



Professional Services

September 2003, Volume 1, Issue 2

Heartland Region Year-End Information

There is some confusion in the acquisition community surrounding an OMB directive, dated October 4, 2002, concerning "Business Rules for Intragovernmental Transactions." In that memorandum it suggests there would be an electronic portal through which all intragovernmental transactions would flow. The memo states, "For intragovernmental orders that are not routed through the portal, the cut-off date for issuing new intragovernmental orders for the current fiscal year will be midnight on September 25th of that year." Per OMB, that portal is not currently available. The September 30th date therefore applies.

A link to this OMB memorandum can be found on our website at:
<http://www.r6.gsa.gov/FTS/index.html> and select Downloads

A BONA FIDE NEED MUST ACCOMPANY YOUR REQUIREMENTS.

Cutoff MIPR Acceptance Date for the Heartland Region:

September 30, 2003 Central Standard Time

Cutoff Order Dates for the Heartland Region:

FSS Schedules: 09/24/03

MIPR Acceptance:

Kansas City will accept your requirements and funding until midnight on Tuesday, September 30, Central Standard Time. We are unable to accept any funds without bona fide requirements. Please make sure your funding documents are valid for reimbursable transactions and marked for reimbursable transactions.

For timely processing, the most critical information is accurate and complete identification of the disbursing office in block 13 of the MIPR. If the accountable station in block 14 of the fund citation is not valid for the disbursing station in block 13, the MIPR will be rejected. Block 13 must include the DSSN (Disbursing Station Symbol Number) and the DFAS OPLOC Identification Code. We will need a DFAS template for DOD organizations.

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GSA Heartland Region
Kansas City

For additional information contact our Customer Care Department at 1-866-GSA-CARE (1-866-472-2273) or visit our website at: <http://r6.gsa.gov/fts> and select "Professional Services"

Order Processing Information:

Customer Requirements: Please help us expedite the processing of your requirements by having your documentation in order. Our acceptance of funds requires a statement of the bona fide acquisition need of a customer agency.

Appropriate usage of funds for *services* may also consider the severability of the task.

Nonseverable Services Tasks: A nonseverable service contract/ task is one in which the agency receives value only when the entire service is performed. A nonseverable task involves work that cannot be separated into components, but instead must be performed as a single task in order to meet a bona fide agency need. For nonseverable tasks, the time the bona fide need is established determines the appropriate funding.

Severable Services Tasks: A severable service contract/ task is one where the agency receives value as the service is rendered. A task is severable if it can be separated into components, each of which can be independently performed to meet a separate agency need. For severable tasks, the time the services are received determines the appropriate funding.

Funding Submitted “Subject to Availability of 2004 Funds”: Funding documents may be submitted in September for FY 2004 projects subject to availability of funds. At the time the order is awarded, Contracting will note this funding issue on the order. Vendors should not submit invoices for payment under and during this “subject to availability” restriction.

At the time funds become available, a written verification is to be provided from the customer and/ or their financial POC stating the funds are available. The Contracting Office will then issue an email to the vendor to confirm the availability of funding.

Key Contacts:

Acting Professional Services Director:
Sharon Henry 816-926-7266

Professional Services Representatives (PSRs):

Nancy Stapleton 816-823-1614
Lindsay Tekampe 816-823-1171
John Feldmann 816-823-1169
Jami Buchanan 816-823-1615
Professional Services fax 816-823-1617

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Kansas City**

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