

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

July 14, 1992

FIRMR BULLETIN C-24
Revision 1

TO: Heads of Federal agencies
SUBJECT: Use of Contracts Designated by the General Services
Administration for Governmentwide Use by Federal
Agencies

1. Purpose. The purpose of this bulletin is to provide Federal agencies with information on and procedures for using selected contracts awarded by other Federal agencies for acquisition of Federal Information Processing (FIP) resources. Such contracts are referred to as "Governmentwide agency contracts."

2. Expiration date. This bulletin is effective upon issuance and remains in effect until canceled.

3. Contents.

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4. Related material.

FAR 5.202(a)(11)
FIRMR 201-4.001
Pub. L. 89-306 (Brooks Act)

5. Information and assistance. Additional information on this program may be obtained from:

General Services Administration
Acquisition Reviews Division (KMA)
18th and F Streets, NW
Washington, DC 20405
Telephone: FTS or commercial (202) 501-1126 (v)

6. Definitions. For purposes of this bulletin, the following definitions are provided:

"Agency" means any Federal agency.

"Federal Agency" means any executive agency or any establishment in the legislative or judicial branch of the Government, except the Senate, the House of Representatives, the Architect of the Capitol and any activities under the Architect's direction (see 40 U.S.C. 472(b)).

"Host agency" means the agency that holds a contract designated by GSA for Governmentwide use.

"Using agency" means an agency that issues an order against a Governmentwide agency contract held by a host agency.

7. Acronyms.

FAR Federal Acquisition Regulation
FIP Federal information processing
GWAC Governmentwide agency contract
MOL Maximum ordering limitation
POC Point of contact

8. Background.

a. There are many situations in which an agency's needs for FIP resources are relatively limited, yet may involve normal and costly procurement procedures. Examples of such situations are: an agency requiring a limited quantity of desktop computers, but with little experience in procurements subject to the Brooks Act

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(Pub. L. 89-306), or an agency in need of a mainframe to provide increased capacity until it completes the acquisition of replacements for all of its mainframes through a major competition. To help agencies in these situations, GSA establishes nonmandatory programs that agencies can use for small acquisitions without having to process requirements through an extensive procurement process. These GSA programs are addressed in FIRMR Bulletin C-9.

b. To provide additional resources to help agencies with small requirements, GSA, in cooperation with other host agencies, has developed a program to simplify the acquisition of limited quantities of FIP resources through the use of other agencies' contracts. The objective is to aid agencies in implementing systems faster by allowing easy acquisition of standard off-the-shelf FIP resources at competitive prices.

GSA, in conjunction with host agencies, has identified acquisitions that will be made available on a nonmandatory basis to other Federal agencies. These acquisitions will include a contract quantity increment for exclusive use by other agencies.

GSA will apply the following criteria to contracts considered under this program:

- (1) The contract will be awarded through full and open competition;
- (2) The contract is of the indefinite-delivery indefinite-quantity type;
- (3) Requirements are for off-the-shelf products;
- (4) The host agency has a significant initial requirement; and
- (5) The contract contains a broad range of items that would be of interest to multiple agencies.

9. Publication requirements. Because contracts approved for this program will have been awarded using full and open competition procedures, a using agency does not need to synopsise its requirement in the Commerce Business Daily (see FAR Section 5.202(a)(11)).

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10. Price analysis. Since prices must be determined reasonable by the host agency placing the contract, no further cost/price analysis is required of the using agency.

11. Ordering procedures. When an agency determines that its needs fall within the scope of and can be satisfied by a GWAC, the ordering procedures specified by the host agency shall be followed. These procedures may vary among contracts and host agencies.

12. Available supplies and services. A variety of FIP resources will be available - primarily equipment such as microcomputers, superminicomputers, and laptop computers. GSA, in conjunction with host agencies, has identified acquisitions that are currently available. A description of the available contracts and some related information for each are found in Attachment 1 to this bulletin. GSA will update this bulletin as contracts are removed from or added to the list or as other relevant changes are made. If agencies wish to find out if contracts other than those listed in the bulletin are available, between bulletin updates, contact should be made with GSA/KMA at the address/ telephone shown in paragraph 5. Also, see paragraph 19 regarding availability of information through GSA electronic bulletin boards.

13. Contractual document. A copy of the contract(s) may be obtained from the host agency.

14. Responsibilities of GSA. GSA is responsible for:

- a. Working with agencies to identify contracts for potential designation as GWACs;
- b. Reviewing the use of designated GWACs every six months to verify that usage is within the stated limitations and in accordance with the guidance provided by this bulletin;
- c. Reviewing the rationale for determining the service charges that using agencies pay; and
- d. Updating this bulletin as more current information becomes available.

15. Responsibilities of the using agency. The using agency is responsible for:

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- a. Designating a single POC to coordinate all orders for that agency, and forwarding the name of the POC and associated key information (e.g., telephone number, mailing address) to the host agency before the first order is placed;
- b. Ensuring that orders placed under the contract represent valid agency requirements and that appropriate approvals have been obtained;
- c. Obtaining a copy of the contract document;
- d. Reviewing terms and conditions, especially for performance, inspection, deliveries, pricing provisions, or any other special contract requirements;
- e. Ensuring that delivery orders are correctly prepared;
- f. Reimbursing the host agency for any service charges for use of the contracts; and
- g. Ensuring that the contractor delivers the FIP resources ordered, or reporting to the host agency when contractor problems cannot be resolved.

16. Responsibilities of the host agency. The host agency is responsible for:

- a. Administering its GWAC(s);
- b. Ensuring that individual orders do not exceed MOLs and the total quantities designated for use by other agencies are not exceeded;
- c. Providing the using agency with a letter authorizing it to order directly from the contractor, if the host agency is not responsible for placing delivery orders;
- d. Ensuring that any contract modifications are based on the host agency's requirements (not the using agency requirements);
- e. Providing semi-annual reports to GSA as indicated in paragraph 17; and
- f. Establishing any service charges to be paid by the using agencies for issuance of delivery orders.

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17. Reporting by the host agencies. The host agencies must provide to GSA semi-annual reports with key information regarding the use of each GWAC. The following information, at a minimum, must be submitted:

- Using agency name;
- Total number, by type, of resources ordered;
- Total number of orders; and
- Total dollar value of all orders.

18. Additional responsibilities, procedures, or requirements. It is the responsibility of the using and host agencies to work out any additional procedures or requirements for ordering, reporting (on performance or complaints), billing, or payment of service charges or invoices.

19. Availability of information from GSA bulletin board. Information on GWACs available for use may also be obtained from GSA's electronic bulletin board service (BBS). The BBS is a multiuser, open registration facility and supports line speeds from 300 to 9600 baud using Hayes ULTRA96 smartmodems. The preferred communications parameters are 8 data bits, no parity, and 1 stop bit. The phone number for the BBS is (202) 208-7484. Calls concerning the BBS may be made to (202) 501-4305.

20. Cancellation. FIRMR Bulletin C-24 is canceled.

THOMAS J. BUCKHOLTZ
Commissioner
Information Resources
Management Service

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CONTRACTS AVAILABLE FOR USE BY OTHER AGENCIES

Contract 1

Name of program: Air Force Standard Multiuser Small Computer
Requirements Contract (also known as AFCAC 251)

GSA case number: KMA-87-0054

Type of resource: Small computer systems (TEMPEST and non-
TEMPEST) for 2 - 64 users, maintenance,
training, systems analysis, engineering
support, software and telephone assistance.

Host Agency: Department of the Air Force

Agency contact: Christine Mitchell or Denise Smith (SSC/PKR)
(205) 416-3667

Limitations: (a) The total value of all orders by civilian
agencies shall not exceed ten percent (10%)
of the total evaluated contract amount for
all requirements.

(b) An individual agency's total orders shall not
exceed 50 systems per month, unless specific
approval is given by the Air Force to exceed
this figure.

(c) The MOL for individual orders by other
Federal agencies shall be one million dollars
(\$1,000,000).

(d) Agencies shall not fragment their total
requirements to avoid the limitations set
forth in this bulletin.

Contract

Administration

Service Charge: None.

Contractor: AT&T Technologies, Inc.

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Contract 2

Name of program: Joint Service Standard Lapheld II Contract

GSA case number: KMA-90-0055

Type of resource: Notebook computer systems, advanced lapheld computer systems in shipboard and non-shipboard configurations, maintenance and training.

Host Agency: Department of the Navy

Agency contact: Code N811.2, Naval Computer and Telecommunications Area Master Station-Atlantic (NCTAMS LANT) (804) 445-1493.

Limitations: (a) The total value of all orders by civilian agencies shall not exceed ten percent (10%) of the total evaluated contract amount for all contract requirements.
(b) The total use of the contract over its life by any individual agency shall not exceed two percent (2%) of the total evaluated contract amount for all contract requirements.
(c) The MOL for individual orders by other Federal agencies shall be one million dollars (\$1,000,000).
(d) Agencies shall not fragment their total requirements to avoid the limitations set forth in this bulletin.

Contract
Administration

Service Charge: Four percent (4%) per individual order (subject to change).

Contractor: Sears Business Centers

Comments: User agencies must provide the name, title, address, and telephone number of the agency's single POC to NCTAMS LANT, in writing, prior

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to submission of any orders. All orders for that agency shall be submitted by the single POC on Form DD 1155. FAX orders are not acceptable. Upon submission of the user agency's single POC, NCTAMS LANT shall provide one copy of the contract, an information package that details ordering procedures, and updates to these documents as they occur.

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Contract 3

Name of program: Electronic Data Interchange (EDI) Network
Services

GSA case number: KGAS-9026-91

Type of resource: The contractor will perform two integrated functions. The principle function is to provide third party EDI network services to and between GSA vendors, bidders, and clients and to provide network-related services. Clients are Government agencies or agents who are authorized to use Government sources of supply or are subject to the Federal Property Management Regulation (41 CFR 101). The second function is to provide data transmission and related network management and interface services. Both of these services must be fully integrated.

Host Agency: General Services Administration/Federal
Supply Service

Agency contact: Gary Hood, COTR, 703-305-7487, Office of
Systems, Inventory, and Operations; Brenda
Samuels, Contract Specialist, 703-305-7563,
Services Acquisition Center.

Limitations: (a) The Contractor is not obligated to honor any order for a combination of items in excess of \$50,000.
(b) The Contractor shall honor, however, any order exceeding the maximum order limitation unless the order is returned to the ordering office within 10 days after issuance with written notice stating the Contractor's intent not to ship the item or items called for and the reasons.

Contract
Administration

Service Charge: No fee.

Contractor: US Sprint Communication Company

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Comments: Delivery orders resulting under this contract may be issued by either the using Federal agencies or GSA.

The Contractor will provide to the Contracting Officer a copy of all orders received from GSA and agencies other than GSA.

Request for copies of the contract should be forwarded to the Contracting Officer. A non-disclosure statement will be required.

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Contract 4

Name of program: International Switched Voice Service (ISVS)

GSA case number: KMA-91-0200

Type of resource: The basic service is to provide international voice and analog data transmission for all Federal agencies from the U.S. Mainland to specified international locations. The service supports analog data transmission at rates up to 4.8 kilobits per second.

Host Agency: Department of Defense (DOD), Defense Information Systems Agency (DISA)

Agency contact: Mr. Terry L. Green, DECCO/RPPA
Contracting Officer, Commercial/FTS (618)
256-9452, DSN 567-9452.

Limitations: (a) All Federal organizations eligible to use General Services Administration (GSA) or Defense Commercial Communications Office (DECCO) supplies or services under the provisions of the Federal Property and Administrative Services Act of 1949, as amended, can order the services.
(b) Non-DOD agencies that do not have access to AUTODIN will be required to submit their orders to DECCO/RPPA.YV using the DECCO provided ISVS Automated Ordering Data Base Software. User's manual and disk will be provided to each agency placing orders on ISVS. To obtain a copy of the ISVS User's Manual and associated software disk, please contact Mr. Terry L. Green.
(c) DECCO is a fee-for-services activity.

Contract
Administration

Service Charge: The fee is 1.5% for DOD and 2% for Non-DOD in addition to the contractor's cost.

Contractor: MCI Telecommunications Corporation

Comments:

