

Request for Services Contract Approval Form and FAQ: What's New

13 March 2015

FAQ: Update

- ❖ The contact information on page three has been updated.
- ❖ Question 4 has been updated to include additional clarifying language: “Additionally, an RSCA form must be executed annually even in cases where the IDIQ contracts have no option periods.

22 December 2014

RSCA Form: Administrative Update

- ❖ The version number of the Form has been retained because these are non-substantive updates.
- ❖ Front page: Item 4 in the Certification section has been updated—“check all that apply” has been changed to “check the applicable box”, as more than one item should not have to be selected.
- ❖ Front page: A fillable line was inadvertently removed from the “Name/Rank/Position” part of the Certification section in the last update. It has been restored.

8 December 2014

RSCA Form: Administrative Update

- ❖ The version number of the Form has been retained because these are non-substantive updates.
- ❖ Front page: “Date and Cost of Current Period of Performance” and “Labor Cost for Current POP” have been changed to “Date and Cost of Requested Period of Performance” and “Labor Cost for Requested POP”, respectively.
 - This change is only a clarification—the data that should be entered in these boxes has not changed.
- ❖ An email address has been added to the contact information on page 2.

31 October 2014

FAQ: Update

- ❖ Question 7 (“The ‘cost boxes’ on the front page only have room for three option years, but I have more than three. What do I do?”) is OBE and has been removed. The other questions have been re-numbered accordingly.
- ❖ Question 9 (previously 10), “If a proposed contract award amount is higher than the amount originally estimated on the Form, is a new Form required?” has been re-worded for clarity.
- ❖ Question 17, “Does a Form have to be filled out for the installation of equipment?” has been added. The other questions have been re-numbered accordingly.

RSCA Form: Administrative Update

- ❖ The version number of the Form has been retained because these are non-substantive updates.
- ❖ Worksheet C, Page 8: The narrative above the “Exceptions: Authorized Personal Services” block has been updated for clarity.

- The “No” column for that block of questions has also been changed to “N/A”.
- ❖ Worksheet D, Page 9: The instructions above the Organizational Conflict of Interest question stated, “A ‘Yes’ answer to question 2 precludes contracting until such time as the requiring activity has taken steps to mitigate the conflict of interest.”
 - This was a typo and should have read, “A ‘No’ answer to question 2...”
 - The typo has been corrected.

20 October 2014

RSCA Form: Administrative Update

- ❖ The front page has been re-organized to improve usability.
 - An “Option Year 4” box has been added to the cost box information row.
 - The previous format requiring two approval signatures has been restored (the 6 October version required only one signature). A note has been added underneath the approve/disapprove areas indicating that initials are adequate for that space.
- ❖ The version on the front page has been changed to “October 2014, Version 1.1” to indicate the change.
 - “October 2014” has been retained because this is a non-substantive update.

6 October 2014

- ❖ The publication date of the Form has been updated to October 2014.
- ❖ The Form’s blue coloration has been changed to green.

RSCA Form: Administrative Updates

- ❖ The front page has been re-organized to improve usability. Some information is now in boxes rather than on individual lines.
- ❖ The Instructions page has been moved forward to page 2 (previously page 12).
- ❖ Overall formatting/layout tweaks have been made to make the Form easier to read/use.
- ❖ The narratives at the beginning of each section have been simplified for the sake of clarity and usability. Additionally, the citations in each section have been moved to the end of their respective worksheets.
 - This applies to all the worksheets.
 - The citations are now clickable links that lead directly to the source being referenced.

RSCA Form: Content Updates

- ❖ Worksheet A, #34 is a new question.
- ❖ Worksheet B, #24-26, have been moved into their own box, “Oversight of Contracted Functions,” to provide greater clarity as to the purpose of the questions.
- ❖ Worksheet C, #8 & 9 are new questions.
 - These are derived from the FAR, based on practical experience, and are intended to highlight areas that frequently have personal services issues.
- ❖ Worksheet C, #10-14 are new questions.

- This section was previously text. This new format is to make it easier to identify personal services exceptions.
- ❖ Worksheet D, #2-3 have been deleted, as they were redundant questions about CMRA reporting (already covered on the front page certification).
- ❖ Worksheet G has been updated and now includes publicity/propaganda functions in a new section beneath the security/firefighting functions.
 - This new section brings the Form in line with 5 U.S.C. 3107, as well as other laws and GAO rulings that prohibit funds being mis-used for publicity or propaganda purposes.
- ❖ The publication date of the FAQ has been updated to 6 October 2014.
- ❖ The FAQ coloration has been changed to green to match the RSCA Form.

FAQ: New Question

- Question 7 (“The “cost boxes” on the front page only have room for three option years, but I have more than three. What do I do?”) has been added.
- The other questions and sections have been re-numbered accordingly.

29 September 2014

FAQ: New Question

- ❖ Question 23 (“Can we share the Form with contractor personnel?”) has been added.

24 September 2014

RSCA Form: Administrative Update

- ❖ The phrase “For Official Use Only/Procurement Sensitive Information” has been added to the bottom of page one.

9 June 2014

RSCA Form: Administrative Update

- ❖ Item C-2 (page 7) has been changed from, “The contractor personnel are performing on a government site” to “One or more contractor personnel are performing on a government site”.
 - This is a clarification that does not change the substance of the question: one or more contractor personnel performing on a government site should always have resulted in a “Yes” answer to C-2, so the wording has been changed to ensure this is clear.
 - The publication date for the Form was not changed, as this does not impact the substance of the question at issue.

3 June 2014

RSCA Form: Administrative Update

- ❖ Pages 2-11 referred readers to “page 13” for the Instructions. This has been fixed and the directions now correctly refer readers to page 12.

- The publication date for the Form was not changed, as this was just a non-substantive typo correction.

21 May 2014

- ❖ The publication date of the Form has been updated to May 2014.

RSCA Form: Administrative Update

- ❖ A checkbox has been added to the front page (now item 4d) to accommodate Civil Works funded contracts that are exempt from ECMRA reporting.

RSCA Form: Content Updates

- ❖ The Form has been updated to reflect implementation of Section 1038 of Public Law 111-84, “Prohibition on Interrogation of Detainees by Contractor Personnel”.
 - Worksheet A has a new question (item #33, page 4).
 - Worksheet B, item #20 has been modified, and items 20i and 20ii have been added.

9 May 2014

RSCA Form: Administrative Update

- ❖ The link to the most current version of the Form on page 12 (Instructions, item #2) led to an incorrect url. This has been fixed and should now be functioning as intended.
 - The publication date for the Form was not changed, as this was just a small, technical fix to correct the problem.