



# ***HOT TOPICS*** in ***GSA Contract Administration***

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Presented By:  
Peter O'Neill and Jennifer Aubel  
Government Contract Solutions Group



# About Aronson & Company

- ◆ Founded in 1962
- ◆ 230 Professionals located in Rockville, MD
- ◆ One of the largest CPA firms in the DC Metro Area
- ◆ 60 multi-disciplined Professionals focused on Government & Technology Services
- ◆ Team of Professionals dedicated to GSA Schedules
- ◆ [aronsonblogs.com/fedpoint](http://aronsonblogs.com/fedpoint) – News and Trends for Today's Savvy Government Contractor



# Peter O'Neill, Partner

**(301) 222-8226**

**[poneill@aronsoncompany.com](mailto:poneill@aronsoncompany.com)**

Pete O'Neill is a Partner in Aronson and Company's Government Contract Solutions Group. He is responsible for assisting clients with GSA contract compliance issues. His consulting engagements include: GSA OIG audits, Trade Agreement audits, Contractor Assistance Visits and development of GSA contract policies, procedures and internal controls.

Mr. O'Neill also assists clients in all aspects of obtaining and administering a successful contract. With an exclusive focus on GSA Schedules for the past seven years, he possesses in-depth understanding of GSA's "additional requirements" not disclosed in solicitations. Mr. O'Neill's background includes over 15 years of broad-based experience in the government-contracting arena.

# Jennifer Aubel, Manager

**(301) 231-6253**

**[jaubel@aronsoncompany.com](mailto:jaubel@aronsoncompany.com)**

As a Manager in the Government Contract Solutions Group, Jennifer Aubel is responsible for leading clients successfully through the GSA lifecycle, from obtaining a new GSA Schedule contract to administering ongoing contracts. She works closely with clients to tailor solutions that meet current and future organizational needs by developing scope and pricing strategies, maintaining contract compliance, providing audit support, and improving the profitability and versatility of the GSA Schedule contract.

Ms. Aubel has over thirteen years' experience in the Federal Contracting market, working for both contractors and as a consultant to GSA Schedule contract holders. Prior to working with Aronson, she managed a multi-million dollar GSA program with six Schedule contracts and more than 10,000 contract line items. She also managed a team that developed and delivered specialized training on the GSA Schedules Program to small businesses across the country.

Aronson & Company

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# Agenda

- ◆ Contractor Assistance Visits
- ◆ Option Period Renewals
- ◆ American Recovery and Reinvestment Act (ARRA)
- ◆ eVerify
- ◆ eMod
- ◆ Contractor Code of Business Ethics and Conduct
- ◆ CCR and ORCA Registrations

# Contractor Assistance Visits (CAV)

- ◆ When and how often?
- ◆ How can I best prepare?
- ◆ During the visit
- ◆ Understanding your Report Card

# Option Period Renewals

## ◆ Timeline

- When should I start preparing for my renewal?
- When will the renewal be due?
- How long will negotiations take?
- Temporary Extensions

## Option Period Renewals (cont.)

- ◆ The Renewal Package
  - Commercial Sales Practices (CSP-1)
  - Open Ratings Past Performance
  - GSA Form 527 (Financial Review)
  - Subcontracting Plan
  - Scope of Work

## Option Period Renewals (cont.)

- ◆ Potential Stumbling Blocks
  - Low to No Sales
  - Changes to Basis of Award
  - Change in Size Status
  - Escalation Rates

# American Recovery and Reinvestment Act (ARRA) Requirements

- ◆ FAR 52.204-11, American Recovery and Reinvestment Act – Reporting Requirements (Mar 2009)
- ◆ Optional Modification FX75
- ◆ I have to do what?
- ◆ Compliance timeline

# eVerify Requirements

- ◆ FAR 52.222-54, Employment Eligibility Verification (Jan 2009)
- ◆ Incorporated into existing GSA Schedules through Solicitation Refreshes and Mandatory Modifications
- ◆ I have to do what?
- ◆ Compliance timeline

# eMod

- ◆ What is eMod?
- ◆ Usage by GSA
- ◆ Obtaining a digital certificate
- ◆ Who should have a digital certificate?
- ◆ Link for more Information: <http://eoffer.gsa.gov/>

# eMod and eOffer

Schedule		Mandatory eOffer	Mandatory eMod
03FAC	Facilities Maintenance	Yes	Yes
520	FABS (Financial and Business Solutions)	Yes	Yes
70	IT	No	No
541	AIMS (Advertising / Marketing)	Yes	Yes
84	Law Enforcement	Yes	Yes
899	Environmental Services	Yes	No
738 II	Language Services	Yes	No
874 V	Logworld (Logistics)	Yes	Yes
874	MOBIS (Management Consulting)	Yes	No
871	PES (Professional Engineering)	Yes	No

# Code of Business Ethics and Conduct

- ◆ FAR 52.203-13, Contractor Code of Business Ethics and Conduct (Dec 2008)
- ◆ Incorporated into existing GSA Schedules through Solicitation Refreshes and Mandatory Modifications
- ◆ I have to do what?
- ◆ Compliance timeline

## CCR and ORCA

- ◆ Annual review of registration required
- ◆ Log-in and passwords
- ◆ NAICS codes
- ◆ Make sure you get paid
- ◆ Make sure you get contracts

# Useful References

- ◆ Contractor Report Card - <https://vsc.gsa.gov/reportcard/reportcard.pdf>
- ◆ [GSA Form 527](#) (Financial Responsibility Review)
- ◆ Vendor Support Center (VSC) - <http://vsc.gsa.gov/>
- ◆ Central Contractor Registration (CCR)- <https://www.bpn.gov/ccr/>
- ◆ Online Representations and Certifications Application (ORCA) - <https://orca.bpn.gov/>
- ◆ Federal Acquisition Regulations (FAR) - <https://www.acquisition.gov/FAR/>
- ◆ Aronson Fed Point (GCSG Blogs) - <http://www.aronsonblogs.com/gcsg/>

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