



U.S. General Services Administration

Federal Acquisition Service

Delegation of Procurement Authority Training

- Alliant Small Business GWAC
- Alliant GWAC

Office of Integrated Technology Services (ITS)

Center for GWAC Programs



Training Agenda

- Introduction
- Definitions and Acronyms
- Basic Contract Information
- Scope
- Ordering
- Cost or Pricing
- Tools for Ordering Offices
- Responsibilities
- Summary
- Questions



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Introduction



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Center for GWAC Programs

- GWAC Program Operations Division
- Enterprise Acquisition Division (San Diego, CA)
 - Alliant
- Small Business Acquisition Division (Kansas City, MO)
 - Alliant Small Business
 - 8(a) STARS II
 - VETS

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What is a GWAC?

A Governmentwide Acquisition Contract (GWAC) is defined as a task or delivery order contract for information technology.

- Contracts established by one agency for Governmentwide use
- Operated by an Executive Agency designated by the OMB
- Not subject to the Economy Act





What is an Interagency Acquisition?

Interagency Acquisition is the procedure by which an agency needing supplies or services (Requesting Agency) obtains them using another agency's contract (Servicing Agency), the acquisition assistance of another agency (Servicing Agency), or both

Agencies may presume that direct acquisitions made by qualified individuals are in the best interest of the Government if the vehicle was established under the FSSI, the FSS Program, the SmartBuy Program or **GWACs**



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Accessing a GWAC

➤ Direct Acquisition

- Requesting Agency conducts acquisition and administers the order

➤ Assisted Acquisition

- Servicing Agency conducts acquisition and administers the order on behalf of Requesting Agency for a fee



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Definitions and Acronyms



Definitions and Acronyms

- **Alliant GWAC or Alliant SB GWAC (B.1)** – “Alliant” and “Alliant SB” are synonymous with the “Basic Contract”
- **Task Order (B.1)** - Task orders issued under the Basic Contract are referred to as “order(s)”
- **GWAC Contracting Officer (GWAC CO) or Procuring Contracting Officer (PCO) (G.3.2)**– The sole and exclusive government official with actual authority to award the Basic Contract and delegate any or all of the contract administration functions to an Administrative Contracting Officer (ACO)



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Definitions and Acronyms *continued*

- **Delegation of Procurement Authority (DPA)** (G.2) – Written authority to issue an order under the Basic Contract
- **Ordering Contracting Officer (OCO)** (G.3.4) - An Authorized User who may place and administer an order under the Basic Contract
- **Information Technology (IT)** – See FAR 2.101 & FAR Part 39
- **Fair Opportunity** – See FAR 16.505. OCO must provide each awardee a fair opportunity to be considered for each order exceeding \$3,000 except as provided for in 16.505 (b)(2)



Basic Contract Information



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Basic Contract Information

| | Alliant | Alliant SB |
|--|--|--|
| Primary NAICS Code (K.4) | 541512 – Computer Systems Design Services | 541512 – Computer Systems Design Services |
| Program Ceiling (B.4) | \$50 billion | \$15 billion |
| Term of Basic Contract (F.2) | Five-year base ordering period, plus one five-year option period | Five-year base ordering period, plus one five-year option period |
| Contract Ordering Period and Option | May 1, 2009 to April 30, 2014 May 1, 2014 to April 30, 2019 | Feb 3, 2009 to Feb 2, 2014 Feb 3, 2014 to Feb 2, 2019 |
| Order Period of Performance (F.3) | Maximum order period is up to ten (10) years. Orders may extend no more than five (5) years beyond the expiration of the Basic Contract. | Maximum order period is up to ten (10) years. Orders may extend no more than five (5) years beyond the expiration of the Basic Contract. |

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Basic Contract Information

| | Alliant | Alliant SB |
|--|---|---|
| Contract Access Fee (CAF) (B.5) | The CAF is ¾ of one percent (.0075) to be applied to the total price for contractor performance as billed to the government. Payment is made by the contractor. | The CAF is ¾ of one percent (.0075) to be applied to the total price for contractor performance as billed to the government. Payment is made by the contractor. |
| Contract Types | Fixed-Price, Cost-Reimbursement, Time & Materials, Labor Hour | Fixed-Price, Cost-Reimbursement, Time & Materials, Labor Hour |
| Minimum Order Threshold (I.6) | Contractors are not required to accept orders less than \$1 million | Contractors are not required to accept orders less than \$100,000 |
| Maximum Order Threshold (I.6) | Contractors are not required to honor an order in excess of \$1 billion | Contractors are not required to honor an order in excess of \$1 billion |

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Basic Contract Information

| | Alliant | Alliant SB |
|--|--|--|
| Limitations on Subcontracting (G.8) | Not applicable | The GWAC CO will monitor compliance via contractor reporting. OCOs will monitor for subcontractor pass-throughs on orders. |
| Goals for Subcontracting (H.11) | SB Subcontracting Reports and goals will be monitored at the GWAC level. | Not applicable |
| Consent to Subcontract (G.9.4) | No subcontractors were evaluated as part of the award process for the Basic Contract. Contractor's must comply with FAR 52.244-2 and FAR 44.2. | No subcontractors were evaluated as part of the award process for the Basic Contract. Contractor's must comply with FAR 52.244-2 and FAR 44.2. |

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Basic Contract Information

| | Alliant | Alliant SB |
|------------------------------------|---|---|
| Facility clearances (H.7.3) | OCOs have the flexibility to customize this to the appropriate level of security required by their order. | OCOs have the flexibility to customize this to the appropriate level of security required by their order. |
| Socioeconomic Credit | Small business credit is not available at the Task Order level. | Small business credit is available at the Task Order level. |
| Number of GWAC Holders | 58 | 69 |



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Scope



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Scope

➤ General

- Robust scope that provides access to a range of complementary management, technical, and other support services
- IT Services-based solutions may include ancillary non-IT components as long as they are integral and necessary to accomplishing the IT solution
- FEA/DoDEA scope conforms to OMB policy for IT investments and evolves as technology expands



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Scope

➤ Ancillary Support

- Ancillary Services (i.e. clerical support; training; construction, alteration and repair, etc.) ***must be integral and necessary*** for the IT services-based solution
- Ancillary Equipment (hardware, software, licenses, racks, mounts, etc.) may be purchased ***if integral and necessary*** for the IT services-based solution



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Scope

➤ Telecommunications/Wireless

- Telecommunications, Wireless, and Satellite products and services (C.3.4.1) may be purchased as part of an overall IT services-based solution.
- The ***sole purpose of the requirement may not be*** for a commodity (land mobile radios) or commodity-like service (i.e. transport services - wireless connectivity)



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Scope

➤ Leasing of Real and Personal Property

- The Government **will not** be the lessee and it **will not** be liable for cancellation fees should an option not be exercised
- Furthermore, the use of lease-like (incremental) payment arrangements to purchase items, which purport to permit the Government to receive delivery of items and then pay for the full cost of the items over time, **are not** permitted



Scope

- Indefinite Delivery, Indefinite Quantity, Blanket Purchase Agreements (BPAs) and Letter Contracts **are not** permissible order types
 - Fair opportunity to be considered is required



Pre Award Scope Review

- Free & Optional Scope Review Value-Add Service
- Review Team
 - Comprised of technical & contracting professionals
 - Meets Tuesday & Thursday weekly
 - Provides a written response (2-5 day turnaround)
- Scope Compatibility Review mailbox
 - Alliant (alliantsowreview@gsa.gov)
 - Alliant SB (sowreview@gsa.gov)



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Ordering

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Fair Opportunity

- OCO must provide each awardee a fair opportunity to be considered for each order exceeding \$3,000 unless a statutory exception is invoked
 - Statutory exceptions [see FAR 16.505(b)(2)]
 - Extreme urgency (fair opportunity causes unacceptable delays)
 - Unique capability (only one awardee can meet requirements)
 - Logical follow-on (sole-source basis in the interest of economy and efficiency)
 - Provided all awardees allotted fair opportunity consideration on original award
 - Necessity to satisfy a minimum guarantee
 - A statute expressly authorizes or requires that the purchase be made from a specified source (i.e., for orders exceeding SAT)
 - Set aside orders for any of the small business concerns identified in 19.000(a)(3)

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Exceptions to Fair Opportunity

- Written justification and approval is required
 - Justification must be documented IAW FAR 16.505(b)(2)(ii)(A-B)
 - Approval level is based on dollar amount of order IAW FAR 16.505(b)(2)(ii)(C)(1-4)
- Posting requirements for orders above the SAT
 - A notice must be published after placing an order exceeding the SAT per FAR 16.505(b)(2)ii(D)(1) or (3)
 - Notice must be published IAW FAR 5.301
 - Notice must be publicly available for a minimum of 30 days at the GPE, <http://www.fedbizopps.gov> IAW 16.505(b)(2)ii(D)(2)
 - Posting is subject to FOIA exemptions [See FAR 16.505(b)(2)ii(D)(4)]
 - Posting is not applicable if it will compromise national security or create other security risks [See FAR 16.505(b)(2)ii(D)(5)]

Note: Interim Rule No. 2 of FAC 2005-50 (effective 3/16/11)



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Ordering *continued*

- The OCO may exercise broad discretion in developing appropriate order placement procedures
 - Streamlined ordering methods per FAR 16.505
 - FAR Part 15.3 source selection approach is discretionary
 - Oral proposals may be utilized
 - A multiphased approach may be implemented



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Ordering *continued*

- Task Orders Exceeding \$5 Million
 - A notice of the task or delivery order that includes a clear statement of the agency's requirements
 - A reasonable response period
 - Disclosure of the significant factors and subfactors, including cost or price, that the agency expects to consider in evaluating proposals, and their relative importance
 - Where award is made on a best value basis, a written statement documenting the basis for award and the relative importance of quality and price or cost factors
 - An opportunity for a postaward debriefing.



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Ordering *continued*

- Clauses from Basic Contract flow down to the order
- Additional clauses may be included at the order level:
 - Agency-specific clauses and/or additional FAR clauses
 - FAR Part 12, if applicable
 - Special or unique requirements (e.g., Davis Bacon, Service Contract Act, etc.)
 - Tailored Basic Contract clauses and/or provisions from Sections E,F,H and I

Note: **American Recovery & Reinvestment Act** clauses are incorporated at the Basic Contract level and apply as applicable to the order



Cost or Pricing

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Cost or Pricing for All Orders

- OCOs must evaluate cost or price and determine the overall price to be fair and reasonable using policies and methods in FAR 15.4 for all orders, ***irrespective of contract type used.***
- When adequate price competition exists, ***generally*** no additional information is necessary to determine the reasonableness of price.
- In accordance with FAR 15.403-1(b)(1), adequate price competition prohibits OCOs from obtaining Certified Cost or Pricing Data

Cost Reimbursement Orders

- Cost type contracts require further consideration of cost allowability, allocability and realism per the FAR and customer agency policy.
- Cost Realism - proposed cost elements are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with offeror's technical proposal
- FAR compliant Cost Realism analysis shall be performed in evaluating quotes and proposals for all cost reimbursement orders to determine the most probable cost of performance

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Alliant T&M/LH Labor Rates

- Basic Contract Section J (Atch 2 &3) provides the competitive Loaded Hourly Labor Rates within CONUS for T&M/LH type Orders only
- Subcontractor rates were not evaluated
- No labor rates are provided for OCONUS requirements (See Department of State URL: <http://www.state.gov/m/a/als/>)
- These rates may also be used for developing IGCEs

Alliant T&M / Labor Hour Rates

- Deviations from established hourly labor rates (B.7.4)
 - Generally, these rates should not be exceeded
 - However, the OCO is authorized to establish different hourly rates suited to meet the ordering agency's unique requirements such as: geographic location, complexity of work, or security clearances and
 - Contractors shall explain in their Order proposals any loaded hourly labor rates that exceed the rates in the Basic Contract



T&M/LH Considerations

- Unique Professional Skills (contract section H-3)
 - Professional skills that do not have an appropriate labor category or rate established in Basic Contract
 - Contractor may propose and OCO may accept a new labor category and negotiate an appropriate rate at the Order level—OCO is the determining authority

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New T&M Labor Hour Provisions

- OCOs should select one of these (3) provisions to include in their task order solicitation:
 - FAR 52.216-29 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition With Adequate Price Competition
 - FAR 52.216-30 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition Without Adequate Price Competition
 - FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition

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NEW T&M Payments Provisions

- Contractor must identify performing entity (prime, sub, affiliates/divisions...) for each rate proposed
- Contractor must also indicate whether the rates are separate, blended or a combination of separate or blended
 - Separate: Prime rate: \$10 Sub A: \$9 Sub B: \$8
 - Blended: Rate for all: \$9
 - Combo: Separate Rate for Prime: \$10; Blended Rate for Sub A & Sub B : \$8.50
- As applicable, OCOs should include appropriate agency clause as some agencies (i.e. DOD) require separate rates for each performing entity

Note: FAR 16.601(e) permits contracting officers to amend the provision to make mandatory one of the three approaches for noncommercial with adequate price competition



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Tools for Ordering Offices



Tools for Ordering Offices

- Alliant SB and Alliant Websites
 - Contract Library
 - Contract Pricing
 - Ordering Guide
 - Access to Contract Holders
 - Scope Compatibility Review Request Information



Tools for Ordering Offices *continued*

➤ Websites

- Alliant SB: www.gsa.gov/alliantsb
- Alliant: www.gsa.gov/alliant

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Tools for Ordering Offices *continued*

➤ E-Buy – www.ebuy.gsa.gov

- GSA's *e-Buy*, is an online Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow Federal buyers to request information, find sources, and prepare RFQs / RFPs
- GSA's *e-Buy* is strongly recommended for the RFI portion of the fair opportunity process



GWAC Program Responsibilities



GWAC Program Responsibilities

- Manage contract compliance
 - Conduct post award scope reviews
 - Monitor subcontracting at the Basic Contract level
- Advise customers and contractors on proper use of GWACs
 - Conduct DPA training and issue DPA to OCO
 - Maintain resources on GWAC websites
- Conduct program meetings with contractors

GWAC Program Responsibilities *continued*

- Perform risk mitigation and contractor oversight
 - Conduct outreach and education
 - Conduct pre-award scope reviews upon request
- Report annually to Office of Management and Budget
 - Assessment of client satisfaction
 - Competition on orders
 - Cumulative number and total dollar value of orders
 - Number and value of performance based orders
- Complete Basic Contract closeout



OCO Responsibilities



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OCO Responsibilities

- **Pre and Post Award Functions** – OCO responsible for order from acquisition planning to closeout
- **Adhere to Terms and Conditions of DPA:**
 1. **Compliance** - comply with terms and conditions of the GWAC & FAR
 2. **Duration** - maintain valid warrant authority until expiration of Basic Contract or final Task Order close-out, whichever is later
 3. **Revocation** - comply with treaty, law, regulation, ethical standards, and federal acquisition policy and procedures to avoid revocation of DPA
 4. **Scope Compliance** - ensure the order is and remains within scope



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OCO Responsibilities *continued*

➤ Adhere to Terms and Conditions of DPA:

5. Administrative Reporting

- Report Task Orders in FPDS-NG per customer agency policy
- Provide a complete copy of the Task Order and subsequent modifications to
Alliant: alliant@gsa.gov or 858-530-3182 **Or**
Alliant Small Business: alliantsb@gsa.gov or 816-823-1608
- Reminder Task Order information form(s) included with DPA

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OCO Responsibilities *continued*

➤ FAR-Based Rules – Key Areas of Responsibility:

- **Fair Opportunity** - ensure all contractors are provided a fair opportunity to be considered per FAR 16.505
- **Funding** - verify funding and comply with appropriation law and financial policy
- **COR/COTR** - if COTR assigned, ensure the extent of their authority and responsibilities are clearly defined per customer agency policy
- **Task Order Protests, Disputes and Claims** - receive and respond to Task Order protests, disputes and claims
- **Monitor, Evaluate and Report Contractor Task Order Performance** – OCOs should conduct individual contractor performance evaluations at the Task Order level IAW FAR Subpart 42.15, Contractor Performance Information



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OCO Responsibilities *continued*

- **FAR-Based Rules – Key Areas of Responsibility:**
 - **Cost or Price Analysis and Audits** - perform and document cost and/or price analysis (FAR 15.4) and respond to any related audits
 - **Prompt Payment** - ensure prompt payment of conforming contractor invoices
 - **Task Order Closeout** - perform order closeout IAW FAR 4.804-5
 - **Requests for Information** - respond to requests for information pertaining to Task Orders (i.e., FOIA requests and inquires/audits by: Congress, IG, SBA, GAO, and GSA)



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Summary



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Summary

- Comprehensive IT services and IT services-based solutions
- Pre-qualified pool of premier contractors
- Pre-competed, flexible, easy-to-use contracts that reduce procurement lead times
- A full spectrum of contract types

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Summary *continued*

- Small Business credit for federal clients is available under Alliant SB GWAC
- Limited protestability up to \$10M (IAW NDAA 2008)
- Support for the American Recovery and Reinvestment Act of 2009 projects and goals
- Contract training and exceptional client support from knowledgeable and experienced GSA team



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Small Business Acquisition Division Resources

Small Business Acquisition Division

877-327-8732

Alliant SB Fax:

816-823-1608

Alliant SB E-mail:

alliantsb@gsa.gov

Alliant SB Website:

www.gsa.gov/alliantsb

**Procuring Contracting Officer
Business Development Specialist**

Greg Byrd 816-823-4356

Dean Cole 816-823-2465

Contract & Ordering Guide:

www.gsa.gov/alliantsb



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Enterprise Acquisition Division Resources

Enterprise Acquisition Division

Alliant Fax:

Alliant E-mail:

Alliant Scope Review:

Alliant Website:

877-534-2208

817-574-2437

alliant@gsa.gov

alliant Scopereview@gsa.gov

www.gsa.gov/alliant

Procuring Contracting Officer

Administrative Contracting Officer

Director Client Support

Business Specialist

John Cavadias 858-537-2261

Roger Chapin 858-537-2210

Mimi Bruce 925-735-1641

Richard Blake 858-530-3192

Contract & Ordering Guide:

www.gsa.gov/alliant



Questions

Thank you

