



The Administrator

October 11, 2012

MEMORANDUM FOR ALL GSA EMPLOYEES

FROM: DAN TANGHERLINI   
ACTING ADMINISTRATOR (A)

SUBJECT: Updated Preferred Use of Existing GSA Contract Vehicles

As the Federal Government's lead procurement organization, GSA is focused on delivering high-quality, cost-effective solutions for its agency customers and for the American taxpayer. GSA needs to set an example by using the cost-savings contracts that we have established.

Effective October 1, 2012, GSA employees are required to use existing GSA acquisition vehicles before establishing new contracts for similar products or services. Contract vehicles include the Federal Strategic Sourcing Initiative (FSSI), the Multiple Award Schedules (MAS), Government-wide Acquisition Contracts (GWACs) and other multiple agency solutions. The requirement applies to all contracts exceeding the Simplified Acquisition Threshold of \$150,000. The GSA Contracting Officer's analysis in considering these sources of supply must be documented in the acquisition plan.

Exceptions will be made for the following:

- when mandatory sources are required by the Federal Acquisition Regulation (FAR) sections 8.002 and 8.003;
- for Construction or Architect and Engineering services;
- for an assisted acquisition where a customer agency has a mandatory restriction to use an established internal source; or where customer requirements are documented and approved in an acquisition strategy alternatives analysis that justifies the use of a non-GSA contract;
- when required services or products are not readily available on an existing GSA acquisition vehicle;

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- when performing discretionary or non-discretionary small business set-aside procurements or procuring under the following programs: HUBZone, Service-Disabled Veteran-Owned Small Business (SDVOSB), Women-Owned Small Business (WOSB) or 8(a); and
- procurements already in progress (i.e., approved acquisition plan or issued request for quotations (RFQs) or request for proposals (RFPs)) through FAS' Office of Assisted Acquisition Services.

New contract actions (other than modifications or options) that do not use the aforementioned exceptions must be approved by the Head of Contracting Activity.

Below are just two examples, among many, where GSA should increase its use of existing GSA contracts to save time, drive efficiencies and reduce costs.

- **The Information Technology (IT) MAS 70 product and service solutions, and the Federal Acquisition Service GWACs** provide high quality, cost competitive information technology supplies and services. Contracting officers should use Multiple Award Schedule 70 and the GSA GWACs for IT requirements before using other non-GSA vehicles or conducting open market acquisitions.
- **The Mission Oriented Business Integrated Services (MOBIS) Schedule** offers a full range of management and consulting services to improve a Federal agency's performance. However parts of our organization are putting open market consulting service contracts in place rather than using MOBIS. In addition to consulting services, the 19,000 MAS contracts offer a range of other services and products that leverage the government's buying power, streamline the acquisition process, and allow for set-aside task orders to meet socioeconomic goals.

I am already discussing the benefits of using GSA vehicles with our agency customers, encouraging them to use existing GSA contract vehicles rather than establishing new agency contracts. This effort is strengthened if I can point to our own agency's success in this area.

Thank you for your continued hard work and dedication to our mission of saving taxpayer's money.