

GSA/DoD Partnership Update July 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. Based on this, revisions to the General Services Acquisition Manual (GSAM), Acquisition Letters, and Acquisition Alerts are being made, as appropriate. Several policy documents have been shared thus far between DoD and GSA. **(Action Item #1)**
- Issuance of Fiscal Policy Guidance: GSA's Chief Acquisition Officer issued Acquisition Letter V-08-04, "Interagency Agreements – Acceptance and Obligation of Funds," providing specific guidance for proper compliance with the fiscal policy implemented by the DoD Comptroller. The new memo was issued on June 13, 2008. **(Action Item #1)**
- 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. OFPP issued the interagency acquisition guidance on June 6, 2008. **(Action Item #10)**

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 **(Action Items #1, #10 and #16)**
- Enhanced Compliance Reviews: GSA Procurement Management Review (PMR) Team--
 - Developed and utilizes PMR Review Items of Interest that were developed based on findings and recommendations identified in DoD Inspector General Reports.
 - In FY2007, the PMR division conducted 336 reviews through random 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.
 - In FY2008, the PMR Division has conducted 168 reviews through random sampling, covering 5 of 11 Regions and 30 additional reviews in two Central Office acquisition organizations. **(Action Item #3)**

- Federal Procurement Practices Survey: The FY2008 Federal Procurement Practices survey is currently being compiled and will be fielded at the end of July 2008 for a period of 30 days. The FY2008 survey was expanded to include the use of GWACs. The survey results are captured and analyzed utilizing “lessons learned” as an avenue of addressing future training needs. **(Action Item #16)**

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: Held on August 1, 2007, GSA’s Office of Acquisition Management provided joint GSA and DoD Interagency Acquisitions training via video teleconference (VTC) to personnel in 22VTC locations worldwide. 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. **(Action Item #13)**
- GSA Acquisition Planning Wizard: Expanded to enhance acquisition planning in interagency contracting. After a successful, collaborative demo between GSA and DoD, access was extended to other agencies in a ‘read only’ format to review their plans. DAU is still considering adding an APW module as part of the curriculum. **(Action Item #12)**
- 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 expanded its continuous learning program to include the course entitled "Essentials of Interagency Acquisitions/Fair Opportunity." The course number is CLC030. This course replaces CLC010, “Proper Use of Non-DoD Contracts. An additional onsite course entitled “Acquisition Law” is now available with a course number LAW 801. Several webcasts on pertinent (i.e., bona-fide need) acquisition topics were developed and can be viewed at www.dau.mil. **(Action Item #8)**

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. For improved funds reconciliation, GSA continues to provide DoD with quarterly data extracts of FY 2008 FAS funding and spend. **(Action Item #14)**

COMMUNICATION

- MOA Working Group Meetings: DoD and GSA officials are continuing to conduct monthly meetings to evaluate and address the effectiveness of the action items under the MOA and to identify emerging interagency acquisition issues. In addition, quarterly senior leadership meetings are being held between GSA’s Chief Acquisition Officer and the Director, Defense Procurement and Acquisition Policy (DPAP). **(Action Item #22)**
- Communication to Customers: GSA officials are meeting with DoD customers to discuss GSA assistance—opportunities, benefits, and quality. Recent initiatives include a potential GSA/PBS and DoD partnership for turnkey solutions for military installations and assistance to DoD in facilitating BRAC relocations. **(Action Item #2)**
- Communication inside GSA: GSA employees were notified of targeted training from the Chief Acquisition Officer. The video, “Conducting Assisted Acquisitions via Interagency Agreements” marked the beginning of a series of video announcements and training

opportunities to follow. Additionally, the “21 Gun Salute” which outlined GSA’s Action Plan to meet and exceed the 3% contracting goal with our nation’s Service-Disabled Veteran-Owned Small business provides a forum to contracting officers governmentwide on training for SDVOSB. This is an ongoing effort in GSA’s commitment to fulfill its obligations under the MOA between GSA and DoD. (**Action Item #2**)