



Scope Review Request – User Quick Reference

Scope Review Introduction

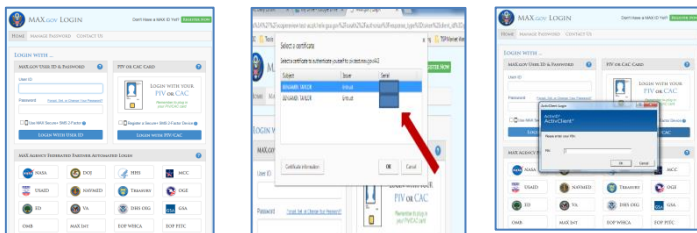
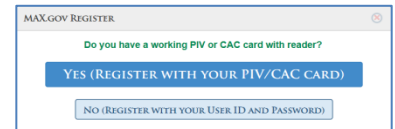
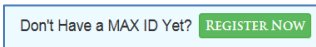
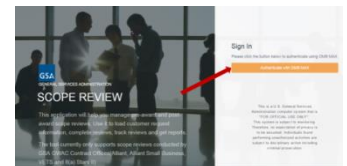
One of the services provided by the General Services Administration (GSA) to government agencies is the analysis of a statement of work, statement of objectives, or performance work statement for future tasks along with a scope compatibility determination. The scope review application currently focuses on the Government Wide Acquisition Contracts (GWAC) and IT Schedule 70 contracts. Scope reviews help an agency determine if 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

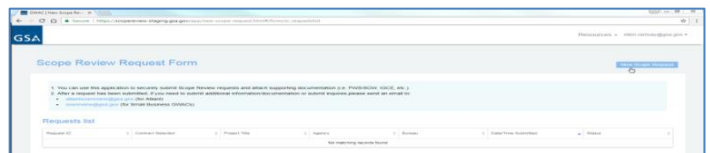
The scope review web-form is accessed via a secure URL using your OMB MAX credentials.

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'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 create a new Scope Review Request.



Scope Review Request Form
New Scope 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 have provided additional information available via the “Resources” tab at the top of the 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. **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; GWAC – Alliant SB; GWAC – Alliant2; GWAC – VETS 2; and IT Schedule 70. Selecting “IT Schedule 70” adds a section below the GWAC section, and selecting “GWAC – 8(a) STARS II” adds a sub-section in the GWAC section.
2. **Consultation Request:** For each contract vehicle selected, indicate whether you have previously been part of the GSA Scope Review process and whether you would like to have a consultation.
3. **Project Information:**
 - a. Project Title – Provide a brief title that identifies the acquisition effort.
 - b. Project Categories – Select one or more Project Categories that are applicable to the acquisition effort (click the Add button (>) for each one to create 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 outcomes 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, and make entries/ selections for other project details.
 - 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 – The project number associated with your request.
 - c. Proposed Title of the PWS or SOW – The exactly title as it appears in the Performance Work Statement or Statement of Work.

Scope Review Request Form – Continued

- d. Solicitation Number – Provide a Solicitation Number if Applicable.
- e. Estimated Task Order Value – The Total estimated dollar value of the Task Order over the life of the task: Estimated date that the solicitation will be posted.
- 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 – 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.

Best fit NAICS code for GWAC project* : ?

- 334112-Computer Storage Device Manufactu
- 334111-Electronic Computer Manufacturing
- 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

9. **GWAC Section:** If you selected one 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.

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

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.
- 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

NAICS* ?

<ul style="list-style-type: none"> 132 62 – Products and services for agencies to implement the requirements of HSPD-12 132 61 – Public Key Infrastructure (PKI) Shared Service Providers (PKI SSP) Program 132 60E – Remote Identity and Access Managed Service Offering 132 60C – Digital Certificates, including X.509 Appearance Level 3 and 4 CMB M-04-04 132 60B – Electronic Credentials, Identity Proofed (Assurance Level 2 CMB M-04-04) Mar 132 60A – Electronic Credentials, Not Identity Proofed (Assurance Level 1 - CMB M-04-04) 132 55 – Commercial Satellite Communications (COMSATCOM) Subscription Services 132 54 – Commercial Satellite Communications (COMSATCOM) Transported Capacity 132 02 – Electronic Commerce and Subscription Services 132 51 – Information Technology Professional Services 132 50 – Training Courses 132 48Z – Risk and Vulnerability Assessments (RVA) 132 45C – Cyber hunt 132 45B – Incident Response 132 45A – Penetration Testing 	<ul style="list-style-type: none"> 132 100 – Ancillary Supplies and/or Services 132 50D – E-authentication Hardware Tokens 132 56 – Health Information Technology Services 132 58 – Wireless Services
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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 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.”



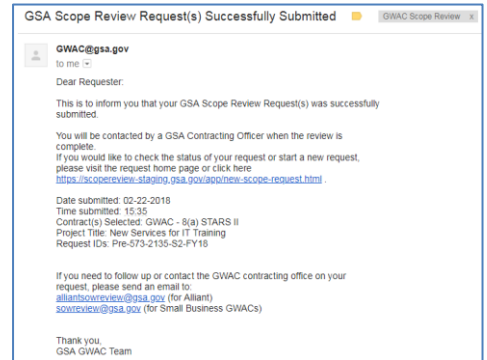
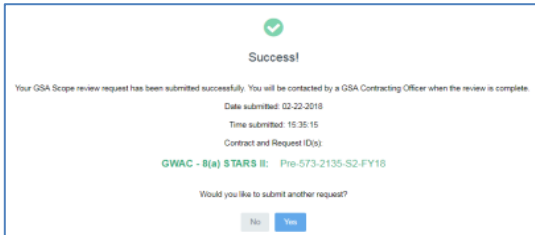
To Upload Documents

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. 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.



3. You will receive an email containing confirmation that the form has been received and links for checking the request status or contacting the GWAC or S70 office. 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 GWAC contracting office on your request, please send an email to:

alliantowreview@gsa.gov (for Alliant)
s70sowreview@gsa.gov (for IT schedule s70)
sowreview@gsa.gov (for Small Business GWACs)

For more information about GWACs please visit:

<https://www.gsa.gov/technology/technology-purchasing-programs/governmentwide-acquisition-contracts-gwacs>

For more information about IT Schedule 70 please visit:

<https://www.gsa.gov/technology/technology-purchasing-programs/it-schedule-s70>