

GSA/DoD Partnership Update

August 2007

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.

INCREASED OVERSIGHT

- Standard Interagency Agreements: GSA, DoD, and the Office of Federal Procurement Policy (OFPP) developed a model Standard Interagency Agreement to specify key roles and responsibilities.
 - Justification for sole source acquisitions
 - Quality Assurance Surveillance Plans
 - Statement of Work requirements
 - 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.
 - GSA Office of the Chief Acquisition Officer (OCAO) provided a consolidated list of recurring problems to Federal Acquisition Service (FAS) to be used in enhanced contract administration guidelines.

ENHANCED TRAINING IN INTERAGENCY ACQUISITION

- Continuous Learning Module: GSA, DoD, and OFPP developed an outline for an Essentials of interagency Contracting continuous learning module.
- 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, and further demos are planned.

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 12 policy documents have been shared thus far between DoD and GSA.
- **Interagency Agreements—Acceptance and Obligation of Funds:** GSA Chief Acquisition Officer issued Acquisition Letter V-07-04, providing specific guidance for proper compliance with the fiscal policy implemented by the DoD Comptroller.

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, eight meetings have been held. In addition, quarterly senior leadership meeting 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.
- **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.

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.
- **GSA provided DoD with quarterly data extracts of FY 2007 FAS funding and spend data in Q1 (provided in February), Q2 (provided in April) and Q3 (provided in July). A teleconference was held on April 26 to discuss the Q2 reports. This meeting resulted in additional data elements being identified for inclusion in future extracts. A follow-up meeting was held face-to-face on August 9th to further discuss reporting formats and approaches to reconciling order balances.**