

Fiscal Year End 2020 Reminders

Fiscal Year End and its associated deadline is upon us. As our customers use eRETA to submit RWA Work Requests and RWAs, we wanted to ensure everyone is clear about the RWA Year End deadline and more importantly what you need to provide to GSA to ensure your FY2020 Year End RWA packages can be successfully considered for acceptance.

Year End RWA Submission Deadline

Per the “Year End Letter for ALL Customers” that GSA distributed in June 2020 and available at www.gsa.gov/rwa, all FY 2020 “fully executable” RWAs must be provided to GSA by September 8, 2020. If all three conditions below are met by the 9/8 deadline, then the RWA is considered fully executable, even if GSA enters the “GSA only” data entry tabs and/or routes the RWA for digital signature after the deadline:

1. Clearly defined scope of work for a current bona fide need
2. Appropriate funding based upon a linked and approved eRETA Summary Cost Estimate (SCE)
3. “Customer Request for Acceptance Letter” has been generated, and a copy has been automatically saved in the Documentation/Audit section of eRETA

PBS is unable to accept new RWAs from customers after September 8, 2020. The exceptions to this deadline are i) amendments to previously accepted RWAs for within-scope changes or ii) new severable services (e.g., additional cleaning services in response to COVID19) requests, and iii) emergencies that put people in immediate danger or are an immediate threat to property damage .

Work Request Status in eRETA and Understanding if GSA will Consider for Acceptance into an RWA

The crosswalk below indicates if a Work Request will be considered for acceptance in FY2020 depending on its status.

Work Request Status in eRETA	Definition	Meets “Fully Executable” definition if Received by 9/8?
Pre-planning	WR saved but not sent to GSA for assignment of GSA PM	No (<i>nothing received yet</i>)
Unassigned	WR sent to GSA and pending assignment of GSA PM	No (<i>no requirements developed</i>)
Planning/Estimate	GSA PM assigned to WR; developing requirements with customer	<ul style="list-style-type: none"> ● Yes (<i>if approved estimate linked and customer clicked “Send to GSA” on Customer Approval tab</i>) ● No (<i>if conditions above not met</i>)
Pending-New	WR sent for acceptance; GSA reviewing/processing before routing for signatures	Yes (<i>GSA reviewing/processing before routing for signatures</i>)
Signature Requested	Digital Signatures have been requested	Yes (<i>GSA already reviewed/processed and routed for signatures; will want to ensure signatures applied before 9/30</i>)
Mod-Initiated Mod-Requested Pending-Mod	These statuses are related to initiated/submitted amendments to already accepted RWAs	Not Applicable (<i>deadline does not apply to amendments to already accepted RWAs</i>)

Recap: Difference between Initial Work Request and Fully Executable RWA

The initial submission of an RWA Work Request in eRETA is not the same thing as a fully executable RWA. Only fully executable RWAs received prior to the 9/8 deadline will be considered for acceptance in FY2020. Please remember, RWAs are not automatically accepted even if they are received prior to the deadline. You should not obligate funds until you receive a PBS signed RWA and Acceptance Letter.

Digital Signatures

Digital signatures are not captured until after all customer and GSA data is fully populated in RETA. As such, signatures may be requested and applied after the 9/8 deadline. However, it is required that both digital signatures are applied prior to the end of the fiscal year (September 30th) for a valid obligation to exist, so it is imperative that both customer and PBS approving officials review and apply their digital signatures timely. If BOTH digital signatures are NOT applied by September 30th there is nothing GSA can do to validate the obligation.

BONUS KNOWLEDGE: Training, training and more training!

The FY2021 Training Plan will include a mix of eRETA and RWA Policy training sessions. Links to register for these sessions will be posted shortly on www.gsa.gov/ces. If you need eRETA or RWA training before these sessions take place, you can always visit www.gsa.gov/ereta or www.gsa.gov/rwa for training materials such as user guides, quick tips, FAQs, and more.

Questions about eRETA or RWAs that you can't find on www.gsa.gov/ereta or www.gsa.gov/rwa? Email eRETA@gsa.gov for eRETA system-related questions or AskRWA@gsa.gov for general RWA-related questions.