

Scope Review Introduction

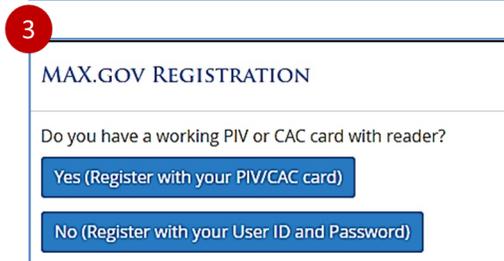
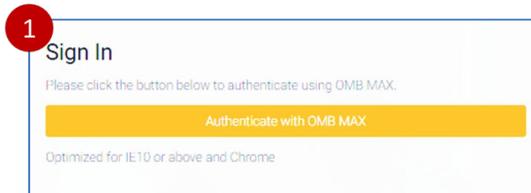
One of the services provided by the General Services Administration (GSA) to government agencies is the analysis of a Statement of Work, Statement of Objectives, or Performance Work Statement for future tasks along with a scope compatibility determination. The Scope Review application currently focuses on the Government-Wide Acquisition Contracts (Scope Review) and IT Schedule 70 contracts. Scope Reviews help an agency determine whether their requirements are within the scope of the Contract Vehicle 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.

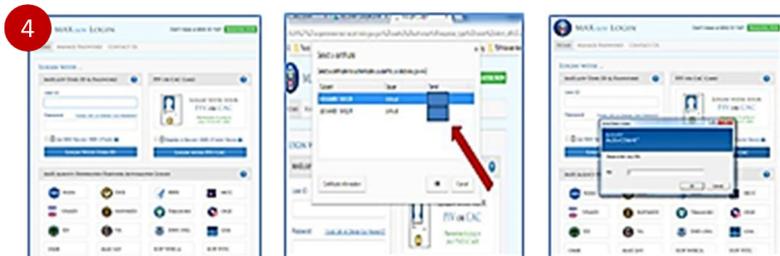
Accessing the Scope Review Request Form

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

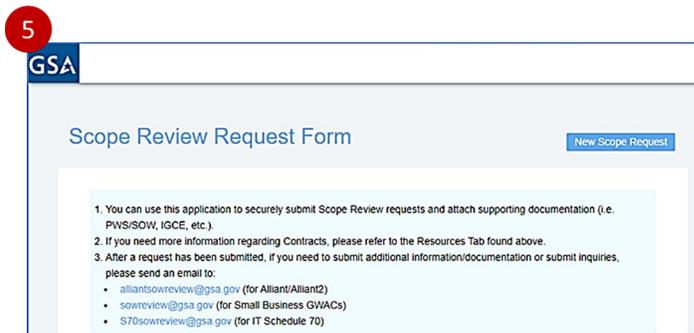
1. Enter the URL in your browser
<https://scopereview.gsa.gov/app/new-scope-request.html>.
2. Click the Authenticate with OMB MAX button on the Scope Review window.
 - a. If you are not yet registered, click the [Register Now](#) button in the top-right corner.
 - b. Follow the instructions to register 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 Log in with your 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 your credentials are displayed with the MAX Agency Federated Partners at the bottom of the OMB MAX window, skip steps 1-4. Click the applicable agency icon to directly access the Scope Review application



5. Click the New Scope Request button to create a new Scope Review Request.



Completing the Scope Review Request Form

You can use this application to securely submit Scope Review requests and attach supporting documentation. We ask you to make an informed decision prior to selection, and we have provided additional information available via the “Resources” tab at the top of the form to assist you. 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. **Contract Vehicles:** Select the contract vehicles that you plan to use for the majority of the acquisition effort - one or more of the following contract vehicles may be selected: GWAC– 8(a) STARS II; GWAC–Alliant 2; GWAC – VETS 2; and IT Schedule 70. GWAC contracts and IT Schedule 70 have separate sections that require distinct input, as you will see displayed.
2. You will be prompted for additional contract specific information if you select “GWAC– 8(a) STARS II and/or IT Schedule 70.”
3. **Project Information:**
 - a. Project Title – Provide a brief title that identifies the acquisition effort.
 - b. Project Categories – Select one or more of the Project Categories that are applicable to the acquisition effort – clicking the Add button (>) for each one creates a list on the right side of the window.
4. **Summary of Requirements:** Enter a summary of the Requirements, along with the primary purpose and outcome of each one.
5. **Contact Information:** Enter the Ordering Contractor’s first and last name, work phone number, and email address (only email extensions with .gov, .mil, .us, or .edu are allowed). After completing the required information for the Contracting Officer (CO), you may provide contact details for a Program or Technical Contact as well as an Alternate CO. Check the boxes to provide them copies of the request emails.
6. **Service Percentages:** Enter a percentage in each category that reflects the effort related to the type of work requested for that category. The total percentage should equal 100%.
7. **Customer Agency:** Select the agency (and the bureau under that agency – if applicable), for which the work is being performed. (If GSA Assisted Acquisition Services is doing the contracting, select the customer agency, not “GSA.”)
8. **Project Details:** Indicate whether this is a new project or an existing acquisition. Provide information for required fields indicated by red asterisks:

The screenshot shows the 'Scope Review Request Form' with a progress bar at 25%. The form is divided into several sections, each highlighted with a red circle and a number:

- 1. Scope Review Request Form:** The top header area with a 'Cancel Request' button.
- 2. Contract Vehicles:** A section with a red asterisk indicating required information. It includes a message: 'Multiple selections are allowed but please select only the contract vehicle(s) in which you're most interested.' Below this are checkboxes for 'GWAC - 8(a) STARS II', 'GWAC - Alliant 2', 'GWAC - VETS 2', and 'IT Schedule 70'.
- 3. Project Information:** This section contains 'Project Title' and 'Project Category(s)'. The categories are listed in a scrollable list on the left, and a list of selected categories (Cyber Security, Data Infrastructure, Health IT, Other) is shown on the right.
- 4. Summary Of Requirements:** A section with a red asterisk and a text input field for 'Summarize Principle Purpose/Outcome of Requirement'.
- 5. Contact Information:** A section with red asterisks for required fields. It includes input fields for 'Ordering Contracting Officer Name', 'Program/Technical Office Contact', 'Alternate Contracting Officer Name', 'Ordering Contracting Officer Work Phone', 'Program/Technical Office Work Phone', 'Alternate Contracting Officer Work Phone', 'Ordering Contracting Officer Email', and 'Program/Technical Office Email'. There are also checkboxes for 'Copy on Request Notification'.
- 6. Service Percentages:** A section with a red asterisk and a heading 'Provide the Estimated Task% that is'. It includes input fields for '% IT Services', '% Non-IT Services', '% Products', and '% Travel'.
- 7. Customer Agency:** A section with a red asterisk and a dropdown menu for 'Agency'. The list includes various departments such as 'DEPARTMENT OF DEFENSE', 'AMERICAN BATTLE MONUMENTS COMMISSION', 'ARCHITECT OF THE CAPITOL', 'ARMY (EXCEPT Corps of Civil Engineers)', 'CONSUMER PRODUCT SAFETY COMMISSION', 'CORPS OF CIVIL ENGINEERS', 'DEPARTMENT OF AGRICULTURE', 'DEPARTMENT OF COMMERCE', 'DEPARTMENT OF DEFENSE', 'DEPARTMENT OF EDUCATION', 'DEPARTMENT OF ENERGY', 'DEPARTMENT OF HEALTH & HUMAN SERVICES', 'DEPARTMENT OF JUSTICE', 'DEPARTMENT OF LABOR', 'DEPARTMENT OF LAND MANAGEMENT', 'DEPARTMENT OF TRANSPORTATION', and 'DEPARTMENT OF THE INTERIOR'.
- 8. Project Details:** A section with a red asterisk and a heading 'Please identify if this acquisition project is a new or existing acquisition'. It includes radio buttons for 'New' and 'Existing', and input fields for 'Acquisition Type', 'Project Number', 'Proposed Title of the PWS or SCOW', 'Solicitation Number', 'Estimated Task Order Value (Inclusive of Options)', 'Estimated Period of Performance (Inclusive of Options) (month(s))', 'Estimated Solicitation Date', and 'Desired Award Date'.

Scope Review Request Form – Continued

- a. Acquisition type – Select from the drop-down to indicate whether the acquisition type is being performed by GSA Assisted Acquisition Services or a customer agency.
- b. Project Number – Enter the project number associated with your request.
- c. Proposed Title of the PWS or SOW – The title as it appears in the Performance Work Statement or Statement of Work.
- d. Solicitation Number – Provide a Solicitation Number if applicable.
- e. Estimated Task Order Value – Enter the total estimated dollar value of the Task Order over the life of the task.
- f. Estimated Period of Performance – Provide the estimated period of performance in months using a numeric value up to three digits.
- g. Estimated Solicitation Date – Provide the estimated date that the Solicitation will be posted. Click the Estimated Solicitation Date field and select from the popup calendar.
- h. Desired Award Date – Enter the date that you anticipate the award of the solicitation. Click the Desired Award Date field and select from the popup calendar.

9. **GWAC Section:** If you selected one of the GWAC contract vehicles, you will need to provide additional details on the screen presented. The user will see both NAICS and “Proposed Order Type” fields for any selected GWAC contract – the 8(a) STARS II section is only displayed when the **GWAC 8(a) STARS II** contract is selected.

- a. Best fit NAICS code for GWAC project – Select the NAICS code that matches the majority of scope for this acquisition.
- b. 8(a) Stars II:
Constellation – Specify the 8(a) Stars II constellation that you propose to use for the acquisition.
Functional Area – Specify the functional area you are proposing to use for the acquisition project.
- c. Proposed Order Type – Select the Contract types that you plan to use for the majority of the project, i.e., Cost, Firm Fixed Price, Labor Hours, and Time & Materials.
- d. When completed, press **Next** to move on.

Best fit NAICS code for GWAC project*

- 334112-Computer Storage Device Manufactu
- 334111-Electronic Computer Manufacturing**
- 334112-Computer Storage Device Manufactu
- 334113-Computer Terminal Manufacturing
- 334119-Other Computer Peripheral Eq Mfg
- 334200-Communications Eq Manufacturing
- 334210-Telephone Apparatus Manufacturing
- 334220-Radio, TV BroadC & Wls Com Eq Mfg
- 334290-Other Communication Equipment Mfg

GWAC section

Best fit NAICS code for GWAC project*

8(a) STARS II

Constellation*

Functional Area*

Proposed Order Type*

Cost FFP Labor Hr T&M

10. **Schedule 70 section:** If you selected “IT Schedule 70” as one of your contract vehicles, you will need to provide additional details on the **Schedule 70** screen that will be presented.

- a. Select the Special Item Numbers (SINs) that are applicable to this acquisition. ***Please Note: SINs are changing as a result of the MAS consolidation, see example notification. Eg. 132 50 --- IT Training [Future 611420]**
- b. Proposed Order Type – Select the contract types you plan to use for the majority of the acquisition effort, i.e., Firm Fixed Price, Labor Hours, and Time & Materials.
- c. When completed, press **Next** to move on.

Schedule 70 section

SIN Code*

- 132 3 --- Leasing of Products
- 132 4 --- Daily/Short Term Rental
- 132 8 --- Purchase Of New Equipment
- 132 9 --- Purchase of Used or Refurbished Equipment
- 132 12 --- Equipment Maintenance
- 132 32 --- Term Software License
- 132 33 --- Perpetual Software License
- 132 34 --- Maintenance of Software as a Service
- 132 40 --- Cloud Computing Services
- 132 41 --- Earth Observation Solutions
- 132 44 --- Continuous Diagnostics and Mitigation Tools
- 132 45 --- Highly Adaptive Cybersecurity Services (HACE)
- 132 50 --- Training Courses
- 132 51 --- Information Technology Professional Services
- 132 52 --- Electronic Commerce and Subscription Servic...

Proposed Order Type*

FFP Labor Hr T&M

Next

To Review and Edit the Request 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 Review Request window opens.

1. Scroll through the request form to confirm that it is complete and correct.
2. Click the **Edit** button if there are corrections to be made.
3. As you edit the document, you will return to each of the original screens. Make your edits following the steps described above.
4. 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.

1. 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.
***Note:** only PDF, Word, Excel, Text, or CSV (.pdf, .docx, .xlsx, .doc, .xls, .txt, .csv) files will be accepted.
2. Make changes as needed to the queue (adding or removing a file or clearing the queue).
3. Click Upload all and wait until the progress bar shows 100% completed.
4. **A brief description is required for each uploaded file in the Scope Review tool.** This will assist other users in accessing information that is relevant to their needs.

To Submit the Scope Review Request Form

1. Click the Complete & Submit button.

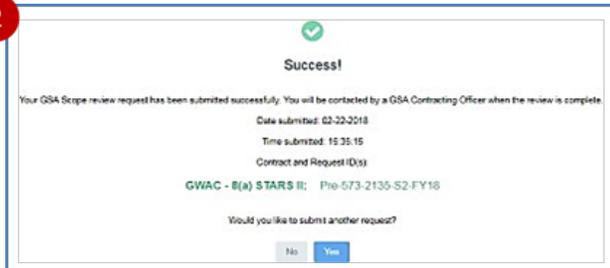
1

Back

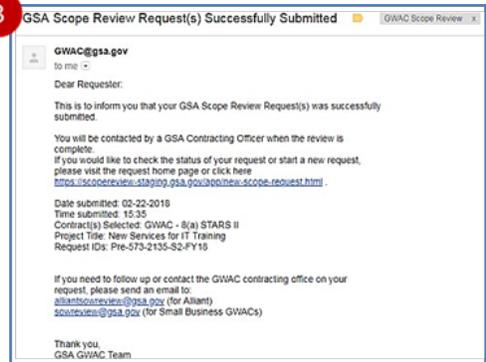
Complete & Submit

2. Wait for a “Success” message to validate completion of the submission process.

2



3



3. You will receive an email containing confirmation that the form has been received and links for checking the request status or contacting the respective contracting office. You will subsequently receive an email when your request is complete. Dependent upon the contract vehicle chosen, you will receive an additional email from the reviewing authority and/or contracting officer with the results of your review. If additional information is needed, you will be contacted by the analyst reviewing your request.

System Resources

4. If you need to follow up or contact the respective contracting office with your request, please send an email to:

- alliantsowreview@gsa.gov (for Alliant)
- s70sowreview@gsa.gov (for IT schedule S70)
- sowreview@gsa.gov (for Small Business Scope Reviews)

For more information about Scope Reviews for GWAC and IT Schedule S70, please visit:

- [GWAC](#)
- [IT Schedule 70](#)