



April 26, 2012

Dear Client:

As we approach the end of Fiscal Year 2012, the General Services Administration's (GSA) Public Buildings Service (PBS) would like to provide important information to assist you with planning and processing any upcoming procurement actions that will require Reimbursable Work Authorizations (RWAs).

For FY2012, all Department of Defense (DoD) agencies should submit RWA requests to GSA by **June 15, 2012** so that GSA can determine if there is sufficient time to execute the RWA in accordance with DoD's specific policy requirements:

DoD RWA projects accepted in FY2012 must be contractually obligated for goods, severable services, and non-severable services no later than 9/30/12. The following restrictions also apply:

1. For contracts for goods, the delivery of goods in most cases (except for long-lead times to produce the goods or unforeseen delays) must specify occurrence no later than September 30, 2012.
2. For severable services contracts, the period of performance must start on or before September 30, 2012 and may extend up to one (1) year.
3. For non-severable services contracts, the period of performance may extend across fiscal years until complete. No incremental contract funding is permitted.

RWAs received after June 15, 2012 will be at higher risk for non-acceptance due to the potential inability to contract for goods, severable services, or non-severable services by September 30, 2012. If GSA is unable to process RWAs by the September 30<sup>th</sup> cutoff date, we will return the RWA to DoD 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 customer 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.

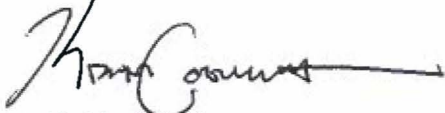
**DoD funds cannot be obligated until GSA has accepted the RWA.** Acceptance occurs when GSA signs the RWA and sends the Acceptance Letter to the client.

We value you as our client and want our procurement and reimbursable work practices to be clear and helpful. Should you have questions regarding RWA submission, 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](http://www.gsa.gov/rwa).

We 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