Today's Webinar:
Reimbursable Work Authorization

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
RWA Lifecycle

Phase 1: Requirements
Phase 2: Cost Estimate
Phase 3: Acceptance
Phase 4: Execution
Phase 5: Completion and Close-Out

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
Common Estimate Components

Construction Costs & Contingencies
+ Architecture/Engineering (A/E) Costs
+ Construction Management (CM) Costs
+ 4% Project Management (PM) Fee
+ Personal Property Costs
+ RWA Overhead Fee (sliding scale)

= Authorized Amount of RWA
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
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
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.
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

Phase 1: Requirements

Acknowledgement Of RWA “Receipt Letter”

Phase 2: Cost Estimate

RWA “Acceptance Letter”

Phase 3: Acceptance

Substantial “Completion Letter”
• No financial action

Phase 4: Execution

Financial “Close-Out Letter”
• Customer deobligates

Phase 5: Completion and Close-Out

RWA Project “Follow-up Letter” (if necessary)
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
  - 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](http://www.gsa.gov/rwa)

- **eRETA**: Access to all RWA Information (Financial Information, Documentation, Communications) [http://www.gsa.gov/ereta](http://www.gsa.gov/ereta)

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