



GSA Federal Acquisition Service

August 11, 2011

**FAS INSTRUCTIONAL LETTER 2011-20**

FROM:

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SUBJECT:

The Enterprise Acquisition Solution (EAS)

1. **Purpose:** The purpose of this Instructional Letter (IL) is to provide an overview of the Enterprise Acquisition Solution (EAS), Phase 1. This IL will serve as the overarching IL under which all other ILs related to EAS will be posted.
2. **Background:** The Federal Acquisition Service (FAS) is undertaking a major modernization initiative to create an end-to-end electronic contracting environment. Part of that effort includes the Enterprise Acquisition Solution (EAS). EAS involves building enterprise services that will support end-to-end electronic contracting. The objectives of EAS include:
  - Enable end-to-end electronic contracting;
  - Allow for the efficient distribution of workload across FAS by making contracts electronic and automating workflow (signature processes, the ability to transfer contracts beyond immediate reporting office, etc.);
  - Improve management of current and future acquisition process by gathering accurate business intelligence data using the electronic data gathered by EAS;
  - Eliminate duplicative systems that support the same acquisition process;
  - Define consistent standards for acquisition process; and
  - Transition and integrate legacy IT with state-of-the-art technologies.

The benefits of EAS include:

- Reduced turnaround time and increased quality as a result of automation of contract processes;
- Reduced business process variation to help FAS be more responsive to customer needs;
- Increased customer satisfaction through complete and accurate information on GSA Advantage! and eLibrary;
- Ability to transfer workload electronically to optimize the use of scarce resources via

automated workflow; and

- Enhanced service quality through seamless product and services delivery.

### Overview of Pilot

EAS is comprised of approximately 8 feature sets that contain functionality that address the entire contract life cycle. Two of those feature sets, which relate to the capture and evaluation of pricing for offers and pricing modifications, are projected to be piloted on two Federal Supply Schedule (FSS) service Schedules in Fall 2011. The pricing functionality includes capturing pricing data up front with offers and modification requests via Formatted Pricelist (FPL) templates, displaying the FPL automatically on GSA Advantage!, and providing the FAS acquisition workforce a Price Evaluation Tool (PET) to enhance the ability to negotiate pricing.

These process improvements will provide significant benefits for customers, contractors, and the acquisition workforce. Customers will have access to up-to-date, accurate pricing information to help them make more informed best value decisions when ordering from the FSS Program.

Contractors, while having to do some initial work upfront to transfer existing pricing into the FPL formats, will see a more streamlined modification process and faster modification cycle times. In addition, the Schedule Input Process (SIP) will be eliminated. Acquisition personnel will receive complete proposed pricing in a standard format and will also have the automated capability to conduct price analysis through the PET. With the elimination of SIP, Contracting Officers and Specialists will no longer have to approve pricelist submission through the Contracting Officer Review System (CORS). Another feature for the acquisition workforce includes the automation of Pre-Negotiation Memorandum, Price Negotiation Memorandum, and Final Proposal Revision templates for offers and modifications.

### Pilot Implementations

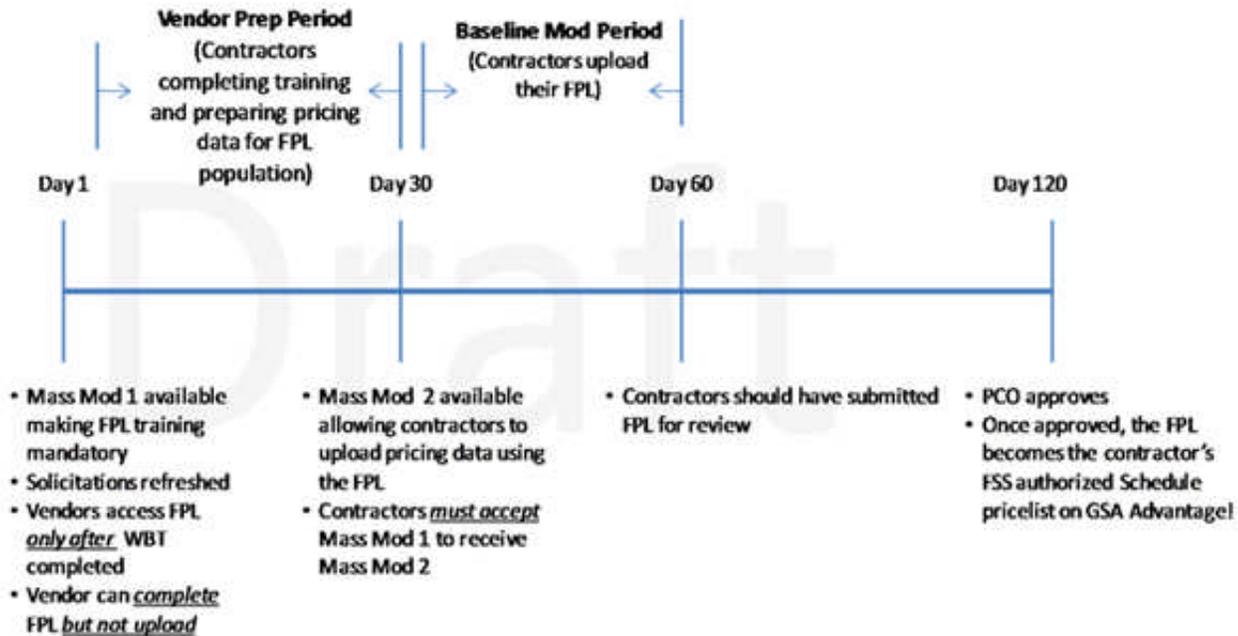
Prior to the release of the FPL functionality, all existing contractors on the Schedules participating in the pilot will be notified through two mass modifications, issued approximately 30 days apart.

The first mass modification (see [IL 2011-21](#), Mandating Contractor Instruction on the Formatted Pricelist for the Federal Supply Schedule Program) requires contractors to complete web-based instruction on the purpose, benefits, and proper use of the FPL. Upon completion of the instruction, contractors can download a customized FPL template that can be used to start preparing their pricing data. The instruction is hosted on the Vendor Support Center homepage at [vsc.gsa.gov](http://vsc.gsa.gov).

The second mass modification (see [IL 2011-22](#), Implementation of the Formatted Pricelist for the Federal Supply Schedule Program) requires contractors to accept a number of revised clauses and to “baseline” their currently awarded pricing by uploading the information in a FPL template for approval by their Contracting Officer. Once the FPL is approved, it will be automatically loaded to GSA Advantage! as the contractor’s authorized FSS pricelist.

Training for acquisition personnel on the FPL will be given in a classroom setting. A user guide and FAQs is posted on the Electronic Centralized Acquisition Tool (eCAT) at <http://apps.fas.gsa.gov/newclausemanual/manual/index.cfm>.

The diagram below provides a visual of the implementation process.



3. Effective Date: Date of signature.
4. Termination Date: This IL remains in effect unless it is cancelled.
5. Applicability: This IL applies to all GSA/FAS acquisition activities awarding Federal Supply Schedule contracts. The IL does not apply to Department of Veterans Affairs (VA) acquisition activities awarding and administering Federal Supply Schedule contracts.
6. Reference Regulations: None
7. Instructions/Procedures: See associated ILs.

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