



## Client Enrichment Series – Q & A



### Topic: RWA Policy and Process Fundamentals

#### Presenters:

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#### RWA Policy and Process Fundamentals Resources and Links

- GSA RWA website [www.gsa.gov/rwa](http://www.gsa.gov/rwa)
- RWA Policy & Program Questions & Feedback: [RWA Manager](#) or [AskRWA@gsa.gov](mailto:AskRWA@gsa.gov)
- For a variety of RWA support options - [Contact Us](#)

#### Client Enrichment Series Links

- [Client Enrichment Series homepage](#)
- RWA Policy and Process Fundamentals [session recording](#) - passcode: \$3.NzgG9

**Q1. Do we need to use a RWA for overtime utilities if average costs are under \$1,000? If not, can we use our Smartpay?**

A. Yes, GSA requires an RWA, even if a customer is paying the invoice via credit card / pay.gov.

**Q2. Are you able to provide support to renovation projects on military bases?**

A. It is within our authority, yes, but is dependent upon resources and what you need done. We recommend reaching out to the appropriate GSA region for support and potential next steps.

**Q3. Do you have a template for a Scope of Work (SOW)?**

A. There is no standard template for the scope of work. It can really depend on the complexity of the project as to how detailed the SOW should be.

**Q4. Would it be better to keep the scope more vague?**

A. We will need to work together to ensure the scope is detailed enough to create an estimate, so more detail is always best.



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**Q5. Is the funding expiration always the fiscal year end date and not based on award/acceptance date?**

- A. The expiration of the fund is not based on the award/acceptance date. The expiration date of obligatory authority is based on the fund itself, assigned by the Treasury. GSA further restricts modifications and does not allow new scope to be added to existing RWAs once the initial fiscal year of RWA acceptance has passed, regardless of the type of fund or expiration date of obligatory authority.

**Q6. Could you do a design under one RWA, then construction of said design under a new RWA?**

- A. The approach to funding a project in phases is dependent on the parameters of the specific project. Breaking out the design from the construction would typically not be allowed in leases, where the bona fide need of the entirety of the work occurs when the lease is signed. In GSA owned space there could be benefits to phasing the design, followed by construction. We encourage you to discuss the funding strategy with your GSA PM/POC.

**Q7. Going back to incremental funding, I understand that it is prohibited for non-severable projects. Under what conditions will an RWA be accepted for severable projects?**

- A. Severable services are slightly different from non-severable services and projects from both a delivery and a fiscal law perspective. **Ultimately, severable services RWAs must fund the entirety of the requested service(s).** Continuing resolutions make this more complicated, but our policy and our regional SMEs can assist with those specifics.

**Q8. Can you provide guidance on furniture procurement not associated with a construction project?**

- A. When furniture procurement is not associated with a GSA construction project, it is considered a standalone furniture purchase. While GSA does have the authority to accept RWAs for standalone furniture, the Stand Alone Option for Furniture Acquisition (SOFA) program must be followed. Your assigned GSA PM/POC can provide guidance. For more information on SOFA please visit the Total Workplace page: <https://www.gsa.gov/node/163294>.

**Q9. Do we get a refund if not all funds obligated are used on R-type services?**

- A. Since an R Type is used in situations where a separate invoice or bill is not available, the bills are based upon the estimate and not related to actual usage. For this reason, refunds are not typically provided unless services are stopped prior to the end of the period of performance.

**Q10. Would the F type be used to update a conference room like clean carpet, walls and ceiling, maybe some paint?**

- A. Those could potentially be an F type project. However, those could also be an N type if you have a clear project scope that you are looking to complete.

**Q11. So is the F-type like a retainer? If you need it?**

- A. The F-type is available for miscellaneous work throughout the FY, so long as the work is 100% completed and paid within the same FY the RWA was accepted (along with the other restrictions). Completing the work in the same FY ensures the government appropriately follows the rules of



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the recording act and bona fide needs rule. Please see the written RWA Policy for more details. [Reimbursable Services National Policy Manual \[PDF - 1 MB\]](#)

**Q12. Do the W-type become B-type if it is a project? So W-Type RWAs that come in for projects should become B-Type? So are we needing to make sure the W-Type should be either a R, N, A, B, or F-type?**

- A. It doesn't work quite like that. The good news is that the RWA type is driven by and determined by GSA so you do not have to become an expert on the alphabet of RWAs! That said, the important thing would be to ensure the region knows if you are providing an F Type RWA as they carry some different rules and privileges.

**Q13. Will an RWA go to an F type once it is completed?**

- A. RWAs do not change from one type to another once they are accepted. They ALL begin as W Types before there is any funding attached to them.

**Q14. Who develops the scope, GSA or the agency?**

- A. Scope development is a joint task that requires input and agreement from both GSA and the customer agency.

**Q15. Should the RWA be more general so that unknowns can be covered?**

- A. You should always define the intent of the project to ensure GSA is able to identify potential missing details of the scope content which you perhaps didn't think of. However, the scope must be detailed enough for GSA to create a detailed estimate (content), and to provide limitations (extent) of the scope.

**Q16. Can you combine two different RWAs so the work can be done concurrently?**

- A. RWAs cannot be combined once they are accepted, but multiple RWAs can be used to fund a larger project, so long as the scopes are able to be separated.

**Q17. What if you disagree with the GSA cost estimate? We had a project a few years ago that GSA estimated around \$130,000 and we researched and determined it to be about \$35,000. We ended up requesting permission to go outside of the RWA process and got the project done for \$33,000.**

- A. You are welcome to question GSA's cost estimate. GSA must concur with the estimate prior to accepting the RWA. Sometimes a mismatch of expectations is a result of a misunderstanding of the scope of work, contracting restrictions, code requirements, etc. We encourage you to engage the GSA project team to achieve mutual understanding.

**Q18. What situation would the numbers be input for GSA shell costs?**

- A. In situations where an agency is moving into a new space, GSA is required to fund upgrades or repairs to the shell of the building (BA54, BA61, etc). All shell costs which are integral to the project are required to be entered in the shell section on the RETA SCE to capture the full cost of the project. Please see Pricing Policy for details on the scope breakout between shell vs TI, covered in Sections 2.4 and 2.5 of this [Pricing Desk Guide 5th Edition \[PDF - 1 MB\]](#). Contact your regional Portfolio Pricing Policy SME for more information.



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### **Q19. When does the Work Request (W Type) change to an RWA?**

- A. The Work Request (W Type) changes to an RWA when the customer provides the funding information and appropriate funds certifying information.

### **Q20. An agency wanted to do some security upgrades, then when we submitted the RWA, GSA sent us the IGE. The agency determined they couldn't do the project due to insufficient funds. How long can we hold this? If they have funds in the next fiscal year can they use the old RWA and amend it or do we need to submit a new one for them?**

- A. You are welcome to hold onto that Work Request in the eRETA system and GSA will continue to follow up to ask if you still need it. You would not need to create a new Work Request. However, GSA frequently purges forgotten projects from the system after reaching out to customers for confirmation. If you do not respond, GSA will likely cancel the work request since we thought the work was no longer needed. If you would like to guarantee GSA doesn't cancel your Work Request, please update the "Estimated FY Needed" to a current or future FY.

### **Q21. After an RWA for OTU is accepted by GSA, why does it sometimes take up to 3 years to bill against it?**

- A. Billing is typically done timely, but there are some rare situations where the billing lags behind the delivery of the project or services. In those cases it is typically because the vendor has been slow or has not billed GSA yet. If you have one of these situations, we appreciate your patience, but encourage you to nudge the project team for an update.

### **Q22. Did the fully executable deadline JUST change from June 1st?**

- A. The deadline has never been June 1st. The Economy Act deadline has been mid-July and the deadline for all other RWAs has been early September - this goes back multiple years now.

### **Q23. Is there a percentage of savings needed for a sole source to be done? For example, an agency has determined there would be a 12% savings to stay in their current location as opposed to moving to a new building. A sole source would need to be done to the current building owner. Is that 12% savings adequate for GSA to do a sole source? If not, what is the percentage needed?**

- A. Unfortunately we are not in a position to answer questions about contracting. Federal Acquisition Regulation (the FAR) and other contracting regulations are the specialty of GSA's contracting officers. Questions should be directed to the Contracting Officer assigned to your individual project.

### **Q24. Since it is already June, would it be best not to start any additional projects?**

- A. You are still more than welcome to submit your project requests even though it is June. Better to submit sooner rather than later, because as the fiscal year progresses, we will get busier. Biggest thing is to communicate with your Regional RWA Manager should you have a current FY need.

### **Q25. Is there application training for how the 2957 is used and how to route it?**

- A. The eRETA system completes the 2957 as paper versions are no longer permissible. There is eRETA training given multiple times each year and available on [www.gsa.gov/ces](http://www.gsa.gov/ces). You can view a [recorded session](#) of our recurring training on the CES YouTube playlist.



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### **Q26. What are the FY24 deadlines for submitting RWA's to GSA?**

- A. For Nonseverable Economy Act RWAs: Friday, July 19, 2024, and for ALL OTHER Nonseverable RWAs: Friday, September 6, 2024. Please see this May 29, 2024 letter to customer agencies explaining details of these requirements. [FY24 Year End Letter to Customers \[PDF - 113 KB\]](#)