



U.S. General Services Administration

February 15, 2022

MEMORANDUM FOR: REGIONAL COMMISSIONERS  
PUBLIC BUILDINGS SERVICE

MARK J. LEE  
ASSISTANT COMMISSIONER  
OFFICE OF POLICY AND COMPLIANCE  
FEDERAL ACQUISITION SERVICE (QV)

THROUGH: TOM HOWDER  
DEPUTY COMMISSIONER  
FEDERAL ACQUISITION SERVICE (Q1)

A handwritten signature in blue ink that reads "Thomas J. Howder, Jr.".

FROM: ALLISON H. AZEVEDO  
DEPUTY COMMISSIONER  
PUBLIC BUILDINGS SERVICE (PD)

A handwritten signature in blue ink that reads "Allison Azevedo".

SUBJECT: Policy and Guidance for Standalone Options for Furniture  
Acquisitions (SOFA)

1. Background

On a case-by-case basis, the Public Buildings Service (PBS) may accept reimbursable work authorizations (RWAs) to make standalone purchases of furniture for a customer agency unrelated to a customer agency relocation, space acquisition, or build-out. The Federal Acquisition Service (FAS) supports PBS by filling customer agency orders for furniture using FAS Schedule contracts or Special Order Programs (SOPs). The FAS SOPs offer a myriad of furniture vendor services, including design, delivery, and installation.

2. Requirements

PBS can accept an RWA to provide furniture if the acquisition of furniture is necessary and incidental to the original scope of work for a customer agency's relocation, space acquisition, or buildout of space under the jurisdiction, custody, or control of PBS. See the RWA National Policy Manual (August 2020) (RWA NPM) at § 3.4.2. PBS can also accept an RWA to make standalone purchases of furniture for a customer agency unrelated to a customer relocation, space acquisition, or buildout under the following circumstances. In accordance with this memorandum:

- a. PBS can accept an RWA to make standalone purchases of furniture that are NOT incidental to a customer relocation, space acquisition or buildout totaling less than \$1,000,000, inclusive of any related direct labor costs. Any customer agency requests for furniture costing in excess of \$1,000,000 must be offered to FAS and can only be

U.S. General Services Administration  
1800 F Street NW  
Washington, DC 20405  
www.gsa.gov

accepted by PBS if FAS explains in writing that it is unable to or chooses not to fill the customer agency's request for furniture.

- i. The following individuals are authorized to explain in writing that FAS is unable to or chooses not to fill a customer agency's request for furniture costing in excess of \$1,000,000: the IWAC Projects Branch Chief and the IWAC Business Development Director.
- b. All furniture acquisitions provided by PBS to its customer agencies must be for space that is under the jurisdiction, custody, or control of PBS and are provided in accordance with 40 U.S.C. § 592(b)(2).
- c. If PBS accepts an RWA requesting standalone furniture, PBS must use FAS Schedule contracts or SOPs to fulfill the customer agency's request.
- d. Prior to PBS's acceptance of an RWA for standalone furniture acquisition, the PBS Project Manager, Program Manager, or Property/Building Manager interacting with the customer agency must coordinate the request with the Contracting Officer and the regional RWA Manager to ensure that necessary resources are available to deliver the furniture requested by the customer agency within a reasonable time.

### 3. Cancellation or Expiration

This memorandum amends the RWA NPM by replacing § 3.4.3. This memorandum also cancels the PBS Guidelines for Standalone Option for Furniture Acquisitions (SOFA) (undated). This memorandum will remain in effect until amended or withdrawn by a future memorandum or the RWA NPM is revised regarding the acquisition of furniture.

cc: Andrew N. Young, Assistant Commissioner, PBS Office of Project Delivery (PCB)  
Tracy Marcinowski, Assistant Commissioner, PBS Office of Acquisition Management (PQ)  
Dena McLaughlin, Regional Commissioner, Office of Management Category Lead, FAS Mid-Atlantic Region (3Q)