



GWAC Scope Review Request – User Quick Reference

Scope Review Introduction

One of the services provided by the General Services Administration (GSA) to government agencies is the analysis of a statement of work, statement of objectives, or performance work statement for future tasks along with a scope compatibility determination.

The scope review application currently focuses on the Government Wide Acquisition Contracts (GWAC). Scope reviews help an agency determine if their requirements are within the scope of the GWAC being considered.

This is a quick reference guide with the steps needed to access the Scope Review Request form and submit your request to the GSA. The application uses a guided process to assist users in completing the form and allows for multiple review requests to be submitted from the single form. Submitters can see the status of their request and access resources to help with the process.

To Access the Scope Review Request Form

The scope review web-form is accessed via a secure URL using your OMB MAX credentials.

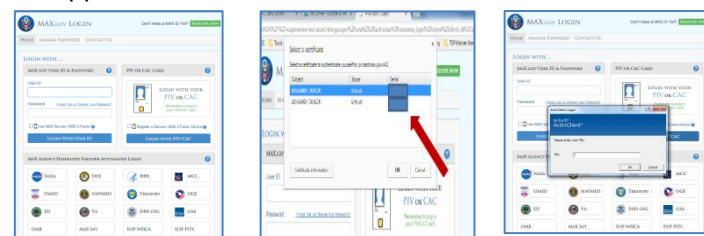
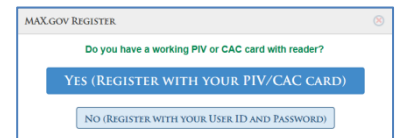
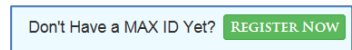
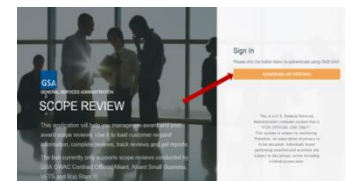
1. Enter the URL in your browser <https://scopereview.gsa.gov/app/new-scope-request.html>

2. Click the Authenticate with OMB MAX button on the Scope Review window.

- a. If you're not yet registered, click the Register Now button in the top-right corner.
- b. Follow the instructions to register with MAX.gov and register your PIV card to enable MAX.gov PIV login. If you do not have a PIV card, select the option to register with User ID and Password.

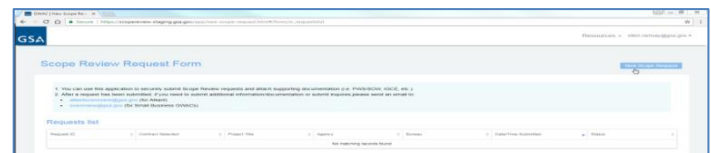
3. Click the Login with PIV/CAC button and continue to input your certificate information or click to Login with User ID.

4. Type your PIN in the text box and click OK. OMB MAX will verify your credentials and take you to the Scope Review application.



Note: If yours is one of the MAX Agency Federated Partners shown in the lower half of the OMB MAX window, you can just click the applicable agency icon and you will be taken directly to the Scope Review application, skipping steps 1-4 above.

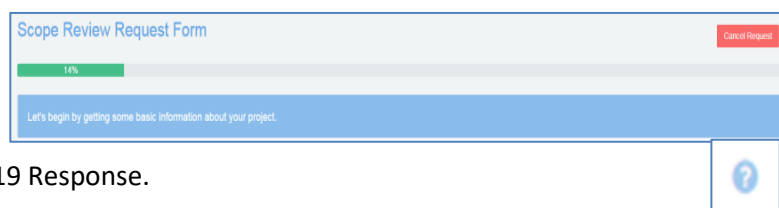
5. Click the New Scope Request button to begin.



To Complete the Scope Review Request Form

As you prepare your Scope Review Request, the application form will walk you through each step identifying errors as you progress and providing tips wherever you see the question mark icon.

1. Select if the request is associated with COVID 19 Response.



2. Select one or more contract vehicles for your project:

GWAC – 8(a) STARS III, GWAC – Alliant 2, GWAC – VETS 2, MAS Information Technology (IT).

Please click here if your request is associated with COVID 19 response

* = required

Contract Vehicles

Multiple selections are allowed but please select only the contract vehicle(s) in which you're most interested. *

Please select at least one Contract Vehicle.

GWAC - 8(a) STARS III

GWAC - Alliant 2

GWAC - VETS 2

MAS Information Technology

3. Enter the Title of your Project.

4. Project Category(s), Select one or more categories and click the Add Selected button to create a list on the right side of the window.

5. Enter the Summary of Requirements details in the text box.

Project Information

Project Title * ⓘ

Enter Title

Project Category(s) * ⓘ

- Cloud Computing
- Data Infrastructure
- Cyber Security
- Consulting
- Program Management
- Support Services
- Computer Security
- Health IT
- Systems Support
- Software Support
- Data Collection
- Web IT
- GIS Science and Technology
- Other



Empty list box for selected project categories

Summary Of Requirements

Summarize Principle Purpose/Outcome of Requirement * ⓘ

Enter summary

6. Enter the Contact Information, paying attention to the guidance given.

7. After completing the required information for the Ordering Contracting Officer (CO), you may also provide contact details for a Program or Technical Contact as well as an Alternate CO. As you enter these contacts, check the box to provide copies of the request emails to them if needed.

Contact Information

Ordering Contracting Officer Name * ⓘ

Program/Technical Office Contact ⓘ

Alternate Contracting Officer Name ⓘ

Ordering Contracting Officer Work Phone * ⓘ

111-222-3333

Program/Technical Office Work Phone ⓘ

111-222-3333

Alternate Contracting Officer Work Phone ⓘ

111-222-3333

Ordering Contracting Officer Email * ⓘ

Program/Technical Office Email ⓘ

Alternate Contracting Officer Email ⓘ

Copy on Request Notification

Copy on Request Notification

8. Enter the Service Percentages for the work you will be requesting, making certain that the overall % reaches 100.

9. Select your Agency, and if applicable, Bureau from the drop-down lists.

Scope Review Request Form – continued, page 2

10. Indicate if this is a New or Existing project and complete the additional details, following the guidelines as shown below.

Acquisition Type * ⓘ

Unknown

Project Number ⓘ

TRG_2018_Summer

Proposed Title of the PWS or SOW * ⓘ

Training Program for Analysts Summer 2018

Solicitation Number ⓘ

Estimated Task Order Value Inclusive Options * ⓘ

8500.00

Estimated Period of Performance (Inclusive of Options) * ⓘ

month(s)

Please provide the Estimated Period of Performance in month(s) using a numeric value up to 3 digits only.

- Click the Estimated Solicitation Date and Desired Award Date fields and select from the popup calendars.
- GWAC Section, Select the Best fit NAICS code for GWAC Project, and Scope Sub-Area from the Drop-down list.
- The final entry is the designation of one or more Proposed Order Types: Cost (Not applied for 8(a) STARS III), Labor Hr., and T&M.

GWAC section

Best fit NAICS code for GWAC project* : ?

8(a) STARS III

Scope Area* ?

Proposed Order Type* : ?

Cost (Not applied for 8(a) STARS III)

FFP

Labor Hr

T&M

- For MAS IT contract Vehicle, a specific section will be shown to select Best SIN Code(s) and Proposed Order Type.

MAS Information Technology section

Best fit SIN code(s) for your project* : ?

- 33411 --- Purchasing of New electronic equipment
- 54151 --- Software Maintenance Services
- 54151ECCOM --- Electronic Commerce and Subscription Services
- 54151HACS --- Highly Adaptive Cybersecurity Services (HACS)
- 54151HEAL --- Health Information Technology Services
- 54151S --- Information Technology Professional Services
- 511210 --- Software Licenses
- 517312 --- Wireless Mobility Solutions
- 517410 --- Commercial Satellite Communications Solutions (COMSATCOM)
- 518210C --- Cloud and Cloud-Related IT Professional Services
- 532420L --- Leasing of new electronic equipment
- 541370GEO --- Earth Observation Solutions
- 541519CDM --- Continuous Diagnostics and Mitigation (CDM) Tools
- 541519ICAM --- Identity, Credentialing and Access Management (ICAM)
- 541519DV --- Unmanned Security, Residential Director, CS Product and Service Components

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Proposed Order Type* : ?

FFP

Labor Hr

T&M

To Review and Edit Form

After you have completed the project details as described above, you should review the completed form and correct or add any information prior to submitting the request. After clicking Next, the Request Review window opens.

Cancel Request

71%

If everything looks good, then proceed. It's not too late to make changes.

Request Review

Project Information Edit

Project Title: *
New Services for IT Training

Project Category: *
Consulting Software Support
Other

Best fit NAICS code for project: *
511420-Computer Training

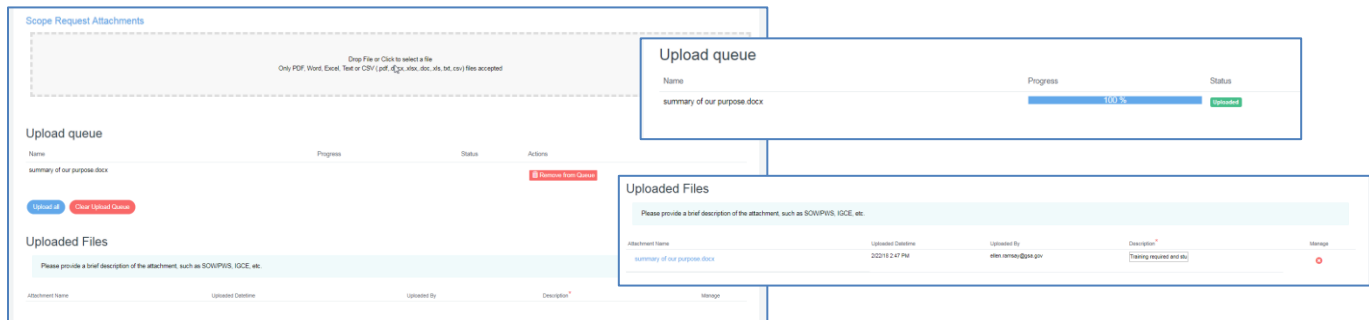
- Scroll through the request form to confirm it is complete and correct.
- Click the Edit button if there are corrections to be made
- As you edit the document, you will return to each of the original screens. Make your edits following the steps described above.
- When finished, click Next.

To Upload Documents

The web-form allows customer agencies the ability to attach the Performance of Work Statement (PWS) or Statement of Work (SOW) and supporting documentation easily and securely. After you have reviewed your form and clicked Next, The Scope Request Attachments window opens.

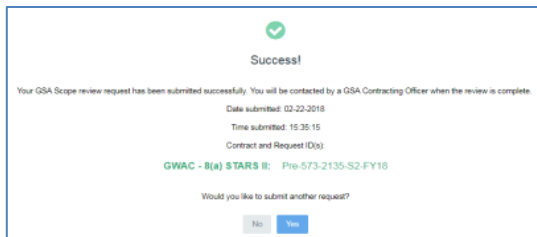
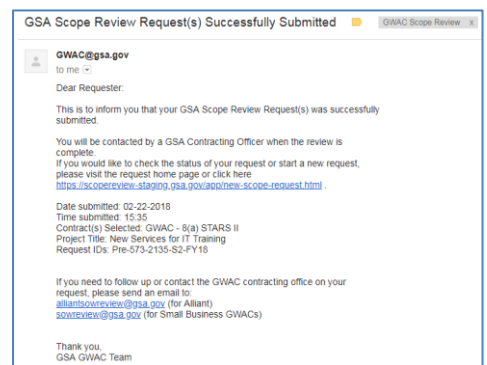
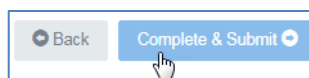
- Click to select a file or drag the file into the box as shown, noting the file types that will be accepted. The selected file(s) will display in the Upload queue.

2. Make any changes as needed to the queue (adding or removing a file, clearing the queue).
3. Click Upload all and wait until the progress bar shows 100% completed.
4. Provide a brief description of each uploaded file.



To Submit the Scope Review Request Form

1. Click the Complete & Submit button
2. Wait for the message of Success to appear to know the process has been completed.



You will receive an email containing confirmation that the form has been received and links for checking the request status or contacting the GWAC office. If additional information is needed, you will be contacted by the analyst reviewing your request.

System Resources

If you need to follow up or contact the GWAC contracting office on your request, please send an email to:
alliant@sowreview@gsa.gov (for Alliant)
sowreview@gsa.gov (for Small Business GWACs)
S70sowreview@gsa.gov (for MAS IT)

For more information about GWACs please visit:
<https://www.gsa.gov/technology/technology-purchasing-programs/governmentwide-acquisition-contracts-gwacs>

For more information about MAS IT please visit:
<https://www.gsa.gov/technology/technology-purchasing-programs/mas-information-technology>