



DATE: September 24, 2008

MEMORANDUM FOR ALL WITS 3 INFORMATION TECHNOLOGY MANAGERS
SENIOR TRANSITION MANAGERS
CONTRACTING OFFICERS AND
DESIGNATED AGENCY REPRESENTATIVES

FROM:

MICHAEL R. LOPEZ
DIRECTOR, NETWORK SERVICES DIVISION
FEDERAL ACQUISITION SERVICE
NATIONAL CAPITAL REGION

SUBJECT:

WITS 3 Fair Opportunity Decision and Appointment of
Designated Agency Representative Administrator(s) (DARA)
And Designated Agency Representative(s) (DAR)

Agencies preparing to transition their services from WITS2001 to the new WITS 3 contracts must execute a Fair Opportunity (FO) decision process to select their new WITS 3 contractor. GSA requires that you complete your FO decisions no later than **February 2, 2009**. The FO process is mandated by 41 United States Code § 253 and implemented in FAR Section 16.505. Exercising FO will ensure that the WITS 3 contractors receive fair consideration for your requirements and that your agency is positioned to receive best value for your WITS 3 investment. FO is required before placing any orders against the WITS 3 contracts whether the orders are for transition services or for initiating new service. More information on the WITS 3 FO process can be found at www.gsa.gov/wits3.

GSA is in process of developing the schedule for transitioning WITS2001 customer agency services to WITS 3 in collaboration with the WITS 3 contractors Level(3) Communications, Inc. and Verizon Business Federal. There are many operational and service complexities to be considered that ultimately will determine the transition schedule for your particular agency. Your input to the scheduling is vital. However, the first and most important step is that you complete your FO process and notify GSA of your decision. Undoubtedly, the Centrex transitions will be the most complex and require advance planning to assure no service interruptions.

GSA also requests that you begin appointing your DARA and DAR. You may appoint as many DARA/DAR as needed. The process for appointing your DARA/DAR is as follows:

1. Agency official appoints DAR Administrator (DARA):
 - The DARA Appointment letter is prepared on Agency Letterhead.
 - DARA letter must be signed by Agency (Head of Program Authority or his designee) Appointing Authority.
 - Agency official forwards appointment letter to WITS 3 Contracting Officer.
2. DAR Administrator appoints DAR
3. DAR completes and submits WITS 3 Application Form to the GSA Customer Account Portfolio Team.

The WITS 3 Application form, letters and guidelines are attached with this memorandum for your convenience. These documents will be available at www.gsa.gov/wits3 at a later date.

GSA will be hosting agency meetings in October 2008 to assist you with the tools and guidelines to help you start your FO process, appointing the DARA and DAR, and completing the WITS 3 Account Form. Look for your invitation to one of these sessions in the next two weeks.

We appreciate your business and look forward to serving you. Should you have any questions, please contact your designated Account Manager or the Customer Account Portfolio Team at (202) 708-7700.

Attachments