

JUN 2 3 2008

Dear GSA Public Buildings Service Customer.

As we approach the end of Fiscal Year 2008, the General Services Administration's (GSA) Public Buildings Services (PBS) would like to take this opportunity to remind our customers of the PBS reimbursable work policies and the steps necessary to comply with acquisition and procurement requirements.

We are providing this important information to assist in planning and detailing upcoming procurement actions that will require the processing of Reimbursable Work Authorizations (RWAs). We want to help develop clearly defined scopes of work early in this process and ensure timely management of your service needs and obligation of funds.

For **FY08**, all Civilian Agencies should submit RWA requests to GSA by September 1,2008.

**RWAs** received after September 15,2008 are at a higher risk for **non-**acceptance by September **30th**, and may be returned to the customer for **FY09** funding.

RWA requests must be submitted on **GSA's** RWA Form 2957. dated 1112007 (enclosure 1). Please use the enclosed RWA Customer Checklist as an aid (enclosure 2). An RWA request must include:

- Clearly defined scope of work including location(s) of where the work is to be performed.
- Customer agency bona fide need for the requested goods or services.

The customer agency funds should not be obligated until the RWA has been accepted by GSA.

Acceptance of an RWA occurs when all of the above **and** the following criteria are met:

- GSA employee and customer agency agree on the estimate to complete the
  work requested including the cost for management and indirect services. The
  cost estimate must equal the agency's certified amount (authorized amount)
  on the GSA Form 2957 Block 12.
- Agreed to start and completion dates.
- Customer Agency Certifying Official's signature and information on GSA RWA Form 2957 in Block 16.
- GSA Approving Official's signature and information on GSA RWA Form 2957 in Block 30.

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- Customer agency's finance billing office information on the GSA RWA Form 2957 in Block 14.
- Customer agency's valid funding authorities, which includes the following:
  - 1. Agency Location Code (ALC)
  - Agency Accounting Data
     BPN/DUNs Number

  - 4. Treasury Account Symbol
  - 5. Fund Year
  - 6. Fund Type (Annual, No-year, or Multiple-year)
  - 7. Requisition ID (for IRS only)

We value you as our customer and hope that our procurement and reimbursable work practices are clear and helpful.

Should you have questions, please contact your GSA PBS Regional RWA Policy Subject Matter Experts (enclosure 3). Additional RWA information including frequently asked questions is available on our National RWA website: www.gsa.gov/rwachange.

Sincerely,

Martha Benson

**Assistant Commissioner** 

Office of National Customer Services Management

GSA Public Buildings Service

**Enclosures 1-3** 

(See instructions on Page 3)  40 U.S.C. \$992(b)(2).  TUPLOF PRECUED   FRINKINGER   PROVIDED   PROVI	<b>REIMBURS</b>	ABLEWORK A	UTHORIZAT	ION		nless s	pecified other	rwise, the auth	nority for	this agreen	nent is
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NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It s anticipated that the Agency Certifled Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If t is determined linat the funds provided by the Requesting Agency will be nsufficient to complete the work requested under this agreement. GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of wsts above the Agency Certified Amount.

GENERAL SERVICES ADMINISTRATION

GSA 2957 (REV. 1112007)

					RV	RWA NUMBER (GSA <i>Use Only)</i>				
		FOR GEN	NERAL SERVICE	S ADMINISTRA						
22. PROJECT CONTROL NUMBER		RY <b>ORGANIZATION</b> CODE	23B, LEASE NUMBI		(Cł	DGET ACTIVITY heck One) PG61  PG80	23D. WORK ITEM NUMBER			
23E. CUSTOMER BILLED OF	FICE ADDRE	SSCODE (BOAC)	23F.CORRESPON	NDENCE SYMBO	L	23G. AGENCY B	UREAUCODE			
24A. AGREED-UPON CONTRACT AWARD DATE  24B. AGREED-UPON COMPLETION DATE			25. BRIEF PROJECT DESCRIPTION (Limited to 25 <i>Characters</i> ).							
26. ACTION (Check one)				27. PLEASE	CHECK	IF APPROPRIAT	<del></del> Е			
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CANC	ELLED		'-	<u> </u>						
□CHAN	GE	3	<u> </u>	OVERTIME UTILITIES						
COMP	LETE		<u> </u>	PLANS ATT	TACHED	)				
28A. ORGANIZATION CODE		28B. BUILI NUM	DING MBER	28C, FUNCT		28D. OBJECT CLASS	: - : - : -			
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L			Ja - Cost. 40 Coster (14,000 to 50 5	<del></del>		28F. GRAND TO	TAI			
<b>29A</b> , GSA PROJECT CONTA	CT NAME				•		··· <u>·</u>			
29B. GSA PROJECT CONTA	CT PHONE NI	UMBER		29C. GSA PROJEC	T CONTACT	TE-MAIL ADDRESS				
30A. GSA APPROVING OFFICIAL'S SIGNATURE 30B. DAT			30B. DATE	30C, GSA APPROVING OFFICIAL'S PHONE NUMBER						
30 <b>D</b> , GSA APPROVING <b>OFF</b> I	CIAL'S NAME						N BUSINESS PARTNER			
30E, GSA APPROVING OFFI	CIAL'S E-MAIL	_ ADDRESS		NETWORK/DUN	•⊕ INUIVIBER	(GPN/JUNS)				
32A CERTIFICATE OF COMI	PLETION SIGI	NATURE		32B SIGNER'S NAM	ИЕ (Type or	Print)	2C COMPLETION DATE			
						<b>GSA</b> 295	I 57 (REV. 1112007) PAGE 2			

#### INSTRUCTIONS

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

# **NUMBER**

#### SPECIFIC ITEM

- Enter date of work request. 1.
- For GSA Use Only Enter Reimbursable Work Authorization Number 2. 3.
- For GSA Use Only Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
- 4. Enter name of agency requesting the work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer. enter "Department of the Treasury, internal Revenue Service."
- 5. Enter location where work is to be performed.
- 6A-E. Enter the information regarding the agency's representative responsible for the project, including contact name, telephone number. address, fax number, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
- 7. Enter a description of the requirements sufficient to demonstrate a bona fide need. The bona fide needs rule is statutory (31 U.S.C. § 1502) and is defined in the GAO's Principles of Appropriations Law (Red Book) as follows:

A fiscal-year appropriation may be obligated only to meet a legitimate, or bona ride need arising in, or in some cases, ansing prior to but continuing to exist in, the fiscal year for which the appropriation was made (Red Book o 5-11)

Because obligation occurs when GSA accepts a customer's funds, there must be a documented bona fide needs assessment at the time the RWA is accepted. In Dractice, 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
Check fan amended RWA. If yes, indicate the dollar amount of the change, the previous total author zea amount, and the new

- 8 total authorized amount.
- 9A. Enter billing type =Interfund, P=Prepaid, O=Intergovernmental Payment and Collection (IPAC)/Intergovernmental Transfer System ( GOTS). N=Non IPACIIGOTS. 7=Automated Credit Cara C=Credit Card (If billing type "C" Is selected, the customer must register through the Department of the Treasury's PAY.GOV system.)
- 98. Enter billing terms: A=Advance, M=Monthly, Q=Quarterly.
- Enter the eight (8) character agency location code. (Treasury Pay-Station Designator)
- DOD IPAC Only. 10B.
- 10C.
- Mandatory for Internal Revenue **Service** Customers; optional for all others. Enter the approprlate Requisition ID number. Enter requested project start and **completion** dates. NOTE: This should not be used as the agreed upon contractual award 11. date. Please see Block 24A and Instructions.
- 12. Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
- This data will print on most billings. Enter agency accounting information (limited to 130 characters). For GSA Internal/ 13A. Interfund customers, the agency accounting data should include, at a minimum, Organization Code. Function Code. Budget Activity, and the SGL Account.
- Enter the fiscal year of the agency funds. 13B.
- 13C. Check the appropriate fund type. Fund types may cite one of the following types of appropriations:
  - 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 definite period in excess of one fiscal
  - year. No Year -Funding available for obligation withoul fiscal year limitation.
- Enter the expiration date of the obligational authority for the funds if funds are annual or multiple year. For example, if the funds 13D. cite an annual appropriation for FY 2007, the expiration date entered would be 9/30/2007. Do not complete this block if a no year appropriation is marked in Block 13C.
- Enter me Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS) For DOD, this is 13E the DOD Activity Address Code (DODAAC) number
- For Ordering Agency Use Only. Enter number that references this purchase (e.g., agency internal control number). 13F.
- Enter the Treasury Account Symbol (required for IPAC billings). 13G.
- Enter the contact a-mail address for agency billings 14A.
- 14A-E. Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.
- 15A-D. Enter the credit card number, expiration date, type of card, and cardholder name. You may also phone the appropriate GSA-PBS official with this information,
- Enter signature of authorized Agency representative, certifying the validity of the order form and the availability of funds. 16A.
- Enter date form was signed. 168.
- 16C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

GSA 2957 (REV. 11/2007) PAGE 3

#### **GSA Internal Customer or Interfund Customer**

- 17. Enter the two (2) character Fedcode
- 18. Mandatory for all General Services Administration internal customers. Enter the eight (8) character Pegasys Document number.
- 19. Enter the Pegasys accounting line number. This field is optional and is limited to two (2) characters.
- 20. Enter four (4) character fund code.
- 21. Enter one (1) character interfund year. This is the last position of the fund code entered in Block 20.

### General Services Administration/Public Buildings Service

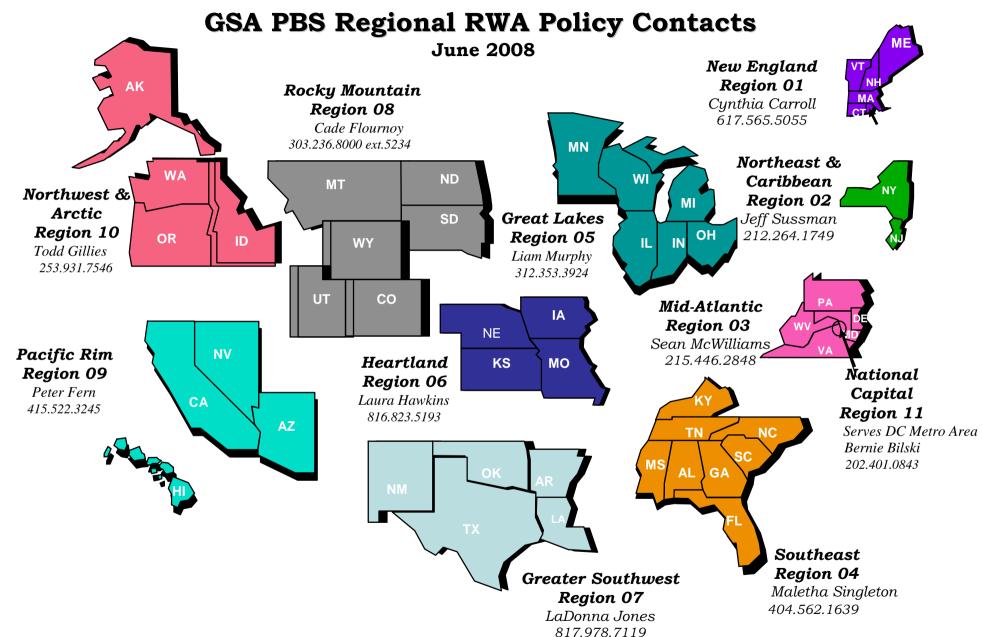
- 22. Enter Project Control Number.
- 23A. Enter summary-level GSA organization code
- 23B. Enter the lease number (if applicable).
- 23C. Check the appropriate budget activity code.
- 23D. Enter the four (4) character work item number used to track repair and alteration tasks.
- 23E. Enter the six (6) character Billed Office Address Code (BOAC).
- 23F. Enter the correspondence symbol.
- 23G. Enter the four (4) character Agency Bureau Code.
- 24A. Enter the date of contractual award agreed-upon by GSA-PBS end the Requesting Agency. Per GSA acquisition policy. GSA-PBS has a "reasonable time, based on the complexities of the requirement." to contractually obligate funds accepted from a Requesting Agency."
- **24B.** Enter the mutually agreedupon completion date.
- Enter a brief project description (limited to 25 characters).
- 26. Check the appropriate action block.
- 27. Check as appropriate.
- **28A-F.** If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks **28A-F**.
- 29A-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.
- 30A. Enter the signature of the GSA approving official.
- 30B. Enter the date of signature.
- 30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.
- 31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS)
- 32A-C. Enter the certification of completion signature, certifying name, and completion date.

## RWA FILE CHECKLIST FOR TENANT AGENCIES

DOCUMENTATION	REQUIRED	NOT REQUIRED
GSA 2957 (RWA) CURRENT VERSION WITH THE		
FOLLOWING FIELDS FILLED IN		
DATE OF REQUEST		<u> </u>
4. AGENCY AND BUREAU NAME		1
5. WORK LOCATION		
6A. AGENCY CONTACT NAME		
6B. AGENCY CONTACT'S TELEPHONE NUMBER		
6C. AGENCY CONTACT'S EMAIL		
6D. AGENCY CONTACT'S FAX NUMBER		
6E. AGENCY CONTACT'S ADDRESS		
7. DESCRIPTION OF REQUIREMENTS		
8. AMENDMENT, when applicable		
10A. AGENCY LOCATION CODE		
12. AGENCY CERTIFIED AMOUNT		
13A. AGENCY ACCOUNTING DATA		
13B. AGENCY FUND YEAR		
13C. FUND TYPE (ANNUAL, MULTI OR NO-YEAR)		
13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY		
13E. BPN/DUNS NUMBER		
13F. AGENCY/CUSTOMER ORDER NUMBER		
13G. TREASURY ACCOUNTING SYMBOL		
14A. AGENCY BILLING CONTACT EMAIL ADDRESS		
14B. AGENCY FINANCE BILLING OFFICE		
14C. AGENCY BILLING OFFICE STREET ADDRESS		
14D-F AGENCY BILLING OFFICE CITY, STATE AND ZIP		
16A. SIGNATURE OF CERTIFYING OFFICIAL		
16B. DATE		
16C. NAME OF SIGNER		
16D. CERTIFYING OFFICIAL'S EMAIL ADDRESS		
16E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL		
SCOPE OF WORK (must be sufficiently detailed so		
that the agency bona fide need is evident)		
PLANS OR SPECS	- panyagan a	(6-23-2008)

ADDITIONAL INFORMATION: Block 11 on the GSA Form 2957 Requested Work Dates should not be filled in at the time of submission. GSA will work with the tenant agency and will come to an agreement on these requested work dates

The acceptance of a reimbursable agreement (request) within PBS must be based on an intention to execute the agreement within a reasonable time after acceptance. In order for the obligation by the requesting agency to be valid. the funds must be available for obligation. The requesting agency must have a current bona fide need for the goods or services to be provided by PBS at the time the agency enters into the reimbursable agreement. Future needs or needs outside the scope of the reimbursable agreement shall not be added to the reimbursable agreement.



National Reimbursable Services Division

Reimbursable Services Division Office Number Direct, Larry Melton, Director 202.275.4270 202.633.0058