



March 15, 2017

MEMORANDUM FROM: OFFICE OF IT SERVICES  
SOLUTIONS DEVELOPMENT AND SUPPLIER  
ENGAGEMENT DIVISION

SUBJECT: GSA GOVERNMENT-WIDE ACQUISITION CONTRACTS  
(GWAC) CAP (ceiling) ON THE CONTRACT ACCESS FEE  
(CAF)

The Contract Access Fee (CAF) reimburses GSA for the cost of developing and operating its respective contract vehicles. The GWAC's flexible streamlined process allows federal customers to leverage acquisition expertise, and the responsive service that the GWAC Program provides.

In accordance with the Contract, the GWAC Program Office has instituted a cap (ceiling) on the CAF collected on large-scale orders awarded against Alliant, Alliant Small Business, Alliant 2, and Alliant 2 Small Business GWACs.

#### Direct Order Direct Bill CAF CAP

The CAF on Task Orders placed directly by warranted 1102 Federal contracting officers outside GSA that have a formal delegation of procurement authority (DPA) is activated when accepted invoices for work performed and/or other direct costs delivered reach \$20 Million of an Order's Base period of performance\* (POP) and repeated again for each option POP. This equates to CAF capped at \$150,000.00 per an Order's Base period of performance of 12 months. For Base and Option periods of performance longer than 12 months, see note below.

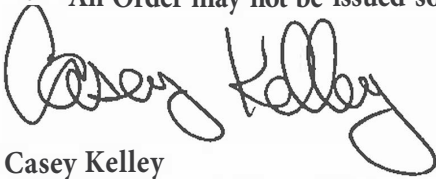
#### GSA Assisted Acquisition Service (AAS) CAF CAP

The CAF on Task Orders placed directly by warranted 1102 Federal contracting officers within GSA's AAS that have a formal delegation of procurement authority (DPA) is activated when accepted invoices for work performed and/or other direct costs delivered reach \$13,333,333.33 of an Order's Base period of performance\* (POP) and repeated again for each option POP. This equates to CAF capped at \$100,000.00 per an Order's Base period of performance of 12 months. For Base and Option periods of performance longer than 12 months, see note below.

**\*Note:** For purposes of calculating the CAF cap, the maximum number of months is twelve months, even if the period of performance is longer than 12 months, and -

- CAF is calculated separately for each 12 month increment on each awarded Order regardless of the Base or Option Period being performed. CAF can NEVER be prorated.

- Within each 12 month increment, following the Order start date, CAF is calculated at 0.75% of the total invoiced amount until the next 12 month increment or until the CAF CAP is reached for that 12 month increment as the CAF CAP is defined above. (or as specified in an MOU)
- The CAF cap threshold may not be prorated for any Period containing less than 12 month increments, or performance months combined between option periods or base and option periods to reach the CAP cap.
- An Order ID Number that has been assigned a different alpha-numeric sequence will be treated as a separate Order and charged CAF at the default CAF rate of 0.75%, (or as specified in an MOU).
- Orders that have different alpha-numeric Order IDs may not be combined to meet the CAF CAP threshold.
- An Order may not be issued solely for CAF; and every Order must show CAF.



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