



# Steps



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## From the Editor

**A**s promised in the last issue of *Steps*, this issue contains information on program updates and new initiatives. Check out the articles on the Professional Engineering Schedule and Repair and Alteration Services on pages 3 and 4. Information on global supply and the launch of our New Contractor Orientation Webcast is also included in this issue.



Keeping you informed on the latest information is our highest priority! If you would like to provide feedback and/or have suggestions for subjects to cover in future newsletters, please feel free to contact Sheri Meadema at [sheri.meadema@gsa.gov](mailto:sheri.meadema@gsa.gov).

## Go Green!

In the last edition of *GSA Steps* (May 2008), we told you how you can help FAS in assisting Federal agencies in meeting their energy efficient product procurement requirements. Since that article was written, there have been a couple of recent changes to *GSA Advantage!* on the EPEAT and Energy Star front. Beginning with the release of *GSA Advantage!* 11.0 in April 2008, *GSA Advantage!* started getting a direct feed from EPEAT on the EPEAT models. *Advantage!* then uses that data to populate the EPEAT icon. It's model number sensitive so it's incumbent on contractors to use the model numbers that are in the EPEAT database. With the July *Advantage!* upgrade, *Advantage!* has started getting a direct feed from Energy Star. Again, *Advantage!* will use that information to populate the Energy Star icon in *Advantage!* On both EPEAT and Energy Star, it's imperative that Schedule contractors review their *Advantage!* files to make sure

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they are using the model numbers as EPEAT and Energy Star have them. There is some human massaging that the *Advantage!* team does to review the data but it all comes down to what contractors have loaded in their *Advantage!* files.

## New Contractor Orientation Webcast Now Available

The General Services Administration (GSA) is committed to helping our Multiple Award Schedules contract holders be successful. In past years, GSA's Industrial Operation Analysts (IOAs) visited every new contractor, soon after contract award, to discuss contract requirements and ensure contractor personnel understand the Government's expectations. As the Schedules program continues to grow, that's not always feasible.

*The webcast is not only for new contractors! It's a perfect way for veterans of the Schedules program to brush up on contract requirements or bring new employees up to speed.*

As a result, we implemented New Contractor Orientation seminars that are given periodically across the country. The seminars have increased the number of contractors who receive the information that they need, while providing a group setting that fosters face-to-face interaction among attendees and presenters. Despite these efforts, we realize that we're still not reaching all of you!

The New Contractor Orientation webcast is the solution! This online presentation contains critical information on contract compliance and your responsibilities as a contract holder. It also provides links to various marketing resources to help you get on your way. You can access the presentation at any time that's convenient for you by simply clicking on the link provided below. The link is also available through our Vendor Support Center website at <http://vsc.gsa.gov>. Under the tab, "Vendor Training", select "New Contractor Orientation." Webcast training is available when you are, 24-7-365.

**The webcast is not only for new contractors!** It's a perfect way for veterans of the Schedules program to

The screenshot shows a web browser window displaying the registration page for the New Contractor Orientation (NCO) On-Demand Webcast Presentation. The page is titled "New Contractor Orientation (NCO) On-Demand Webcast Presentation Registration" and includes a GSA Vendor Support Center header. The registration form contains the following fields: First Name, Last Name, Title, Email, Confirm Email, I am a (dropdown menu), Contract Number(s) (with a sample value of 11F App110AB2E), and How did you learn about this webcast (dropdown menu). There are "Submit" and "Cancel" buttons at the bottom of the form.

brush up on contract requirements or bring new employees up to speed. It can also serve as a quick refresher and resource guide.

We realize that watching a presentation on the web doesn't afford the ability to ask questions and provide feedback. That's why we hold live, monthly online chat sessions that will give you the opportunity to ask questions and receive real-time answers from GSA contract experts. After you register to view the webcast, you will receive periodic emails notifying you of upcoming chat sessions.

After you've viewed the presentation, we'll send you a satisfaction survey. So far, the survey scores reflect very high satisfaction, and we want to keep it that way! We encourage you to provide comments and suggestions for improvement so we can ensure that the New Contractor Orientation webcast is as informative and useful as it can be.

We hope we've provided you with a beneficial and accessible tool to help you navigate your road to success.

*If you have any questions regarding the purpose or content of the presentation, please contact Sheri Meadema at 703.605.2577.*

<http://register.ConnectLive.com/register/gsanco>

## Professional Engineering Schedule (PES) Has a New Construction Management SIN!

**R**ecently a new Special Item Number (SIN) for Construction Management was added to the Professional Engineering Schedule 871. The Schedule was restructured to help our customers easily identify contractors who can do this specialized work. We believe that a separate and distinct SIN will help us with our efforts to promote and market the robust capabilities of our contractor base.

Understanding that there is a very fine line between what is allowable on schedules and what is defined by FAR Part 36 leads us to take special care to provide our customers with guidelines for proper use. To assist agencies, an ordering guide has been developed and is available at [www.gsa.gov/pes](http://www.gsa.gov/pes) under the document library.

Construction Managers available on the Professional Engineering Schedule provide a wide array of robust services. Construction Managers can assume the role of professional adviser to the customer agency by helping expand the agency's capabilities through consultation and advice in construction, design and management. The Construction Manager frequently helps the customer agency identify which delivery method is best for the project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project.

Contractors providing services within the scope of the PES act as owner's agents or consultants. They comply with the American Institute of Architects, the Associated General Contractors, and the National Society of Professional Engineers Standard Form of Agreements for Construction Management.

- As a CM contractor, you can advise and provide oversight to agencies for the following services under the Construction Management SIN 871-7.
  - ☑ Project Preplanning/Programming Phase
  - ☑ Project Design Phase Services
  - ☑ Project Procurement Phase Services
  - ☑ Project Construction Phase Services
  - ☑ Commissioning
  - ☑ Testing Services
  - ☑ Claims Services
  - ☑ Post Construction Services
  - ☑ General Services

Current PES contractors who have been awarded CM labor categories will want to submit a modification to add SIN 7 so that you are more visible to customers looking for these types of services.





## Repair and Alteration Services Being Added to Select Schedules

**F**our GSA Schedules are being enhanced to include Repair and Alterations *as a support service*. These three Schedules are:

- 874 V Logistics Worldwide (LogWorld)**
- 03FAC Facilities Maintenance and Management**
- 71 I Office Furniture**
- 56 Buildings and Building Materials/Industrial Services and Supplies**

A Repair and Alteration (R&A) Special Item Number (SIN) has been added to each of these Schedules. Contractors will be able to add this SIN in support of other SINs that they have previously been awarded. New contractors will be eligible to apply for this SIN in support of other requested SINs in their offer. R&A services may only be utilized in support of a larger task within the Schedule scope.

The addition of R&A will allow a greater ability to manage a whole project under one Task Order and will increase the ease of use for our customers.

The Public Building Service and Federal Acquisition Service have agreed to these guidelines in order to best support the management of public buildings in relation to R&A:

- Ancillary R&A services may only be ordered in conjunction with, or in support of, products or services ordered under another SIN associated with the given MAS schedule contract.
- Ancillary R&A services may only be ordered from the MAS contractor tasked with providing the underlying product or service under the given MAS schedule contract.
- Performance of R&A services may not be the primary purpose of the

task order, but may, instead, be an integral part of the total solution offered.

- Ancillary R&A services performed under a MAS contract will not include Architect-Engineering (A&E) services, major or new construction of buildings, construction of roads, parking lots and other facilities, or complex R&A of entire facilities or significant portions of facilities.
- For federally-owned space managed by PBS,
  - ▶ Approval of the PBS Building Manager must be received by the ordering activity before any ancillary R&A services may be ordered.
  - ▶ A copy of the approval must be provided to the MAS contractor before or concurrent with the work order.
  - ▶ A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the ancillary R&A services.



- ▶ The ordering activity must include written documentation in its contract file demonstrating the activity's authority to perform the ancillary R&A services to be ordered.
- ▶ Where the estimated value of the ancillary R&A work is less than \$100,000, the ordering activity shall be presumed to possess authority to perform the work. In such an event, the ordering activity shall include in its contract file a written cost estimate of the R&A work required.
- ▶ Where the estimated value of the ancillary R&A work is greater than \$100,000, the ordering activity shall provide to the MAS contractor written evidence of a delegation of authority from GSA for the activity to perform the R&A work required. The MAS contractor and the ordering activity shall be required to retain this documentation.
- ▶ An ordering activity may not utilize independent authority to perform R&A services with respect to work to be performed in PBS-owned space.

For federally-owned space outside the PBS inventory:

- Approval of the local building manager will be required where the ancillary R&A work is to be performed in a facility not under the custody or control of the ordering activity. A copy of the approval must be provided to the MAS contractor and retained by both the MAS contractor and the ordering activity.
- The ordering activity must include written documentation in its contract file demonstrating the activity's authority to perform the ancillary R&A services to be ordered.

The addition of R&A services is another positive step to increase the scope and flexibility of schedules by giving our customers more options for total solutions. We foresee that this will be viewed as a huge benefit by our customer agencies.

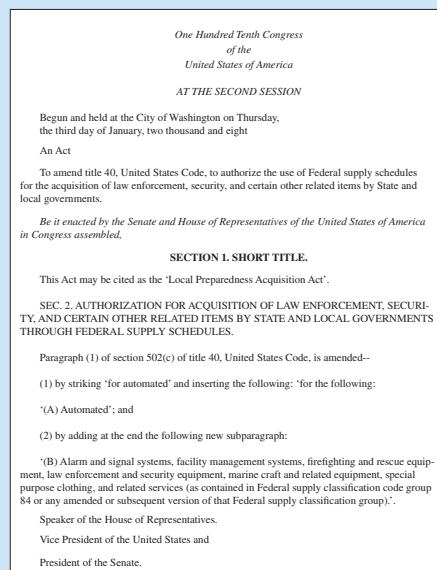
## President Bush Signs Local Preparedness Acquisition Act

**O**n June 26, 2008, President Bush signed HR 3179, the Local Preparedness Acquisition Act. The new law authorizes the GSA Administrator to allow State, local, and tribal governments to buy homeland security goods and services through the cooperative purchasing program. State and local purchasing officials will be able to use GSA's Schedule 84 to buy items such as: alarm systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, and marine crafts.

"GSA's ability to leverage the Federal government's enormous buying power enables us to provide goods and services at best value and pass the savings on to our client agencies. Now we can pass these discounts on to state and local governments, while also allowing for enhanced security through greater interoperability possibilities across the Federal, State and local environment. That's a win-win for our customers and the American taxpayers," said Federal Acquisition Service Commissioner Jim Williams.

GSA is working diligently to implement this new program for both the Schedule 84 vendors as well as State and local customers.

Implementation of the new program is expected by fall 2008. Please visit [www.gsa.gov/stateandlocal](http://www.gsa.gov/stateandlocal) for the latest information on the GSA State and local programs.



## Scheduling GSA Distribution Center Deliveries

**G**SA Contractors and Suppliers are encouraged to be familiar with and adhere to the contractual requirements regarding scheduling deliveries to GSA Distribution Centers. Each Global Supply award contains a specific requirement located in Section F, Deliveries and Appointments, Clause F-FSS-300, Scheduling of Deliveries to GSA Facilities, regarding the procedures for scheduling deliveries. Below are some key issues pertaining to scheduling deliveries to the two GSA Distribution Centers. Please note there are some differences in the procedures between the two facilities.

### Eastern Distribution Center (EDC) - Burlington, NJ

When shipping to GSA's Eastern Distribution Center, suppliers are reminded that Full Truck Loads (FTL) with a minimum of 10,000 pounds or 10 skids are required to schedule an appointment for delivery. No appointments are required if truck loads are less than the above quantities.

- The EDC accepts delivery appointments Monday – Friday, 7:30 a.m. – 2:00 p.m. (Federal holidays excluded)
- To schedule a delivery, contact the Eastern Distribution Center:
  - ▶ *During normal business hours: 609-499-7025/7026*
- The following information is required to schedule a delivery:
  - ▶ Weight
  - ▶ Pallet Count
  - ▶ Purchase Order Number
  - ▶ Carrier Name
  - ▶ Bill of Lading and/or PRO number (Shipping document)

### Western Distribution Center (WDC) - French Camp, CA

When shipping to GSA's Western Distribution Center (WDC), suppliers are reminded that unique requirements accompany deliveries to a military installation – shipping and receiving must provide the Defense Logistics Agency with a 24-hour advance notice of all scheduled deliveries. There is currently no waiting period for delivery of Full Truck Loads (FTL) and less than full loads (LTL).

- The WDC accepts delivery appointments Monday – Friday, 7:30 a.m. – 2:00 p.m. (Federal holidays excluded.)
- Summer hours: July 10th through Sept 30th, Monday – Friday, 6:00 a.m. – 1:30 p.m.
- To schedule a delivery, contact the Truck Control Office:
  - ▶ *During normal business hours: 209-547-8700/8720*
  - ▶ *Emergency situations: 209-547-8669*
  - ▶ *After hours or weekends: 209-929-6959 (answering service)*





- Suppliers must specify whether the shipment is LTL or FTL and fax all load information to Truck Control:
  - ▶ Fax: 209-547-8745
- In general, requested delivery dates will be honored. (Deliveries during weeks including a Federal holiday sometimes create a one or two day delay.)
- The following information is required to schedule a delivery:
  - ▶ Weight
  - ▶ Pallet Count
  - ▶ Purchase Order Number

- ▶ Carrier Name
- ▶ Bill of Lading and/or PRO number (Shipping document)

**NOTE:** Please remember your contractual requirement to contact the Distribution Center in a timely manner for scheduling deliveries. Doing so will minimize late deliveries by ensuring you get a timely appointment and will increase GSA's effectiveness in fulfilling agency orders.

If delays in scheduling delivery appointments will affect your on-time delivery rating, please **contact your Administrative Contracting Officer immediately.**

## Subcontracting

**T**he Small Business Subcontracting Program, under FAR Subpart 19.7, has recently been revised with both new and additional requirements, as shown below:

1. You must now provide your prime contract number, DUNS number, and the email address of the government or contractor official responsible for acknowledging or rejecting the reports to all first-tier subcontractors with subcontracting plans so they can enter this information into the Electronic Subcontracting Reporting System (eSRS) when submitting their reports.
2. You must require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the email address of the government or contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans [see FAR 19.704(a) (10)].
 

*Please Note: For additional information on eSRS such as training and Frequently Asked Questions, please log onto the eSRS home page at [www.esrs.gov](http://www.esrs.gov).*
3. A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items. Refer to FAR 19.704 (d) (1) thru (4) to review

instructions and clarification on plan submission and reporting for commercial plans.

4. Regarding subcontracts awarded to Alaska Native Corporations (ANC) or Indian tribes, refer to FAR 19.703 (c)(1) and (2).
5. In determining the need for a subcontracting plan, there should only be one individual plan for each contract, however when a modification meets the criteria or an option is exercised, goals associated with the modification or option shall be added to those in the existing subcontract plan. [see FAR 19.705-2 (e)]
6. FAR 19.705-7 (d) reiterates that failure to submit the ISR or SSR using eSRS or as provided in agency regulations may be considered as a failure to make a good faith effort.
7. Prior references to the Small Business Administration (SBA) PRO-Net should be replaced with references to the Central Contractor Registration (CCR) "Dynamic Small Business Search."

We encourage every company to review FAR 19.7 and these sections in particular, as well as Clause 52.219-9 to ensure that your current subcontracting plans are in compliance with the new requirements before submission to your contracting officer.

## GSA SmartPay® 2

GSA SmartPay® 2 is a follow-on program to the original GSA SmartPay® program, the government's charge card program. Government cardholders utilize the program to pay for:

- ☑ Commercial goods and services
- ☑ Travel related expenses
- ☑ Fleet expenses

Three contractors provide the GSA SmartPay® 2 charge cards to over 350 government agencies and organizations. These contractors include: Citibank, JPMorgan Chase Bank and U.S. Bank. Each contractor provides purchase, travel, fleet and integrated (i.e. combination of two or more of the three business lines) charge card products and services.

### Why should I accept the GSA SmartPay® 2 card(s)?

- ☑ The GSA SmartPay® cards continue to remain the preferred payment method of the government.
- ☑ These cards have become essential support tools for government agencies/organizations in supporting mission delivery.
- ☑ There are over 3 million cards in circulation, including more than 2 million travel cards, 300,000 purchase cards, and nearly 700,000 fleet cards.
- ☑ No government order forms to process.
- ☑ Reduced billing and collection costs.
- ☑ Facilitates electronic commerce.

### How do I accept the GSA SmartPay® 2 card(s)?

GSA SmartPay® 2 cardholders may carry the following cards: VISA, MasterCard, Voyager, and Wright Express. Voyager and Wright Express cards may only be used for fleet related purchases. If you do not currently accept these cards, contact any financial institution or one of the GSA SmartPay® 2 contractors (i.e. only Citibank and U.S. Bank carry Voyager or Wright Express cards) to establish a merchant account.



To download copies of the cards, please visit [www.gsa.gov/gsmartpay](http://www.gsa.gov/gsmartpay).

### What are my costs?

None, if your company already accepts the charge cards listed above. The transaction fees you negotiated with your bank to accept the cards from the private sector will apply to government sales as well.

### How do I identify a GSA SmartPay® 2 charge card?

All GSA SmartPay® 2 charge cards use one of the four designs above. Additionally, all cards display the GSA SmartPay® 2 logo including the phrase “United States Government” and a statement referencing official government use. [www.gsa.gov/gsmartpay](http://www.gsa.gov/gsmartpay)

### What if I am still unable to accept the GSA SmartPay® 2 card(s)?

Your business may be classified under a blocked Merchant Category Code (MCC). To remedy this problem, you may wish to change your MCC classification to better describe the type of product or service your company provides.

**For more information about the GSA SmartPay® 2 program, please visit our Web site at [www.gsa.gov/gsmartpay](http://www.gsa.gov/gsmartpay).**