



April 26, 2012

Dear Client:

The General Services Administration's (GSA) Public Buildings Service (PBS) is providing you important information to assist with planning and processing of upcoming procurement actions that require Reimbursable Work Authorizations (RWAs).

For FY2012, we are asking Civilian Agencies and the Judiciary to submit RWA requests to GSA by **September 1, 2012**. RWAs received after September 1, 2012 will be at a higher risk for non-acceptance. GSA will have to return RWAs that could not be thoroughly reviewed and entered into the system prior to the September 30th cutoff to the customer and request FY2013 funding.

RWA requests must be submitted on GSA's RWA Form 2957, version 02/2011. An RWA request must contain a clearly defined scope of work, including location(s) of where the work is to be performed, and must be for a client agency bona fide need for the requested goods and/or services. The RWA amount must be based on a cost estimate generated from the scope of work

Client agency funds cannot be obligated until GSA has accepted the RWA.

Acceptance occurs when GSA signs the RWA and sends the Acceptance Letter to the client.

We value you as our client and want our procurement and reimbursable work practices to be clear and helpful. Should you have questions, please contact your GSA PBS Regional RWA Manager. Regional RWA Manager contact information, as well as the RWA Form 2957 and additional RWA guidance, can be found on our National RWA website: www.gsa.gov/rwa.

Thank you for partnering with us for your real estate solutions.

Sincerely,

Keith Colella
Director of Small Projects and
Reimbursable Services Division
Office of Facilities Management and
Services Programs

Herman Goodyear
Director of National Accounts
Office of Client Solutions