

Steps



Issue No. 26

Winter 2010

Office of Acquisition Management GSA Federal Acquisition Service

FROM THE EDITOR -

Happy Holidays!

We hope you enjoy this issue of GSA *Steps*, which includes articles on eOffer and eMod,



FSSI, inflation adjustments, digital certificates, and our new "Green Corner," which highlights GSA's advancements in environmental sustainability.

If you would like to provide feedback and/or have suggestions for subjects to cover in future newsletters, please feel free to contact Linda Smith at lindal.smith@gsa.gov.

Enjoy the holidays!

eOFFER AND eMOD

lectronic submission of offers and modifications, through the use of eOffer and eMod, will become mandatory on all Multiple Award Schedule (MAS) contracts by Summer 2011. The use of eOffer and eMod is beneficial to everyone from Contracting Officers to customers and industry partners. eOffer and eMod are part of a larger FAS initiative to transform the MAS program into a completely electronic contracting environment.

In the coming months, you will be issued a mass modification to incorporate a deviated modifications clause into your contract(s) that will mandate eMod. Revised offer provisions mandating eOffer will also be incorporated into Schedule solicitations for all future offers.

This revised modifications clause in your contract does not automatically signify that eMod is mandatory. The clause/provisions state that Schedules that are ready to mandate eOffer/eMod, as well as available modification types, will be listed on the Vendor Support Center Web site (vsc.gsa.gov). You will be notified accordingly prior to any new requirements that go into effect.

Check out the new look of the VSC at http://vsc.gsa.gov

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GSA's industry partners will benefit from the mandatory use of eMod and eOffer in a number of ways, including but not limited to:

- Reduced cycle times, allowing industry partners to bring new products and services to market more efficiently
- Automated controls to assist industry partners with their offer/modification submissions, reducing the back-and-forth that occurs during the evaluation of offers/modifications
- Capture of electronic information that can be parlayed into business intelligence data and customer purchase patterns

For more information, and to see how your Schedule contract has been impacted by the change, please see the full posting on the Vendor Support Center Web site (https://vsc.gsa.gov/).





FEDERAL STRATEGIC SOURCING INITIATIVE (FSSI)

ederal Strategic Sourcing Initiative (FSSI) solutions provide easy access to common procurement vehicles that offer business intelligence, best practice solutions, and greater discounts as volume increases. GSA, in partnership with the Department of Treasury, launched FSSI in November 2005 in response to a May 2005 memo from the Office of Management and Budget/Office of Federal Procurement Policy requiring agencies to identify commodities that could be purchased more efficiently through strategic sourcing. FSSI includes more than 20 Federal agencies, both military and civilian, as active participants. Current FSSI commodity teams are: Express and Ground Domestic Delivery Services, Wireless Telecommunications Expense Management Services, and Office Supplies.

FSSI encourages cross-government collaboration and adoption of industry best practices. This allows the government to aggregate requirements, streamline processes, and leverage its buying power. As a result, best value and repeatable processes are created that can be used in any acquisition environment to obtain cost savings on commonly purchased commodities.

The primary goals of FSSI are to:

- Strategically source across Federal agencies
- Establish mechanisms to increase total cost savings, value, and socioeconomic participation
- Collaborate with industry to develop optimal solutions
- Share best practices
- Create a strategic sourcing community of practice

FSSI solutions provide easy access to common procurement vehicles that offer business intelligence, best practice solutions, and greater discounts as collective volume increases. FSSI solutions also:

- Meet OMB's goal for cross-government participation
- Assist with socioeconomic goals
- Collect and analyze data
- Identify trends

- Re-engineer high cost business processes
- Replicate cost-saving business processes
- Share lessons learned and best practices
- Realize cost efficiencies
- Streamline procurement processes
- Drive additional discounts

In future issues of GSA *Steps*, we will provide more information on the individual FSSI commodity teams: Express and Ground Domestic Delivery Services, Wireless Telecommunications Expense Management Services, and Office Supplies. In the meantime, go to **www.GSA.gov** to learn more about the Federal Strategic Sourcing Initiative.







INFLATION ADJUSTMENTS TO ACQUISITION-RELATED THRESHOLDS

n October 1, 2010, increases to various acquisition-related thresholds became effective. Changes to some of the most frequently used thresholds are:

- The Simplified Acquisition Threshold (FAR 2.101) is raised from \$100,000 to \$150,000
- The FedBizOpps pre-award and post award (FAR Part 5) of \$25,000 remains the same due to the Trade Agreements Act
- Commercial items test program ceiling (FAR 13.5) is raised from \$5,500,000 to \$6,500,000

- The cost or pricing data threshold (FAR 15.403-4) is raised from \$650,000 to \$700,000
- The prime contractor subcontracting plan (FAR 19.702) is raised from \$550,000 to \$650,000 and \$1,000,000 to \$1.500,000 for construction
- The Micro-Purchase Threshold (FAR 2.101) of \$3,000 remains the same

The thresholds listed above are only a few of those that were adjusted. You can find a full list of all the changes in Federal Acquisition Circular (FAC) 2005-45, FAR case 2008-024. You can also reference the "Quick Guide" below.

Threshold	Old	New	FAR Reference
Simplified Acquisition Threshold (SAT)	\$100,000	\$150,000	FAR 2.101
Prime Contractor Subcontracting Plan Threshold	\$550,000 Construction - \$1M	\$650,000 Construction - \$1.5M	FAR 19.702
Cost of Pricing DataThreshold	\$650,000	\$700,000	FAR 15.403 4
Approval Levels for CICA and Limited Source Justifications for Schedules	Actions not exceeding: CO approval level - \$550,000 Competition Advocate approval - \$11.5M HCA approval - \$57M SPE approval - \$57M	Actions not exceeding: CO approval level - \$650,000 Competition Advocate approval - \$12.5M HCA approval - \$62.5M SPE approval - \$62.5M	FAR 6.304; FAR 8.405-6
Commercial Items Test Program Ceiling	\$5.5M	\$6.5M	FAR 13.500
Authorization Level for Competitive 8(a) Acquisitions	Actions exceeding: \$5.5M (manufacturing NAICS) \$3.5M (other NAICS)	Actions exceeding: \$6.5M (manufacturing NAICS) \$4M (other NAICS)	FAR 19.805
Authorization Level for HUBZone Sole Source Awards	Actions not exceeding: \$5.5M (manufacturing NAICS) \$3.5M (other NAICS)	Actions not not exceeding: \$6.5M (manufacturing NAICS) \$4M (other NAICS)	FAR 19.1306
Authorization Level for SDVOSB Sole Source Awards	Actions not exceeding: \$5.5M (manufacturing NAICS) \$3.5M (other NAICS)	Actions not not exceeding: \$6.5M (manufacturing NAICS) \$4M (other NAICS)	FAR 19.1406
Past Performance Evaluations	\$100,000	\$150,000	FAR 42.1502





LAST CHANCE TO GET YOUR "NO COST" DIGITAL CERTIFICATE!

Have you gotten yours?

n an effort to better support our prospective offerors, vendors, and customers, the Federal Acquisition Service (FAS) is rapidly moving exclusively toward electronic contracting. In 2004 and 2005, FAS released the eOffer and eMod applications. These applications represented the initial push toward electronic contracting. FAS has continued to update these applications, adding features necessary to reach the goal of exclusively electronic contracting and better customer service.

To encourage the use of the eOffer and eMod application, FAS is issuing two digital certificates per DUNs number at "No Cost" to current contract holders and prospective offerors. These digital certificates grant access to the application and authenticate the person accessing the application.

At this time, FAS still has a small quantity of digital certificates and will continue to issue them until supplies are gone. If you have not received your two "No Cost" digital certificates per DUNs number, or have only gotten one of the two, please obtain your certificates by following the

instructions below:

- Go to the eOffer homepage at www.eoffer. gsa.gov
- 2. Click the link, "Have you applied for your Digital Certificate?"
- 3. Complete the application.
- 4. Notarize the application and forms.
- 5. Mail the forms to the Operational Research Consultants Company.

Once your forms are received and the data is verified, you will receive an email explaining how to download your digital certificate. This process will take seven to fourteen days.

After receiving your digital certificate, you will be able to access the eOffer or eMod application.

If you have received your two "No Cost" certificates, you are not eligible for another

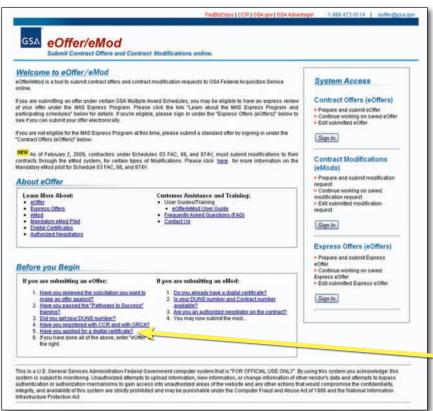
REMINDER:

The contractor reference guide "The Steps to Success: Make the Most of Your GSA Contract" is available online under the publications tab of the VSC.



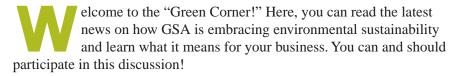
certificate at "No Cost." It is your responsibility to purchase any future certificates needed by your organization. Don't get left out. Get your "No Cost" certificates today!

If you have questions, please contact the eOffer Help desk at 1-866-472-9114 or eoffer@gsa.gov.









PLEASE VISIT WWW.GSA.GOV/GOGREEN FOR MORE INFORMATION

GREEN SCHEDULE REQUIREMENTS

ver a year ago, President Obama issued Executive Order (EO) 13514. This Executive Order expanded upon the energy reduction and environmental performance requirements of EO 13423. Agencies are finalizing their green procurement plans to address how they will meet these heightened environmental purchasing goals, such as the requirement that 95 percent of new contract actions, including task orders and delivery orders, shall be "sustainable." At the GreenGov Symposium hosted by the White House Council on Environmental Quality this October, the Federal, academic, and private sector came together to discuss and share best practices for a sustainable government. As Federal agencies begin to implement their green procurement plans and guidelines in order to meet sustainability goals, the increased availability of green products and services offered through GSA will remain fundamental.

As a GSA vendor, you will begin to see continued efforts to green the GSA Schedules. There was a refresh to Schedule 36 (Summer 2009) that required all applicable copiers be ENERGY STAR compliant in order to be awarded on a Schedule contract. Similarly, there is a Schedule 75 requirement for all printer and copier paper to be compliant with EPA's Consumer Product Guidelines (CPG). Most recently, there was a refresh to Schedule 73 mandating that that all items added under SIN 302-43 for Refrigeration Equipment be ENERGY STAR certified, and all items added under SIN 375-361, Cleaning Equipment, be certified as Biopreferred through the USDA Biopreferred Program. Together, with our industry partners, GSA will continually work to identify additional product and service categories where the market allows for green

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mandates to occur at the Schedule level.

You can partner with GSA in this process by reviewing your product catalog and determining if you can provide products or services that meet sustainability standards. If your products meet these standards, select the applicable icon in the Schedule Input Program (SIP). Please note that there will be a change to the GSA Advantage! icons in March of 2011. At that time, all vendors will need to make necessary



updates through SIP. Additional information regarding this change is available on the VSC Web site (http://vsc.gsa.gov). Stay abreast of the latest trends in sustainability both within your industry and within the Federal government in order to remain a partner in keeping the government green!





GREENHOUSE GAS EMISSIONS

f you're reading GSA *Steps*, you are in tune with one of the themes coming from the very top of the executive branch: sustainability. As mentioned above, Executive Order (EO) 13514, released on October 5, 2009, is the latest push for increased responsibility from Federal agencies. GSA is a major player in this effort, with a very specific role.

GSA's role in EO 13514 is to track and measure greenhouse gas (GHG) emissions. This responsibility is detailed in Section 13 of EO 13514. GSA is measuring, tracking, and reducing its carbon footprint by affecting change internally. GHG emissions are categorized as Scope 1, Scope 2, or Scope 3. Those GHG emissions that GSA can control are considered "Scope 1" and "Scope 2" emissions. "Scope 3" emissions deal with greening the supply chain. That means GSA will collaborate with the private sector to decide where the GHG emissions are coming from and how they can be reduced. This effort formally started in November 2010 when GSA announced the "GreenGov Supply Chain Partnership and Small Business Pilot," a voluntary collaboration between the Federal government and its suppliers to create a greener and more efficient supply chain. The program was announced at a supply chain summit in Chicago hosted by White House Council on Environmental Quality Chair, Nancy Sutley, and GSA Administrator, Martha Johnson.

The GreenGov Supply Chain Partnership is a voluntary GSA pilot program that promotes clean energy and the reduction of waste and pollution in the Federal supply chain by measuring GHG emissions. Federal suppliers who joined the GreenGov Supply Chain Partnership agreed to voluntarily measure and report their organization's GHG emissions. Participating companies

The partnership and pilot represent an important collaboration between large and small businesses and GSA to move forward together toward a clean energy economy.

share their experiences, which will help GSA develop a phased and incentive-based approach to offer, in the future, contracting advantages to companies that track and disclose their GHG emissions.

This partnership also includes a Small Business
Pilot Program that is exploring the benefits and
challenges of measuring GHG emissions with
small business participants. Small businesses
that have enrolled in the pilot will receive
technical assistance through GSA to
measure, report, and reduce their
greenhouse gas emissions as a part of
the effort.

The partnership and pilot represent an important collaboration between large and small businesses and GSA to move forward together toward a clean energy economy. At the supply chain summit in Chicago, GSA's administrator, Martha Johnson, stated, "As one of the largest purchasers of goods and services in the world, GSA is in a unique position to collaborate with industry. Businesses across the globe are already realizing cost-saving, waste-reducing efficiencies and competitive advantages by decreasing greenhouse gas pollution. GSA will leverage these private-sector best practices and the GreenGov Supply Chain Partnership to move the Federal government toward a cleaner, more efficient supply chain." For more information, visit www.gsa.gov/gogreen.

WWW.GSA.GOV/GOGREEN