To: Geographic Area Coordination Center Managers  
Cc: Geographic Area Coordinating Group Chairs  
From: National Multi-Agency Coordinating Group (NMAC)  
Subject: National Emergency Rental Vehicle (NERV) Usage  

The NERV program is a Blanket Purchase Agreement (BPA) that provides emergency rental vehicle capacity for interagency incident response. This program is intended for:

- Incident responders who require 4x4, off-road vehicles with heavy-duty tires to meet the needs of the assignment.
- Administratively Determined (AD) incident responders.
- Incident pool vehicles that will be managed by a mobilization center, dispatch center, ground support unit, etc. for active or imminent incidents. This BPA is not to be used for long-term field-unit or pool vehicle needs.

NERV continues to be utilized inappropriately to obtain long term (season long) rentals which is outside the program scope. NERV is not an appropriate solution for known fleet shortages or non-emergency events; (e.g., training, preparedness, prescribed burns). The attached appendix 4a, Season Long Rental Alternatives, identifies options to obtain vehicles through proper channels. We encourage users to familiarize themselves with the intended use of the program outlined in the attached SOP.

Additionally, we are seeking compliance from users on the return of completed payment packages. NERV users are required to email final paperwork package to the payment team at: sm.fs.nerv@usda.gov. Non-compliance is creating an undue burden on the payment team to seek documentation and make timely payments.

If users have questions regarding their NERV they are encouraged to reach out to the NERV program at 208-390-4868 or sm.fs.nerv@usda.gov.

/s/ Ken Schmid, NMAC Chair
Recommended Alternatives for Season Long Rentals

- **Agency GSA Fleet Holdovers**
  - Work with Agency Fleet personnel
  - Identify what is permissible
  - Determine Operational Feasibility
  - Determine Budgetary and Fiscal Feasibility

- **GSA**
  - **RSVP (Rental Supplemental Vehicle Program) - [link]**
    - For federal fleet and official business vehicle rental needs for transportation support for national and natural disasters, emergencies, tests, and drills; NOT for TDY.
    - Not intended for Long Term augmentation of federal fleet.
    - Available through GSA Advantage (Schedule 48-411-2)
    - **Rates**
      - Maximum daily, weekly, and monthly rates are posted online, includes unlimited mileage, for U.S. non-airport locations.
    - **Pricing**
      - Based on volume, rental length, and vehicle availability.
      - Varies by location.
    - **Ordering procedures**
      - Procurement official prepares RFQ. Posts RFQ for 2-5 days, and awards orders through GSA e-Buy (if under the micro purchase threshold) or Agency system with their GSA Advantage Customer Profile.
    - **Payment**
      - GSA SmartPay III Purchase Card or Purchase Order.

  - **STR (Short Term Rental) Program - [link]**
    - Rental vehicles for federal customers’ seasonal work, special events, surge requirements, or fleet vehicles out of service for maintenance or repair; NOT for TDY.
      - Vendors are from RSVP pool: with GSA BPAs
    - **Rates**
      - Maximum daily, weekly, and monthly rates are posted online, includes unlimited mileage, for U.S. non-airport locations.
    - **Pricing**
      - Based on volume, rental length, and vehicle availability.
      - Varies by location.
    - **Ordering procedures**
      - Authorized Customer (Fleet) submits needs worksheet, using GSA Customer Number, BOAC, and fund code
        - GSA develops and posts RFQ for 5-10 days.
        - GSA sends quotes to customer for review.
        - GSA awards BPA Call to vendor
• Payment
  o Charged to GSA Customer Number, BOAC, and fund code
    ▪ Vendor bills GSA who then bills customer
    ▪ Single line billing for similar vehicle types
    ▪ Individual line for fuel, i.e., STR Rental and STR Fuel.

• Procurement/Commercial
  o Flex Fleet
    ▪ Based out of SLC, UT
    ▪ Truck Rentals nationwide
      • Light, Heavy-duty trucks (1/2 ton and ¾ ton trucks) and flatbed trucks (including 1-ton and 1.5-ton trucks).
      • Passenger Vans
        ▪ Procurement official would need to reach out to determine how to procure.
  o Incident Only Emergency Equipment Rental Agreement (EERA)
    ▪ EERA Template for use by Contracting Officer for use by Procurement Officials/BUYTs
    ▪ While mostly suited to short term, may have longer term application for Mob Centers
### Comparison Similarities and Differences: RSVP to STR Program

<table>
<thead>
<tr>
<th><strong>RSVP</strong></th>
<th><strong>STR Program</strong></th>
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<tbody>
<tr>
<td>RFQ by Agency Procurement Official</td>
<td>Agency Fleet enters worksheet</td>
</tr>
<tr>
<td>CO Obligates and Awards</td>
<td>GSA CO RFQ &amp; Awards</td>
</tr>
<tr>
<td>RFQ out for 2-5 days</td>
<td>RFQ out for 2-10 days</td>
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<tr>
<td>48-72-hour response</td>
<td>48-72-hour response</td>
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<tr>
<td>Pay with charge card or PO</td>
<td>Pay by GSA customer number and Billing Office Accounting Code (BOAC) – No Purchase Order</td>
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<tr>
<td>16 Vendors</td>
<td>12 Vendors</td>
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<tr>
<td>No fuel card (consider how to pay)</td>
<td>Fuel card if requested</td>
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<tr>
<td>No TDY use</td>
<td>No TDY use</td>
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<tr>
<td>Request quantity 1-30</td>
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<tr>
<td>1-120 days</td>
<td>1-120 days (may go through the process again for additional 1-120-day needs, but both are mutually exclusive events)</td>
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<tr>
<td>Sedans of all sizes</td>
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<tr>
<td>Mini vans</td>
<td>Mini vans</td>
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<tr>
<td>SUVs and Pick-ups</td>
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<tr>
<td>Passenger and cargo vans</td>
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<tr>
<td>Box, Flat Bed and Stake Trucks</td>
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<tr>
<td>Refrigerated trucks and trailers</td>
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<tr>
<td>Request special needs in RFQ (4x4, off road operations, delivery and pick up locations, etc.)</td>
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<tr>
<td><strong>Off-road allowable only in writing</strong></td>
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<tr>
<td>Requirements must be defined in RFQ for routine maintenance activities, damages, or in the field repairs</td>
<td>Generally, for maintenance needs, call the vendor and the vendor arranges maintenance and repair.</td>
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