REIMBURSABLE WORK AUTHORIZATION

1A. Work Request/Reimbursable Work Authorization (RWA) Number *(GSA Use Only)*	1B. Amendment Number *(see instructions)*	1C. Funding Authorty

2A. Requesting Agency Name

2B. Bureau Name

2C. Agency Bureau Code *(if known)*

3A. Primary Work Location Address *(or GSA Building Number, if known)*

3B. Room Number/Specific Location in Facility

5. Description of Requirements *(if attachments provided, please identify them below)*

4A. Agency Project Contact Name

4B. Agency Project Contact Telephone Number

4C. Agency Project Contact Email Address

4D. Agency Project Contact Mailing Address

4E. Agency RWA Mailbox *(if applicable)*

6A. Agency Finance Billing Office Mailing Address Number 1

6B. Mailing Address Number 2

6C. City	6D. State	6E. ZIP Code

6F. Agency Billing Contact Email Address

7. Requested Service Period *(severable services only)*
A. From B. To

8. Amendment

RWA amendment provided to change total authorized amount

by $ _____
from $ _____
to $ _____.

9A. Agency Location Code *(leave blank if non-Intra-Governmental Payment and Collection (IPAC) or using purchase card)*

9B. Billing Office Address Code (BOAC)/Account Code *(if known)*

10A. Billing Type *(See Instructions)*	10B. Billing Terms *(See Instructions)*	11. Customer Unique Entity Identifier (UEI)

12A. Agency Fund Year	12B. Appropriation Fund Type	12C. Expiration Date of Obligational Authority	12D. Treasury Account Symbol	12E. Agency Accounting Data	12F. Agency Certified Amount

12Z. If applicable, enter the Total Agency Certified Amount from any attached sheet(s) here

If this is an amendment, please identify the old and new amounts in Block 8 accordingly. 13. Total Agency Certified Amount

14A. Funding Agency Code - Federal Procurement Data System (FPDS)	14B. Funding Office Code (FPDS)	15. Agency/Customer Order Number	16A. Fiscal Station Number *(DoD ONLY)*

16B. Requisition Identification Number	17. PEGASYS Document Number (PDN) and Line Number (PLN) - *GSA Interfund Customer Use Only* - enter values as PDN-PLN (e.g. IX123456-01)			
	A.	B.	C.	D.

CUSTOMER FUND CERTIFICATION

By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a *bona fide* need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.

18A. Signature of Fund Certifying Official	18B. Date

18C. Name of Fund's Certifying Official	18D. Certifying Official's Email Address

18E. Telephone Number of Certifying Official

NOTE: The General Services Administration will bill the Requesting Agency in accordance with Federal Management Regulation - Code of Federal Regulations at FMR (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 13 will be sufficient to complete the work requirements of the Requesting Agency. If an unforeseen circumstance arises during performance of the work that increases the cost of the work such that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding that is legally available to fund antecedent liabilities prior to incurrence of costs above the Agency Certified Amount in Block 13. Incremental funding of RWAs is not permissible.

Work Request/RWA Number *(GSA Use Only)*	Amendment Number *(see instructions)*

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

19. Project Control Number (PCN)	20A. Performing Organization Code	20B. Office Symbol	20C. Real Estate Across the United States (REXUS) Lease Project Number	20D. REXUS Lease Number

20E. Budget Activity *(Check One)*	20F. Kahua Project Number	21. Estimated Initial Contract Award Date
☐ PG53 ☐ PG61 ☐ PG80		

22. Brief Project Description

23. Action *(Check one)*	24A. Type of Requirements
☐ New ☐ Amendment ☐ Canceled ☐ Financially Closed	

24B. RWA Category *(select one or more items from only ONE of the two categories; to select multiple items use the CTRL key; upon moving to the next block the pull-down menu will close and only display your selections)*

CONSTRUCTION/PERSONAL PROPERTY CATEGORIES
New Construction
Alteration-Initial Space
Alteration-Existing Space
Space Planning and Studies
Design
Construction Management and Inspection
Miscellaneous Construction Costs
PBS Travel Associated with Construction

25A. Organization Code	25B. Building Number	25C. Function Code	25D. Object Class	25E. Line Amount

25Z. If applicable, enter the Total Line Amount from any attached sheet(s) here

26. Grand Total $

27A. GSA Project Contact Name

27B. GSA Project Contact Telephone Number	27C. GSA Project Contact Email Address

28A. GSA Approving Official's Signature	28B. Date

28C. GSA Approving Official's Telephone Number	28D. GSA Approving Official's Name

28E. GSA Approving Official's Email Address	29. GSA UEI

RWA COMPLETION AND CLOSEOUT INFORMATION

30A. Substantial Completion Date	30B. Financial Closeout Date *(Term Date)*

GENERAL TERMS AND CONDITIONS

1. The Requesting Agency will establish the existence of a bona fide need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the Requesting Agency regarding documentation of the requirement.

2. The Requesting Agency will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the Requesting Agency will provide GSA with copies of such documentation.

3. The Requesting Agency will provide GSA with such requirements/Statement of Work (SOW), budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.

4. GSA and the Requesting Agency will work in close cooperation and collaboration throughout the project lifecycle.

5. GSA and the Requesting Agency agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing: a) GSA will assist the Requesting Agency in further defining its requirements in a manner that will aid in GSA's timely performance of the Work; b) GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work, including, as appropriate, i) developing and implementing an acquisition strategy responsive to the Requesting Agency's requirements; ii) conducting market research; iii) developing performance-based solicitation requirements when project requirements allow; and iv) considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value. c) GSA will comply with requirements of the Federal Acquisition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquisition requirements of the Requesting Agency identified, in writing, to GSA.

6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including: a) enforcing contractual terms and conditions to facilitate the timely delivery of goods and services; b) maintaining contract documentation from project initiation through contract closeout; c) performing contract oversight, including inspection and acceptance of the Work, in accordance with the terms of the contract; d) tracking and reporting on the contractor's performance of the Work; and e) performing contract close-out functions.

7. The Requesting Agency will not, except as expressly authorized in writing by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.

8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The Requesting Agency will be responsible for all costs associated with termination, disputes, and protests, including settlement costs. The Requesting Agency will not, however, be responsible for costs associated with actions stemming from errors caused directly by GSA in performing its responsibilities under this RWA; this excludes errors (e.g. delays) caused by contractors or other parties GSA has hired to perform the Work. GSA will consult with the Requesting Agency before agreeing to a settlement for which RWA funding will be used.

9. The Requesting Agency will provide cooperation and support to GSA, as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.

10. The Requesting Agency will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with Requesting Agency changes to the Work or increases in the cost of goods and materials.

11. GSA will provide a Cost Estimate (e.g. Summary Cost Estimate (SCE), Overtime Utility Estimate (OUE), or similar) to the Requesting Agency for the work to be performed or concur with the estimate prepared by the Requesting Agency. In no event will GSA be required to commence performance of the Work until the Requesting Agency has provided GSA with funding in an amount sufficient to cover the expected costs of performance.

12. GSA will be a good steward of the Requesting Agency's funds and provide the Requesting Agency with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will issue an RWA Close-Out Letter that will inform the Requesting Agency of any unused funding authority that can de-obligated.

13. Whenever GSA incurs expenditures, GSA’s billing system will automatically produce electronic billing statements on a monthly basis available to the Requesting Agency from GSA’s Vendor and Customer Self Service (VCSS) Portal.

14. GSA and the Requesting Agency will advise each other of issues, concerns, or problems related to performance of the Work.

15. This RWA is effective as of the latest date of signature of GSA and the Requesting Agency, and will remain in effect until Financial Close-out or RWA Cancellation, whichever comes first. All substantive amendments to this RWA, including these General Terms and Conditions, must be in writing and signed by both the Requesting Agency and GSA.

16. GSA and the Requesting Agency agree to use their best efforts to resolve disputes cooperatively at the working levels of their respective organizations regarding the interpretation of this RWA and the roles and responsibilities of the parties hereunder, and, if necessary, to escalate such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 calendar days will be referred to the respective agency Chief Financial Officers for resolution."

17. The initial receipt of an RWA, Acceptance of the RWA, execution of the project or service, substantial completion and financial close-out are all governed by the PBS RWA National Policy Document (NPD) and Appropriations Law.

18. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 5) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify “none.”

    GSA Treasury Codes for RWAs (for informational use only):
    - *Agency Location Code (ALC) = 47000017*
    - *Treasury Account Symbol (TAS) = 47X4542.001 (Component format = 047 X4542001)*

INSTRUCTIONS

GENERAL: Keep a copy for your records and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM

1A. For GSA Use Only. Enter the Work Request Number and/or the RWA Number as generated by the RWA Entry and Tracking application (RETA).

1B. If this is an amendment to an initial RWA, enter a unique Amendment Number to differentiate this amendment from the original RWA, from other past amendments, and from any potential future amendments. Sequential numbering should be used to differentiate multiple amendments (e.g. 2, 3, 4, 5,etc; not 2A, 2B, 3, 4A, etc).

1C. Enter the funding authority this RWA should be executed under. **The default authority is the Federal Buildings Fund: 40 U.S.C. § 592(b)(2).**

2A. Enter the Agency Name of the Requesting Agency.

2B. Enter the Bureau Name of the Requesting Agency Bureau. For example, the Internal Revenue Service is Bureau within Department of the Treasury. As such "Department of the Treasury" would be entered in block 2A and "Internal Revenue Service" would be entered in block 2B.

2C. Enter the five-digit Agency Bureau Code that matches the Agency Bureau Name. If uncertain, GSA will populate this block based on the information entered in blocks 2A and 2B.

3A. Enter the building name and address where the work is to be performed. If the GSA Building Number is known, that can be entered instead of the building name and address.

3B. Enter the specific location within the building or facility where the work is to be performed (e.g. a specific wing, floor, room number, or other specific identifier within the worksite location provided in block 3A).

4A-E. Enter the information regarding the agency's representative responsible for the project, including name, address, phone number, e-mail, along with the Agency's RWA Mailbox *(if applicable)*. The agency's representative must have authority to make decisions regarding the project.

5. Provide a summary of the Statement of Work (SOW) created as a result of requirements development interview(s). The full SOW along with any diagram, drawings, or plans should be attached to this form and specifically referenced in this block. At a minimum, the Description of Requirements block should include the Type of Work and Description of Work. For example: Type of Work: Renovation; Description of Work: Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a current *bona fide* need. The *bona fide* needs rule is statutory (31 U.S.C. § 1502) and requires that a fiscal-year appropriation may only be obligated to meet a bona fide need arising in, or in some cases arising prior to but continuing to exist in, the fiscal year for which the appropriation was made (Principles of Federal Appropriations Law, Third Edition, Volume 1, pages 5-11). Because the Requesting Agency should obligate its funds when GSA accepts the RWA, there must be a documented *bona fide* need at the time the RWA is accepted. In practice, this means that there must be, at a minimum, a specific, definite and concise description of the requirements associated with the funds at the time of RWA acceptance.

6A-F. Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.

7A-B. Enter the requested project start and completion dates for severable services only (e.g. overtime utilities from March 1st to March 31st). These blocks should remain empty if this is a nonseverable RWA project. ***NOTE: This date does not and should not be used to represent the Estimated Initial Contract Award Date.***

8. If this is an amendment to an already accepted RWA, indicate the dollar amount of the authorized amount change, the previous total authorized amount, and the new total authorized amount. This includes administrative amendments, where a $0 authorized amount change should be entered.

9A. For a federal agency customer, paying by Intra-Governmental Payment and Collection (IPAC) where GSA will "pull" payment from the agency's Treasury Account, enter the 8-digit Agency Location Code (ALC) Treasury Pay-Station Designator. For Federal Agency customers with a payment method other than an electronic "pull" payment, or for non-federal customers, this block must remain empty. ***NOTE: Traditional IPAC customers choosing to pay for RWA services with a purchase card must also leave this block empty.***

9B. If known, enter the six-character Account Code, also known as the Billed Office Address Code (BOAC), associated with the billing address information in blocks 6A-E and block 9A. If uncertain, GSA will populate this block based on the information entered in blocks 6A-6E and 9A.

10A. If a federal customer, select the appropriate billing method of IPAC, Non-IPAC, or Interfund. IPAC should be selected when GSA will "pull" payment from the agency's Treasury Account. Non-IPAC should be selected the federal customer will "push" payment or pay the bill in a non-electronic format. Interfund is for internal GSA use only and should be selected by another GSA organization. If non-federal customer, select Prepaid. **CREDIT CARD OR PURCHASE CARD PAYMENTS. Federal customers paying with a purchase card should select "Non-IPAC". As GSA bills the RWA, the customer can use their purchase card to pay each bill at the Department of the Treasury's www.pay.gov site (Block 9A must remain empty). For non-federal customers, select "Prepaid" and pay the full authorized amount at www.pay.gov site when submitting the RWA to GSA.** ***NOTE: Federal customers should never select "Prepaid".***

10B. Enter Billing Terms. If a federal customer, select "Monthly" or "Quarterly". If a non-federal customer, select "Non-Federal".

11. Optional field: The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. The Customer UEI is the Requesting Agency / Buyer's UEI. While this field is not required in RETA, it may be required by your agency for internal financial obligations. Please visit SAM.gov for more information.

12A-F. If the customer agency is funding this RWA with multiple funding sources, enter each funding source on its own line. If more than four funding sources will be used, please attach a spreadsheet including the same information requested in columns 12A-F. See following instructions for specific guidance on each block. ***NOTE: While the 2957 and GSA's RETA and eRETA applications can handle multiple accounting lines, limitations with GSA's billing system, only allow for one line to be included on each monthly billing statement. The accounting line to be billed first should be highlighted or annotated on the 2957 Form. In RETA/eRETA, select the radio button next to the appropriate accounting line to be billed first. When the accounting line to be billed needs to change, submit an amended 2957 to GSA (administrative amendment) or make the change in eRETA directly by selecting the radio button next to the new accounting line.***

12A. Enter the fiscal year of the appropriation used to fund this RWA. If a multi-year or no-year appropriation, enter the year the appropriation was authorized (e.g. the first year of the appropriation).

12B. Select the Appropriation Fund Type from the drop-down menu which includes:
- Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made.
- Multiple Year - An appropriation available for obligation for a finite period in excess of one fiscal year.
- No-Year - Funding available for obligation without fiscal year limitation.

12C. For annual or multi-year appropriations, enter the expiration date of the obligational authority of those funds. For example, if the funds cite an annual appropriation for FY 2016, the expiration date entered would be 9/30/2016. Do not complete this block if a no-year appropriation is marked in Block 12B.

12D. Enter the Treasury Account Symbol (TAS). GSA will only accept TAS codes in the "Component TAS" Format. Valid Component Format TAS Codes can be found on the Department of the Treasury's Bureau of Fiscal Services Reference Data Page: https://sam.for.fiscal.treasury.gov/sampublic

12E. Federal customers enter your agency accounting information. Non-federal customers enter information about your payment method (e.g. check number Pay.Gov confirmation number, etc). GSA Internal/Interfund customers, at a minimum enter your Fund Code, Budget Activity, Organization Code, and Function code. This field is limited to 255 characters. Information entered in this block will be cited on IPAC billing statements as well as RWA billing statements available in the GSA Vendor and Customer Self Service (VCSS) application.

12F. Enter the total dollar amount approved for funding for each funding source. *Note: Only enter numbers, do not enter dollar signs or commas. The form will auto-format the value.*

12Z. If more than four funding sources are cited, enter the sum of column 12F from any attached sheet(s).

13. Auto-calculated. The form will automatically add the values in column 12F and block 12Z (if applicable) to derive the Total Agency Certified Amount. This amount must match the total cost estimate.

14A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG Agency Code Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific codes for 14A and 14B. If non-federal, leave this block empty.

14B. Funding Office Code (FPDS) - Enter a valid Activity Address Code (AAC) which is an alphanumeric code loaded in FPDS-NG Funding Office Code Table (maximum of 6 characters). The AAC source data, for both non-DoD and DOD Agencies, is the Department of Defense Activity Address Directory (DoDAAD). This entry identifies the office (or other organization entity) that provided the majority of funds. If non-federal, leave this block empty.

15. Enter a number or value that references this purchase in the Requesting Agency's financial management system (e.g., agency internal control number). Information entered in this block will be cited on IPAC billing statements as well as RWA billing statements available in the GSA Vendor and Customer Self Service (VCSS) application.

16A. Mandatory for Department of Defense (DoD) IPAC customers; optional for DoD Non-IPAC customers and optional for all other customers. Enter the appropriate Fiscal Station Number.

16B. Mandatory for Internal Revenue Service customers; optional for all others. Enter the appropriate Requisition ID number.

17A-D. Mandatory for Internal GSA Interfund Customers only. Enter the 8-position IX or XX Pegasys Document Number (PDN) and the corresponding 2-digit Pegasys Line Number (PLN) using the following format: PDN-PLN (e.g. IX123456-01). This dollar amount of all IX or XX documents cited must be equal to, or exceed, the total cost estimate of the RWA as identified in the Total Agency Certified Amount (block 13). ***Note: The form limit is four PDN-PLN combinations. If additional PDN-PLN combinations cite this RWA, please attach a spreadsheet providing the information requested in 17A-D.***

CUSTOMER FUND CERTIFICATION

18A. Enter the signature of the authorized Agency representative who is certifying the validity of the order form and the availability of funds. Further written assurances may be required - see the certification paragraph preceding Block 18A.

18B. Enter the date the RWA Form was signed.

18C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

FOR GENERAL SERVICES ADMINISTRATION USE ONLY

19. Enter Project Control Number (PCN) for applicable A- or B-type RWAs.

20A. Enter Performing Organization Code (also known as the summary level Organization Code).

20B. Enter the office symbol.

20C. Enter the REXUS Lease Project Number *(if applicable and when known)*.

20D. Enter the REXUS Lease Number *(if applicable and when known)*.

20E. Check the appropriate budget activity code.

20F. Enter the Kahua Project Number *(if applicable and when known)*.

21. Enter the estimated initial contract award date agreed upon by GSA-PBS and the Requesting Agency. A date is not required if 1) PBS is going to make an award within a reasonable time of 90 calendar days or 2) a milestone schedule (including contract award date) is developed at RWA acceptance.

22. Enter a brief project description up to 60 characters.

23. Check the appropriate action block.

24A. Check the appropriate block: Severable or Non-Severable. Both boxes cannot be checked as the RWA National Policy Document (NPD) does not allow both types of services on the same RWA.

24B. Select the appropriate RWA Category(ies) from either the Construction/Personal Property Categories sub-list or the Overtime Utility Categories sub-list. When selecting multiple items, hold down the CTRL key while clicking each option. An RWA cannot include both Construction/Personal Property and Overtime Utility categories. ***NOTE: when entering an RWA in RETA, the estimated costs on the linked Summary Cost Estimate or Overtime Utilities Estimate will automatically populate this block.***

25A-E. Break-down the RWA Authorized Amount by Organization Code,Building Number, Function Code, and Object Class. The sum of the detail lines must add up to match the Agency Certified Amount (block 13). If more than nine detail lines are needed, please attach additional sheet(s) including the same information requested in columns 25A-E. ***NOTE: In column 25E, only enter numbers, do not enter dollar signs or commas. The form will auto-format the value.***

25Z. If more than nine detail lines are added, enter the sum of column 25E from the attached sheet(s).

26. Auto-calculated. The form will automatically add the values in column 25E and block 25Z (if applicable) to derive the Grand Total Authorized Amount. This amount must match the total cost estimate.

27A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.

28A. Enter the signature of the GSA Approving Official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.

28B. Enter the date of the GSA Approving Official's signature.

28C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.

29. The Unique Entity ID is a 12-character alphanumeric ID assigned to GSA by SAM.gov. GSA's UEI is the Servicing Agency / Seller's UEI. On 4/4/2022, the DUNS Number was removed from SAM.gov and replaced with GSA's UEI as a seller. GSA's UEI is G2RKWJYU5GM9 for the Public Buildings Service (PBS), and JPM1FPHK9YV1 for Real Property Utilization and Disposal (RPUD).

30A. Enter the Actual Substantial Completion Date (ASCD). Documentation supporting substantial completion is the GSA Inspection Report for Work under Contract (GSA 220), the GSA Construction Progress Report (GSA 184) or the GSA Receiving Report (GSA 3025).

30B. Enter the Financial Closeout Date (also known as Termination Date).