractor
* GSA CO/CS
* GSA Engineering
* GSA IOA

The purpose of this conference call is to review the MVDO as well as the procedures for managing the order. The CO/CS will summarize the discussion and distribute the information to all parties involved.

Changes to Orders

After the order is placed with the MAS contractor, the customer must notify the CO/CS of any required, government-initiated changes to the order. The 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 CO/CS will issue a modification to the order in order to incorporate the changes. The CO/CS will send this bilateral modification to the contractor. **All changes must be approved by a modification to the contract and/or order.** At 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 due 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 contactor must also provide notification to the GSA CO/CS/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) 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. While ten (10) days is required, GSA recommends at least thirty (30) days’ notice. Customers may attend the inspection to witness the activity, 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.

After your vehicle has been inspected and found to be acceptable, the IOA will complete a GSA Form 308 (Notice of Inspection) or DD250 (Material Inspection and Receiving Report) if required, and submit this form to the MAS contractor. This form authorizes the contractor to release your vehicle for shipment, subject to the order delivery terms.

Based upon successful results of the inspection, the GSA IOA will sign a 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 he order for shipment, subject to the delivery terms. GSA will forward copies of the executed forms to the contactor and the customer POC identified on the MVDO.

**SUBMISSION INFORMATION:**

All requests, as well as all supporting documentation required (RFQs, quotes received, etc. as stated above) 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)

Automotive Acquisition Support

GSA Federal Acquisition Service

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In the event that you are unable to reach the above individual, please call the GSA Automotive CARS Line at 703-605-CARS (2277) or via email at vehicle.buying@gsa.gov.