SCM0653 Provider FAQs

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Motor Vehicle Scheme SCM0653

What is NSW Government Motor Vehicle Scheme (the "Scheme")?

The Motor Vehicle Scheme (SCM0653) was established on 1 April 2012 for five years to 31 March 2018 and has been rolled over for another five years to 31 March 2023.

The Scheme provides the NSW Government and other Eligible Customers, including Government Agencies, State Owned Corporations and Non-Government Organisations with access to a range of Motor Vehicles.

These include sedans, wagons, and hatchbacks in:

- Passenger vehicles (small, medium, large, and upper large)
- Sports Utility vehicles (small, medium, large, and upper large)

It also includes:

- Light Commercial vehicles (under 4.5t GVM)
- Heavy Commercial vehicles (over 4.5t GVM)

What is an Approved Provider under the Scheme?

An Approved Provider under the Scheme means an Applicant that has been granted admission to the Scheme by NSW Procurement.

Who is an Eligible Customer?

An Eligible Customer may include a Government Agency as defined in the Public Works and Procurement Act 1912, a public body as defined by Clause 6 of the Public Works and Procurement Regulation 2019; and such other persons, entities or jurisdictions, as specified by the Secretary, NSW Treasury.

Eligible Customers can check if they can purchase from the Scheme here:

- https://buy.nsw.gov.au/buyer-guidance/get-started/non-agency-buyers

Scroll to "Check if you're an Eligible Buyer" and click on the excel files to check your Eligibility.

When can Providers apply to join the Scheme?

Providers may apply to join the Scheme at any time during the five-year period until 31 March 2023.

What are the requirements a Provider must meet to be approved under the Scheme?

To participate in Scheme, Providers should be a sole importer, distributor, manufacturer or dealership.

Motor Vehicle Scheme SCM0653

How do I become an Approved Provider on the Scheme? What is the process?

To apply for the Scheme, a Provider must register on the e-Tendering website.

Visit https://www.tenders.nsw.gov.au/Scheme - SCM0653 and create an account by clicking "New User" on the top menu bar or visit https://Providers.buy.nsw.gov.au/login/signup.

Once your account has been created, you can start an application by logging in, answering the questions and uploading any requested documents.

Once an application is submitted, NSW Procurement will conduct an assessment and will email the decision to the Applicant within 4 weeks.

When an Applicant applies for membership to the Scheme, the respondent agrees that it accepts Scheme Condition requirements DOCX, 101.28 KB found under "Scheme Rules" on https://buy.nsw.gov.au/schemes/motor-vehicles-scheme.

If you need help, contact the service desk on buy.nsw@customerservice.nsw.gov.au or 1800 679 289

What are the benefits of being an Approved Provider under the Scheme?

A vehicle manufacturer must be an Approved Provider on the Scheme to allow all their model variants to be eligible for purchase by the NSW Government Agencies. If a vehicle manufacturer is not an Approved Scheme Provider, NSW Government Agencies can't purchase their vehicles.

Additionally, only Approved Providers can have their vehicles on the Approved Vehicle List (AVL).

The Approved Vehicle List (AVL) can be accessed on https://buy.nsw.gov.au/categories/fleet-services

What is the Approved Vehicle List (AVL)?

The Approved Vehicle List (AVL) is a subset of the full Scheme for Passenger and Light Commercial vehicles. If an Agency wants to buy a vehicle that is not on the AVL, they must get internal approval.

AVL vehicles are selected by a specialist committee based on:

- Fit-for-purpose Government pool vehicles
- Best value for money
- Safety
- Emissions
- Public perception*

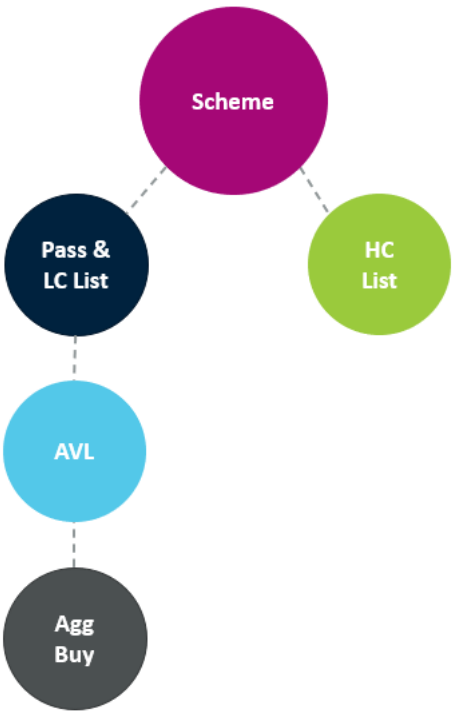
The AVL is accessible to all eligible buyers and is available here: https://buy.nsw.gov.au/categories/fleet-services under the Policies and guidance section.

** For example, base model variants, no sports or performance vehicles. Refer section; "What are the conditions for a vehicle to be approved on the AVL?"*

Motor Vehicle Scheme SCM0653

What's the relationship between the Scheme and the AVL?

NSW Government maintains four vehicle pricing lists. All are accessible to Eligible Customers, and vehicles on these lists must be supplied by one of the Approved Providers under the Scheme.



1. **Passenger and Light Commercial Vehicle list**
    a. Vehicles under 4.5t GVM and meet the requirements under the Scheme for relevant vehicle categories.
    b. Vehicles are split into two categories: "AVL" and "Non-E" vehicles.
        - "AVL" is a subset of the full Scheme vehicles. See list 3 below.
        - "Non-E" or "Non-Eligible" vehicles are not approved under the AVL as they do not meet certain requirements. However, they are still available for NSW Government Agencies or Eligible Customers to purchase as they meet the requirements set under the Scheme but Agencies need an internal approval to purchase "Non-E" vehicles.
    c. It is published on https://buy.nsw.gov.au/buyer-guidance/catalogues and accessible to all Eligible Customers.
2. **Heavy Commercial Vehicle List**
    a) Vehicles over 4.5t GVM, must comply with all relevant safety, maintenance and inspection requirements of the NSW Roads and Maritime Services (RMS), National Heavy Vehicle Regulator (NHVR) and meet the requirements under the Scheme.
    b) It is published on https://buy.nsw.gov.au/buyer-guidance/catalogues and accessible to all Eligible Customers.

3. **Approved Vehicle List (AVL)**
    a) The AVL is a subset of the full Motor Vehicle Scheme. If an Agency wants to buy a vehicle that is not on the AVL they must get an internal approval.
    b) AVL vehicles are selected by a specialist committee based on:
        - Fit-for-purpose Government pool vehicles
        - Best value for money
        - Safety
        - Emission
        - Public perception
    c) The AVL is published on https://buy.nsw.gov.au/categories/fleet-services and available to all Eligible Customers.
4. **Aggregated Buy List (AggBuy)**
    a) The AggBuy List is a subset of the AVL under the Scheme.
    b) The AggBuy list is refreshed every 6 months through an AggBuy RFQ. This only goes out to the Approved Providers on the Scheme.
    c) Only vehicles that are approved under the AVL are eligible for the AggBuy RFQ.
    d) NSW Procurement issue the AggBuy RFQ to seek additional upfront discounts based on indicative volumes for the period.

What are the conditions for a vehicle to be approved on the AVL?

The following conditions need to be met for a vehicle to be approved on the AVL:

- Base models (second level variants and base plus safety pack variants considered where required).
- No sports or performance vehicles. No vehicles with power-to-mass ratio of greater than 130KW per tonne (based on tare mass).
- No manual variants of Passenger and Light Commercial vehicles.
- No 3 door, coupe style vehicles.
- ANCAP recommends that fleet managers choose vehicles that have date stamp of no more than three years old, subject to their availability in the vehicle category and suitability for its intended role.
- No vehicles on RMS banned list for P1 and P2 license holders.

Agency Secretary or delegate approval is required to acquire a vehicle that is not included in the AVL (as per Clause 1.3.5 under https://buy.nsw.gov.au/resources/motor-vehicle-operational-guidelines).

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What are the Scheme requirements that vehicles are assessed against to be placed on the Scheme?

The following lists the Scheme conditions that vehicles are assessed against under the Scheme.

- Must comply with current Australian Design Rules (ADRs). For more details, refer to the Australian Design Rules
- Registrable in NSW.
- 5-year warranty (Must be transferrable upon sale of motor vehicle).
- Approved Providers must maintain current insurance policies.
- Safety:
    - Electronic Stability Control (ESC)
    - Lane Support Systems (LSS)
    - Autonomous Emergency Braking (AEB)
    - Parking Distance Systems (Reverse Collision Avoidance Systems, such as cameras and/or monitors).
- 5 Star ANCAP rating (different for each vehicle category) - For vehicles rated prior to the start of 2018, the ANCAP rating should have a date-stamp no more than three years old wherever practical.
- Refer Clause 37.4 under the Scheme Condition requirements DOCX, 101.28 KB for more detailed safety requirements applying to different vehicle categories..
- Emission limits (different for each vehicle category and decreasing each year), refer to Clause 38 under Scheme Condition requirements DOCX, 101.28 KB for more details.
- Automatic transmission only for Passenger vehicles under 4.5t GVM (on occasion manual transmission under 4.5t GVM might be purchased on a case-by-case basis).
- Below the Luxury Car Tax (LCT) threshold ($79,659 for fuel efficient vehicles and $69,152 for other vehicles for 2021-22 - LCT is imposed at the rate of 33% on the amount above the Luxury Car threshold.
- V8 powered vehicles are not available on the Motor Vehicle Scheme (Exemptions apply for Emergency Services), refer to Clause 2.2.5.8 under https://buy.nsw.gov.au/resources/motor-vehicle-operational-guidelines for more details.

Are there any other requirements to meet under the Scheme?

An Approved Provider must obtain and ensure its Nominated Vehicle Dealers obtain appropriate insurances as required by NSW Procurement. These must be maintained for the entire term of the Scheme.

Providers need to demonstrate evidence of current Certificates of Currency on request by NSW Procurement.

Please refer to Clause 12 under Scheme Condition requirements DOCX, 101.28 KB for more details.

Motor Vehicle Scheme SCM0653

Does the Scheme membership guarantee orders?

The Approved Provider's membership on the Scheme does not guarantee any orders.

Can Approved Providers withdraw from the Scheme?

An Approved Provider may, at any time withdraw participation from the Scheme with 90 days written notice to NSW Procurement. Please send an email to NSWP_Fleet@treasury.nsw.gov.au with "Motor Vehicle Scheme Withdrawal Request" in the subject line.

What is the difference between Light Commercial and Heavy Commercial on the AVL?

Light Commercial (LC) refers to vehicles designed principally for commercial use but may include designs intended for non-commercial applications. LC vehicles are under 4.5t GVM.

Heavy Commercial (HC) refers to vehicles designed for exclusive heavy commercial application. HC vehicles are over 4.5t GVM.

Is there any flexibility in the ANCAP date stamp as an evaluation criteria?

ANCAP ratings are date-stamped with the applicable test year. For vehicles rated prior to the start of 2018, the ANCAP rating should have a date-stamp no more than three years old wherever practical.

Please refer to clause 37 under Scheme Condition requirements DOCX, 101.28 KB for more details.

What will Electric Vehicles be assessed against?

Electric vehicles are assessed the same criteria as any other Passenger vehicle under the Scheme. Refer to https://buy.nsw.gov.au/schemes/motor-vehicles-scheme for more details.

What is the Aggregated Buy (AggBuy) process?

NSW Procurement issue an AggBuy Request for Quote (RFQ) twice a year. The AggBuy RFQ seeks additional discounts based on forward order volumes.

NSW Procurement gather all the forward orders from NSW Government Agencies to populate the RFQ with potential orders. There is no guarantee of volume.

If I am an Approved Provider on the Scheme, do I have to participate in the AggBuy RFQ?

Only approved Scheme Providers can participate in the AggBuy RFQ. All Approved Providers under the Scheme will be notified (through the e-Tenders system and/or via email).

It is not mandatory to participate in AggBuy RFQ.

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Who can access the AggBuy vehicle list?

The AggBuy list can be accessed by all the Eligible Customers but the AggBuy discounts and pricing are only available to NSW Government Agencies (excluding Ambulance and Police).

What is the difference between the Approved Vehicle List and Aggregated Buy List under the Scheme?

- The AggBuy List is a subset of the AVL under the Scheme.
- The AggBuy list is refreshed every 6 months via the AggBuy RFQ. This only goes out to the Approved Providers on the Scheme.
- Only vehicles that are approved under the AVL are eligible for the AggBuy RFQ.
- NSW Procurement issue the AggBuy RFQ to seek additional upfront discounts based on indicative volumes for the period.
- NSW Procurement encourage vehicle manufacturers to participate in the AggBuy RFQ, but it's not a mandatory requirement to be on the Scheme.
- NSW Procurement will distribute the awarded AggBuy vehicles as "Recommended" vehicles to NSW Government Agencies during the relevant buy period.

How do I add new vehicles or update pricing if I am already an Approved Provider?

Light Commercial and Passenger vehicles

- NSW Procurement does not receive pricing files directly from Providers for Light Commercial and Passenger vehicles.
- New vehicles and prices must be consolidated by the Provider and sent through to the one of the Fleet Management Providers to NSW Government – SgFleet Australia. Contact NSWP_fleet@treasury.nsw.gov.au for Sgfleet's contact details.

For Heavy Commercial vehicles

- NSW Procurement accept pricing files directly from the Providers for Heavy Commercial vehicles only.
- The Heavy Commercial Pricing Template can be accessed at eTendering - View Scheme - SCM0653 (nsw.gov.au). Please scroll down to download the template found under Scheme documents and email updated pricing to NSWP_Fleet@treasury.nsw.gov.au.

Where can I access the pricing file templates?

Pricing templates can be accessed on the E-tenders website under Motor Vehicles Scheme: https://www.tenders.nsw.gov.au/MotorVehicleScheme.

If a Provider is unable to supply vehicles under the AVL and can't meet existing Provider commitments what is the process?

In cases where circumstances sit outside of the Provider's control, they should notify NSW Procurement in writing as soon as after becoming aware of any issues impacting existing commitments. Please contact NSW Procurement at NSWP_Fleet@treasury.nsw.gov.au.

Motor Vehicle Scheme
SCM0653

Schedule of document updates

Revision Number	Date	Update Description	Completed by
0	December 2021	Original FAQ document	NSW Procurement Fleet team
1	January 2022	Revised to finalise	NSW Procurement Fleet team