

## GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2023-G503, Contracting Officer Warrant Program (COWP) Exemption for Auto Maintenance and Repairs

1. **Purpose.** This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to include an exemption to contracting authority for approving system-generated authorizations or payments that do not exceed the micro-purchase threshold for motor vehicle maintenance service and/or repairs managed by the Electronic Maintenance and Repair Authorization System (EMRAS).
2. **Background.** Within the Federal Acquisition Service (FAS) Office of Travel, Transportation & Logistics (TTL), Office of Fleet Management, Maintenance and Accident Management Branch (“GSA Fleet”), certain system-generated motor vehicle maintenance services and/or repairs will be automated through the Electronic Maintenance and Repair Authorization System (EMRAS).

With issuance of this change, these automated system-generated services and/or repairs will be exempt from contracting authority for approval or payment.

EMRAS generates authorizations based on an auto-approval methodology developed by a warranted Fleet Acquisition Contracting Officer. This methodology will include pre-programmed preventative maintenance parameters established by GSA Fleet to automate services and/or repair authorizations, such as dollar value, repair order history, usage counts, and purchasing guidelines. The auto-approval methodology will be limited to the micro-purchase threshold.

Revisions to the parameters may occur to address adjustments to criteria such as price thresholds, interval levels for repair frequency, and additional services and/or repairs to include in the auto-approval methodology. These revisions will be evaluated by GSA Fleet, utilizing EMRAS reports and taking into consideration purchasing policies and guidelines. All revisions will be approved by a warranted Fleet Acquisition Contracting Officer.

This automated process replaces a manual, more labor-intensive process and will provide authorizations more quickly, with the parameters established for pricing and types of services and repairs, along with the ability to analyze spending trends with in-depth reporting capabilities. The procedures for ordering services and/or repairs that are not included in the automation process will remain unchanged.

Funding for authorizations is provided by the Acquisition Services Fund (ASF), which is the full-cost-recovery revolving fund financing a majority of FAS’ operations, including motor vehicle acquisition and leasing services. This fund recovers costs through fees charged to Federal agencies for services rendered and commodities provided. Any significant limitations to the ASF (e.g., prolonged Government shutdown) will trigger EMRAS to halt auto-approvals.

This exemption does not impact or alter the responsibilities and/or requirements of the GSA Fleet Acquisition Certification Program (Fleet-C) or the Fleet Acquisition warrant requirements and authorities as described in GSAM 501.672(b)(1).

3. Effective date. March 8, 2023
4. Explanation of changes. This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Text Line-In/Line-Out.

This amendment revises the language of the following GSAM subsection, changes summarized below:

- Subpart 501.6—Career Development, Contracting Authority, and Responsibilities
    - GSAM 501.603 (Selection, appointment, and termination of appointment for contracting officers):
      - 501.603-1(c)(4) - Added paragraph (xi) to provide that contracting authority is not required for approving system-generated authorizations or payments that do not exceed the micro-purchase threshold for motor vehicle maintenance service and/or repairs managed by the EMRAS.
5. Point of contact. For clarification of content, contact Daria Giannotti, GSA Acquisition Policy Division, at [gsarpolicy@gsa.gov](mailto:gsarpolicy@gsa.gov).

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## GSAM Case 2023-G503

### GSAM Text, Line-In/Line-Out

#### GSAM Baseline: Change 163 effective 02/13/2023

- Additions to baseline made by rule are indicated by **[bold text in brackets]**
- Deletions to baseline made by rule are indicated by ~~strikethroughs~~
- Five asterisks (\*\*\*\*\* ) indicate that there are no revisions between the preceding and following sections
- Three asterisks (\*\*\*) indicate that there are no revisions between the material shown within a subsection

### PART 501—GENERAL SERVICES ADMINISTRATION ACQUISITION REGULATION SYSTEM

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#### Subpart 501.6—Career Development, Contracting Authority, and Responsibilities

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##### 501.603-1 General.

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(c) *Contracting Officer Warrant Program (COWP)*. GSA's COWP is administered by the Office of Acquisition Policy.

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(4) *Applicability*. COWP applies to all contracting officers except those appointed under the Inspector General Act (Pub. L. 95-452). Contracting authority is not required to: \*\*\*

**[(xi) Approve system-generated authorizations or payments that do not exceed the micro-purchase threshold for motor vehicle maintenance service and/or repairs managed by the Electronic Maintenance and Repair Authorization System (EMRAS).]**

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