REQUEST FOR INFORMATION:
GSA Fleet Lease Vehicle Auction & Marshalling Services

1.0 Description

The General Services Administration (GSA) Office of Fleet Management (GSA Fleet) has a requirement to acquire contractor support for vehicle auction and marshalling services or marshalling only services for Government vehicles. Services are required in the Bismark, ND area.

Auction and marshalling site tasks include, but are not limited to:

- Advise the government on optimal disposition strategy for individual exchange/sale-eligible vehicles worldwide to maximize public participation and net proceeds, to include strategies for specialty (law enforcement, buses, ambulances, medium & heavy trucks, etc.) as well as Zero Emission Vehicles to include battery electric vehicles, plug-in hybrid vehicles and/or fuel cell vehicles.
- Perform full vehicle inspections and ensure complete condition reporting, imagery capture (including high-definition photo and video, 360° views, etc.), and accurate description writing.
- Provide recommendations on vehicle repairs and pricing, given vehicle condition, market environment, among any other factors, to ensure the greatest return on investment.
- Create and execute marketing plans/campaigns to catalog vehicles and announce vehicle sales to the public as required by law, and to advertise to/connect with the broadest possible market audience.
- Perform electronic inventory management for vehicles and vehicle-related assets (e.g., license plates, removed equipment, telematics devices).
- Support the creation and management of all required vehicle disposition documentation/records.
- Conduct activities related to bidder/buyer management, including registration, validation/eligibility checks, etc.
- Provide end-to-end customer service and support to bidders/buyers throughout the sales process to ensure a seamless, transparent, and customer-centric buying experience.

- Facilitate and perform payment collection process.
- Encourage maximum participation by offering a range of non-government affiliated services (retail financing, aftermarket warranties, vehicle enhancement etc.).
- Store, service and remarket of electric vehicles to include any necessary charging infrastructure.
- Transport vehicles to and from vendor locations.
- Prepare vehicles for public inspection and final sales/disposition, including services such as reconditioning, maintenance and repair, as well as equipment removal/disposal, and license plate & government credit card disposal and tracking.
- Offer industry-aligned services for customers to perform vehicle test drives.
- Provide state-of-the-art technology that will improve customer experience including enhanced condition reporting, 360° views, video, high-definition photography, etc.
- Conduct a full and open competitive sales process, including public inspection periods for all vehicles, and any related sale services for exchange/sale property.
- Ensure and facilitate the security, storage, and release of vehicles from time of receipt until final removal.
- Manage the logistics of vehicle transportation to bring vehicles to sale.
- Prepare vehicles for sale, to include vehicle equipment removal/disposal, reconditioning, and repairs.
- Work with local government entities to facilitate any inspections, documentation, and any other actions required to complete transactions in local markets.
- Perform electronic inventory management, vehicle inspection, complete condition reporting for vehicles.
- Offer recommendations on vehicle repairs and pricing, given vehicle condition, local market environment, among any other factors, to ensure the greatest return on investment.
- Provide customer service to buyers in global markets.
- Create and execute marketing campaigns for local markets.

- Offer an internet sales platform with the potential to reach a global audience.
- Collect proceeds from vehicle sales and if necessary, convert to U.S. dollars.

Marshalling only site tasks include, but are not limited to:

- Transport or resource/transportation of vehicles to and from vendor location (e.g., customer location, OEM dealership, offsite repair facility).
- Inspect vehicles upon delivery for various factors including but not limited to any damage to the vehicle, all components of the vehicle are accounted for (e.g., keys, floor mats, etc.), and missing equipment.
- Perform telematics device installation and/or activation on all new vehicles prior to releasing the vehicle to the customer.
- Validate new vehicles and options to vehicle order information provided by GSA.
- Perform pre-delivery inspections (PDI) in accordance with the manufacturer's standards.
- Prepare new vehicles for customer receipt.
- Provide driver education for customers including vehicle operation, unique features, infotainment settings, etc.
- Offer specialized expertise and support on Electric Vehicle management, operation and charging infrastructure.
- Charge battery-powered vehicles.
- Maintain all vehicle fuel and charge levels as prescribed in the Statement of Work by GSA.
- Perform custodial and sales preparation services to facilitate auction house sales of GSA exchange lease vehicles.
- Process and manage all required vehicle shipment and delivery documentation.
- Manage scheduled vehicle appointments and ensure accurate vehicle exchanges.
- Perform all necessary tasks associated with confirming vehicle assignment and termination to and from the customer as prescribed by GSA.
- Provide end-to-end customer service and support to GSA Fleet and customer agencies throughout the marshalling process to ensure a seamless and transparent delivery and exchange process.
- Fulfill proper disposal of old/expired plates both front and back as prescribed by GSA.

- Perform electronic inventory management for vehicles.
- Ensure and facilitate the security, storage and inventory control of vehicles, license plates, credit cards and other assets from time of receipt until final removal.
- Scale charging capabilities to meet the needs of increasing electric vehicle adoption.

Place of Performance

The General Services Administration (GSA) Office of Fleet Management (GSA Fleet) has a requirement to acquire contractor support for vehicle auction and marshalling services or marshalling only services for Government vehicles. Services are required in the Bismark, ND.

Interested parties must be located no more than 50 miles from the Bismark, ND area.

Period of Performance

On or about October 1, 2026 – September 30, 2030 (Base plus 3 option years)

2.0 Background

GSA Fleet provides a full-service fleet management program providing transportation solutions to partner agencies worldwide across the U.S. Federal government. It maintains a diverse fleet of over 227,000 vehicles, including light, medium, and heavy-duty vehicles, to include sedans, SUVs, vans, trucks, buses, ambulances, and law enforcement vehicles. Vehicles range from gasoline and diesel fueled vehicles to alternative fuel vehicles (AFVs), such as electric vehicles (EVs) to low-speed electric vehicles (LSEV's) and non-powered vehicles and trailers.

Nationally, GSA Fleet orders and receives on average 30,000+ vehicles from suppliers annually. As GSA Fleet is responsible for the disposition of its vehicles, it then remarkets and sells the used vehicles across the United States and its territories, Japan, and Europe. Its vehicles are sold under the exchange/sale authority of 41 CFR 102-39. This authority aims to expedite the disposal process and maximize proceeds in the most cost-effective manner to the U.S. taxpayer.

To achieve this objective, GSA Fleet currently sells its used vehicles via live and online auctions worldwide, leveraging its contracts with commercial vendors to carry out all auction-related services. These auctions must adhere to all legal and regulatory

requirements. They must also be open to the general public and provide an equal opportunity for individuals, businesses, government entities, and other organizations to take part in a zero-fee, fully open, and competitive sales process. To facilitate this process, GSA Fleet employs its vehicle remarketing specialists, who are warranted sales contracting officers (SCOs) and experts in the sales of its vehicles, to work with its vendors to approve repairs, pricing, as well as carry out and approve each sale to maximize net proceeds.

As the used vehicle marketspace continues to evolve, GSA Fleet seeks to better align its current sales model with industry and is seeking industry to provide their best practices, strategies, platforms, and expertise to modernize and streamline GSA's public vehicle sales model in the most cost-effective manner possible. GSA Fleet welcomes exploring new sales pathways, including retail sales, as options to broaden its market presence, expand public participation in its sales, and increase overall net proceeds. Given the increase in the number of electric vehicles in the Federal fleet, GSA aims to especially leverage vendor expertise in this critical area. It also hopes to expand its geographic footprint in locations where it currently does not have coverage or expertise.

3.0 Responses

3.1 Responses: Interested parties are required to respond to this RFI with submissions in a Microsoft Word (.doc or .docx) compatible format and/or .pdf format. Respondents are requested to provide the information in paragraph 3.3. Respondents may provide supporting documentation along with their submissions. Responses shall be limited to no more than 15 pages for the entire submission (including company information, answers to technical questions, supporting documentation, etc.).

Please follow the directions below for developing and submitting a response to this RFI.

Page Maximum	Font	Font Size	Line Spacing
15 Pages	Calibri, Arial or Times New Roman	11	Single

3.2 Proprietary information, if any, should be minimized and MUST BE CLEARLY MARKED. To aid the Government, please segregate proprietary information. Please be advised that all submissions become government property and will not be returned. In

addition to government employees, government support contractors may review and evaluate the whitepaper submission(s). If this is a concern for your company, please address it in the list of questions due to the government as noted in paragraph 5.0.

3.3 Company Information. The response should provide the following information:

3.3.1 Contact Information: Company name, mailing address, overnight delivery address (if different from mailing address), phone number, and email of designated point of contact.

3.3.2 Is the company registered within the System for Award Management - SAM.gov? (Y/N) If yes, what is your SAM Unique Entity Identifier (UEI)?

3.3.3 Are you able to provide: Only auction services? Only marshalling services? Or both auction and marshalling services?

3.3.3.1 Please provide number of vehicles annually and types of vehicles (vehicle types/vehicle classes) sold/marshalled.

3.3.3.2 If applicable, how many sales do you conduct in a typical year and at what frequency? Please list and provide numbers by sale type (physical auction, online only, etc.).

3.3.3.3 Are there any types of vehicles you will not sell?

3.3.3.4 What is the average vehicle age and mileage of the vehicles you sell?

3.3.3.5 Do you specialize in salvage/junk vehicle sales?

3.3.4 Where are you located in reference to the Bismark, ND area? (# of miles)

3.3.5 NAICS code and socio-economic status, if applicable.

4.0 Meetings and Discussions

The government representatives may or may not choose to meet with respondents to this RFI. Such meetings and discussions would only be intended to get further clarification of potential capability to meet the requirements.

5.0 Questions

Any questions related to the RFI are due to the government no later than **December 1, 2025**, with the subject line, “Questions for RFI – 47QMCA26N0006” no later than 12:00 p.m. Eastern and must be submitted via e-mail only to the following government Points of Contact (POCs):

• allison.wiede-brown@gsa.gov

Questions regarding this announcement shall be submitted in writing. Verbal questions will NOT be accepted. Questions shall NOT contain proprietary or classified information.
Questions received after December 1, 2025, will not be considered.

6.0 Response Due Date

RFI responses are due **December 1, 2025**, with the subject line, "Response for RFI – 47QMCA26N0006" no later than 12:00 p.m. Eastern and must be submitted via email only to the following government Points of Contact (POCs):

• allison.wiede-brown@gsa.gov

Responses received after the due date and time will not be considered.

7.0 Summary

THIS IS NOT A SOLICITATION: The government is not obligated to make an award as a result of this request. THIS IS A REQUEST FOR INFORMATION (RFI) ONLY and is for informational purposes only; this is not an Invitation for Bid (IFB), a Request for Proposal (RFP), or Request for Quotation (RFQ). No solicitation document exists, and a formal solicitation will not be issued by the Government as a result of the responses to this RFI. The government will not be liable for payment of any preparation expenses in response to this RFI and is in no way obligated by the information received. Any costs incurred by interested companies in response to, or as a result of this announcement will NOT be reimbursed. The information provided will be used by the government for the purpose of conducting market research. Interested parties are responsible for adequately marking proprietary or competition sensitive information contained in their response. It is the responsibility of the interested parties to monitor the website for additional information pertaining to this RFI.

The information provided in the RFI is subject to change and is not binding on the government. GSA has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become government property and will not be returned.