



SEP 16 2002

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS

FROM: WILLIAM H. MATTHEWS *William H Matthews*  
ASSISTANT COMMISSIONER – PT

SUBJECT: Pricing Policy Clarification #2  
STAR 7.0 Recurring RWA Feature

The attached pricing policy clarification provides information on the application of the new STAR 7.0 billing feature which offers customer agencies the opportunity to be billed for recurring RWA's on the PBS Bill.

The clarification was drafted in coordination with PE and PH and included Regional review and comment via the Regional Pricing POC's. A copy of this clarification is being provided to the Regional Pricing POC's for dissemination within each Region.

If you have questions regarding this clarification, please contact the National Pricing Points of Contact, Mary Gibert at 202-501-0096 or Kevin Rothmier at 816-926-1100.

Attachments

cc: Assistant Commissioners, Regional PT Directors, Regional Pricing POCs



Effective Date: October 1, 2002  
Purpose: Policy Clarification #2 on STAR RWA Billing Options  
Desk Guide Section: 3.2.3, page 3-7

Existing Desk Guide Language:

Costs for enhanced or “premium” operating expenses such as overtime utilities and daytime cleaning or special cleaning services are collected via RWA due to limitations within PBS accounting and billing systems. PBS is working on systems enhancements that will accommodate the collection of all operating expenses through STAR. Regardless of the mechanism of payment, enhanced services are reimbursable expenses.

Clarification:

The issuance of STAR Release 7.0 will allow for the billing of the following recurring services via the PBS Bill:

- Overtime Utilities
- Enhanced Custodial Services
- Mechanical O & M HVAC
- Mechanical O & M Others
- Additional Guard Services

In order to participate in this program agencies agree to have the recurring services billed to the same IPAC or BOAC number their Rent is billed to. Agency also must be identified as a “participating agency” through the Office of the Chief Financial Officer (PH). An OA amendment by letter (sample attached) will be used to document the recurring RWA agreement between PBS and the tenant agency (No RWA form is required) each year. The billing and services will automatically be discontinued at the end of each fiscal year (FY) and must be renewed by the tenant agency to continue receiving services and be billed via the PBS Bill. The \$100 fee amount will be charged for each service billed per FY.

Attachment Policy Clarifacation #2  
Sample Format for Recurring RWA Billing

ABC Agency  
123 Agency Drive  
ABC Agency City, VA 111 1

Dear Agency:

**(If OA is in place.)**

The purpose of this letter is to amend your current Occupancy Agreement (OA) to include recurring reimbursable charges on the PBS Bill. The following information is provided for your approval and concurrence.

**(Or if there is no OA in place.)**

The purpose of this letter is to obtain your approval to include recurring reimbursable charges on the PBS Bill. The following information is provided for your review and concurrence.

**(Check appropriate box, a separate letter should be prepared for each service.)**

1. Service to Be Billed For

- Overtime Utilities
  - Gas
  - Electricity
  - Steam
  - Coal
  - Oil
  - Chilled Water
  - Water
  - Renewable Energy
- Enhanced Custodial Services
- Mechanical O & M HVAC
- Mechanical O & M Others  
(State what "other" is.)
- Additional Guard Services

2. OA Number: **(If there is an OA in place indicate number. If no OA in place eliminate this item.)**

3. OA Amendment Number: **(If there is an OA in place indicate amendment number. If there is no OA in place eliminate this item.)**

4. CBR Number: **(Indicate CBR number.)**

5. Lease or Building Number: **(Indicate lease or building number.)**

6. Start Date: **(May start at any time during the FY, the norm will be October of each year.)**

Attachment Policy Clarifacation #2  
Sample Format for Recurring RWA Billing

7. Termination Date: **(For owned terminate at the CBR expiration date or the end of the FY or whichever date occurs first.)**  
**(For leased terminate at the termination date or the end of the FY whichever date occurs first.)**

8. Annual Amount: **(Indicate annual amount for current FY.)**

9. Monthly Amount: **(Indicate monthly payment.)**

A one-time RWA fee of \$100 will be assessed in the 1<sup>st</sup> month the charge is billed.

This agreement will terminate on: **(Indicate end of the FY, the CBR expiration date for owned or lease expiration date, whichever occurs first.)**. A new OA amendment **(if existing OA)** or a new agreement **(if no OA in place)** will be required for the succeeding FYs

Please indicate your concurrence and return to me via fax at 111-456-8910.  
**(Fax or email to customer agency for concurrence and approval.)**

Sincerely

Signature Block  
GSA

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AGENCY CONCURRENCE

\_\_\_\_\_  
NAME/TITLE

\_\_\_\_\_  
DATE

**(Ensure agency is a “participating” agency by verifying with the Office of the Chief Financial Officer (PH), John Wilson 202-501-0876. If input is made into STAR and the agency is not a participating agency it can NOT be deleted in STAR. The existing chargeback procedures and rules will apply.)**

**(Upon receipt of concurrence process through STAR.)**