

## Email Template

Hi [Insert Vendor Name],

General Services Administration (GSA) is beginning the process of updating the Statement of Work (SOW) for Vehicle Auction and Marshalling Support Services. Your firm has shown interest and/or under contract for these services under the current SOW. GSA Office of Fleet Management (GSA Fleet) is interested in your experience with or review of the SOW and would like your firm's feedback as we prepare to update it.

GSA Fleet values your opinion on how we are doing, how the SOW is working and if there are any concerns or suggested improvements based on industry "best practices" that should be incorporated into the next Auction and Marshalling procurement. We are asking that you take this opportunity to provide your input for consideration.

Please fill out this survey and try to submit by [insert date two weeks from sent date].

Thank you for your time and feedback.

Survey Screenshots

The screenshot shows a web browser window displaying a Google Form. The browser's address bar shows the URL: [https://docs.google.com/forms/d/e/1FAIpQLSdufWsaUsdwf6woFwbNMlf-UNhIQTZDgh1\\_KAYQRrueOna4A/viewform?c=0&w=1](https://docs.google.com/forms/d/e/1FAIpQLSdufWsaUsdwf6woFwbNMlf-UNhIQTZDgh1_KAYQRrueOna4A/viewform?c=0&w=1). The form has a blue header and a white content area. The title of the form is "Auction & Marshalling Market Research Notice". Below the title, it lists the OMB No. as 3090-0297 and the expiration date as 07/31/2019. A paragraph of text explains the Paperwork Reduction Act Statement, stating that the information collection meets the requirements of 44 U.S.C. § 3507 and that it will take approximately 10 minutes to complete. A "NEXT" button is visible, along with a progress indicator showing "Page 1 of 5". At the bottom of the form, there is a note: "Never submit passwords through Google Forms." The browser's taskbar at the bottom shows the Windows logo, several application icons, and the system tray with the time 8:43 AM and date 6/4/2018.

Auction & Marshalling Market  
Research Notice

OMB No: 3090-0297  
Expires 07/31/2019

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0297. We estimate that it will take 10 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (MVCB), ATTN: Lois Mandell/IC 3090-0297, 1800 F Street, NW, Washington, DC 20405.

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# Auction & Marshalling Market Research Notice


## Purpose

General Services Administration Fleet Management (GSA Fleet) is beginning the process of reviewing and updating the Statement of Work (SOW) for Vehicle Auction and Marshalling Support Services.

GSA Fleet values your opinion on how the SOW is working and if there are any concerns or suggested improvements you think should be incorporated into the new SOW. We are asking that you take this opportunity to provide your thoughts on shaping the new SOW.

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# Auction & Marshalling Market Research Notice

## Auction & Marshalling Services

1. How does the GSA auction process compare to standard industry commercial practices (please be specific) and what challenges does that present when providing services to GSA.

Your answer

2. How does the GSA marshalling process compare to standard industry commercial practices (please be specific) and what challenges does that present when providing services to GSA (e.g., VFE appointments, scheduling, transportation requests, transport damage).

Your answer

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# Auction & Marshalling Market Research Notice

## Transportation

1. If vehicle transportation is required for your commercial accounts, how do GSA's requirements differ from your commercial accounts, if at all?

Your answer

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This form was created inside of GSA.gov. [Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Google Forms

8:47 AM  
6/4/2018

Auction & Marshalling M x

Secure | [https://docs.google.com/forms/d/e/1FAIpQLSdufWsaUsdwfF6woFwbNMIf-UNhIQTZDGh1\\_KAYQRueOna4A/formResponse](https://docs.google.com/forms/d/e/1FAIpQLSdufWsaUsdwfF6woFwbNMIf-UNhIQTZDGh1_KAYQRueOna4A/formResponse)

## Auction & Marshalling Market Research Notice

### The Statement of Work

1. Does the current GSA Auction and Marshalling Services SOW present any challenges for your firm? If so, please list them and your specific suggestions for improvement.

Your answer

2. Is there anything that you would recommend we add, change, or delete from the SOW to streamline and render it more in accordance with commercial industry practices?

Your answer

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8:47 AM 6/4/2018