



May 29, 2024

Dear PBS Customer,

Thank you for your continued work with the U.S. General Services Administration’s (GSA) Public Buildings Service (PBS). We appreciate your business and are reaching out with some important dates and information regarding the Reimbursable Services Program. As a reminder, both PBS and customer agencies must follow appropriate fiscal law and regulations, in addition to PBS policies, when submitting, reviewing, and accepting RWAs.

RWA Submission & Deadlines:

RWA information must be entered directly into PBS’ [eRETA](#) application and submitted for potential acceptance. Submitting an RWA or Work Request (WR) to PBS does not guarantee acceptance. Customers should not obligate funds until they receive a PBS-signed RWA and Acceptance Letter.

FY 2024 Deadline: Nonseverable Economy Act RWAs: Friday, July 19, 2024

All fully executable Economy Act RWAs should be sent to GSA for acceptance in eRETA by Friday, July 19, 2024. All funds on Economy Act RWAs must be obligated by GSA before September 30, 2024. Economy Act RWAs received after July 19, 2024 will be at a higher risk for non-acceptance. As we approach the end of the fiscal year, GSA’s ability to contract for goods or nonseverable services by September 30th escalates.

FY 2024 Deadline: ALL OTHER Nonseverable RWAs: Friday, September 6, 2024

All fully executable Non-Economy Act nonseverable RWAs must be sent to GSA for acceptance in eRETA no later than Friday, September 6, 2024.

Fully executable RWAs must include:

- Clearly defined description of requirements for a current bona fide need
- Appropriate funding based upon an approved and linked eRETA Summary Cost Estimate (SCE)
- Customer clicked the “Send to GSA” button in eRETA. The “Customer Request for Acceptance” email is generated and a copy is automatically saved in the Documentation section of eRETA.

<u>Nonseverable RWA Examples</u>	<u>Deadline</u>
New RWAs (including F Types)	September 6th
Amendments - Within Scope Changes	September 6th
Amendments - Adding New Scope <small>(as permitted per policy)</small>	September 6th

Severable Service RWAs:

The RWA submission deadlines do not apply to severable service requests (e.g., additional cleaning services). However, severable services with time-limited expiring funds (i.e. funds that expire on September 30, 2024) and a period of performance that crosses fiscal years, the RWA must be both
i) accepted and
ii) PBS must contractually award all funds prior to September 30, 2024.

F Type RWAs:

All goods or services procured using F Type RWAs must be *completed* no later than September 30, 2024. As such, PBS regions may encourage you to consider other, more appropriate, RWA Types for your projects as we approach the deadline. F Type RWAs are automatically closed out on September 30th. We encourage you to work with your regional contacts to appropriately reduce funding on F Type RWAs in advance of the deadline outlined above.

RWAs received after the above dates will require review and resubmission in eRETA in FY 2025 with available funding. In the event of an emergency need after September 6th, please contact your RWA Manager. An emergency is an occurrence that puts people or an asset in immediate danger; or that renders the asset, or a portion of the asset, useless for the immediate requirement, or when a repair must be made to avoid further property damage. Emergency requests are handled on a case-by-case basis.

Additionally, while we understand and respect internal obligation deadlines customers may impose upon themselves, we are unable to make any guarantees to accept RWAs ahead of September 30th. We encourage customers to submit fully executable RWAs to GSA as soon as possible to avoid delays in acceptance and to comply with any internal requirements.

As a reminder, all digital signatures must be applied prior to the end of the fiscal year (September 30th) for any RWA to be accepted and for a valid obligation to exist.

Work Requests vs Fully Executable RWAs:

Please note, a Work Request (WR) is different from a fully executable RWA. A WR initiates the planning process to develop and refine a scope of work, schedule and estimate. WRs without a linked and approved Summary Cost Estimate (SCE) are not fully executable and cannot be sent for acceptance. Further details on what constitutes a fully executable RWA is above. For a visual of the WR-RWA Process, please use [this link](#). WRs may be sent to GSA at any time, however, RWAs are subject to the deadlines outlined in this letter.

A Work Request must be provided in advance of the deadlines outlined in this memo to allow PBS appropriate time to develop the requirements, scope and estimate to ensure your agency can submit a fully executable RWA by the deadline. The time it takes to develop and estimate these items depends upon the complexity of the scope of work and the available resources in each region. If you intend to use future fiscal year funding, please communicate this using the "FY Needed" field in eRETA. This will help ensure we prioritize current fiscal year needs first.

Training Opportunities:

The Reimbursable Services Program continues to provide eRETA and RWA training through the Client Enrichment Series Training platform throughout the fiscal year. Reference www.gsa.gov/ces for more details and to register for these live training opportunities. Additional training and resources can be found at www.gsa.gov/rwa and www.gsa.gov/ereta.

Questions:

Thank you for your attention to the details of this letter and your continued partnership with PBS. Please contact your RWA Manager with any questions. RWA Manager contact information and additional guidance can be found at www.gsa.gov/rwa. Information on eRETA and details on how to gain access to the application can be found at www.gsa.gov/ereta.

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