

## In This Issue



## Introducing Contracts Online

## Trade Agreements Act: Part II

## e-Pay: Paying Your IFF

## What Is a DOD UID?

## GSA Advantage! Updates

## eSRS Update

Important Information  
for DOD Contractors

## Real-Time Answers from GSA

## Introducing Contracts Online

The Contracts Online system is an extension of Schedules e-Library and conceived to complement the **Get It Right** campaign by providing more information to federal buyers about solicitation clauses and a contractor's contract-specific terms and conditions within their price list.

The system was developed and implemented in two phases. The first phase included the placement of solicitation clauses online in an easy-to-use format with searching and printing capabilities. Phase One was implemented on November 30, 2004, with Schedule 541 as a manual process. Later that year, a database was created that facilitated automatic updates to the solicitation clauses. The second phase included the placement of a contractor's contract terms and conditions online in the Multiple Award Schedule (MAS) specified price list. Phase Two was implemented on November 30, 2005 (a timeline of system implementation phased activity is available on Page 2).

As previously mentioned, in November 2005, modifications were made to the Schedule Input Program (SIP) to allow contractors to upload their contract-specific terms and conditions within their price lists in multiple file formats. The file formats include Microsoft Word (.doc), Microsoft Excel (.xls), Adobe Portable Document Format (.pdf), and Hypertext Markup Language (.html). As contractors upload their price lists, they will automatically be posted in the Contracts Online system. Not all MAS Solicitations are currently available in Contracts Online, but 19 solicitations are available, representing 91 percent of total MAS Schedule sales. The remaining solicitations will be displayed online in the near future when the GSA Solicitation Writing System (SWS) comes online in the Fall of 2006. All contractors are encouraged to submit their most recent price list through SIP (or EDI) to be posted in the Contracts Online system.

## Contracts Online

**URL:** <http://www.gsa.gsaelibrary.gov>

**Schedules currently available:** 03 FAC, 36, 51 V, 520, 541, 56, 66 II J, 66 II N, 66 II Q, 70, 71 I, 73, 736, 78, 84, 871, 873, 874, 899

### Project Milestones

#### Phase 1

- **May 2004:** Established process for implementation
- **November 2004:** First schedule became available, Schedule 541
- **February 2005:** Creation of a Contracts Online webpage available via Schedules e-Library
- **June 2005:** Established link to the Contract Clause website for viewing solicitation clauses

#### Phase 2

- **November 2005:** Established links to contractor-specific pricelists/terms and conditions

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large businesses to a veteran-owned small, disadvantaged, 8(a) vendor. None of these contractors deliberately set out to violate the requirements of the Trade Agreements Act.

As a reminder, in solicitation provision FAR 52.212-3 (f)(2), Offeror Representations and Certifications—Commercial Items, you must include a comprehensive list of those offered items that are obtained from sources other than the U.S. or designated country. In this same paragraph, your firm certifies to the accuracy of that representation. Any item not identified as from other than a designated country is considered to be compliant with the Trade Agreement clause of the contract.

We urge you to review the products offered under your contract to ensure your company is compliant with the TAA requirements. You need to know where your contract products are produced or “substantially transformed” and compare that information to the countries listed in the various multilateral and bilateral international trade agreements and other trade initiatives as implemented by the Trade Agreements Act. If problems exist, we will work with you to address compliance issues; however, be aware that the contractor is ultimately responsible for compliance with the Trade Agreements Act in accordance with clause 52.225-5 Trade Agreements.

## Trade Agreements Act and You: Part II

Perhaps you saw the press release February 10, 2006, about another office products contractor reaching a \$5.02 million settlement with U.S. Department of Justice over violations of U.S. trade regulations. That brings the total to five office products contractors having reached settlements with a combined value of nearly \$30 million. The contractors have ranged from

## e-Pay: The Fastest and Most Reliable Method of Paying Your IFF

**Are you paying electronically yet?** If not, you should be. Paying via e-Pay is the fastest and most reliable method of paying your Industrial Funding Fee (IFF). There are two

ways you can use e-Pay: You can click “Pay Online Now” directly after you report your sales or you can click “Pay Online Later” to take advantage of paying at a later date. Remember that if you are responsible for reporting sales but another representative actually pays the IFF, you can use the “Pay Online Later” option. The person paying the IFF can return at any time to make an electronic payment, even after the end of the reporting month. Please understand that we are not encouraging you to pay late, but electronic payment of IFF is the way to go at all times. It benefits both you and GSA. GSA accepts both electronic checks (direct debits) from a bank account or any major Credit Card.

#### **Attention GWAC**

**Contractors:** e-Pay will soon be available to pay your CAF for all GWACs. Check the Vendor Support Center (<http://vsc.gsa.gov/>) often for updates.

Identification and Valuation, was released on April 22, 2005.

So, what is it? UID is a marking requirement in which certain items delivered to DoD are marked with unique item identifiers that have machine-readable data elements to distinguish that particular item. Please note that not all items will apply. See the guide at <http://www.acq.osd.mil/dpap/UID/guides.htm> to see the criteria.

The DoD has determined that the inclusion of this requirement in orders placed under GSA MAS contracts is consistent with these contract marking requirements. Therefore, this key policy change may affect the way you fill orders from DoD customers.

It is important to work with the DoD contracting offices to support what is considered to be a strategic imperative. To learn more about the DoD UID policy, please visit the following website:

<http://www.acq.osd.mil/dpap/UID/>.

*Starting next reporting period (April), the limit on electronic payment of IFF with a credit card will be raised from \$10,000 to \$99,999.99.*

## **What is a DoD Unique Identification (UID) Requirement?**

On July 29, 2003, the DoD Acting Under Secretary of Defense (AT&L) issued a Memorandum entitled “Policy for Unique Identification (UID) of Tangible Items—New Equipment, Major Modifications, and Reprocurements of Equipment and Spares” that made UID mandatory for all solicitations issued on or after January 1, 2004, from a DoD activity. The Final Rule (DFARS Case 2003-D081) regarding UID, titled Unique

## **Another Reason to Make Sure Your GSA Advantage! File Is Up-to-Date**

Beginning February 13, 2006, exciting changes were made to **GSA Advantage!** as follows:

- **New Special Categories**

Two new special categories—Environmental

and Disaster Relief—will soon be available in the bottom left of the **GSA Advantage!** homepage. These categories are tailored to help customers locate related products and services, and contain links to useful information and to associated laws and regulations.

- **New Profile Update: Address Book**

The look and feel of customer profile address books will be reconstructed for better clarity and usability. This new layout will allow customers to view the complete shipping/ mailing addresses on one page and enable them to designate specific individuals to receive shipment.

- **Improved Sorting for Search Results**

A new sorting function will allow customers to sort their search results by price in ascending or descending order. In addition, the “Select Manufacturer” dropdown list now includes the number (#) of products offered by each manufacturer.

Customers will also be able to select a manufacturer using the new “#, A, B, C, D...” listing.

- **Simplified Shopping Cart**

Customers will have the ability to add the same product to their shopping cart as long as the product’s options/accessories are configured differently. Also, the contractor name will be displayed with all NSN/Manufacturer Part Numbers and delivery details will display the type of delivery and the number of delivery days.

- **Streamlined Checkout Process**

The “Checkout/Review” will display all customer order details on one page. Checkout information will be pre-filled using the information from the customer profile and editing this information can be

done easily via the provided links. Required agency-specific information (i.e., appropriation data and/or purchase order number) will also be easy to update. In addition, the individual designated to receive shipment will be printed on the purchase order and options/accessories will be identified with each manufacturer part number.

- **Enhanced Order History**

Order History will soon provide more detailed information on customer orders. Symbols associated with each item will be displayed beneath the item number and at the bottom of the page. Shipping addresses and individuals receiving shipment will

also be listed. In addition, a new “View/Print PO” button will allow you to print a copy of the customer Purchase Order that was sent directly to a contractor.

**For More Information**

To find out more about these exciting enhancements, visit: [https://www.gsaadvantage.gov/images/advrewrite/](https://www.gsaadvantage.gov/images/advrewrite/Adv9Enhancements.doc)

[Adv9Enhancements.doc](#).

*The look and feel of customer profile address books will be reconstructed for better clarity and usability.*

## eSRS Update: Strictly Speaking

This is a follow-up article to the December 2005 issue of GSA Steps. We wish to remind you that the Electronic Subcontracting Reporting System (eSRS) was created to simplify reporting requirements of subcontracting achievements, and enables contractors to submit electronic reports to a single government-wide system. This will streamline data collection and provide immediate access to government agencies. The system will also perform

automatic versus manual calculations, which will improve accuracy of the data reported.

Hard copies of Standard Form 294 (Subcontracting Report for Individual Contracts) and Standard Form 295 (Summary Subcontract Reports) have been replaced and are no longer acceptable. By now, all civilian agency contractors should have submitted their final Individual Subcontracting Report (ISR) for contracts completed during Fiscal Year 2004, and both Summary Subcontract Reports (SSRs) and ISRs for Fiscal Year 2005 into eSRS.

As cited in the previous newsletter, you may visit the homepage at <http://www.esrs.gov>, which provides information about web-based training and the upcoming schedule. For now, training will be held on alternating Wednesdays for contractors and government users. Each session is limited and advance registration is required. If demand exists, additional sessions will be scheduled. Online instructions, plus a "Help" feature, are also available on the site to assist you. If you have any questions about eSRS, please contact the SBA at [esrs@sba.gov](mailto:esrs@sba.gov) or contact your nearest SBA Commercial Market Representative (CMR) at <http://www.sba.gov/GC/cmr.html>.

For large prime contractors who cannot find a particular contract or cannot submit their report against a contract, please contact your contracting officer for help. For large business subcontractors who have similar problems finding or reporting a contract, which should be available through eSRS, please contact your prime contractor for help. Once fully operational, eSRS will generate delinquent notices to

contractors who have not submitted timely reports. It will also include a five-year trend analysis after data migration of summary reports (former SF 295 data) for Fiscal Years 2000-2003 currently maintained historically in the legacy Federal Procurement Data System (FPDS), and data migration of summary reports (former SF 295 data) from NASA, GSA's Vendor Support Center and the DOE applications. An ad hoc reporting tool will be included for users who wish to design their own reports. Continue to refer to the eSRS homepage or Vendor Support Center (<http://vsc.gsa.gov/>) for further updates as they become available.

*Refer to the eSRS homepage or Vendor Support Center at <http://vsc.gsa.gov/> for further updates as they become available.*

## **Important Information for DoD Contractors: Requirement to Affix Passive Radio Frequency Identification (RFID) Tags**

Those of you who deal with DoD should definitely read the following article:

Effective November 14, 2005, DoD contractors must affix passive Radio Frequency Identification (RFID) tags, at the case and palletized-unit load levels, when shipping certain items to certain DoD locations. The new DFARS regulations can be viewed online at <http://www.acq.osd.mil/dpap/dars/dfars/changenotice/2005/20050913.htm>. Contractors are also required to submit advance shipment notices to DoD via the Wide Area Work Flow (WAWF) system, to permit association of the passive RFID tag data with the corresponding



shipment (see [http://www.acq.osd.mil/log/rfid/advance\\_shipment\\_ntc.htm](http://www.acq.osd.mil/log/rfid/advance_shipment_ntc.htm)). DLA will be using a phased implementation approach based on procurement methods, as follows:

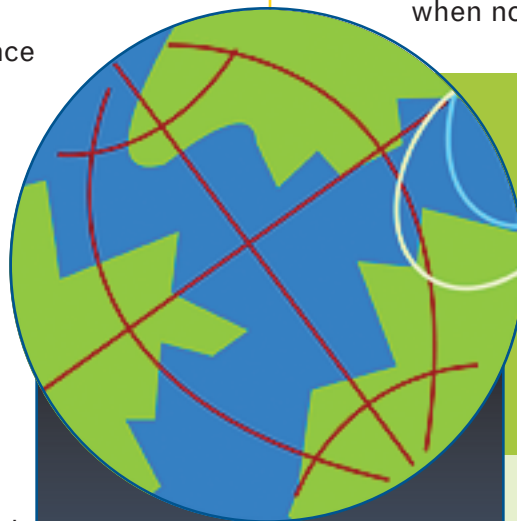
- Requests for Proposals/Invitations for Bids issued on/after November 14, 2005, for delivery after January 1, 2006
- Manual Requests for Quotation issued on/after January 14, 2006 for delivery after March 1, 2006
- Automated Requests for Quotation issued on/after April 14, 2006 for delivery after June 1, 2006

Numerous sources of assistance are available to suppliers to ensure their ability to comply with passive RFID tagging requirements. Low-cost implementation options include the following:

- Purchasing pre-programmed DOD compliant tags (pre-verified)
- Purchasing pre-programmed DOD compliant tags (reader verified)
- Purchasing printer with blank tags (write with reader)
- Purchasing blank tags (write with RFID-enabled printer)

Extensive information, including Supplier Information (Info) and Frequently Asked Questions (FAQs), is posted on the DoD RFID website at <http://www.dodrfid.org>. In addition, the Procurement Technical Assistance Centers (PTACS) offer no-cost RFID training, assistance, and one-on-one counseling to DoD suppliers and small

businesses (see <http://www.dla.mil/db/procurem.htm>). Suppliers can also direct questions to [info@dodrfid.org](mailto:info@dodrfid.org). Note that when the clause at DFARS 252.211-7006 is included in a DLA solicitation, MIL-STD-129P, Change 3, will apply. Also, when using a data construct in accordance with the EPC global Class 1 specification, either a Generation 1 or Generation 2 tag is acceptable. Requirements for passive RFID will be expanded to include additional classes of items and additional DoD locations after future DFARS rules are published. In the interim, RFID-enabled suppliers may elect to provide passive RFID tags at no cost to the Government when not contractually required.



*Registration with Webcast allows you to participate in monthly online chat sessions.*

## Real-Time Answers from GSA Personnel via Monthly Online Chat Sessions!

Hopefully, you've already registered for and have viewed the New Contractor Orientation webcast. Doing so allows you to participate in monthly online chat sessions that will give you the opportunity to ask questions and receive real-time answers from GSA personnel. To register, go to <http://vsc.gsa.gov>, click on "Vendor Training" and select "New Contractor Orientation Webcast." After you register to view the webcast, you will get periodic e-mails alerting you of upcoming chat sessions. We're looking forward to talking to you soon!