



October 4, 2011

Dear Client Agency,

We understand that all federal agencies are exceptionally constrained under the current budget climate and FY2012 Continuing Resolution (CR), and we want to continue to partner with you to ensure that you are getting the services you need to support your missions. We want to assure you we will continue to provide the services you expect for the rent you pay. At the same time, we want to guarantee the above-standard services we provide you continue, without interruption, to support your mission. GSA does not have the funding flexibility or authority to provide unfunded above-standard services.

Our experience tells us that when agencies are under a CR, they often struggle to pay for above-standard services, especially overtime utilities. In an effort to avoid your agency experiencing a disruption in your above-standard services, we ask that you validate your requirements for overtime utilities and submit funding for these services no later than November 1st. Ideally, all services starting October 1st should be accompanied by a customer funded RWA, but we understand the reality of the process which occurs at the start of every new fiscal year, especially while the federal government operates under a CR.

If your agency is unable to reimburse GSA for the full amount of these services you may also consider providing a partial RWA that funds services proportionate with the length of the current CR. If additional CRs are passed, the funding provided should be extended with an amendment matching or surpassing the expiration date of the current CR. Upon passage of an annual appropriation, you will need to amend the RWA again for the full year's service. Providing RWAs for overtime utilities should never be an "all or nothing" effort, which is why we offer the option of partial RWAs. Please be aware that processing several partial RWAs over the course of a fiscal year places additional administrative burden on both your agency and on GSA and we encourage you to only pursue this option if absolutely necessary. Supplying an RWA for the full year by November 1st is the most efficient process for both the customer and GSA in this transaction.

If your agency is unable to provide funding, total or partial, during this time, please contact your PBS National Account Manager immediately. We will work with you to adjust services to a level that matches your funding authority and/or discontinue services if absolutely necessary. A list of PBS's National Account Managers is attached. Should you have any further questions, please feel free to contact your PBS National Account Manager. We thank you for your cooperation during this time of budget constraints.

Sincerely,

Keith Colella
Director, Small Projects and Reimbursable Services
Office of Facilities Management and Services Programs

Henry Singer
Director, Facilities Operations and Technology
Office of Facilities Management and Services Programs

Herman Goodyear
Director, National Accounts
Office of Client Solutions