



Greetings Client Agencies,

A new GSA Reimbursable Work Authorization (RWA) National Policy Document was approved and issued on June 21st, 2010. This new policy document clarifies several common misconceptions, incorporates new policy, and further defines key points on the use of the RWA. This communication serves as a means to articulate the major policy changes that may impact your agency in the form of quick notes below. Additionally, we will also provide a Customer Guide to RWAs that provides further details on the policy for client agencies. This will be available for distribution and posted on the www.gsa.gov/rwa website by August 1st.

The RWA policy is effective immediately and the notes provided below are intended to assist in the communication and implementation of our new policy. We recognize that there are some changes to the policy that may require additional discussions and strategies. We will work with the GSA National Account Directors, GSA regions, and you to assist with a plan to implement these policy changes.

Thank you and we look forward to working with you as these new policies are implemented.

Denise Funkhouser

Director, Reimbursable Services Division

Office of Facilities Management and Services Programs (PM)

GSA, Public Buildings Service

Policy Changes and Clarifications:

- RWA Form 2957
 - o July 2009 version is **required** for all RWA requests and amendments; all previous versions will be rejected
 - o A revision to the RWA Form 2957 is anticipated later this fiscal year to capture new OMB and Department of Treasury requirements for Interagency Agreements
- Scope of Work Changes
 - o Acceptable only when changed prior to the expiration date of the client agency's obligational authority
- Requirements for RWA Acceptance
 - o RWAs are not automatically accepted. There must be an:
 - o Established Bona Fide Need
 - o Fully defined Scope of Work

- o Acceptable Cost Estimate
- F-Type RWA Changes
 - o Maximum authorized amount is \$250K
 - o Purchase limits increased to \$25K per single order/transaction
 - o No “blanket” or “zero-dollar” RWAs permitted
 - o Client agencies are required to submit an RWA (separate for each location) to cover any miscellaneous work and may amend the amount up or down throughout the fiscal year.
 - o The F-Type RWA closes out at the end of the fiscal year
- Payment by Credit Card
 - o The usage of credit cards for payment is strongly discouraged by the Department of Treasury for transactions between federal agencies because of the fees associated with them. Any agencies electing to continue using credit cards should use the pay.gov website.
 - o A completed and signed RWA for all reimbursable services whereby the payment means is by credit card must be submitted.
- "Customer Letters"
 - o Four **required** "Customer Letters" should be received by the client agency during the lifecycle of an RWA (receipt, acceptance, completion and close-out).
 - o Receipt Letter: Communication to the customer detailing that RWA request was physically received by GSA and is under review.
 - o Acceptance Letter: Communication to the customer detailing that RWA request has officially been accepted by GSA and customer may obligate funds on their books (signed RWA should be sent along with this letter)
 - o Completion Letter: Communication to the customer detailing that RWA request is substantially complete (punchlist items may still exist), but overall scope has been delivered. **DO NOT DEOBLIGATE FUNDS AT THIS TIME!**
 - o Close-out Letter: Communication to the customer detailing that RWA requested work is financially closed; as no further invoices or bills associated with the RWA remain open (final, signed RWA should be sent along with this letter). Customer may deobligate funds at this time.
- Overtime Utilities
 - o RWAs need to be submitted by client agencies prior to the services being provided.

- Prospectus Level RWAs
 - o These no longer require “authorization only prospectuses”. New language was added to the RWA Form 2957 to allow GSA to accept RWAs at or above the prospectus level based on the client agency’s certification (i.e. signature).
- Submission and Acceptance of RWAs in leased space
 - o Leases will not be awarded without an accepted RWA if there are known lump sum costs.
 - o GSA will work with the client agency throughout the project lifecycle and will request an RWA, or an amendment thereto, as follows:
 - o After first round of offers, or after final proposal revision offers, or prior to lease award **AND** if, at any of these stages, it is known that the project will require a lump sum payment, then an RWA must be submitted, or amended, and accepted in an amount reasonably estimated by GSA to cover the cost of the proposed design and construction.
 - o Once the Tenant Improvement (TI) costs have been further discussed and agreed upon with the lessor and it is confirmed that a lump sum payment will be necessary.
 - o After completion of Construction Drawings if the revised cost estimate is different than the previous estimate. Note: the RWA must be submitted and accepted before GSA issues the Notice to Proceed for construction.
 - o After start of construction if changes are made to the plans increasing the costs (change orders).
 - o Upon project completion if actual construction costs vary from final cost estimate.
 - o Notwithstanding the foregoing, client agencies may submit and GSA must accept an RWA at any time in the process if:
 - o There is past history of the client agency exceeding their TI allowance
 - o Client agency requires special features or enhancements to satisfy unique government needs or purposes
 - o Client agency elects to buy-down the customization component of their TI package, provided it is consistent with GSA PBS’s Pricing Policy
- Submission and Acceptance of RWAs in federally owned space
 - o GSA will work with the client agency throughout the project lifecycle and will request an RWA at:
 - o Project initiation

- o If applicable, an amended RWA will be required after the scope is further defined and a more accurate understanding of the related costs is available
- o Another RWA, or an amendment to the RWA, will be required when the construction drawings are complete and a cost estimate is generated to reflect the detailed requirements.
- o A final RWA, or an amendment to the RWA, will be required to reflect the contractor's proposal. The RWA, or amendment to the RWA, must be submitted and accepted prior to start of construction.