Dear Prospective Offeror:

This is a combined synopsis/solicitation for commercial products or commercial services prepared in accordance with the format in subpart 12.201-1 (3), as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested.

Solicitation number 47QMCA26Q0058 is issued as a Request for Quotation.

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular April 20, 2026.

The General Services Administration's Office of Fleet Management (GSA Fleet) is seeking to establish a single-award Blanket Purchase Agreement (BPA) for telematics installation support across various military installations in Japan (refer to appendix A). To support this mission, GSA Fleet intends to utilize global industry best practices for the onsite installation of telematic devices. The scope of this requirement covers a diverse vehicle inventory that varies by location, including sedans, light, medium, and heavy-duty trucks, buses, and other specialty vehicles. The contractor is responsible for providing all necessary personnel, equipment, and materials to successfully execute these telematics installations.

The Offeror must have an active Federal Government contract registration in the System for Award Management (SAM) when submitting an offer or quotation in response to this solicitation and at the time of award.

The associated North American Industrial Classification System (NAICS) code for this procurement is 811198 with a small business size standard of $10 million.

The BPA period of performance is expected to be two years and five months (29 months). The government estimates but does not guarantee that the total volume of purchases under the BPA will be $350,000.00.

This acquisition includes the RFO provision addendum to 52.212-1, Instructions to Offerors—Commercial Products and Commercial Services, which outlines the required format and submission procedures for all offerors. This clause is incorporated by reference on the SF1449.

This procurement includes the RFO provision addendum 52.212-2, Evaluation – Commercial Products and Commercial Services, which incorporates the Basis for Award and the Evaluation of Quote.

The FAR RFO clause at 52.212-4, Contract Terms and Conditions-Commercial Products and Commercial Services, applies to this acquisition, is incorporated by reference and applies to this acquisition.

The following sections are included:

Section 1 – Statement of Objectives
Section 2 – Schedule of Supplies
Section 3 – Contract Clauses
Section 4 - Contract Provisions

Section 5 – Additional Terms and Conditions
Section 6 – Format and Submission
Section 7 – Basis for award and Evaluation

We recommend that you **READ** the entire solicitation prior to preparing and submitting your response as incomplete offers may be rejected without further consideration.

Sincerely,

CHARLENE CARDENAS Digitally signed by CHARLENE CARDENAS Date: 2026.07.07 07:31:37 -04'00'

Charlene Cardenas
Contracting Officer, FDBBA
Office of Shared Services Delivery
GSA Fleet Acquisition Support
Federal Acquisition Service (FAS)

Section 1

STATEMENT OF OBJECTIVES (SOO)
Telematics Installation Support Services
GSA Fleet - International Vehicles

I. Purpose:

Telematic installation support services for General Services Administration, Office of Fleet Management (GSA Fleet) vehicles located Outside Continental United States (OCONUS) in Japan.

II. Scope or Mission:

The primary goal of this acquisition is to obtain a contractor telematic installation support solution for GSA Fleet that leverages industry best practices located globally outside the continental United States. Support is required for multiple bases throughout Japan. Vehicle types differ from location to location, and may include sedans, light trucks, medium and heavy-duty trucks, buses, and other specialty vehicles. The contractor must provide all personnel, tools and materials needed to successfully support GSA Fleet's requirement for Telematics installations.

International Locations

Location	Estimated Annual Service Volume (Based on Fiscal Years 2026-2030)
Japan - New	380
Japan - Retrofit	180
Total Estimated Annual Average of Vehicles	***560***

III. Period and Place of Performance;

The period of performance will be from the date of the award on or before August 13, 2026 - January 31, 2029. Place of performance will be based on the scope of offer.

IV. Background:

GSA Fleet owns and leases vehicles to customer U.S. federal government agencies around the world, which are. Comprised of various vehicle types including, but not limited to, sedans, station wagons, sport utility vehicles (SUV), full & mid-size pickup trucks, full & mid-size vans, ambulances, police vehicles, school & transport buses, medium and heavy-duty trucks, wrecker & carrier transport vehicles, and trailers.

GSA Fleet seeks to install telematic devices on both our new and currently assigned vehicles in Japan. Our current telematic device provider is Geotab who supplies Federal Risk and Authorization Management Program (FedRAMP) certified devices and provides our data management program. GSA Fleet will provide the FEDRAMP approved Geotab GO9 devices for both new vehicle installations and retrofit on existing lease vehicles.

Given that each US Federal customer location/base and region of Japan presents its own unique set of circumstances and challenges, GSA Fleet is looking to draw upon industry best practices for installing telematic devices on its OCONUS vehicles postured throughout Japan.

V. Performance Objectives:

The contractor must provide a telematics installation support solution meeting the following objectives:

1. The contractor must provide onsite installation at Government and private facilities, which will require the person(s) performing the installation to travel to the location. Installation of telematic devices on new vehicles can also be accomplished pre-delivery at supplier designated location(s),
2. Required location coverage for installation include Throughout Japan, and Contractors are responsible for any related travel cost. GSA will not reimburse travel costs for this service.

VI. Operating Constraints:

1. 3rd Party Device Management, Installation, Replacement or Removal
    a. The contractor is responsible for security and storage of all telematic devices received and stored.
    b. Use a first-in, first-out inventory management practice with all telematics devices received.
    c. Maintain an inventory of all telematics device serial numbers received and installed.
    d. As requested, install government-provided telematics devices in the vehicle in accordance with GSA-provided guidance
    e. Remove or replace telematic devices, as requested by GSA.

2. Installation must not interfere with or void any Original Equipment Manufacturer (OEM) warranties and must be able to be installed in accordance with OEM guidance

3. Hardware must not permanently interfere with or impede access to the On-Board Diagnostics (OBD) port (or similar) once installed and must allow additional hardware to be connected to the vehicle for diagnostic checks and/or other ancillary services.
4. Once installed the contractor waives all claims for the cost of the device, ancillary equipment, or items needed to install the device.

5. Billing must align with the installation of the telematics device in the corresponding GSA Fleet managed vehicle. Individuals without licenses from compliant jurisdictions may present alternative forms of identification - such as a U.S. Passport - accepted by the agency. Some locations may have additional processes to accommodate individuals lacking the prescribed identification documents.

VII. Invoice and Payment Information:

1. Task order invoices must be provided after services have been rendered. For example, a May invoice will be for April usage. Invoices must be submitted electronically for review and approval to the Contracting Officer Representative (COR) by the 26th of each month for the previous month's prices. The electronic submission must include an itemized listing of all required data elements listed below in a csv. or xls. attachment. This review will ensure that the invoice is compliant with the terms of the contract and that the goods or services listed on the invoice have been received and accepted.
2. Following review of each invoice, the COR will notify the contractor that the invoice is (1) approved for payment or (2) requires correction.
3. Once approved, either initially or following corrections, the contractor must submit the invoice to the GSA Finance Office through the Department of the Treasury's Invoice Processing Platform (IPP) web portal, https://ipp.for.fiscal.treasury.gov/ and then click on "Collector (Supplier)."
4. The funding reference to use when submitting invoices in IPP is the Procurement Instrument Identifier (PIID) located in block 4 of the SF 1449. Once invoices are submitted by the contractor, the Government will make payment after verification that the goods or services listed on the invoice have been received and accepted.
5. If you have problems submitting your invoice in IPP, please contact one of the following, as applicable.
    a. I**PP General System, Login ID, password issues**:

       IPP Customer Support Helpdesk

       Ph: (866) 973-3131

       Email: IPPCustomerSupport@fiscal.treasury.gov

    b. I**PP Inquiries with payment issues:**

       Email: kc-gpitprograms@gsa.gov

6. Task Order Invoices shall include the following minimum information
    a. Name and address of contractor
    b. Invoice date and dates of service (e.g., May 1, 2026 for services from April 1, 2026 to April 30, 2026)
    c. Government Task Order (TO) number, or other authorization for delivery of goods or services
    d. Contractor Invoice Number, Account Number, and/or any other identifying number agreed to by contract

e. Contract Line-Item Number (CLIN), description, price, and quantity of goods and services rendered
    i. Device ID/serial
    ii. VIN
    iii. GSA License Plate Number
    iv. GSA Fleet Service Level Price
f. Payment terms
g. Unique Entity Identifier (UEI) number:

7. Contact name (where practicable), title and telephone number
    a. Total amount billed for the invoice period
    b. Total amount funded on the task order
    c. Total amount already paid on the task order
    d. The contractor's final invoice under any task order will state that it is the "FINAL INVOICE FOR PAYMENT" order

VIII. Deliverable Table:

Description	**Due no later than**	**Recipient(s)**	**Includes**
Weekly Status Report	Every Friday	Contracting Officer and Contracting Officer Representative	Delayed/damaged shipments, notification of a problem (should occur immediately upon discovery once)
Secured Device Log	On-Demand	Contracting Officer and Contracting Officer Representative	List of all devices by Serial Number
Telematics Installations Performed Report	On-Demand	Contracting Officer and Contracting Officer Representative	Report includes Date and number of devices listed by Serial Number and Vehicle VIN

IX. Contractor Point(s) of Contact:

1. Contracting Officer's Representative (COR): The COR will serve as an interface between the contractor and the CO. The contractor can provide questions or other clarification requests to the COR, who in turn will contact the CO. This COR may provide technical advice, recommendations, or clarifications for the contractor to perform the work specified in the BPA. The COR is the point of contact through whom the contractor can relay questions and problems concerning contract requirements to the CO. The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether instructions contemplated fall within the contract requirements, the contractor shall contact the CO for guidance if required.

   a. Name: William Toth
   b. Phone: 202-754-0526
   c. Email: billy.toth@gsa.gov
2. Contracting Officer (CO): The CO is the only person authorized to make or approve any changes to any of the requirements of this BPA. In the event the contractor makes any changes in the direction of any person other than the CO, the change will be considered to have been made without authority, and no adjustment will be made to the contract price to cover any increase in cost incurred as a result thereof. All questions concerning the Blanket Purchase Agreement (BPA) or associated Task Orders must be directed to the CO. The contractor must contact the CO with any questions regarding performance issues.
   a. Name: Charlene Cardenas
   b. Phone: 202-320-8873
   c. Email: charlene.cardenas@gsa.gov

Section 2 – Schedule of Services

Below is the price schedule for the Request for Quote.

Pricing **MUST** be submitted for the base year and all annual periods.

Pricing **MUST** be submitted in a Microsoft Excel Spreadsheet.(Pricing quotes will not be accepted in PDFs)

Pricing **MUST** be quoted in US dollars.

Clarification on Optional CLINs (0001a, 0002a, 0003a): Should the Government exercise its option to increase the supply quantities specified in the Schedule, the established unit price shall remain fixed and unaffected.

Japan Telematics Installations					
CLIN #	**Description**	**Quantity**	**Unit**	**Unit Price**	**Amount**
Base year – on or before August 13, 2026 - August 12, 2027					
0001	Onsite installation at government or private facility (IAW V, VI)	560	Each		
0001a	**(Optional)** Onsite installation at government or private facility (IAW FAR Clause 52.217-6)	280	Each		
Total Base Year					

Japan Telematics Installations					
CLIN #	**Description**	**Quantity**	**Unit**	**Unit Price**	**Amount**
Year One – on or before August 13, 2027 - August 12, 2028					
0002	Onsite installation at government or private facility (IAW SOO V & VI)	560	Each		
0002a	**(Optional)** Onsite installation at government or private facility (IAW FAR Clause 52.217-6)	280	Each		
Total Year One					

Japan Telematics Installations					
CLIN #	**Description**	**Quantity**	**Unit**	**Unit Price**	**Amount**
Year Two – on or before August 13, 2028 - January 31, 2029					
0003	Onsite installation at government or private facility (IAW SOO - V & VI)	560	Each		
0003a	**(Optional)** Onsite installation at government or private facility (IAW FAR Clause 52.217-6)	280	Each		
Total Year Two					

Section 3 - Contract Clauses

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)
This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

Also, the full text of a clause may be accessed electronically at the linked address(es):

- FAR
- GSAM

(End of clause)

52.203-6 Alt 1	Restrictions on Subcontractor Sales to the Government ALT 1 (NOV 2021)
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2024)
52.203-17	Contractor Employee Whistleblower Rights (Nov 2023)
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)
52.204-09	Personal Identity Verification of Contractor Personnel (Jan 2011)
52.204-13 ALT 1	System for Award Management—Maintenance ALT 1 *(GSA Class Deviation RFO-2025-04)*
52.204-19	Incorporation by Reference of Representations and Certifications (DEC 2014)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded.*(GSA Class Deviation RFO 2025-09)*
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations *(GSA Class Deviation RFO- 2025-09)*
52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law *(GSA Class Deviation RFO 2025-09)*
52.212-4	Terms and Conditions - Commercial Products and Commercial Services *(GSA Class Deviation RFO- 2025-12)*
52.214-35	Submission of Offers in U.S. Currency (Apr 1991)
52.217-4	Evaluation of Options Exercised at Time of Contract Award *(GSA Class Deviation FAR RFO - 2025-17)*
52.217-5	Evaluation of Options (GSA Class Deviation FAR RFO- 2025-17)
52.224-3	Privacy Training *(GSA Class Deviation RFO- 2025-24)*
52.222-50 Alt 1	Combating Trafficking in Persons *(GSA Class Deviation RFO-2026- 22)*

52.225-3	Buy American-Free Trade Agreements-Israeli Trade Act. *(GSA Class Deviation FAR RFO 2026-25)*
52.225-5	Trade Agreements. (NOV 2023)
52.225-14	Inconsistency between English Version and Translation of Contract. (Feb 2000) *(GSA Class Deviation RFO 2025-25)*
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving (May 2024)
52.229-12	Tax on Certain Foreign Procurements *(GSA Class Deviation RFO 2025-29)*
52.232-18	Availability of Fund (Apr 1984)
52.232-33	Payment by Electronic Funds Transfer-System for Award Management (Oct 2018) *(GSA Class Deviation RFO 2025-32)*
52.232-90	Fast Payment Procedure *(GSA Class Deviation RFO 2025-32)*
52.233-3	Protest After Award *(GSA Class Deviation FAR RFO 2025-33)*
52.233-4	Applicable Law for Breach of Contract Claim *(GSA Class Deviation RFO 2025-33)*
52.240-90	Security Prohibitions and Exclusions Representations and Certifications *(GSA Class Deviation FAR RFO 2025-40*)
52.240-91	Security Prohibitions and Exclusions *(GSA Class Deviation RFO 2025-40)*
52.244-6	Subcontracts for Commercial Products and Commercial Services *(GSA Class Deviation FAR RFO 2026-44)*
52.247-64	Preference for Privately owned U.S. Flag Commercial Vehicles *(GSA Class Deviation RFO 2025-47)*
GSAR 552.203-71	Restriction on Advertising (GSAR - Sept 1999)
GSAR 552.204-9	Personal Identity Verification Requirements (GSAR - Apr 2023)
GSAR 552.212-4	Contract Terms and Conditions - Commercial Products and Commercial Services (*GSA Class Deviation FAR 52.212-4 Jan 2023*)
GSAR 552.212-71	Contract Terms and Conditions Applicable to GSA Acquisitions of Commercial Products and Commercial Services (Oct 2023) ● *552.203-71 Restriction on Advertising*
GSAR 552.217-71	Notice Regarding Options (Nov 1992)
GSAR 552.252-6	Authorized Deviations in Clauses *(Deviation FAR 52.252-6) (Nov 2021)*
GSAR 552.232-39	GSAR 552.232-39 Unenforceability of Unauthorized Obligations (Feb 2018) (DEVIATION FAR 52.232-39)

Full Text Clauses

GSAM - 552.252-6 Authorized Deviations in Clauses. Authorized Deviations in Clauses (NOV 2021) (Deviation FAR 52.252-6)

(a) Deviations to FAR clauses. This solicitation or contract identifies any authorized deviation to a Federal Acquisition Regulation (FAR) (48 CFR chapter 1) clause by—

(1) The addition of "(DEVIATION)" after the date of the FAR clause when an authorized deviation to a FAR clause is being used, and

(2) The addition of "(DEVIATION FAR (clause number))" after the date of the GSAR clause when a GSAR clause is being used in lieu of a FAR clause.

(b) Deviations to GSAR clauses. This solicitation or contract identifies any authorized deviation to a General Services Administration Acquisition Regulation (GSAR) (48 CFR chapter 5) clause by the addition of "(DEVIATION)" after the date of the clause.

(c) "Substantially the same as" clauses. Changes in wording of clauses prescribed for use on a "substantially the same as" basis are not considered deviations.
(End of clause)

52.217-6 Option for Increased Quantity. (MAR 1989)
The Government may increase the quantity of supplies called for in the Schedule at the unit price specified. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days prior to expiration. Delivery of the added items shall continue at the same rate as the like items called for under the contract, unless the parties otherwise agree.(End of clause)

52.217-8 Option to Extend Services. (NOV 1999)
The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within *30 days of contractor expiration*.
(End of clause)

Section 4 - Contract Provisions

52.252-1 Solicitation Provisions Incorporated by Reference. (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address:

- Revolutionary FAR Overhaul
- GSAM

Contract Provisions incorporated by reference

52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2024)
52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation (Sept 2024)
52.204-7	System for Award Management—Registration *(GSA Class Deviation RFO 2025-04*
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations-Representation (*GSA Class Deviation FAR RFO 2025-9)*
52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law *(GSA Class Deviation FAR RFO – 2025-09)*
52.214-35	Submission of Offers in U.S. Currency (Apr 1991)
52.217-5	Evaluation of Options *(GSA Class Deviation FAR RFO 2025-17)*
52.225-4	Buy American – Free Trade Agreements – Israeli Trade Act Certificate *(GSA Class Deviation RFO 2025-25)*
52.225-6	Trade Agreements Certificate (Feb 2021)
52.229-11	Tax on Certain Foreign Procurements—Notice and Representation *(GSA Class Deviation RFO- 2025-29)*
52.240-90	Security Prohibitions and Exclusions *(GSA Class Deviation RFO 2025-40)*
52.252-5	Authorized Deviations in Provisions (Apr 1984)

Full Text Contract Provisions

52.216-1 Type of Contract. GSA Class Deviation RFO-2025-16 (Deviation date – June 2026)

The Government contemplates award of a single Firm Fixed Price Blanket Purchase agreement resulting from this solicitation.

52.217-4 Evaluation of Options Exercised at Time of Contract Award. (*GSA Class Deviation RFO 2025-17*)

Except when it is determined in accordance with FAR 17.202(b) not to be in the Government's best interests, the Government will evaluate the total price for the basic requirement together with any option(s) exercised at the time of award. (End of provision)

552.217-71 - Notice Regarding Options (Nov 1992)
The General Services Administration (GSA) has included an option to purchase additional services or "extend the term of this contract *i*n order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful Offeror that performs at a level which meets or exceeds GSA's quality performance expectations as communicated to the Contractor, in writing, by the Contracting Officer or designated representative. When deciding whether to exercise the option, the Contracting Officer will consider the quality of the Contractor's past performance under this contract in accordance with 48 CFR517.207.
(End of provision)

Section 5 – Additional Terms and Conditions

(A) Description of the Agreement

The Supplier agrees to provide Telematics Installation support throughout Japan, as detailed in the Statement of Objective upon issuance of orders by the Contracting Officer during the agreement's term. This agreement becomes effective when accepted by the Supplier and spans a duration of 29 months. Should GSA Fleet elect to utilize the option to increase quantities clause, the period of performance may be extended accordingly.

(B) Extent of Obligation

The Government estimates but does not guarantee that the total volume of purchases under the BPA will be $350,000.00. The Government is obligated only to the extent of authorized purchases made under the BPA and those purchases are contingent on availability of funding. The BPA does not obligate any funds. Funds will be obligated on each delivery/task order. There is no guarantee of purchases under this agreement.

(C) Pricing

The offeror agrees to the pricing schedule as proposed and is incorporated into this agreement. The dollar limitation for each individual purchase under the BPA, may not exceed the threshold for use of simplified procedures at 12.201-1(a) (including the increased threshold at 12.001(c).

(D) Authorized users to make purchases under the BPA

The Contracting Officer is the only individual authorized to place orders or make purchases under the BPA.

(E) Delivery of Devices

Telematics Devices for installation will be shipped to the vendor by GSA Fleet's Telematics provider. The vendor will be required to provide a weekly status report detailing:

- delayed/damaged shipments, notification of a problem (this action should occur immediately upon discovery)
- Provide a list of the devices received by serial number

(F) Ordering Procedures

The Contracting Officer may issue Orders on Government order form SF1449 to the BPA Holder. Orders must be confirmed and accepted in writing and will be identified with the following information:

1) BPA number;

2) Order number;

3) Order date;

4) Specific line items and quantities being ordered; and

5) The unit price(s) and total price as established by this agreement with the Supplier.

Orders placed under the BPA will be made on the lowest price technically acceptable considering location needs, price and the BPA holder's ability to accept and perform the work required.

(G) Cancellation

Either party (the Government or Supplier) may cancel this BPA by providing written notice. The cancellation will take effect 30 calendar days after receipt of the cancellation notice. BPA cancellation does not release the BPA Supplier from the duty to continue performance on existing BPA orders. Ongoing orders continue until completion, even if the BPA is cancelled. Termination procedures for orders are addressed in FAR 52.212-4(l)&(m).

(H) Contractor Authorized Personnel

The Offeror is required to identify the following Points of Contact (POCs) for the Blanket Purchase Agreement (BPA).

a. **BPA Administrator:** This BPA Holder POC is responsible for management of the BPA and customer inquiries:

Name	
Title	
Phone	
Email	

b. **Authorized Negotiator:** This BPA POC is authorized to negotiate with the Government and can legally bind the company to any changes or updates to the BPA.

Name	
Title	
Phone	
Email	

(I) Government Personnel Responsibilities

a. **Government Contracting Officer (CO)**. The CO is the only Government personnel authorized to make or approve changes to the requirements of the BPA and task orders. In the event the Contractor makes any changes at the direction of a person other than the CO, the change will be considered to have been made without authority, and no adjustment will be made in the contract price to cover increased costs incurred as a result. All contractual questions to include performance issues must be directed to the CO.

b. **<u>Government Contracting Officer's Representative (COR)</u>**. A COR will be delegated in writing after award and will serve as an interface between the Contractor and the CO. The responsibilities and limitations of the COR will be outlined in the delegation letter. The COR may provide technical advice, recommendations, or clarifications for the Contractor to perform the work specified in the Statement of Objective. The COR is not authorized to make contractual changes. If there is any doubt regarding COR communications, the Contractor must contact the CO for guidance.

(J) Annual BPA review

The BPA will be reviewed annually to ensure that authorized procedures are being followed. Maintain awareness of changes in market conditions, sources of supply, and other pertinent factors that may warrant making new agreements with different suppliers or modifying existing agreements.\

(K) Kick-Off Meeting

GSA Fleet will schedule and coordinate a Project Kick-Off Meeting, to be held virtually. The meeting will provide an introduction between the Contractor and Government personnel who are key stakeholders in this project. The meeting will provide an opportunity to discuss the terms and conditions of the BPA, technical requirements, management, security issues, and reporting procedures. At a minimum, the attendees must include key contractor personnel, the Contracting Officer, the assigned Contracting Officer's Representative, and key GSA Fleet personnel. GSA Fleet must coordinate the kick-off meeting within two (2) weeks of award.

(L) Terms and Conditions

All follow-on task orders are governed by the terms and conditions set forth in this agreement. Should any discrepancies arise between these terms and the Supplier's invoice or sales receipt, the agreement terms and conditions shall prevail.

Section 6 – Format and Submission

These instructions are an addendum to clause 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services *(GSA Class Deviation RFO 2026 -12)*.

1. **Posting:** The solicitation is being issued through SAM.gov and will not be disseminated in any other format or location. Be sure to check SAM.gov regularly for any amendments.

2. **Preparation:** READ the entire solicitation prior to preparing and submitting your quote. Incomplete offerors may be rejected without further consideration.

3. **Submission of questions:**
Submit questions to the following contact on or before July 13, 2026, 5 P.M. Eastern time. using the following subject line: *(47QMCA26Q0058 - Questions)*.
   - charlene.cardenas@gsa.gov

   Questions must be submitted using the attached Question matrix. As a minimum, the offeror must:
   - Cite the relevant solicitation section and page number
   - Clearly convey the question or concern
   - Refrain from submitting opinions or hypothetical inquiries intended to elicit a prospective "evaluation decision," as these will not be addressed.

   Written answers will be provided via a solicitation amendment posted on SAM.gov. Due regard will be given to the proper protection of proprietary information and anonymity.

4. **Submission of Quotes:**

Submit quotes via email on or before July 20, 2026 by 5 P.M. Eastern Time, to Charlene Cardenas at the following address:charlene.cardenas@gsa.gov using the following subject line; ("*47QMCA26Q0058 - Quote*)

To be complete, all quotes submitted in response to this solicitation must include the required content below, be arranged and clearly marked as indicated, and in the required format.

Offerors are encouraged to submit a complete offer. Offerors should offer their best price with their initial offer. GSA intends to make an award without discussion, and substantially incomplete offers may be rejected.

FORMAT

Offeror's quotes must be submitted as electronic documents.

Offers are prohibited from the use of generative AI tools to the "Submission of Quotes".

Content
Cover Letter
Volume 1 - Technical Capability
Volume 2 - Past Performance
Volume 3 - Price Quote (pricing MUST be submitted in Microsoft excel spreadsheet) (Pricing MUST be in US dollars)

Cover Letter
To confirm the offeror's commitment to the potential contract, the Cover Letter must be signed by an official with the authority to legally bind the company.

At a minimum, the cover letter must identify -

- The solicitation number
- Offer's System of Award Management UEI:
- The name, phone number, and email address of the Offer Point of Contact
- Any assumptions forming the basis of the quote

Should the offeror take issue with any solicitation terms or conditions, they are required to include the following statement in the cover letter: *"The terms and conditions in the solicitation are acceptable; to be included in the award document with the exception, deletion, or addition of the following."*

Offerors bear the exclusive responsibility for identifying and justifying any exceptions to the solicitation terms in their quote. In the absence of such a statement, submitting a quotation signifies the offeror's full acceptance of the Government's terms and conditions, including any current amendments, for the final Blanket Purchase Agreement.

Technical Capability (Maximum of 10 pages)
The offeror must provide a comprehensive technical narrative detailing their strategy and capabilities to fulfill the following performance metrics and Operating Constraints:

Performance Objectives (SOO Section V)
The offeror shall provide a detailed methodology for meeting all performance objectives identified in Section V of the Statement of Objectives (SOO), including:

- The strategy for providing onsite installation services at both Government and private facilities, including the management of technician travel to various OCONUS locations throughout Japan.
- The capability to perform pre-delivery installations of telematic devices on new vehicles at supplier-designated locations.
- Confirmation of the ability to provide total location coverage throughout all regions of Japan, acknowledging that all associated travel costs are the responsibility of the contractor.

Operating Constraints (SOO Section VI)
Provide a detailed narrative of how the offeror will adhere to the performance constraints outlined in SOO, Section VI, specifically regarding:

- Security and inventory management of GSA-provided telematic devices using first-in, first-out (FIFO) practices and serial number tracking.
- Compliance with GSA-provided guidance and supplier instructions for device installation, ensuring no interference with Original Equipment Manufacturer (OEM) warranties.
- Procedures for hardware installation must ensure no permanent interference with On-Board Diagnostics (OBD) ports, allowing for future diagnostic checks.
- The process for removing or replacing devices as requested by GSA.

Site Access and Personnel
The offeror must demonstrate how they will ensure technicians possess the necessary security clearances and authorizations for full access to military installations and Government facilities throughout Japan, including compliance with any jurisdictional identification requirements or the Status of Forces Agreement (SOFA) framework.

Factor 2 - Past Performance (Maximum 5 pages)

The offeror must provide a narrative describing two of its largest telematics installation customer deployments during the past three years, addressing in detail the complexity and coverage offered. This narrative must include the methodology employed, results achieved, geographic location, and number and types of vehicles supported.

Should the offeror be quoting global coverage, the offeror must provide one additional description for the largest global telematics customer deployment performed outside of the United States (i.e., not in the 50 states, the District of Columbia, Puerto Rico, or US Territories) during the past three years addressing the same information as described above. The maximum page limit remains unchanged.

So that the Government may efficiently verify the corporate experience and past performance information and assess the quality of the services provided, the offeror **must** include the following information for each example:

- Name and Address of Agency/Organization
- Reference Point of Contact (POC) who has knowledge of the contract and the offeror's performance. POC information must include the correct phone number, title, and e-mail address to allow the Government to verify information submitted. The offeror must ensure that information for POC is accurate and current.

Note: Offerors are cautioned that it is exclusively the offeror's responsibility to ensure that information provided is accurate and complete for all points of contact listed. Further, offerors are responsible for ensuring references are willing to participate in the Government's attempts to verify information provided in the quote. The Government is not responsible for the inability to contact the offeror's references due to inaccurate contact information or uncooperative references.

Factor 3 - Price

Offerors are required to use the pricing template specified in Section 2 - Schedule of Services.

All price quotes **must** be submitted in a Microsoft Excel spreadsheet.(DO NOT submit pricing in a PDF format.) Pricing **MUST** be submitted in US dollars. The offerors submission must encompass all costs associated with the base period as well as all subsequent option years. To ensure the work is completed in its entirety, the offeror's firm fixed-price quote must encompass all related expenses.

The offeror's initial quote should contain its best terms. However, the Government reserves the right to request clarifications to provide offerors with the opportunity to clarify certain aspects of their quote if later determined to be necessary.

Section 7 - Basis for Award and Evaluation

These instructions are an addendum to FAR provision 52.212-2 - Evaluation - Commercial Products and Commercial Services *(GSA Class Deviation RFO 2026-12).*

Offers are prohibited from the use of generative AI tools to the "Submission of Quotes".

Basis for Award
The Government intends to establish a single-award, firm-fixed-price Blanket Purchase Agreement (BPA). Award will be made to the responsible offeror whose quote is technically acceptable, offers the lowest price, meets all Government requirements, and is determined to be fair and reasonable by the Contracting Officer.

Quotes will be based on the following factors:
Factor 1 - Technical Capability
Factor 2 - Past Performance
Factor 3 - Price

Evaluation Criteria

The Government's evaluation will focus on the offeror's technical proficiency and their comprehensive understanding of how to satisfy or surpass the Statement of Objectives (SOO) criteria.

Factor 1 – Technical Capability:

Offerors are required to provide a technical narrative detailing their approach to fulfilling the following objectives:

- Onsite Installation Strategy: Provide a methodology for executing onsite installations at both public and private OCONUS facilities in Japan, to include logistical planning for technician travel.
- Pre-delivery Capabilities: Demonstrate the ability to install telematics hardware on new vehicles at supplier-designated sites prior to delivery.
- Regional Coverage and Logistics: Confirm a commitment to serving all regions within Japan, acknowledging that the contractor is responsible for all associated travel costs.
- Installation Access: Verify that all assigned technicians maintain the required credentials for access to military installations across Japan.
- Installation Occurrence: New vehicle deliveries occur throughout the year, and installations will be installed as needed.

The Government will evaluate these quotes based on whether the proposed methodology effectively meets the Statement of Objectives (SOO) requirements.

Factor 2 - Past Performance

The Government intends to evaluate the level of risk involved in contract award by reviewing the offeror's history of successful performance on recent, relevant projects. This assessment will focus on the quality of work, adherence to schedules, and overall client satisfaction, specifically regarding the

relevancy of previous work in terms of its scope, size, and complexity as compared to the current solicitation.

Key evaluation criteria include:

- Evidence of current or previous expertise in the installation of telematic devices.
- Proof of technician eligibility and access to military bases through prior or existing service engagements.

So that the Government may efficiently verify the corporate experience and past performance information and assess the quality of the services provided, the offeror must include the following information for each example:

- Name and Address of Agency/Organization
- Reference Point of Contact (POC) who has knowledge of the contract and the offeror's performance. POC information must include the correct phone number, title, and e-mail address to allow the Government to verify information submitted. The offeror must ensure that information for POC is accurate and current.

Note: Offerors are cautioned that it is exclusively the offeror's responsibility to ensure that information provided is accurate and complete for all points of contact listed. Further, offerors are responsible for ensuring references are willing to participate in the Government's attempts to verify information provided in the quote. The Government is not responsible for the inability to contact the offeror's references due to inaccurate contact information or uncooperative references.

At its discretion, the Government may contact references to verify provided details. Furthermore, the evaluation may incorporate data from internal and external sources in addition to the information submitted within the quote.

Factor 3 - Price

The Government will evaluate pricing for fair and reasonableness by comparing the proposed price with the established Government cost estimate. The Government may use various price analysis techniques and procedures as outlined in FAR Subpart 15.404-1(b) to ensure a fair and reasonable price. Pricing MUST be in US dollars.

The Government will evaluate the offerors total price by adding the total price for each year to obtain the total BPA price.

Pricing assumptions will also be evaluated to ascertain the level of understanding of the Government's requirements and the degree of risk the assumptions pose to the Government. This risk may include, but is not limited to, price, schedule, and performance.

Discounts are strongly encouraged in the initial quotation as offerors may not have an opportunity to offer lower rates since it is GSA's intent to establish the BPA without additional exchanges of information. However, GSA reserves the right to exchange additional information, if deemed necessary.

6.3 Evaluation Ratings:

The following adjectival rating tables shall be used to rate quotes.

Table 1 – Factor 1 - Technical Capability

Acceptable	The submission aligns with all established criteria. The Government evaluates the response as comprehensive, providing the essential details and depth of information required. There is a high likelihood of successful execution with minimal risk of performance failure by the offeror.
Unacceptable	The submission does not meet the stated requirements. The response is considered incomplete in terms of basic content and level of information the Government seeks for evaluation. There is a high probability that the offeror will be unsuccessful in meeting the requirements.

Table 2 – Factor 2 - Past Performance

Satisfactory	The past performance record represents that the offeror is capable of adequately performing the requirement. This rating indicates a low level of performance risk to the Government.
Neutral	Indicates that the offeror's references cannot be verified or that the offeror lacks relevant past performance experience.
Unacceptable	Indicates that the offeror has historically failed to perform in a satisfactory manner in the fulfillment of like or similar requirements. This rating indicates an unacceptable level of performance risk.