

GSA/DoD Partnership Update

January 2008

In December 2006, the U.S. Department of Defense (DoD) and the U.S. General Services Administration (GSA) signed a Memorandum of Agreement (MOA) to better define the operational relationship between the two agencies. The MOA included a list of 24 action items the two agencies would work to implement in a timely fashion. GSA has taken the MOA very seriously and has done many things to implement it. Summarized below are the accomplishments since MOA signature in December 2006

POLICY GUIDANCE AND COLLABORATION

- Policy Review and Collaboration: GSA reviewed existing policy guidance related to the final DoD IG findings. Revision of GSA Acquisition Manual (GSAM), Acquisition Letters, and Acquisition Alerts continues. More than 14 policy documents have been shared thus far between DoD and GSA.
- Issuance of Fiscal Policy Guidance: GSA Chief Acquisition Officer issued Acquisition Letter V-07-04, "Interagency Agreements – Acceptance and Obligation of Funds," providing specific guidance for proper compliance with the fiscal policy implemented by the DoD Comptroller.
- OFPP Interagency Acquisition Guidance: GSA and DoD played key roles in the OFPP's development of comprehensive governmentwide guidance on roles and responsibilities including a model interagency agreement between service providers and customers

INCREASED OVERSIGHT

- Standard Interagency Agreements: GSA, in coordination with DoD, developed a model Standard Interagency Agreement to specify key roles and responsibilities between the agencies including--
 - Justification for sole source acquisitions
 - Quality Assurance Surveillance Plans (QASP)
 - Requirements description (SOW, SOO, PWS)
 - Fair and reasonable price determination
 - Funding oversight/management including timely deobligation
- Enhanced Compliance Reviews: GSA Procurement Management Review (PMR) team--
 - Developed and utilizes PMR Review Items of Interest that were developed based on weaknesses identified in DoD Inspector General Reports.
 - Conducted 336 reviews in FY 2007 through sampling, which covered GSA's 11 Regions and 6 central office acquisition activities. This represented a 15% increase in actions reviewed over FY 2006.
 - Provided FAS contracting activities and the acquisition management copies of PMR final reports and comments for use in training updates.
- Federal Procurement Practices Survey: GSA expanded its FY 2007 customer compliance survey to cover the use of assisted acquisition services. Over 5,000 responses were received. The 2007 survey has been completed and the 2008 survey will likely go out in the summer of 2008.

ENHANCED TRAINING IN INTERAGENCY ACQUISITION

- **Continuous Learning Module:** GSA, DoD, and OFPP developed an outline for an Essentials of Interagency Contracting continuous learning module (CLM).
- **Joint Interactive Web/Video Training:** On August 1, GSA Office of Acquisition Management provided a joint GSA and DoD Interagency Acquisitions Training via video teleconference (VTC) to personnel in 22 VTC locations worldwide. Over 250 participated from GSA and DoD, including participants from Hawaii and Korea. The training provided an overview of interagency acquisitions and included a discussion of the use of GSA and other non-DoD agency assistance to provide customized acquisition and contracting support to DoD customers through assisted acquisitions.
- **GSA Acquisition Planning Wizard:** Expanded to enhance acquisition planning in interagency contracting. Demos have been conducted to accommodate DoD users. Further demos and deployment are being considered.
- **New and Updated Training:** Existing training is being revised and new classroom training contracts awarded. New and revised courses cover fiscal law, proper acquisition planning, performance-based acquisition, and contract administration for assisted acquisitions. DAU completed a course outline titled "Essentials of Interagency Acquisitions" for a continuous learning module (CLM) to be deployed in Q2 FY 2008.

FINANCIAL DATA REPORTING

- **DoD-GSA Financial Reporting:** GSA is collaborating with DoD Comptroller to improve and standardize quarterly data reporting and to reinforce proper management of DoD funds.
- **Improved Funds Reconciliation:** GSA provided DoD with quarterly data extracts of FY 2007 FAS funding and spend data in Q1 (provided in 2/2007), Q2 (provided in 4/2007) and Q3 (provided in 7/2007), and Q4 (provided in 11/2007). GSA identified less than \$2M of funds identified for return to DoD at the end of FY 2007. This is 0.09% of the \$2.22B of orders accepted by the GSA assisted acquisition services from DoD. On-going meetings are being held to discuss reconciling order balances including a meeting with DFAS.

COMMUNICATION

- **MOA Working Group Meetings:** DoD and GSA officials conduct monthly meetings to evaluate and address the effectiveness of the action items under the MOA and to identify emerging interagency acquisition issues. Thus far, 13 meetings have been held. In addition, quarterly senior leadership meetings are being held between GSA Chief Acquisition Officer and the Director, Defense Procurement and Acquisition Policy (DPAP).
- **Communication to Customers:** GSA officials are meeting with DoD customers to discuss GSA assistance—opportunities, benefits, and quality.
- **Communication inside GSA:** GSA employees were notified of a video message from the Chief Acquisition Officer. Additional video announcements and training opportunities are coming via GSA's Center for Acquisition Excellence.