GSA PBS Customer Forum

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Reimbursable Work Authorizations
New Policy Changes, Process Overview and eRETA
Reimbursable Work Authorizations: New Policy Changes, Process Overview, and eRETA

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Reimbursable Work Authorizations (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 that go over and above the basic operations financed through rent.

The RWA identifies the specific needs of the customer and establishes a financial agreement.

The RWA (GSA Form 2957) is accepted by OMB as GSA’s formal Inter-Agency Agreement (IAA) with agencies.
RWA National Policy Document Highlights

**Full Funding Requirement:**

The policy clarifies fiscal law that requires full funding of an RWA’s scope of work prior to RWA acceptance. Incremental funding is not permitted.

- **Example of Incremental Funding (PROHIBITED):**
  - Estimate for scope of work is $5 million. RWA being provided is only for $3 million, thus not fully funding the RWA.

- **Solutions:**
  - Reject the RWA and have customer provide full $5 million, OR
  - Reduce the scope of work
RWA National Policy Document Highlights

**Amendments:**

- Required to correct, add to, or delete work, services, or funds from the original accepted RWA.
- Amendments for new scope may only be accepted in the same FY as when the original RWA was accepted.
- Antecedent Liabilities are unforeseen within scope changes that occur after the period of obligational authority has expired, which require an amendment to the RWA.
  - **Example of Antecedent Liability:**
    - Costs to remove asbestos that was not evident before starting construction.
  - **Solutions:**
    - Amendment with funds from Fiscal Year in which original RWA was accepted, OR
    - Provide signed Statement of Further Written Assurance verifying that those funds are not available, thus currently available funds may be provided.
RWA National Policy Document Highlights

Cost Estimates:

Policy clarifies GSA can accept:
- Customer provided cost estimate validated by a GSA PM / Cost Estimator.
- GSA Cost Estimate or IGE.

What about a Summary Cost Estimate (SCE)?
- Summary Cost Estimate (SCE)* is still required for all RWAs and must be supported by an estimate as defined above and in the policy.
- SCEs provide a consistent summary level of the more detailed estimate to support the RWA and include all costs, including any GSA Fees.

*or Overtime Utility Estimate (OUE)
Overtime Utilities:

Policy clarifies GSA can accept RWAs for overtime utilities that cross fiscal years.
- Currently, this is an option for overtime utilities in leased space, but there may be opportunities to expand to our owned space inventory in the future.
- Period of service may cross fiscal years, but may not exceed a period of 12 months (for RWAs funded with annual appropriations).
- Excellent way to ensure consistent overtime utility services are maintained during a Continuing Resolution (CR)
RWA National Policy Document Highlights

RWAs for above-standard TI costs in leased space must cite currently available funds and be received and accepted by PBS no later than the date of lease award.

- What is the latest time an RWA is required for above standard TI costs?
  - RWAs for above-standard TI costs must cite currently available funds and be received and accepted by PBS no later than the date of lease award.

- What is the earliest time PBS can receive and accept an RWA for above standard TI costs?
  - Currently available funds may be provided as soon as the project is identified, scoped, and estimated.
RWAs for above-standard TI costs in leased space (continued):

- What if PBS awarded a lease in a previous FY and did not request the necessary funds to cover the costs above the TIA, as identified by the Cost Estimate?
  - Customer provides funds now that were available in the FY the lease was awarded.

- What does the customer do if they not have funds available from the FY of lease award?
  - Customer works with PBS to descope the requirements so that it can accept the space provided by PBS within the TIA.

- Can a customer provide current year funds now with a signed Statement of Further Written Assurance?
  - No, a Statement of Further Written Assurance is only appropriate for antecedent liabilities. This situation deals with funding the initial bona fide need and requires funds be provided that were available when the bona fide need arose.
RWA Intake and Submission Process

Where do I send RWAs?
- Customers should submit RWAs directly to GSA online via eRETA. Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) for specific details.
- If not using eRETA to submit RWAs, customers can send to the regional RWA mailbox or regional RWA Manager. Visit [www.gsa.gov/rwa](http://www.gsa.gov/rwa) for specific details.

What is the RWA intake and submission process?
- It is the time from the customer signature date (approval/commitment of funding) to the date GSA signs/accepts the RWA and the RWA is subsequently entered into “submitted” status in RETA. GSA is targeting the RWA intake and submission process being conducted within 15 business days from receipt of a fully executable RWA.

What is the deadline for receipt of fully executable RWAs for FY18?
- A fully executable RWA, one in which all information is accurate and supported by a scope of work and cost estimate, must be received by GSA for all nonseverable RWAs by a specific date to be considered for acceptance. This date is August 31st for all Property Act RWAs, and July 13th for Economy Act and DoD RWAs.
RETA & eRETA

RETA/eRETA stands for “RWA Entry and Tracking Application” – GSA’s electronic repository for all RWA projects.

RETA/eRETA are technically one application; the primary differences are:

- Logging in (internally vs externally)
- RWAs that are accessible (customers by AB Code, GSA by GSA Region)

RETA/eRETA contains all RWA financial information as well as an electronic document file that includes copies of the RWA 2957 form, Receipt, Acceptance, Completion and Closeout letters, and much more.

RWA Financial Information in RETA is updated 3x a day from GSA’s Financial Management System.
gSA introduced several electronic features to the RWA workflow to allow customer agencies and GSA to interact more efficiently.

Notable Features include:

1. Data entry capabilities allowing customers to identify and submit new project or service needs (known as RWA “Work Requests”),
2. Data entry capabilities allowing customers to enter and submit new and amended RWAs directly to GSA via the eRETA application,
3. A “Summary of Requested Changes” screen to easily compare old and new values on RWA Amendments,
4. An integrated digital signature solution allowing customers to sign RWAs from within RETA.

Features 1-3 require eRETA access, and customers can visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) for more info on gaining access. Feature 4 requires only an email address.

In the future, customers will ONLY be able to submit RWAs to GSA electronically via eRETA.
Submitting Work Requests to GSA via eRETA

- Data Entry Wizard allows customer to provide basic information to GSA about the requested project or service.
- Required fields are marked by a red asterisk (*).
- A tracking “Work Request Number” is generated after the user clicks ‘Save’, which you will see on the next slide.
Submitting Work Requests to GSA via eRETA

- A tracking “Work Request Number” is generated after the user saves the request.
Submitting Work Requests to GSA via eRETA

- After submitting the request to GSA, the Work Request will have an ‘Unassigned’ status, meaning GSA is in the process of assigning a PM to the project/service.

- Once GSA ‘Assigns’ a GSA PM to the WR, the customer may move on to following tabs. If the GSA PM is already defined, then the customer may move on to following tabs before GSA assigns the WR.
Submitting Work Requests to GSA via eRETA

- Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.

- Customer now has access to all customer tabs in RETA (equivalent of page 1 of RWA Form 2957).

- Requirements development and cost estimating should occur between GSA and customer offline.
Submitting Work Requests to GSA via eRETA

- As the Work Request is vetted and becomes an RWA, customers and GSA can view and update data through the various data entry screens (left pane).

- Customers will be responsible for entering all customer-related data (pg 1 of RWA 2957 Form).

- GSA will be responsible for entering all GSA-specific data (pg 2 of RWA 2957 Form).
Submitting Work Requests to GSA via eRETA

- The new “Customer Approval” screen allows customer agencies to upload manually signed 2957 Forms or opt to sign RWA digitally.

- Digital signatures are captured as the last two items immediately prior to RWA acceptance.

- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters all of their “Page 2” information in RETA.
RWA Resources

Reimbursable Services Program
• Find a multitude of information on RWAs including Policy and Guidance at www.gsa.gov/rwa.

External RWA Entry and Tracking Application (eRETA)
• Search for real-time RWA info and documentation, as well as create and submit RWAs directly to GSA at www.gsa.gov/ereta.
• Details to request or change access available.

RWA Managers
• For region or project specific RWA questions, refer to the RWA Managers Map at http://gsa.gov/portal/getMediaData?mediald=128338 - also located at www.gsa.gov/rwa.

Upcoming Training
• Client Enrichment Series “eRETA Summer Camp” webinar coming July 19th - Registration Link
Questions?

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