

Client Enrichment Series –Express Menu of Service Q & As



Question #1: Where is the Express Menu of Services Tool located?

Answer: External client agencies housed in federally owned courthouses should contact their GSA Service Centers and Regional Account Managers for more information.

Question #2: How does this tool work for HVAC services?

Answer: No, the Express Menu of Services is only to be used for micro-purchase items identified on the actual Express Menu Line-item document.

Question #3: The Express Menu has been rolled out to the courts at the national level. Has it been rolled out to other customers at the national level?

Answer: The Express Menu is available to all client agencies residing in federally owned courthouses. Menus have been developed for the majority of our federal courthouses and communication to tenants is currently underway and being organized by each region.

Question #4: Will you accept an F Type RWA for repairs/alterations in advance of the actual need identified?

Answer: F-type RWAs may be issued for use with the Express Menu of Services. The Express Menu of Services identifies several items that are most commonly requested on the micro purchase level by our courthouse tenants. Agencies may issue GSA and F-Type RWA to be used as needed for the items identified on the Express Menu.

Question #5: Why is there an additional PBS fee for the RWAs when the agencies pay an overall PBS fee in their rents via the OA?

Answer: The PBS rental fee in the Occupancy Agreement is not an RWA fee, while the fees charged for an RWA is the 4% project management fee and/or overhead fee for providing above standard services (i.e., services above and beyond that included in the Occupancy Agreement.).

Question #6: Will GSA add a fee to these charges?

Answer: Yes, an additional 4% project management fee and/or overhead fee for providing above

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standard services will be applied, unless the region has decided to include the 4% within the unit cost estimate on the Express Menu.

Question #7: Does this service apply to administrative/office buildings that are attached to courthouse buildings?

Answer: The Express Menu is available to all client agencies residing in federally owned courthouses. Menus have been developed for the majority of our federal courthouses and communication to tenants is currently underway and being organized by each region. If you are actually housed within a federal courthouse building, you will have access to the Express Menu.

Question #8: What are the unit cost range limits and what we can expect even though they are estimates?

Answer: The unit cost estimates are indeed estimates, while pricing has been developed using historical data for these services based on building/region/locality, actual prices could vary based on project specification and/or special requirements. All projects must always be discussed with GSA before final pricing is confirmed.

Question #9: Does this speed up the process of completing these types of small projects?

Answer: Yes, The purpose of the Express Menu of Services is to help speed up the delivery time for the line items identified on the menu. Contracting Officers/Service Center ordering personnel have the option to directly award projects to a qualified contractor without competition because of the micro purchase status. Providing GSA with F-Type RWAs will also speed up the process, by avoiding the formal approval process which usually consumes a great deal of project time. Without the F-type RWA, delivery time might not improve very much, though client agencies will still be able to predict project costs ahead of time.