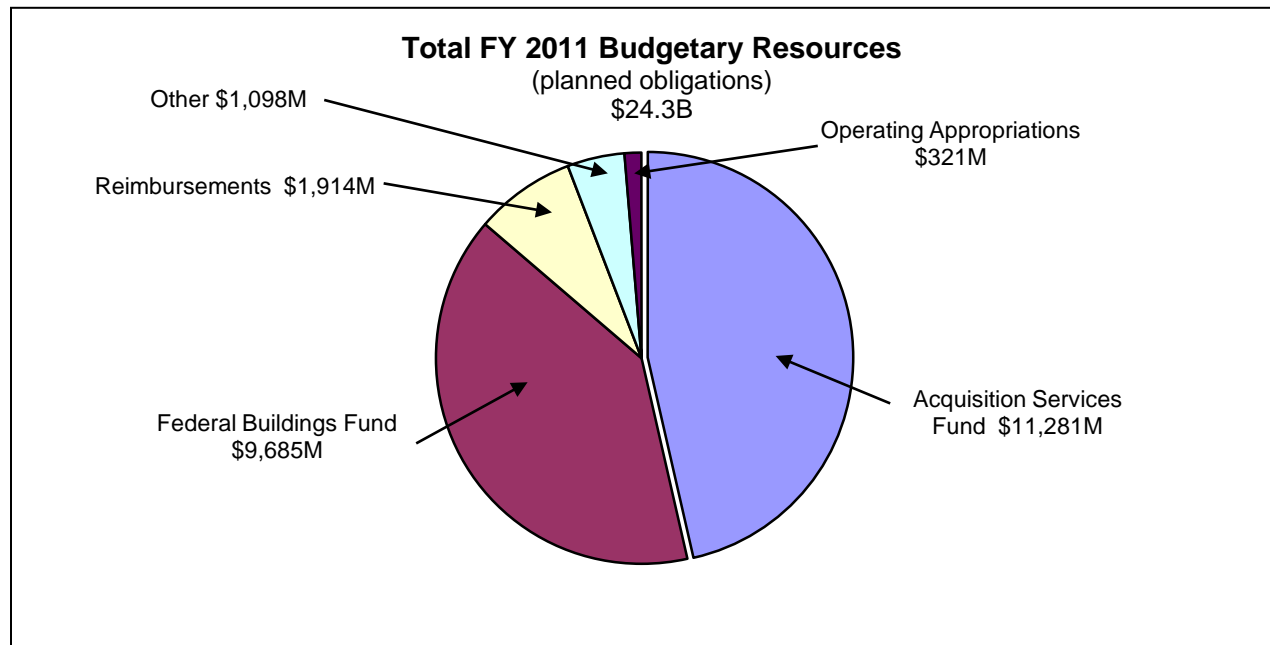


# U.S. General Services Administration FY 2011 Summary of Rates and Fees

## Overview of GSA Funding

GSA acquisition and property management activities are funded by intra-governmental revolving funds. The revolving funds allow GSA to procure products and services on behalf of other Federal agencies and then collect reimbursement for those goods on delivery to the customer. This flexibility allows GSA to consolidate requirements from multiple Federal agencies for similar products and services and leverage the buying power of the government to procure goods and services for lower costs, more advantageous terms, and better quality.

The majority of GSA operating costs must be recovered through rates or fees charged for services rendered and commodities provided. GSA sets rates annually, based on statutory authorities, including the requirement that GSA fully recover costs incurred in providing services to Federal customers. GSA is committed to providing best value pricing to its customers, and any reductions in the cost of providing services are passed on to Federal agencies through reduced rates.



The Fiscal Year (FY) 2011 GSA operating plan includes estimated obligations of \$24.3 billion. Most funds (about 97%) are reimbursements from Federal customers for acquisition or management activities financed by GSA revolving funds. In FY 2011, GSA requested annual appropriations of \$675 million, about 3% of total planned obligations of \$24.3 billion.

# U.S. General Services Administration FY 2011 Summary of Rates and Fees

## GSA Mission and Goals

GSA supports other Federal agencies in their missions by acquiring products, services, and workspace for the Federal government. GSA provides office space to over one million Federal employees in over 9,600 Federal buildings and leases, and offers over 12 million products and services to other Federal agencies. GSA plays a key role in developing and implementing administrative policies that affect all government agencies and is a leader in developing citizen-driven information and services and citizen engagement tools.

GSA uses its broad reach over the acquisition, management, and disposal of Federal assets to provide innovative and comprehensive solutions that meet customer needs. GSA solutions help agencies fulfill their missions while supporting government-wide efforts to improve sustainability, acquisition integrity, openness and transparency, and citizen engagement.

### GSA Mission

*GSA's mission is to use expertise to provide innovative solutions for our customers in support of their missions and by so doing foster an effective, sustainable, and transparent Government for the American people.*

### Strategic Goals

GSA must excel at its three Strategic Goals to achieve its mission.

- *Innovation.*—GSA will be an innovation engine for the Government. GSA will test innovative ideas within its own operations and offer those solutions to other agencies through its government-wide contracting and policy-making authorities.
- *Customer Intimacy.*—GSA will seek an intimate understanding of and resonance with its customers in order to serve with integrity, creativity, and responsibility. GSA will develop strategic partnerships with industry and with other Federal agencies to develop new and innovative tools for a more effective Government.
- *Operational Excellence.*—GSA strives for performance excellence, continuous improvement, and the elimination of waste in all of its operations. GSA is committed to developing the acquisition workforce and deploying electronic tools to support the reform of Federal contracting, and originating and fine-tuning the government-wide policies necessary for a truly modern Federal government.

## **U.S. General Services Administration FY 2011 Summary of Rates and Fees**

### **GSA Revolving Funds**

GSA delivers products and services to customer Federal agencies primarily through two intra-governmental revolving funds: The Acquisition Services Fund (ASF), which funds the acquisition activities of the Federal Acquisition Service (FAS), and the Federal Buildings Fund (FBF), which funds real property management and related activities of the Public Buildings Service (PBS).

A third revolving fund, the Working Capital Fund (WCF), provides centralized administrative activities, such as accounting, human resources, and legal services. The WCF is financed by payments from the ASF, the FBF, and other GSA appropriations. This system of payments passes on certain corporate costs to the ASF and FBF, ensuring that the full, end-to-end cost of delivering GSA products and services is recovered through GSA rates and fees.

#### Acquisition Services Fund (ASF) / Federal Acquisition Service (FAS)

- The ASF is authorized by the General Services Administration Modernization Act of 2006 (P.L. 109-313, 40 U.S.C. § 321). The statute authorizes the Administrator to establish rates that fully recover costs and provide for the long-term capital requirements of the ASF.
- The ASF is authorized to retain earnings to cover the cost of replacing fleet vehicles (Replacement Cost Pricing), maintaining supply inventories adequate for customers needs, and funding investments specified by the Cost and Capital Plan. Any additional earnings in excess of expenses must be returned to Treasury as miscellaneous receipts.

#### Federal Buildings Fund (FBF) / Public Buildings Service (PBS)

- The FBF was authorized and established by the Public Buildings Amendments of 1972 (Public Law 92-313, 40 U.S.C. 592). Statutory authority for the FBF requires that GSA fees approximate commercial rates for equivalent space (with the exception of reimbursable services, which are priced for full cost recovery).
- Rental payments collected by the FBF may only be expended after they are authorized as New Obligational Authority (NOA) in annual Appropriations Acts.
- The balance of the revenues and collections in the FBF not authorized for use in a particular year's Appropriations Act remain in the Fund until authorized for use in future Appropriations Acts.

**U.S. General Services Administration  
FY 2011 Summary of Rates and Fees**

**FY 2011 Rate Structure of the Acquisition Services Fund**

The following provides an overview of the fee structure of Federal Acquisition Service business offerings. The fee structure varies with the service delivery functions of the various programs.

**TECHNOLOGY PROGRAMS**

GSA provides Federal customers with access to a wide range of state-of-the-art telecommunications and information technology solutions. More information on these solutions can be found at : [www.gsa.gov/its](http://www.gsa.gov/its).

**Telecommunications and Network Services**

- *Networx (and FTS 2001 Bridge contracts).*—GSA provides access to high quality, low cost global telecommunications products and services including voice, data and video transmission. A 7% surcharge is applied to recover program operating expenses and contract development and administrative costs. GSA retains some earnings, which are used to offset non-recurring agency transition costs associated with contract expiration.
- *Local Telecommunications.*—GSA provides local telephone service as a direct service. GSA charges a per-line rate that recovers the cost of providing dial-tone service. GSA fees recover other costs directly related to the customer order such as mileage charges and call forwarding and an order-processing fee to recover GSA operating expenses. The vendor will apply an additional surcharge of 16.6% for commercial toll calls.
- *Federal Relay Services.*—GSA applies a 7% fee for Federal Relay Services which are ordered by the agency and billed directly to the agency by the vendor. GSA will apply a surcharge of 1.62% to the Networx contract billing for agencies without a separate Federal Relay task order.
- *Satellite Communications Services.*—GSA applies a 2% fee for satellite communications services that are ordered directly by the agency and billed directly to the agency by the vendor using GSA contract vehicles.
- *Expanded Services and Customized Solutions.*—GSA applies a surcharge that averages between 2% - 5% to telecommunications task orders. The assisted service rate is based on graduated rates determined by level-of-effort. The vendor will apply a 1% fee to services procured through the CONNECTIONS contract. This fee is automatically included in any quotes provided by a CONNECTIONS contractor.

## **U.S. General Services Administration FY 2011 Summary of Rates and Fees**

### **IT Schedule 70 and Government-wide Acquisition Contracts**

GSA applies a fixed rate of 0.75% of vendor sales through these contracts to recover contract development and administrative costs. Fees are included in the prices quoted by vendors and are remitted to GSA by the vendors. .

### **ASSISTED ACQUISITIONS**

GSA provides contracting, project management, and financial management to assist other agencies in acquiring and deploying IT products and services and provides a range of other professional services. More information on GSA assisted acquisition services can be found at: [www.gsa.gov/portal/category/21310](http://www.gsa.gov/portal/category/21310).

#### **Commodities and Services**

##### **Client Support Centers**

GSA Client Support Centers use a straight mark-up based pricing structure to develop rates for assisted acquisitions. GSA applies minimum rates based on the total value of the acquisition, on a sliding scale and based on whether the acquisition is for commodities or services. Minimum rates are provided in the table at the end of this section.

Minimum rates recover the cost of basic assisted acquisition services, including: (1) preparation and review of statement(s) of work, deliverables, acquisition planning, project or delivery schedules; (2) competitive acquisition and contract award; (3) managing client funding and contractor payments; and (4) task order closeout.

Additional services may require a surcharge rate above the minimum in order to adequately recover all costs. Examples of additional services include: acquisition requiring significant consulting, development, or revisions; complex acquisitions, including those with multiple deliverables or multiple delivery points, extensive competition issues, or complex funding; and acquisitions requiring extensive project management or contract administration.

##### **Professional Services**

A surcharge that ranges between 3% - 5% will be applied to task orders for professional services. The percent charged is determined by the type and size of the acquisition as well as the amount of support the customer requires post-award.

## **U.S. General Services Administration FY 2011 Summary of Rates and Fees**

### **Federal Systems Integration and Management Center (FEDSIM)**

FEDSIM charges a built-up rate, which includes labor rates, which are billed as work is completed, plus a transaction fee on all contract awards. FEDSIM charges a transaction fee of 3% for projects with annual obligations under \$1 million and 1.15% for projects with annual obligations of \$1 million or more. FEDSIM labor rates are provided in the table that follows this section.

In addition to Labor and Surcharges, the Center for Information Security Services (CISS) charges include a recurring monthly rate to recover the costs of warranty service for IT equipment.

### **PRODUCTS, SUPPLIES, and EQUIPMENT**

GSA provides customer Federal agencies with a full line of personal property services, including procuring tools, equipment, office supplies, furniture, managing supply schedules, and disposing of surplus personal property.

#### **Global Supply**

- *Stock Program.*—The cost of goods sold are recovered dollar-for-dollar from customers placing orders and receiving the given products. In addition, a planned surcharge of approximately 45% is applied to recover operating expenses associated with this program. The rate for this program includes the total costs of acquisition, depot operation, and transportation of products through the distribution system and warehouses at any point on the globe.
- *Special Orders Program (SOP).*—The cost of goods sold is recovered dollar-for-dollar from the customers receiving the goods. In addition, a surcharge of approximately 11% is applied to recover operating expenses associated with this program. The program does not charge a minimum transaction fee on customer orders.

#### **Multiple Award Schedules**

GSA supply Schedules apply a fixed rate of 0.75% of vendor sales through these contracts. Fees are included in the prices quoted by vendors and are remitted to GSA by the vendors. GSA fees recover the costs of contract development and administration.

#### **Personal Property Exchange for Sale**

Program operating expenses are recovered through fees charged to customers based on proceeds from the sale of a given item. The fee ranges from 6% for items with proceeds greater than \$250,000 to 25% for items that generate sales proceeds

## **U.S. General Services Administration FY 2011 Summary of Rates and Fees**

from \$1,000 to \$5,000. In situations where items generate less than \$1,000 in sale proceeds, \$250 of the proceeds will be retained to cover program costs. If less than \$250 is generated in sales proceeds, the entire amount generated will be retained.

### **GSA MOTOR VEHICLE ACQUISITION and LEASING**

GSA is a mandatory source of supply for the purchase of new motor vehicles for Federal agency fleets. GSA also provides full-service, professional fleet management services, offering high-quality vehicles to Federal agency customers.

#### **Motor Vehicle Acquisition**

- *GSA Automotive Program.*—The cost of goods sold is recovered dollar-for-dollar from customers receiving the goods. In addition, a surcharge of approximately 1% is applied to recover operating expenses associated with this program.
- *GSA Automotive Multiple Award Schedules.*—GSA motor vehicle Schedules apply a fixed rate of 0.75% of vendor sales. Fees are included in the prices quoted by vendors and are remitted to GSA by the vendors. GSA fees recover the costs of contract development and administration.

#### **Motor Vehicle Leasing**

The GSA Fleet program computes charges for vehicle assignment through a base monthly rate, plus a per-mile charge which covers the cost of the vehicle and operating expenses associated with this program. Leasing rates vary by vehicle class and usage and are updated at least annually; FY 2011 GSA Fleet rates are available at link: <http://www.gsa.gov/portal/content/104468>.

### **GSA TRAVEL and TRANSPORTATION PROGRAMS**

GSA provides discounted fares, lodging solutions, and web-based travel information, as well as a variety of transportation solutions.

#### **Transportation and Relocation Solutions**

- *Household Goods Program.*—GSA recovers program operating expenses through fixed rates of 2.5% for domestic shipments and 1.5% for international shipments per average shipment charge.
- *Freight Program.*—GSA recovers program operating expenses through a 6% surcharge on the shipping fee paid to the vendor for services rendered.

## **U.S. General Services Administration FY 2011 Summary of Rates and Fees**

- *Transportation, Delivery and Relocation Solutions (TDRS) Schedule.*—GSA delivery and relocation services Schedules apply a fixed rate of 0.75% of vendor sales. The Federal Strategic Source Initiative (FSSI) portion of this program (DDS2 contract) includes a 1.25% administrative fee in addition to the 0.75% fee of vendor sales.

### **Travel Solutions**

- *E-Gov Travel Program.*—Program operating expenses are recovered through a fixed rate of \$5.00 per processed voucher through an E2 solutions vendor.
- *SmartPay® and City Pair Programs.*—These programs are funded via rebates from the usage of the Government wide purchase/travel cards. These programs collect four basis points (4/100 of a percent) of the total value of the purchases to cover program operating expenses.
- *Travel Services Solutions (TSS) Schedule.*—This program provides access to commercial travel agent services that include, but are not limited to, travel reservations, ticketing for air and rail travel, and lodging. The cost for administering this portion of the program is recovered through a transaction fee of \$1.50 that is assessed to customers. Additionally, this program provides access to commercial travel consulting services that include, but are not limited to, travel systems analysis, travel policy development and analysis, market research, and training. The cost of administering these schedule services is recovered through a fixed rate of 0.75% of vendor sales.

**U.S. General Services Administration  
FY 2011 Summary of Rates and Fees**

Acquisition Services Fund (ASF)						
Telecommunications and Network Services						
Type of Service	Networx	Local Telecommunications Services	Federal Relay Service	Commercial Tolls <sup>2</sup>	Satellite Services	Expanded Services <sup>3,4</sup>
Rate Type	Surcharge	Average Line Rate	Surcharge	Surcharge	Surcharge	Surcharge
Rate Base	% of Vendor Billing	Number of dial tone lines	% of Vendor Billing	% of Vendor Billing	% of Vendor Billing	% of Total Acquisition
Rate Range	7%	Average rate: <sup>1</sup> Region 1 - \$27.14 Region 2 - \$29.77 Region 3 - \$21.61 Region 4 - \$22.54 Region 5 - \$24.23 Region 6 - \$35.28 Region 7 - \$20.70 Region 8 - \$26.15 Region 9 - \$28.03 Region 10 - \$17.66 Region 11 - \$16.43	Direct bill to agency from vendor: 7% of vendor billing  Centrally billed by GSA: 1.62% of Networx billing	16.6%	Direct bill to agency from vendor 2%	Region 1 N/A Region 2 4% Region 3 2-5% Region 4 1.5-4% Region 5 3-4% Region 6 3-8% Region 7 6.35% Region 8 4-5% Region 9 4% Region 10 2.5-4.5% Region 11 N/A

1/ The line rate and associated charges vary widely by geographic location and are strongly influenced by the degree of competition in the marketplace.

2/ Comprises that portion of the long distance service provided by the local exchange carrier.

3/ Includes any services in support of the local telecommunications infrastructure, such as equipment, servers, and project management and other services.

4/ The vendor will apply a 1% fee to services procured through the CONNECTIONS contract. This fee is automatically included in any quotes provided by a CONNECTIONS contractor.

**U.S. General Services Administration  
FY 2011 Summary of Rates and Fees**

Acquisition Services Fund (ASF)							
Assisted Acquisitions							
Type of Service	Commodities & Services		FEDSIM Complex IT Acquisitions			FEDSIM - Consulting Services	
Rate Type	Surcharge		Hourly Rate + Fee			Hourly Rate + Fee	
Rate Base	% of Total Acquisition		Labor Hours provided, % of annual obligations			Labor Hours provided, % of annual obligations	
Rate Range		Commodities	Services	Labor hours:	Hourly	Labor hours:	Hourly
	\$10M +	1%	3%	Sector Director, Group Manager	\$212	Sector Director, Group Manager	\$311
	\$5M - \$1M	1.5%	3.5%	Contracting Officer, Senior Cost & Price Analyst	\$208	Acquisition Project Mgr Subject Matter Expert	\$306
	\$1M - \$5M	2%	4%	Senior Project Manger	\$208	Contracting Officer, Senior Cost & Price Analyst	\$306
	\$500K - \$1M	2.5%	4.5%	Acquisition Project Manager	\$208	Acquisition Project Manager	\$306
	\$100K-\$500K	3%	5%	Senior Project Performance Manager	\$208	Senior Project Manager	\$306
	\$50K-\$100K	4%	6%	Contracting Specialist	\$200	Contracting Specialist	\$294
	\$10K-\$50K	8%	12%	Project Manager	\$200	Project Manager	\$294
	\$2.5K-\$10K	\$1,000	\$1,500	Close-out Project Manager	\$200	Journeyman Project Manager	\$254
	< \$2.5K	\$500	\$500	Journeyman Project Manager	\$173		
				Project Performance Manager	\$173		
				Journeyman Close-out Project Manager	\$173		
				Plus fee:		Plus fee:	
				< \$1M 3%		< \$1M 3%	
				\$1M + 1.15%		\$1M + 1.15%	

**U.S. General Services Administration  
FY 2011 Summary of Rates and Fees**

Acquisition Services Fund (ASF)											
	Products, Supplies, and Equipment				Vehicle Acquisition and Leasing		Travel and Transportation				
Type of Service	Global Supply Stock Program	Global Supply Special Order Program	Multiple Award Schedules	Personal Property Exchange for Sale	GSA Automotive Program	GSA Fleet	Household Goods Program	Freight Program	E-Gov Travel	Travel Services Solutions Schedule	Smart Pay and City Pair Programs
Rate Type	Surcharge	Surcharge	Surcharge	Surcharge	Surcharge	Surcharge	Surcharge	Surcharge	Fixed Rate	Surcharge/ Fixed Rate	Surcharge
Rate Base	% of Goods Delivered	% of Goods Delivered	% of Vendor Sales	% of Proceeds from Sale	% of Good Delivered	Number of Vehicles Assigned	% of Shipment Charge	% of Shipping Fee Paid to Vendor	Number of vouchers processed	Number of Transactions or % of Vendor Sales	% of Use
Rate Range	Average Rate 45%	Average Rate 11%	Fixed Rate 0.75%	6% for proceeds greater than \$250,000 - 25% for proceeds of \$1,000-\$5,000 - \$250 for proceeds less than \$1,000	Fixed Rate 1%	Base monthly rate  plus Per mile charge	Domestic Shipments 2.5%  International Shipments 1.5%	Shipping Fee 6%	Fixed Rate of \$5.00 per processed voucher	\$1.50 per Transaction for Agent Services or Fixed Rate 0.75% for Consulting Services	Four basis points

## **U.S. General Services Administration Summary of Rates and Fees, FY 2011**

### **FY 2011 Rate Structure of the Federal Buildings Fund**

The following provides an overview of the fee structure of Public Buildings Service (PBS) property management services. PBS acquires leased or Government-owned workspace solutions that best meet the mission requirements of the customer.

Sixteen months before the beginning of each fiscal year, PBS distributes an OMB-approved Rent Estimate to all agencies occupying PBS space. The estimate projects the amount of rent agencies will be charged based on their current occupancy. This information, along with anticipated changes in space, is provided to assist tenant agencies in developing their annual budget requests.

#### **Government-Owned Space**

Government-owned space is priced by an appraisal, based on comparable real property assets. The appraised value sets a market rate for assessing rent that is valid for a five-year period. In certain situations, it may be infeasible or impractical to appraise a property; for these assets, PBS uses Return on Investment (ROI) pricing for rent charges. This usually occurs where there is no comparable market on which to base a rate, typically where the asset is in a remote location or has special features of construction, such as Land Ports of Entry or U.S. Courthouses.

#### **Leased Space**

In leased space, PBS rates are based on the actual lease contract cost and the cost of any additional conventional building operating services that PBS provides which are outside of the lease (for example, janitorial service provided by PBS), plus an 7 percent fee. All operating costs that PBS pays to the lessor are passed through to the customer agency. When PBS adjusts payment to the lessor, the rent to the customer agency is also adjusted.

#### **Reimbursable Services**

Any additional services provided to the tenant agency are recovered through a Reimbursable Work Agreement (RWA). RWAs recover the additional costs of above-basic services not covered in rental payments. Examples include overtime utilities, enhanced custodial services, and renovations or repairs to space.

**U.S. General Services Administration  
Summary of Rates and Fees, FY 2011**

<b>Public Buildings Service (PBS)</b>				
	<b>Rent</b>		<b>Reimbursable Services</b>	
<b>Type of Service</b>	Federally Owned Space	Leased Space	Non-Recurring Services	Recurring Services
<b>Rate Type</b>	Market Appraisal	Pass-Through plus surcharge	Pass-Through plus fee	Pass-Through plus fee
<b>Rate Base</b>	Market appraisal based with other applicable charges (i.e., operating costs and security charges)	Actual lease contract cost and cost of additional conventional building operating services plus GSA fee	Actual cost plus a fee to recover indirect costs incurred by PBS in performing services	Actual cost plus a fee to recover indirect costs incurred by PBS in performing services
<b>Rate Range</b>		7% Fee Surcharge	4% fee on services requiring regional oversight plus a sliding overhead charge starting at 10% and decreasing as the project dollar amount increases. The maximum overhead charge is \$30,000.	\$100 overhead charge