

GSA Western Regions Client Enrichment Series



Date: Thursday, June 21, 2012 Time: 12:00 p.m. Central Time

Please Note:

For Q&A questions, send via chat to *Host & Presenter*All phones will be muted during the webinar

Coming Soon:

Webinar on Workplace Solutions - July 17
Webinar on Emergency Leasing Structure - August
Webinar on Security - September



"Reimbursable Work Authorizations"



Small Projects & Reimbursable Services "SPRS"

- Purpose is to provide GSA PBS customers (internal and external) with an institutionalized RWA management process from receipt of RWA to close-out
- The National RWA Program had an FY2011 RWA workload of 26,000 RWAs worth over \$4 Billion
 - Approximately \$850 Million in Recovery Act RWAs
 - RWAs from over 350 agency bureaus



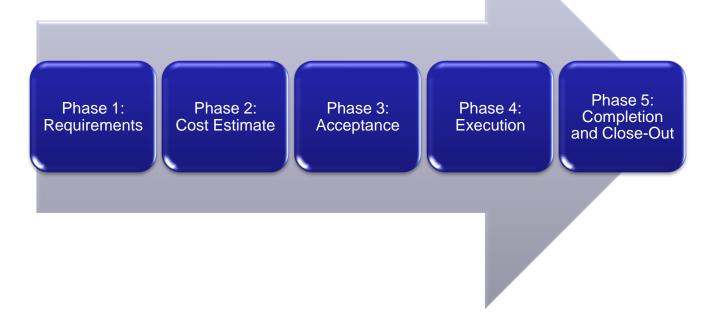
RWA Basics - What Is an RWA?

- An RWA is an agreement between GSA and a customer whereby GSA agrees to provide materials and/or services, and the customer agrees to reimburse GSA's costs.
- RWAs capture and bill the costs of altering, renovating, repairing, or providing services, in GSA-managed space, over and above the basic operations financed through rent.
- The RWA identifies the specific needs of the customer and establishes financial agreement.
- Provides written documentation of a formal agreement



sustaining world-class facilities and services

RWA Lifecycle



Standardized RWA process; consistent, scalable, and repeatable



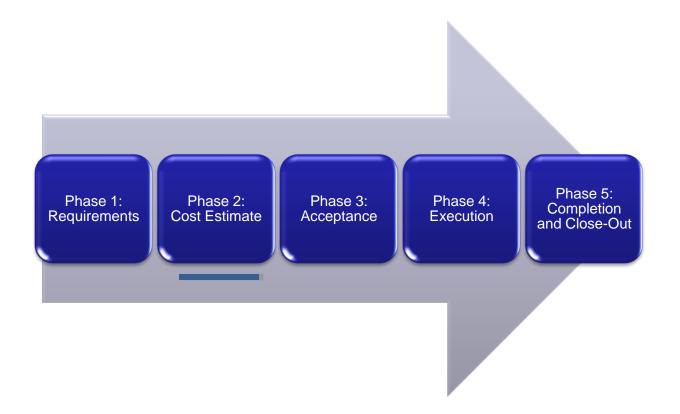
Identify Customer Need

- When a space need has been identified, the customer should contact GSA to assist in developing requirements for the RWA.
- GSA conducts requirement development meetings with the customer (if necessary) to create the scope of work.
- A fully defined statement of work must be written so that:
 - A supporting cost estimate can be developed
 - Any remaining balance cannot be used for unrelated projects outside of the original statement of work
- If GSA receives an unsolicited RWA Form 2957 at any time during this process, GSA official must send "Receipt Letter" to customer.



sustaining world-class facilities and services

Phase 2: Cost Estimate



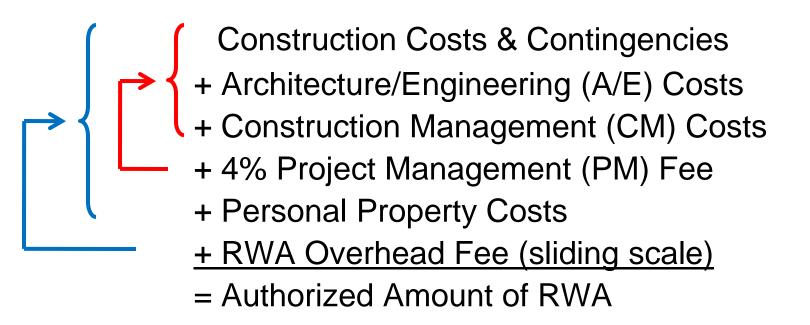


Cost Estimating

- Statement of work and estimate are basis for binding agreement, resulting in obligation of funds by customer
- Estimate may come from customer, lessor, or GSA
- The greater the specificity:
 - The lower the contingency will need to be
 - The more likely expectations will be met
 - The less chance of change orders and delays



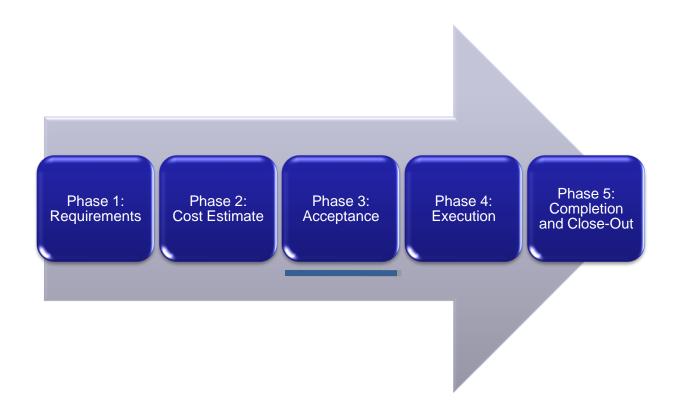
Common Estimate Components





sustaining world-class facilities and services

Phase 3: Acceptance





Acknowledgement of Receipt

- If the RWA Form was not received earlier in the process, then a "Receipt Letter" will be sent.
- Acknowledgement by GSA of physical possession of RWA Form 2957
 - Further clarifying discussions may be necessary



Current RWA Form 2957

- Mandatory to use new form (revised 2/2011)
- Blocks 15A and 15B Added (FPDS)
- Use Billing Type N and Pay.gov for Credit Card Payments
- Digital Signature Capability
- Access Form at www.gsa.gov/rwa

REIMBURS (See	Unless specified otherwise, the authority for this agreement is 40 U.S.C. § 592(b)(2).								
(See instructions on Page 4) 1. DATE OF REQUEST 2. RIMA NUMBER (GSA Libe Only)				3. TYPE OF REQU	JIREMENTS (GSA	l Use ι	Only)		
The state of the s				SEVERABLE	■ NON:	EVER	RABLE	GOODS	
J. AGENCY AND BUREAU NAME				5.WORKLOCATION					
6A. AGENCY COINTACT NA ME				6E. AGENCY CONTA	CTCANNESC				
68. AGENCY COINTACT'S TELEPHONE NUMBER EXTENSION				- Indian control substitute					
6C. AG ENCY CONTACT'S E-MAIL									
6D. AG ENCY CONTACT'S FAX NUMBER				7. DESCRIPTION OF REQUIREMENTS (attack Statement of Work, as necessary)					
8. AMENDMENT		9A. BILLING TYPE	98. BILLING TERMS						
RWAamendment provide change total authorized a		(See Instructions)	Şeeindischlord ▼						
\$ from		to \$							
1DA . AG ENCY LOCATION C	ODE	108. FISCAL STATION NUMBER (DOD ONLY)	100. REQUISITION IDENTIFICATION NUMBER						
42.0 AGENCY ACCOUNTING D	DOT 0 (Limina	of m 128 observers	138. AGENCY	11. REQUESTED WC	RK DATES	12.	AGENCYCER	FIFIED AMOUNT	
18A, AGENCY ACCOUNTING DATA (Limited in 138 characters) 13B, AGENCY FUND YEAR				A.START					
			B.COMPLETION						
13C. FUND TYPE Please check Filled Type. If applicable, also 13b. BKPIRATION				14A. AGENCY BILLIN	IG CONTACT E-INAI	LADDF	ESS		
Check RECOVERY ACT - see Instructions. DATE OF OBLIGATIONAL MACHINE ACTION ALL									
ANNUAL APPROPRIATION APPROPRIATION				148 . AG ENCY FINAN	ICE BILLING OFFICE				
MULTIPLE YEAR RECOVERYACT									
13E. AGENCYCUSTOMER BUSIN BES PARTI BEN BETVO, NEOLYCUSTOMER ORDER NUMB BR PARTI BEN BETVO, NEOLYCUSTOMER ORDER NUMB BR NO SECTION NUMB BEN OF SECTION NUMB BEN SECTI				14C.STREET ADDR	ESS				
				14D.CITY 14E. STATE 14F. ZIP CODE					
							_		
13G. TREASURY ACCOUNT SYMBOL				15A. FUNDING AGENCY CODE (FP DS) 158 . FUNDING OFFICE CODE (FP DS)					
GENE	IAL CUSTOMER	OR INTERFUND	cus	TOMER ON	LY				
16. FED CO DE 17. PEGASYS DOCUMENT NUMBER 18. PEGASYS ACCOU				NTING LINE NUMBER	19. FUND CODE	20.11	NTERFUND YE	AR	
By its signature below, t statutory or regulatory re- re-views/approvals re-quire fide need in the current available for further oblig General Terms and Cond facts and circumstances of	quirements ed by the R fiscal year ation and e ditions set t of individua	applicable to the equesting Agency for the work design expenditure by GS forth on page 3 of all requests.	funding being provide prior to placing this R pribed in this RWA; (A in furtherance of th	ed by the Requesting W/A with GSA have I d) that the funds ide e work described in	g Agency, have be been completed; (c entified by the Req this RWA; and (e)	en dis) that t juestin that th	closed to GS. he Requestin g Agency in t ne Requesting	A (b) that all interna g Agency has a bon this RWA are legall i Agency accepts th red depending on th	
21A, SIGNATURE OF FUND CERTIFYING OFFICIAL				21B. DATE					
21C. NAME OF FUND'S CERTIFYING OFFICIAL				21D, CERTIFYING OFFICIAL'S E-MAIL ADDRESS					
21E. TELEPHO NE NUMI	IMBER		Ð	TENSION					
NOTE: The General S is anticipated that the . Agency. If it is determi agreement, GSA will s	Agency C ined that t seek an a	ertified Amount the funds provide	provided in Block 1: ed by the Requesti	2 will be sufficient ng Agency will be i	to complete the i nsufficient to cor	work r nplete	equirements the work re	of the Requestin quested under thi	
Agency Certified Amou									
GENERAL SERVICES ADMINISTRATION GS A 2957 (REV. 2/2									



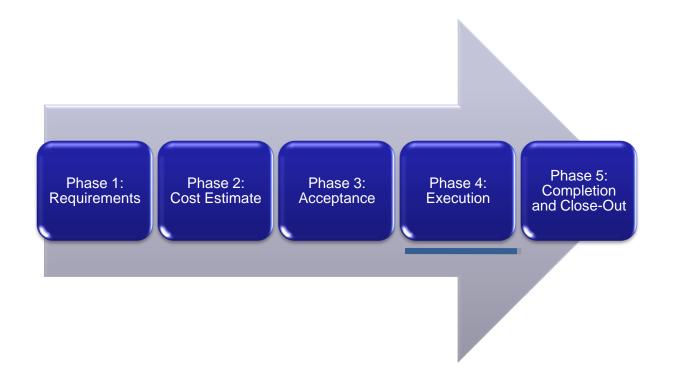
Acceptance

- Customer completes first page of the RWA Form 2957
- RWAs are not automatically accepted; they must meet important criteria, such as:
 - Bona fide need
 - Fully defined statement of work
 - Cost estimate
 - Proper funding
 - Required customer signature
- GSA agrees to provide requested services by signing the RWA Form 2957 and entering it into the RWA Entry and Tracking Application (RETA)
- "Acceptance Letter" sent
 - Customer establishes obligation



sustaining world-class facilities and services

Phase 4: Execution



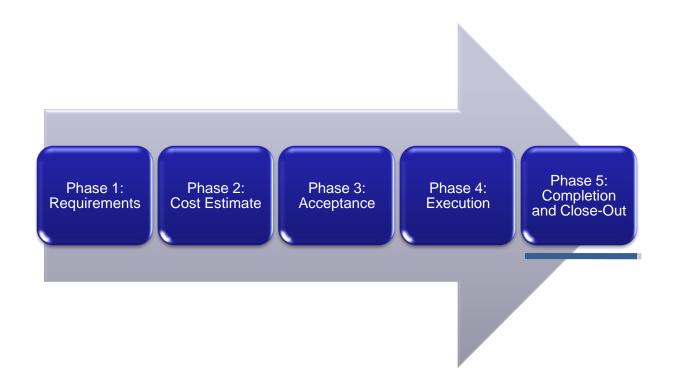


Amendments

- Amendments to RWA must meet three requirements
 - Bona Fide need exists
 - Funds are legally available for new purpose(s)
 - The Appropriation has not lapsed
- Agencies may amend RWAs to increase/decrease RWA amount for within Statement/Scope of Work changes



Phase 5: Completion and Close-Out





Substantial Completion

- Actual work is substantially complete
 - Beneficial occupancy (space can be utilized by customer)
 - Punch list items may exist
- GSA sends "Completion Letter" to customer
- Customer should not deobligate funds at this point



Financial Close-Out

- Most projects are closed out within 60 days after substantial completion
- All costs have been billed and all invoices have been paid
- GSA and customer settle final bills
- GSA sends "Close-Out Letter" to customer signifying that all punch list items are complete and all costs have been billed
 - Signed 2957 must be sent with "Close-Out Letter"
- Upon receiving "Close-Out Letter", customer should deobligate any remaining funds



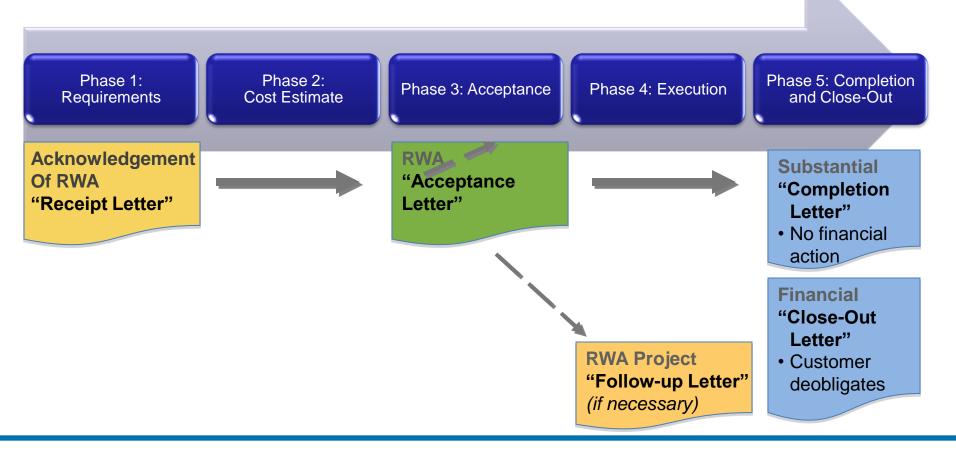
Clarification of Obligation & Liquidation

- 1. Customer agency obligates funds to GSA in its financial system upon receiving Acceptance Letter.
- GSA obligates funding to vendors as contracts are signed. GSA liquidates obligations as vendors deliver goods and/or services.
- 3. GSA bills the customer for services rendered.
- 4. Customer liquidates its obligation as payments are made to GSA.



sustaining world-class facilities and services

RWA Customer Letters Recap





Major RWA Initiatives

- 4 RWA Customer Letters are mandatory
- Federal Customer Guide to RWAs released
- Multiple Buildings "Study" for F & N Type RWAs
- 4% Project Management Fee Automation
- Credit Card payments require pay.gov use & entry
- Cost Management Ranges of Accuracy
- Small Projects Training & RWA Levels II and III Training
- eRETA Customer Portal http://www.gsa.gov/ereta
 - Decommissioned RWA Search October 2011

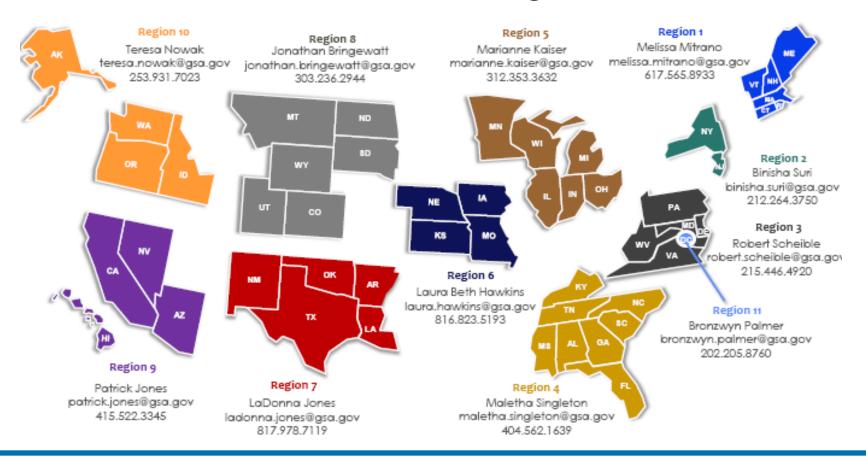


Web Resources: Customer Facing

- SPRS Division: Find a multitude of information regarding reimbursable work authorizations including policies and guidance at http://www.gsa.gov/rwa
- eRETA: Access to all RWA Information (Financial Information, Documentation, Communications) http://www.gsa.gov/ereta
- Bill View: View statements and invoices generated by GSA billings at http://www.finance.gsa.gov/billview/



Reimbursable Services Regional Core Team





Thank You!

Ashlee Carlson

Ashlee.Carlson@gsa.gov 202.501.9189

www.gsa.gov/rwa AskRWA@gsa.gov



Question & Answers

Send Questions via chat to:

Host & Presenter