

**SCP-FSS-005 SPECIAL PROPOSAL INSTRUCTION FOR
PRODUCTS FOR SCHEDULE 751 (FEB 2016)**

- (a) Read the entire solicitation document prior to preparation of an offer.
- (b) **CRITICAL INFORMATION** – See attachment “Critical Information Specific to Schedule 751.” Thoroughly read the attachment for additional information, requirements, and terms and conditions specific to Schedule 751.
- (c) The Offeror must comply with the instructions outlined in either SCP-FSS-001-N *Instructions Applicable to New Offerors* or SCP-FSS-001-S *Instructions Applicable to Successful FSS Program Contractors*, as applicable, and SCP-FSS-003 *Specific Proposal Instructions for Products*, as found elsewhere in this solicitation.
- (d) Offerors submitting an offer under Schedule 751 must also comply with the following:
- (1) *Section I Administrative/Contract Data*
- (i) No additional requirements
- (2) *Section II Technical Proposal*
- (i) All proposed vehicles (year, make and model) for leasing must comply with all GSA Vehicle Standards for the Model Year; there are no exceptions to this requirement.
- (ii) All proposed vehicles for leasing shall not include leather seats and a sunroof.
- Current Federal Vehicle Standards - <https://apps.fas.gsa.gov/vehiclestandards/>
- (3) *Section III Price Proposal*
- (i) All proposed pricing (i.e. vehicle lease rates by lease period) must be submitted via the GSA Price Proposal Template, titled “ATTACH-FFAP-W1-000768-B PRICE LIST FORM” in order for your offer to be considered for award. If your proposed vehicle lease rates are not provided via the GSA Price Proposal Template, your offer will not be considered for award.
- (A) Instructions:
- (1) Insert your offered vehicle lease rates in the appropriate column of the GSA Price Proposal Template for the respective vehicle make and model.
- (2) If you are not offering a vehicle insert “N/A” in the appropriate column.
- (3) If a vehicle lease rate is not inserted in the appropriate column, the respective vehicle make and model will not be considered for award.
- (4) The Offeror is required to include a 0.75% Industrial Funding Fee (IFF) for each vehicle lease rate submitted with its offer. (See contract clause 552.238-74, Industrial Funding Fee and Sales Reporting). This fee will be included in the awarded prices and reflected in the total amount charged to ordering activities, but will be retained by GSA in payment of the contractor’s invoice.
- (5) Also, indicate whether the vehicle lease rate is for “domestic” or “worldwide” coverage or both by placing an “X” in the appropriate column(s) on the spreadsheet.

Notes: a) Please do not alter the format of the GSA Price Proposal Template titled “ATTACH – FFAP-W1-000768-B PRICE LIST FORM” in any way.

b) This form must contain your offered pricing and indicate the area of coverage for the proposed vehicle leasing rate.

c) Additional information can be provided as a separate attachment, but if it is unclear what your offer is for a specific vehicle or lease period, the information provided on the GSA Price List Template is considered to be your official offered pricing.