

# Rental Supplemental Vehicle Program (RSVP)

Here are some useful tips for you to consider when working with the RSVP schedule:

- Rentals are tax exempt
- There is no Government Administrative Rate Supplement (GARS)
- Rental under RSVP can accommodate agency needs in rural areas
- Drivers can be assigned by agency; could be Federal, State, or Local Government drivers if that is who the agency assigns the vehicle(s)
- Procurement official needs to obtain quotes directly from the vendor's corporate office if the micropurchase threshold is exceeded.
- Users could initiate a task order or BPA (FAR 8.405-3) ahead of time to expedite needs during emergencies:
  - use schedule
  - identify needs
  - request proposal from vendors on schedule
  - could set up BPA for the year or even for 2 years
  - establish payment method
- Damages are paid by using agency, paid for in 30 days; review the contractor terms and conditions for Insurance and Damage Liability requirements. Discuss and agree on what the contractor's policy is for damage beyond normal wear and tear.
- Rentals can be used off road, would need to negotiate that at time of order, discuss the intended use with the contractor.
- Many of the contractor terms and conditions have a line item for cleaning vehicles, discuss with the contractor when the cleaning line item will be enforced.
- Finally, discuss the delivery schedule with the contractor.

Please use the following RSVP schedule (Transportation, Delivery and Relocation Solutions (TDRS) Schedule 48) to meet your incident needs if not using the Local Solicitation Template available in VIPR. The point of contact in the Schedule will be a representative from the National Corporate Office for the vendor(s) offering vehicles but the vehicles will be provided by a local office that is participating under the schedule.

<http://www.gsaelibrary.gsa.gov/ElibMain/SinDetails?scheduleNumber=48&executeQuery=YES&specialItemNumber=411+2>