



Welcome to today's presentation on: **Reimbursable Work Authorizations (RWAs)**

The presentation will begin at: **2:00pm EDT**

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your question's pane. They will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants within 2 weeks.

- April – Energy & Conservation Standards
- May – Express Menu of Services
- June – eRETA and Vendor Customer Self Service
- **TODAY – Reimbursable Work Authorizations**

www.gsa.gov/r10ces

ClientEnrichmentSeries@gsa.gov

Reimbursable Work Authorizations (RWAs)

Hosted by: Richard Baker, Regional Account Manager, Northwest/Arctic Region

Presented by: Ashlee Carlson, Program Manager, Small Projects & Reimbursable Services
Adam Snider, Program Analyst, Small Projects & Reimbursable Services



Richard Baker



Ashlee Carlson



Adam Snider



Reimbursable Work Authorizations

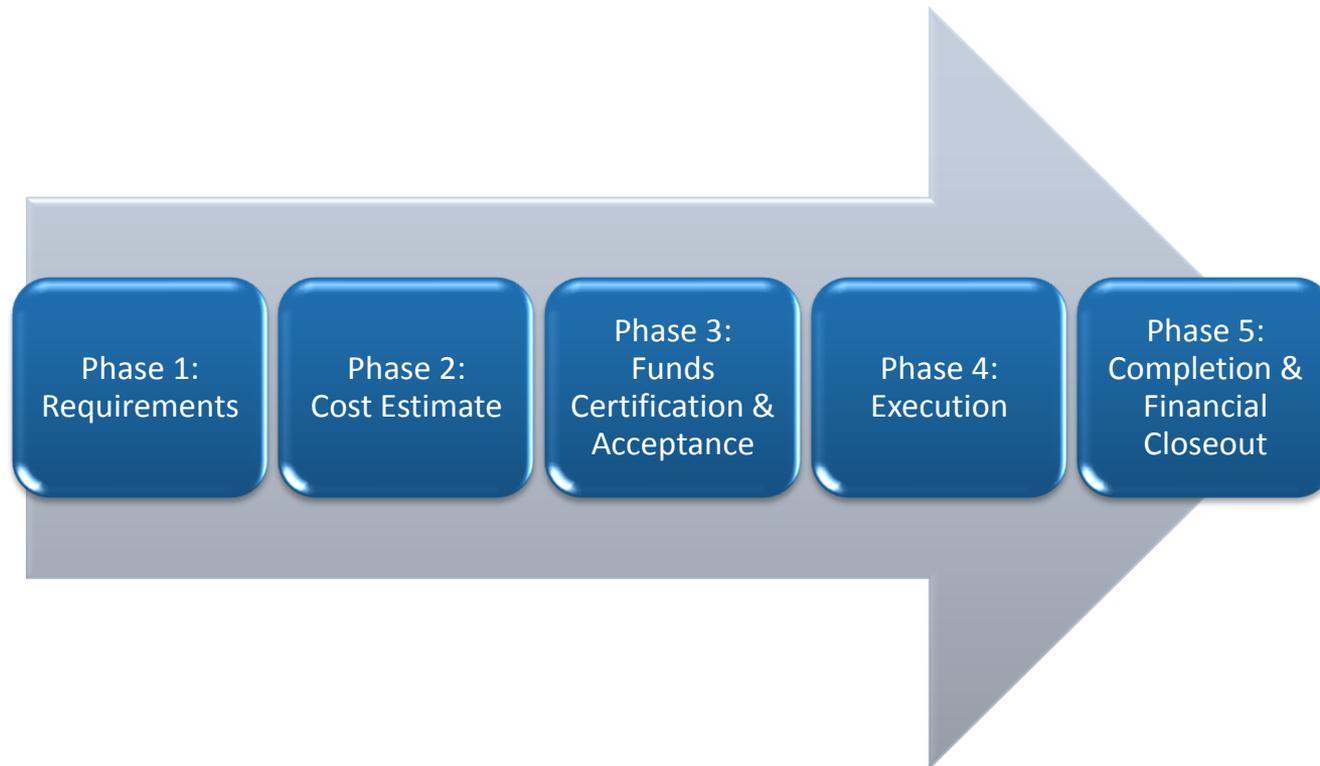
Small Projects & Reimbursable Services “SPRS”

- Purpose is to provide GSA PBS customers (internal and external) with an institutionalized RWA management process from receipt of RWA to closeout
- The National RWA Program had an FY2012 RWA workload of approximately 26,000 RWAs worth over \$4.25 Billion
 - 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 a financial agreement.
- Provides written documentation of a formal agreement.

RWA Lifecycle

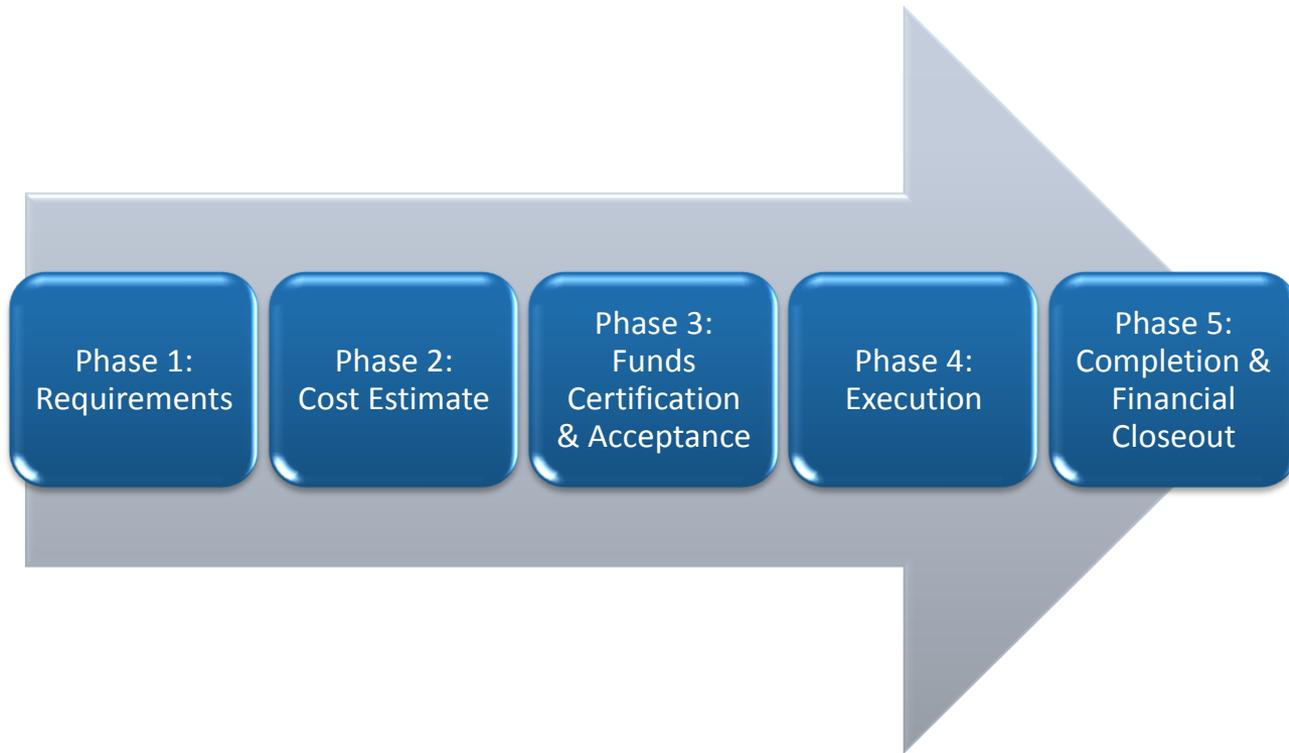


Standardized RWA process; consistent, scalable, and repeatable

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.

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

Summary Cost Estimate (SCE)



GSA
U.S. GENERAL SERVICES ADMINISTRATION

Summary Cost Estimate (SCE)

Please instruct the GSA representative of the nature, Project Phase, and Mission (M&P)

M&P Number:	
Project Name:	
Project Number:	
GS Number:	
GSF Number:	
Building:	
City/Town:	
State (if Applicable):	
Project ID:	
Contract Line:	

Choose Supervision Category:	
Click Here To Select Scenario	
Project Phase:	
Click Here To Select Project Phase	
Indicate Type (Range of Accuracy):	
Click Here To Select Estimate Type (Range of Accuracy)	
Revision Date:	11/15/15

COSTS ASSOCIATED WITH CONSTRUCTION

	Basis Code	\$ Cost	% Cost
		(\$M Available)	(Risk Budget)
1. B.C.C.A. (Estimated Cost of Construction at Award)		\$	\$
2. CONSTRUCTION CONTINGENCY (Selected method from menu and enter appropriate value in line 2)	Choose Method	\$	\$
3. ESTIMATED CONSTRUCTION COST (Line 1 + Line 2)	Not Applicable	\$	\$
4. (SPACE PLANNED COST (Programming through Design View))		\$ 0.00	\$ 0.00
5. DESIGN (GS costs associated with design services, models, specifications, construction drawings and cost estimates). Select cost method from menu and enter appropriate value in line 5.	Choose Method	\$	\$
6. COSTS, M&P, AND SUPERVISION (Selected method from menu and enter appropriate value in line 6)	Not Applicable	\$	\$
7. MISCELLANEOUS (Identify)		\$	\$
8. PER TRAVEL ASSOCIATED WITH WORK (If Applicable)		\$	\$
9. TOTAL DESIGN AND COSTS COSTS (Line 3 through Line 8)		\$ 0.00	\$ 0.00
10. ALLOWANCE		\$	\$ 0.00
11. AMOUNT OF ALLOWANCE CUSTOMER WILLINGNESS TO BUY DOWN IN SCOPES OF WORK IS NECESSARY		\$	\$ 0.00
12. TO BE AMORTIZED IN RENT		\$	\$ 0.00
13. REIMBURSABLE CONSTRUCTION COST		\$	\$ 0.00
14. PER PROJECT MANAGEMENT FEE. Default is 6%. Client may select 0% (in approved (SCE) location value scale of 0) and a maximum estimated value	Choose Applicable (6% Fee Method) Default - Standard (6% Fee Applies)	\$	\$ 0.00
15. REIMBURSABLE COST WITH PER PROJ MGMT FEE		\$	\$ 0.00
Per FPM Pricing Policy all amounts shown above in the 'Costs Associated with Construction' section incur the FPM Project Management Fee (Line 14).			
COSTS ASSOCIATED WITH TRAVEL PERSONAL PROPERTY			
16. MOVING		\$	\$
17. TELEPHONE / TELECOMMUNICATIONS		\$	\$
18. FURNITURE		\$	\$
19. IT		\$	\$
20. SECURITY		\$	\$
21. OTHER (Identify)		\$	\$
22. PER TRAVEL COST		\$	\$
23. OTHER LABOR COST		\$	\$
24. PERSONAL PROPERTY COST CONTINGENCY	Choose Method	\$	\$
25. TOTAL COSTS ASSOC WITH TRAVEL PERSONAL PROPERTY (Line 16 through Line 24)	Not Applicable	\$	\$ 0.00
Per FPM Pricing Policy all amounts shown above in the 'Costs Associated with Travel Personal Property' section do NOT incur the FPM Project Management Fee.			
TOTAL REIMBURSABLE COSTS			
26. TOTAL REIMBURSABLE PROJECT COST TO CALCULATE OVERHEAD (Line 15 + Line 25)		\$	\$ 0.00
27. OVERHEAD FEE (Select Fee Type)	Choose Method	\$	\$ 0.00
28. TOTAL REIMBURSABLE COST TO AGENCY (Line 26 + Line 27)	1-Click Scale Fee	\$	\$ 0.00

Note: Costs should be input only where applicable. Not every project will have costs to every line item.

 Fixed Cost
 Rent Cost

Summary Cost Estimate (SCE)

The SCE worksheet is required for all RWAs

<u>Summary Cost Estimate (SCE)</u>	
RWA Number:	
Project Name:	
Project Number:	
OA Number:	
CBR Number:	
Building:	
City / State:	
Tenant (If Applicable):	
Prepared By:	
Initial Estimate Date:	

(See Directions Tab for Definitions of TI Scenarios, Project Phases, and Estimate Types**)**

Choose Appropriate TI Scenario
Click Here To Select Scenario

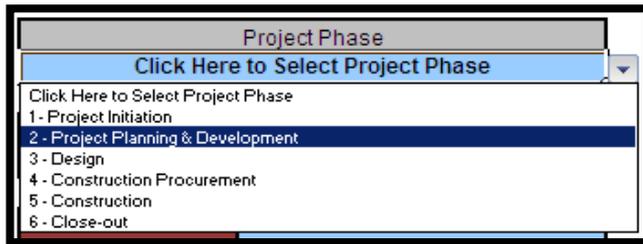
Project Phase
Click Here to Select Project Phase

Estimate Type (Range of Accuracy)
Click Here to Select Estimate Type (Range of Accuracy)

Revision Date:	3/28/2012
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SCE: Cost Management Classifications

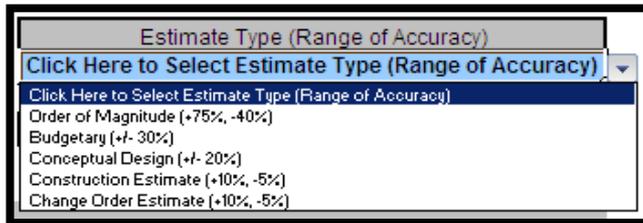
Project Phase:



The screenshot shows a dropdown menu titled "Project Phase". The menu is open, displaying a list of options. The first option is "Click Here to Select Project Phase". Below it are six numbered options: "1 - Project Initiation", "2 - Project Planning & Development", "3 - Design", "4 - Construction Procurement", "5 - Construction", and "6 - Close-out". The second option, "2 - Project Planning & Development", is currently selected and highlighted in blue.

Used to identify the project phase in which the estimate was developed.

Estimate Type (Range of Accuracy):



The screenshot shows a dropdown menu titled "Estimate Type (Range of Accuracy)". The menu is open, displaying a list of options. The first option is "Click Here to Select Estimate Type (Range of Accuracy)". Below it are five options with their respective accuracy ranges: "Order of Magnitude (+75%, -40%)", "Budgetary (+/- 30%)", "Conceptual Design (+/- 20%)", "Construction Estimate (+10%, -5%)", and "Change Order Estimate (+10%, -5%)". The first option, "Order of Magnitude (+75%, -40%)", is currently selected and highlighted in blue.

Used to identify the estimate type and range of accuracy based on the phase in which the estimate was developed.

The 4% Project Management Fee



- To recover the indirect costs of regional and field office associates who manage and deliver RWAs for Tenant Improvement (TI) type work.

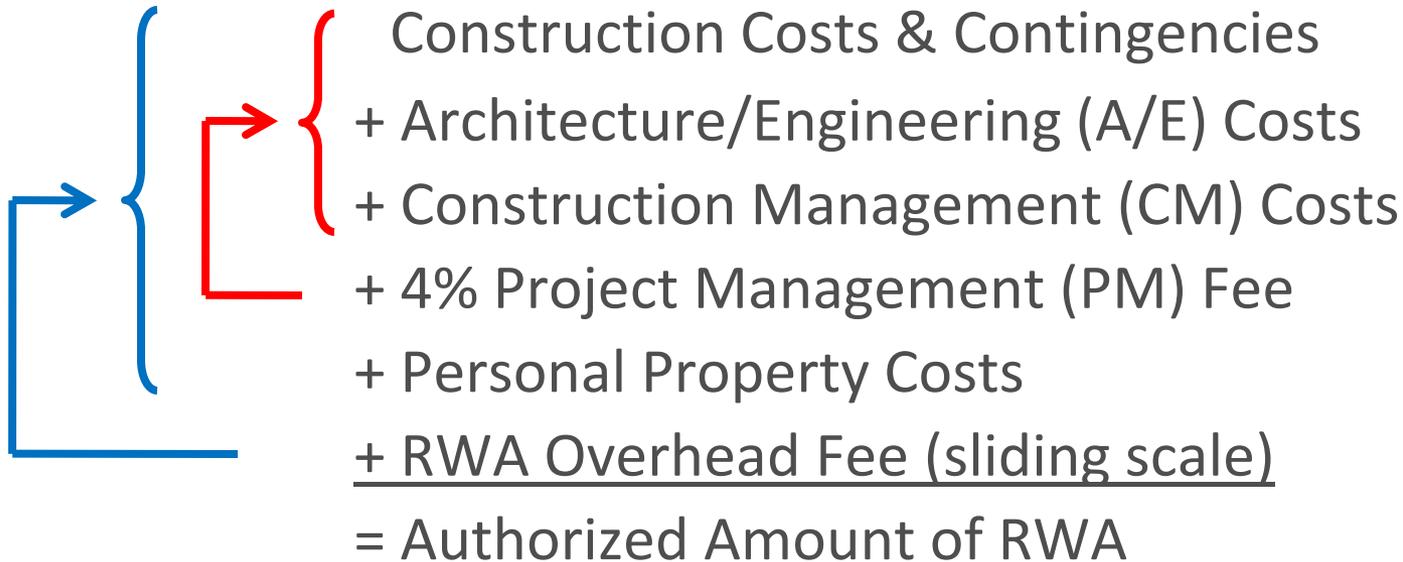
The 4% Project Management Fee (continued)

- The 4% Fee covers regional oversight of delivering RWAs.
 - Examples include:
 - GSA PMs coordinating efforts with various contractors
 - Contracting Officers' time for awarding and administering contracts related to construction activities
- The 4% Fee applies to all eligible expenses
 - Examples include: design, construction, and construction management
- The 4% Fee does **not** apply to ineligible expenses
 - Examples include: personal property, moving costs, and severable services

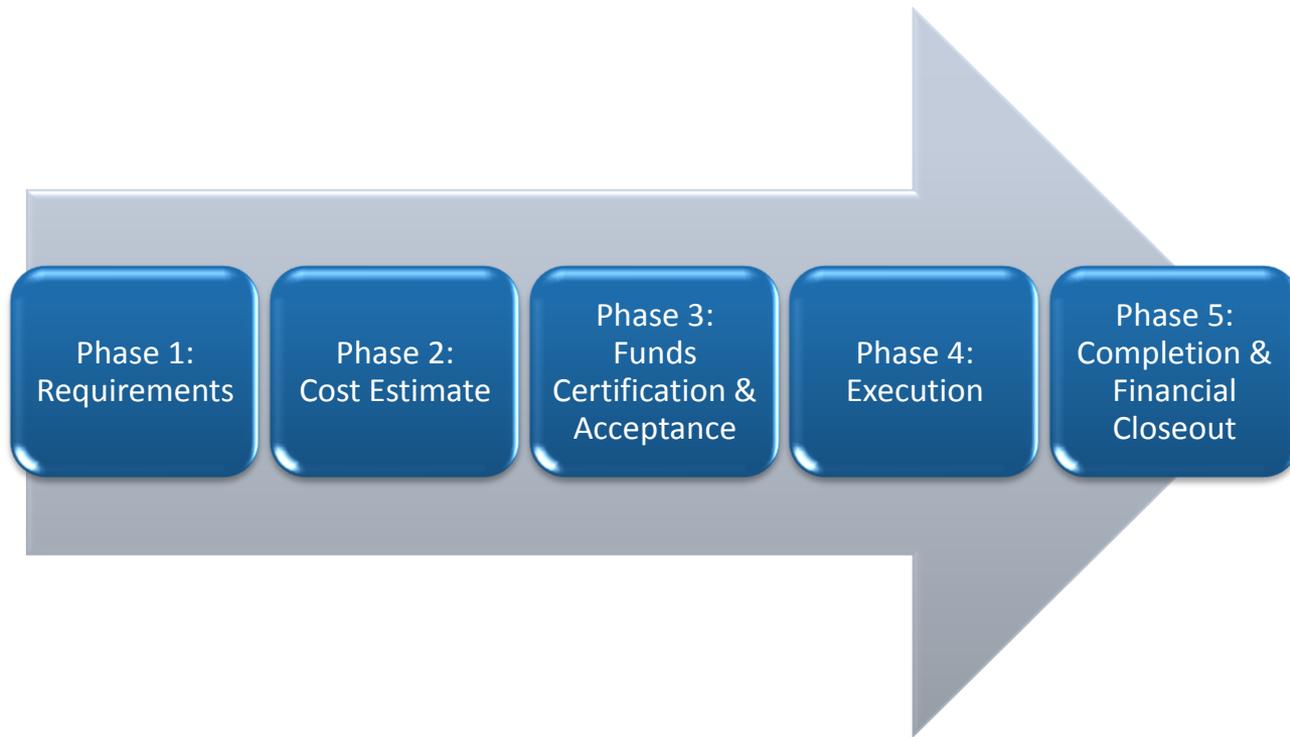
The Sliding Scale Fee

- To recover the general and administrative national overhead costs associated managing with the Reimbursable Services Program.

Common Estimate Components



Phase 3: Funds Certification & Acceptance



Where to send an RWA

- Once you have identified and discussed your needs with GSA and we have established a cost estimate, you are ready to complete the RWA Form and send it to GSA.
- Each Region has a slightly different intake process, detailed below, but eRETA 2.0 will assist with making this consistent.
 - Region 2 (NY, NJ, Caribbean) R2RWA@gsa.gov
 - Region 4 (GA, TN, NC, SC, KY, AL, MS, FL) R04.RWA.Team@gsa.gov
 - Region 5 (IL, WI, MN, IN, MI, OH) R5RWAPRInbox@gsa.gov
 - Region 7 (TX, NM, OK, AR, LA) R7RWA@gsa.gov
 - Region 10 (WA, OR, ID, AK)
 - SMSC.RWA.Inbox@gsa.gov (Seattle Metro Service Center)
 - ESC.RWA.Inbox@gsa.gov (Eastern Service Center – Spokane)
 - GPSSC.RWA.Inbox@gsa.gov (Greater Puget Sound – Auburn)
 - SSC.RWA.Inbox@gsa.gov (Southern Service Center – Portland)
 - NSC.RWA.Inbox@gsa.gov (Northern Service Center – Alaska)
 - For all other regions we encourage you to work with the local PMs or contact your Regional RWA Manager (provided at the end of this presentation)

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

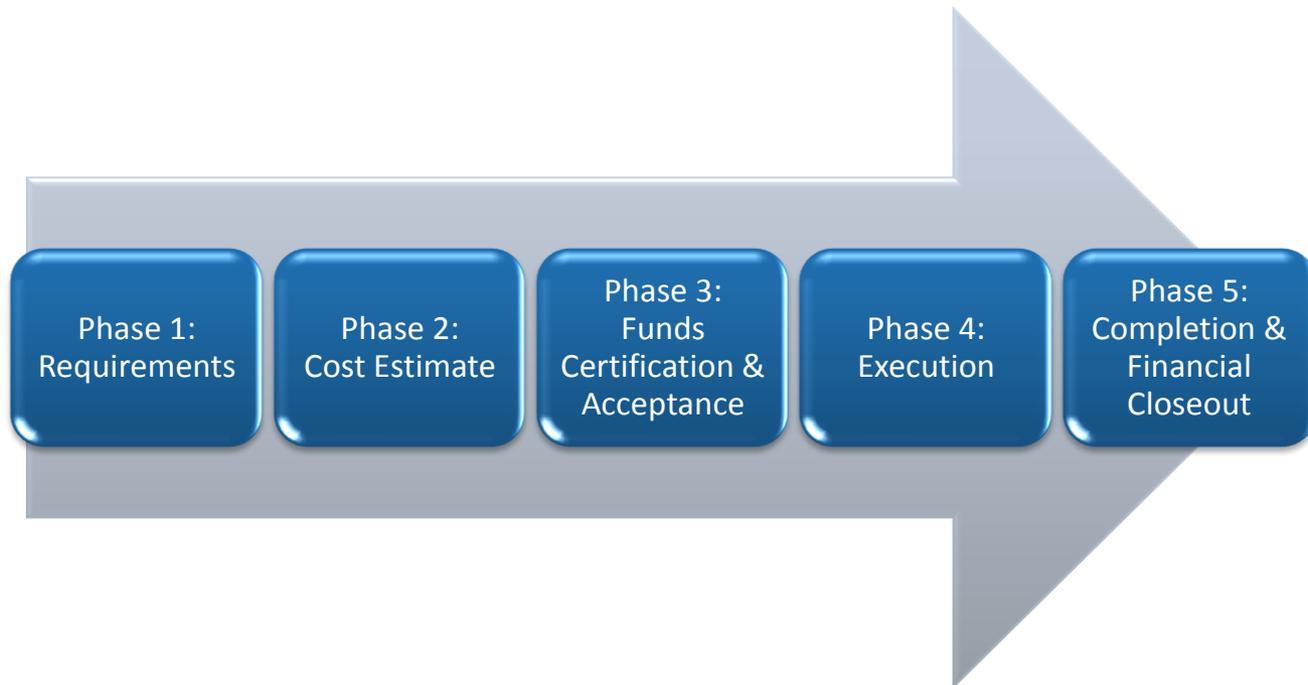
REIMBURSABLE WORK AUTHORIZATION (See instructions on Page 4)				Unless specified otherwise, the authority for this agreement is 40 U.S.C. § 592(b)(2).	
1. DATE OF REQUEST		2. RWA NUMBER (GSA Use Only)		3. TYPE OF REQUIREMENTS (GSA Use Only) <input type="checkbox"/> SEVERABLE <input type="checkbox"/> NON-SEVERABLE <input type="checkbox"/> GOODS	
4. AGENCY AND BUREAU NAME				5. WORK LOCATION	
6A. AGENCY CONTACT NAME				6E. AGENCY CONTACT'S ADDRESS	
6B. AGENCY CONTACT'S TELEPHONE NUMBER		EXTENSION		7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, if necessary)	
6C. AGENCY CONTACT'S E-MAIL					
6D. AGENCY CONTACT'S FAX NUMBER					
8. AMENDMENT		8A. BILLING TYPE (See instructions)	8. BILLING TERMS (See instructions)		
RWA amendment provided to change total authorized amount					
\$		from \$		to \$	
10A. AGENCY LOCATION CODE		10B. FEDERAL STATUTE NUMBER (000 ONLY)	10C. REQUISITION IDENTIFICATION NUMBER		
12A. AGENCY ACCOUNTING DATA (Limited to 130 characters)			12B. AGENCY FUND YEAR	11. REQUESTED WORK DATES	
				A. START	
				B. COMPLETION	
13C. FUND TYPE Please check Fund Type, if applicable, also check RECOVERY ACT - see instructions.			13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY	14A. AGENCY BILLING CONTACT E-MAIL ADDRESS	
<input type="checkbox"/> ANNUAL APPROPRIATION		<input type="checkbox"/> NO-YEAR APPROPRIATION		14B. AGENCY FINANCE BILLING OFFICE	
<input type="checkbox"/> MULTIPLE YEAR APPROPRIATION		<input type="checkbox"/> RECOVERY ACT		14C. STREET ADDRESS	
13E. AGENCY CUSTOMER BUSINESS PARTNER REFERENCE DATA (INTERNAL NUMBERING SYSTEM NUMBER (FPDS))		13F. AGENCY CUSTOMER ORDER NUMBER		14D. CITY	14E. STATE
				14F. ZIP CODE	
13G. TREASURY ACCOUNT SYMBOL				15A. FUNDING AGENCY CODE (FPDS)	15B. FUNDING OFFICE CODE (FPDS)
GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY					
16. FED CODE		17. FEGASYS DOCUMENT NUMBER	18. FEGASYS ACCOUNTING LINE NUMBER	19. FUND CODE	20. INTERFUND YEAR
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.					
21A. SIGNATURE OF FUND CERTIFYING OFFICIAL				21B. DATE	
21C. NAME OF FUND'S CERTIFYING OFFICIAL				21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS	
21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL		PHONE NUMBER		EXTENSION	
NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102.95-195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.					
GENERAL SERVICES ADMINISTRATION					GSA 2957 (REV. 2/2011)



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
 - Supporting cost estimate
 - Proper funding
 - Required customer signature
- GSA agrees to provide requested services by signing the RWA Form 2957 and entering it into RETA
- **“Acceptance Letter”** must be sent to the customer
 - Customer establishes obligation

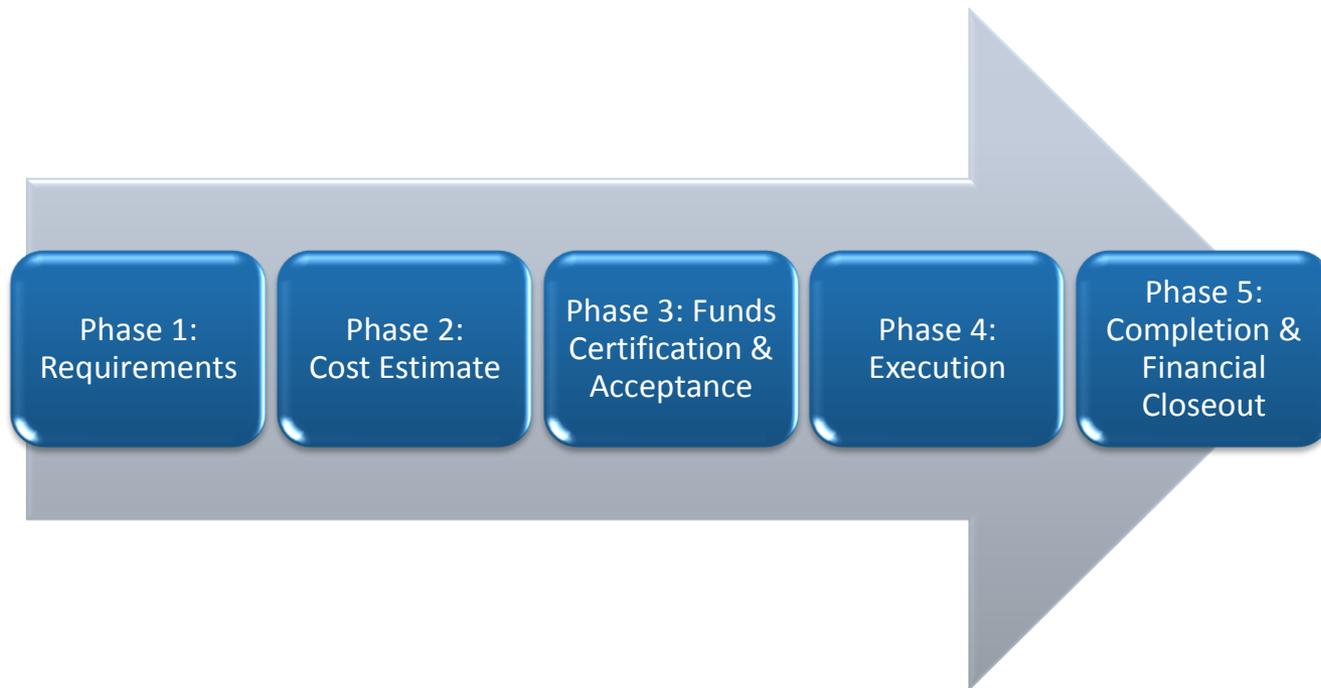
Phase 4: Execution



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 & Financial Closeout



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

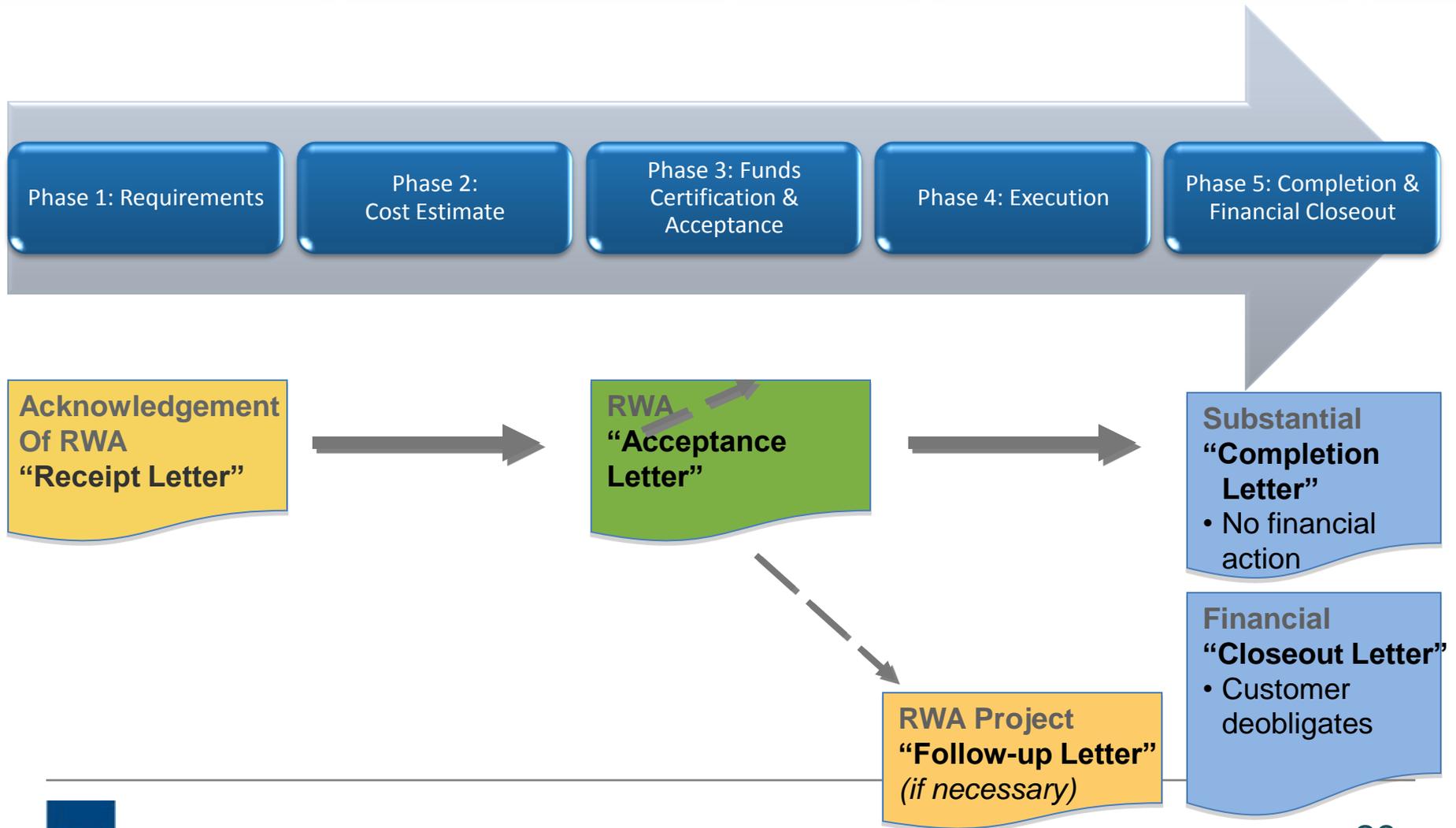
Financial Closeout

- 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 “Closeout Letter” to customer signifying that all punch list items are complete and all costs have been billed
 - Signed 2957 must be sent with “Closeout Letter”
- Upon receiving “Closeout 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.
2. 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.

RWA Customer Letters Recap



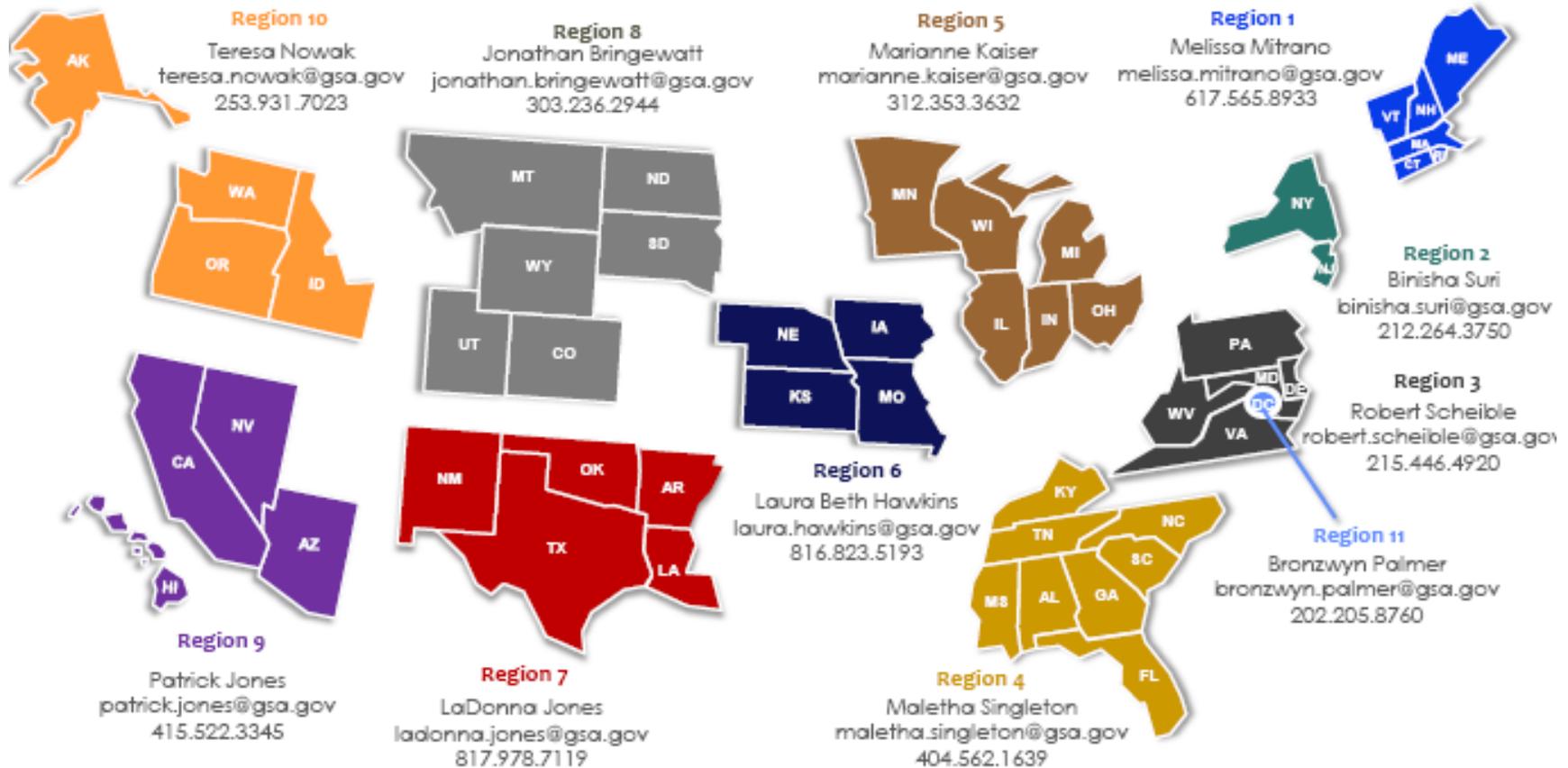
Major RWA Initiatives

- RWA Customer Letters are mandatory
- 4% Project Management Fee Automation
- Credit Card payments require pay.gov use & entry
- SCE 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
- Federal Customer Guide to RWAs under major overhaul
- Multiple Buildings “Study” for F & N Type RWAs

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/>
- **Vendor and Customer Self Service:** Online access to billing and accounts receivable data. For more information please visit <http://www.gsa.gov/baar>

Reimbursable Services Regional Core Team



Thank You!

Ashlee Carlson

Ashlee.Carlson@gsa.gov
202.501.9189

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

external RWA Entry and Tracking Application (eRETA)

Allows users access to RWAs managed by multiple Agency Bureau Codes (ABCs) with a single log-in

Functionality includes:

- Run customized queries for an RWA using any of the 25 search criteria
- Review current financial activity of the RWA
- View uploaded documents and files for the RWA
- Download groups of RWA data to Excel for analysis

Replaced the antiquated “RWA Search” Website

- Roll out began in April 2011
- Available to all agencies by June 2011

Information and access available at: www.gsa.gov/ereta

The following slides provide sample screenshots, however for purposes of this demonstration the trainer will log into the live eRETA environment.

Screenshots are provided for participants logged in via the audio portion only

eRETA User Account Request Process

1. Complete the [eRETA User Account Request Form](#) on-line by clicking here. Use the List of Agency Bureau Codes (ABCs) below to help complete the on-line form. The "eRETA User Account Request Form" link above opens a Google Form. Some agency firewall settings block this website. If you are unable to open the link above, please email us at eRETA@gsa.gov and request to complete the "eRETA User Account Request Form" via e-mail.

NOTE: Please only select Agency Bureau Codes listed on the attachment below. GSA and its systems recognize these codes, even though some agencies may recognize slight variations of these codes. Until such a time that Agency Bureau Codes are standardized across the federal government, the codes below will be the only ones recognized by eRETA and GSA Systems.

[List of Agency Bureau Codes](#)

[GSA IT General Rules of Behavior](#)

2. Complete the "eRETA Application Clearance Verification Form" available below. This form is required by GSA's Personnel Security Office. Because this form requests Personally Identifiable Information (PII), please share it with your Agency's Personnel Security office (or Human Resources Office) and GSA's Personnel Security Office only. Full instructions on how to securely send this information to GSA are provided on the form below. Steps 1 and 2 of the eRETA User Account Request Process are separated due to the PII captured in Step 2. We apologize for the inconvenience this may cause, but we are serious about protecting your PII and want to ensure it is reviewed only by those with proper authorization.

[eRETA Application Clearance Verification Form](#)

3. After your request has been processed and all approvals have been granted**, the GSA National Application Helpdesk will send a verification e-mail to the e-mail address provided in Step 1. Follow the steps in that verification email to finalize your account.

NOTE: We have received many questions as to why GSA is requiring the second form that captures PII. Please review the "eRETA Frequently Asked Questions and Help Topics" section below for answers.

eRETA Resources

[eRETA Resources and User Guides](#)
[Understanding eRETA Financial Information \(5/15/2012\)](#)

External PBS Portal at: extportal.pbs.gsa.gov



Login Spaces



Home

Launch the eRETA application from within the External PBS Portal

GSA PBS Portal Extranet

Welcome Steven Sacco | Spaces Logout

Welcome to PBS Portal Extranet Technical Support

For technical assistance with PBS Portal, PBS Portal applications or password maintenance issues, please contact us at COPBSApp@gsa.gov or call 866-367-7878.

To access a particular a PBS National Application, please click on one of the corresponding icons below:

 Del-eGate	 eLease eLease standardizes a national leasing transaction lifecycle and automates the daily tasks of leasing specialists through document management, electronic templates, a workflow engine, communication facilitation, and systems integration	 ePM
 CourtsWeb	 eRETA External RETA (or eRETA) is a customer facing application where real-time Reimbursable Work	 Resource Center

PBS Portal Extranet Access Procedures

For more info [click here](#)

Extranet Alerts

None at this time.

eRETA Welcome Screen

GSA **eRETA** External RWA Entry & Tracking Application
A Customer Agency Portal for RWA Information **Version 1.00-UAT Bid 1.0 wongcl1@state.gov**

[DOCUMENTATION](#) [HELP](#) [LOGOUT](#)

Current Date and Time: Tuesday, August 24, 2010 4:16:34 PM

Logged in User Details

User ID:	wongcl1@state.gov
Group(s):	eRETA_READ_ONLY_USER
Agency(ies):	1900 - DEPARTMENT OF STATE 1929 - DEPARTMENT OF STATE, CONSULAR AFFAIRS

Reimbursable Work Authorizations Customer Website: www.gsa.gov/rwa

National eRETA Note Board: Welcome to eRETA 1.0.

eRETA Search Screen

RWA Documentation Search Hide Criteria

RWA Type:
 RWA Number:
 Closure Status:

RWA Status:

Building Number:
 Building Name:

Primary Worksite City:
 Primary Worksite State:
 Building Type:

Agency Bureau Code
 Agency Name/Bureau Name:

BOAC: Select All
 1900
 1929
 Severable Service:
 Customer Funding Type:

PDN:
 Customer Order Number:
 Requisition ID:

Authorized Amount from \$ to \$
 Agency Accounting Data:
 Agency Contact Email:

Date Range of RWA Start Date: to
 GSA POC Email:

Only official Authorized Amounts are displayed in this report. RWAs with a status of "Pending-New", "In Queue", or "Failed" do not yet represent valid RWAs in GSA's system (RETA). A "Pending-Mod" status represents RWAs undergoing an amendment and the Authorized Amount shown is that of the last successful submission in RETA. For more on RWA Statuses click on "RWA Status" above to open the Glossary.

RWAs deemed as "sensitive projects" by the customer and/or GSA will not be displayed in search results. If you require information about a "Restricted RWA" please contact the appropriate GSA Regional RWA Manager. A list of current Regional RWA Managers can be found at www.gsa.gov/hwa

Select Page Size:

Search Results

RWA Number ▲	RWA Status	Agency Bureau Code	BOAC	GSA Region	Agency Accounting Data	
Primary Worksite City	Primary Worksite State	Customer Order Number	Total Authorized Amount	RWA Start Date	GSA POC Email	Agency Contact Email
N0712602 AURORA	Submitted CO	1900	19401H \$1,916.75	08 02/05/2009	19_x0113000y-1044905512-281592-4650-2589-car256 karen.addison@gsa.gov	barnescp@state.c
N4000462 DENVER	Submitted CO	1900 94A000	19401H \$76,100,354.80	08 08/10/2009	19_901119.1-1019-94A000-183200-5443-RACF1002 2569 eddie.johnson@gsa.gov	Huntga@state.gov

2 Records found. Displaying page 1 of 1

eRETA RWA Document Detail Page (Financial Summary)

RWA DOCUMENTS DETAIL

RWA Summary

[View Images](#)

[Print PDF](#)

RWA: N4000462 DATA CENTER, STATE DEPT.
Last RETA Action: Submitted Successfully
Estimate Tracking Number:
Estimate Approval Date:

Customer Information

Agency: 1900 DEPARTMENT OF STATE
Billing Office Address Code (BOAC): 19401H US DEPT OF STATE (SA-44)
Customer POC Email: Huntga@state.gov
Customer Cert Official Email: Huntga@state.gov
Customer Billing Contact Email: Huntga@state.gov

PBS Information

Organization: P082D000 DFC Serv Ctr-RPM&S
Worksite: AX0800AX ASST REG ADM OPR R8
GSA POC: eddie.johnson@gsa.gov

RWA Details

Acceptance Letter Date: 11/18/2009	Original Auth Amount: \$100,354.80	Fund Year: 2009
RWA Start Date: 08/10/2009	Current(Submitted) Auth Amount: \$76,100,354.80	Fund Type: M-Multi-year
Last Bill Date: 02/25/2010	Commitments: \$0.00	Bill Type: O-IPAC/IGTE
Substantial Completion Letter Date:	Total Obligations: \$65,122,083.79	Bill Term: M-Monthly
Cancellation Date:	Total Expenses: \$223,664.27	Overhead Billed Amount: \$71.34
Close-out Letter Date:	Total Billed: \$181,131.60	Chargeback Amount: \$0.00
Financial Purge Date:	Collected Amount: \$181,131.60	Write-off Amount: \$0.00
Hold Billing Indicator: No		

Agency Accounting Data:
 19_901119.1-1019-94A000-183200-5443-RACF1002 2569

Project Description:

Work shall include the procurement of the following services: pre-construction A/E, site studies, design/build, project management, construction management, construction site security management for the ARRA funded new construction project to support the Department of State data Center project in Denver, Colorado. Additional funding for the construction of this building will be added to this rwa at a later date.

eRETA RWA Document Detail Page (documents)

Select Page Size: 20

RWA Documents					
Document Type	Document Name	Last Modified Date	Upload Date ▼	System Generated	Description
RWA 2957 Form	RETA 2957 FORM 2010-01-25	01/25/2010	01/25/2010	Y	RETA Generated 2957 Form Submitted to NEAR on 2010-01-25
RWA 2957 Form	MOD 2	02/11/2010	01/20/2010		ORIGINAL RWA N4000462
Customer Correspondance (Other)	INVOICE REJECTION	12/03/2009	12/03/2009		Invoice rejection letter for invoice #T083125
CL2 - Acceptance	Acceptance Letter	11/18/2009	11/18/2009	Y	
Email	Acceptance Email	11/18/2009	11/18/2009	Y	
RWA 2957 Form	RETA 2957 FORM 2009-11-12	11/12/2009	11/12/2009	Y	RETA Generated 2957 Form Submitted to NEAR on 2009-11-12
RWA 2957 Form	MOD 1	02/11/2010	11/09/2009		ORIGINAL RWA N4000462
DoD Compliance Documentation	DEPARTMENT OF STATE TESTIMONY	10/20/2009	10/20/2009		SUPPORTING DOC'S
Estimates	ESTIMATE	10/20/2009	10/20/2009		initial estimate
CL2 - Acceptance	Acceptance Letter	10/05/2009	10/05/2009	Y	
Email	Acceptance Email	10/05/2009	10/05/2009	Y	
RWA 2957 Form	RETA 2957 FORM 2009-08-24	09/14/2009	08/24/2009	Y	RETA Generated 2957 Form Submitted to NEAR on 2009-08-24

12 Records found. Displaying page 1 of 1 1

If the document does not open users should install the missing software required for viewing the document.

eRETA Help Menu

GSA **eRETA** External RWA Entry & Tracking Application
A Customer Agency Portal for RWA Information **Version 1.0** steven.sacco@gsa.gov

DOCUMENTATION HELP LOGOUT

Current Date:
Time:
Logged in User Details:

- Glossary
- User Manual
- Other Applications & Resources >
 - About eRETA
 - RWA Customer Site (www.gsa.gov/rwa)
 - RWA Form 2957 (www.gsa.gov/forms)
 - RWA Billing Details - Vendor & Customer Self Service (VCSS) (Separate log-in will be required)
 - Treasury Credit Card Site (www.pay.gov)
 - Rent on the Web (ROW)

User ID: steven.sacco@gsa.gov

Group(s): ERETA_PBS_USER

Agency(ies):
1513 - DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION
2804 - SOCIAL SECURITY ADMINISTRATION
2800 - SOCIAL SECURITY ADMINISTRATION

Reimbursable Work Authorizations Customer Website: www.gsa.gov/rwa

National eRETA Note Board:
(5/16/2013) - Have you signed up for the new GSA Billing Site coming in July 2013? Don't wait! The streamlined Vendor & Customer Self Service (VCSS) site will be the source of all electronic bills soon. PLUS the billing statements will be completely overhauled based on feedback from you, our customers!. VCSS is a complimentary site to eRETA (not replacing it). See how to get access, view new billing statements and more, at www.gsa.gov/baar and click on the "Phase 2" tab on the left.

GSA Admin Controls allow sensitive RWA projects to be hidden from eRETA queries

The screenshot displays the 'RWA Entry & Tracking Application (RETA)' interface. At the top left is the GSA logo. The main header reads 'RWA Entry & Tracking Application (RETA)' with version information 'Version 3.0UAT Bid 1.0 connie.wehmann@gsa.gov'. A navigation bar contains links for SEARCH, FINANCIAL REVIEW, DOCUMENTATION, ESTIMATES, REPORTS, ADMINISTRATION, MESSAGE CENTER, HELP, and LOGOUT. Below this is the section 'RESTRICTED RWA(S) ADMINISTRATION'. Two tabs are visible: 'Individual RWAs' and 'Restricted AB Codes / Regions', with the latter being active. A table lists one record with columns for AB Code, Region(s), Created by, Created Date, and Modify. The record shows AB Code 0000, Region(s) 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, Created by SystemFinance.Admin@gsa.gov, and Created Date 8/23/2010 5:15:56 PM. A footer indicates '1 Records found. Displaying page 1 of 1 1' and an 'Add' button is present.

RESTRICTED RWA(S) ADMINISTRATION

Individual RWAs | **Restricted AB Codes / Regions**

AB Code	Region(s)	Created by	Created Date	Modify
0000	00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11	SystemFinance.Admin@gsa.gov	8/23/2010 5:15:56 PM	

1 Records found. Displaying page 1 of 1 1

eRETA Customer Feedback

Researching RWAs with eRETA will be so much more informing and detailed [than the RWA Search website]. I can't wait!!

- Marion Williams, Program Analyst, DHS/FEMA

I look forward to using the new eRETA system in the future!

- Customer Tester, DHS/CIS

eRETA brings the GSA RWA search tool into the 21st century, adding the ability to search and verify information much quicker than before.

- Carolos Proctor, Senior Financial Analyst, Dept of Education

What eRETA 2.0 brings to the table

Ability to enter RWA requests directly

Tracking of work requests from RWA Receipt to RWA Acceptance

Digital Signature Capabilities – no more paper!

Access to Project Management Milestone Schedules

Scheduled for Winter/Spring 2014

BAAR and VCSS (replaces Billview)

BAAR is GSA's new "Billing and Accounts Receivable" system

BAAR functionality includes:

- Consolidation of all GSA (PBS and FAS) disparate billing systems into one
- Eliminates all paper bills
- Provides new customer Portal to access bills electronically
- Standardization of data across all GSA business lines for IPAC billing

VCSS is the "Vendor and Customer Self Service" Portal

- This is how customer agencies access their online bills
- Phase 2 of BAAR-VCSS brings in RWA and HOTD bills (July 2013)

Contact Information

eRETA Questions:

Contact us at eRETA@gsa.gov

Find out more at www.gsa.gov/ereta

BAAR-VCSS Questions:

Contact us at baar@gsa.gov

Find out more at www.gsa.gov/baar



Questions?



Thank you for joining us today for a discussion on
Reimbursable Work Authorizations (RWAs)

- **Future sessions**

- August – Federal Building Repairs & Alterations (BA54)
- September – GSA Billing Processes

www.gsa.gov/r10ces

ClientEnrichmentSeries@gsa.gov