



May 6, 2011

Dear Client:

As we approach the end of Fiscal Year 2011, the General Services Administration's (GSA) Public Buildings Service (PBS) would like to provide important information to assist you with planning and processing any upcoming procurement actions that will require Reimbursable Work Authorizations (RWAs).

For FY2011, Civilian Agencies should submit RWA requests to GSA by **September 1, 2011**.

RWAs received after September 1, 2011 will be at a higher risk for non acceptance by September 30th. As a result, GSA may return the RWA to the customer and request FY2012 funding.

RWA requests must be submitted on GSA's RWA Form 2957, version 02/2011. An RWA request must contain a clearly defined scope of work, including location(s) of where the work is to be performed, and must be for a client agency bona fide need for the requested goods and/or services. The RWA amount must be based on a cost estimate generated from the scope of work.

Client agency funds should not be obligated until GSA has accepted the RWA. Acceptance occurs when GSA signs the RWA and sends the Acceptance Letter to the client.

We value you as our client and hope our procurement and reimbursable work practices are clear and helpful. Should you have questions, please contact your GSA PBS Regional RWA Manager. Regional RWA Manager contact information as well as the RWA Form 2957 and additional RWA guidance can be found on our National RWA website: www.gsa.gov/rwa.

Thank you for partnering with us for your real estate solutions.

Sincerely,


Keith Colella
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Reimbursable Services Division
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Services Programs


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