GSA®

Office of Telecommunications Services

Conexus & EIS Tools Quarterly Updates

AB Codes versus Agency Identifiers

Most agencies are familiar with their Agency Bureau (AB) Codes, and some have started to become familiar with their new Agency Identifiers. What's the difference and why does it matter?

AB Codes have been used to classify accounts by the federal or non-federal agency granting the task order award. The same

holds true for Agency Identifiers.

The difference is in the format of the two, and some agencies' codes have been updated to an entirely different set of alphanumeric characters in the new Agency Identifier format.

Example:
Agency Name: GSA
AB Code: 4700
Agency Identifier: 04700000

Additionally, four character AB Codes cannot be used for the EIS contract. EIS agency task order awards must be made using GSA's eight character Agency Identifier.

Not sure what your agency's Agency Identifier is? Email us at conexus.help@gsa.gov to find out!

> **Access GSA Conexus at https://conexus.gsa.gov**

> **Click here to register for Conexus Training**

> **Contact the Conexus Management Team at conexus@gsa.gov**

> **Contact the Network Hosting Center at nhc@gsa.gov**

> **Contact the Conexus Helpdesk at conexus.help@gsa.gov**

Solicitation Assistance Tool (SAT)

Are you having difficulty writing your EIS Task Order solicitation? This new tool in the Network Hosting Center (NHC) can help write your solicitation and produce a Uniform Contract Format (UCF) document in MS Word. The first step is to contact your agency's designated GSA Agency Manager (AM) and request a SAT session questionnaire form. To find your agency's designated AM, click on this link: gsa.gov/nspsupport.

Once the questionnaire is completed, a SAT session will be scheduled and conducted with the customer agency project and acquisition personnel.

HIGHLIGHTS:

♦ Produces an EIS Task Order Solicitation at the 80% level that is further customized and edited by the agency.

♦ Includes best practices, suggestions and text boxes for additional details.

♦ SAT expert driven tool used with customer agency representatives.

Coming Soon! Network Hosting Center Changing its Name

Most agencies are familiar with the Network Hosting Center (NHC) and the Public/Agency Pricers. The NHC will soon be renamed as GSA's **Enterprise Operations Solutions (EOS).** Calling the application a 'hosting center' suggests

space provided on a server owned or leased for use by clients, and can be misleading for some. Renaming the NHC to EOS brings it more in line with the functions and features of the system, and also shows that it clearly falls under GSA's Office of

Telecommunications Services' domain.

Be on the look-out for additional information coming your way soon, including new contacts and trouble ticketing details!

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EIS Task Order Award Information

Task Orders

Did you know that EIS task order (TO) award information is viewable within the Conexus application? By logging into Conexus and going to "MENU" and then "Agencies" and then filtering to the Agency Identifier associated with the TO, Conexus users with the appropriate permissions can view the following on the main TO screen: TO Number, Agency, Contract Number, Mod Number, Funding Ceiling, Associated Government Fee (AGF) Rate, Proration Type, Start Date and End Date.

Also viewable within Conexus by clicking on the appropriate tabs in the TO module are the task order Points of Contact (Contracting Officer and Contracting Officer Representatives); Financial information such as the period of performance and the related performance dollar amounts; EIS services awarded on the TO; Jurisdictions (if included on the TO); Locations (if specified on the TO); and all awarded Contractor Line Item Numbers (CLINs) on the TO.

Once a TO award has been made, it is the awarded contractor's responsibility to upload the agency TO information into a Network Hosting Center system called AcquServe. From AcquServe, the TO information then flows into Conexus in an overnight feed. This TO feed to Conexus occurs regardless of if the agency chooses to use Conexus to place service orders, or if they choose to place them directly with their awarded contractor.

If an agency chooses to use Conexus to place their service orders, the awarded TO data specifies the CO and CORs who are contractually able to submit service orders to the agency's awarded vendor. Only they have the appropriate permissions to do so once registered in Conexus, negating the possibility of any service orders being submitted to a vendor by an inappropriate entity.

EIS Non-Recurring Charge (NRC) CLINs that can Bill More Than Once

Charging frequencies for GSA Contract Line Item Numbers (CLINs) have been fairly standard throughout its current and past telecom contracts. These charging frequencies are:

♦ MRC - Monthly Recurring Charge

♦ NRC - Non-recurring charge

♦ Usage

Non-recurring charges are typically one-time charges for installation of service or equipment, whereas monthly recurring and usage charges are monthly charges. Monthly recurring charges are normally a fixed rate for service or equipment/device leasing each month, and usage charges are for services calculated each month at a specified base rate.

However, under the EIS Contract, there is a small subset of NRC CLINs that can bill more than one time. These NRC CLINs can be looked at as Incident-based Recurring Charge CLINs or IRCs. A good example of this scenario would be a yearly subscription charge for Cloud Services. These types of recurring NRCs do not fit under MRC or usage based charging frequencies, and by default fall under the IRC category.

An IRC CLIN reference table will be posted on the main Conexus splash page under Conexus Reference Files

Conexus Validation of EIS Contractual Fees and Taxes

One of the many value-adds that Conexus provides for agencies is an accurate validation of the EIS Associated Government Fee or AGF. Within Conexus, billing detail is broken out to clearly display line item amounts, the calculated sum of the AGF, and any allowable taxes.

While Conexus validates that the AGF charged is correct, it also performs validations against the allowable taxes included on the contractor billing invoice. GSA maintains a database of allowable taxes, fees and surcharge that Conexus uses to automatically validate if taxes charged on the billing invoice are allowable.

If the AGF amount is incorrect on a billing invoice, Conexus will flag it as a possible dispute. The same holds true for any taxes charged by the contractor that are not on the allowable tax file.

Allowable taxes consist of taxes that are allowed by city, county, municipality, etc. under the EIS Contract. However, just because a tax is allowed does not necessarily mean it should be applied, and agencies should do their due diligence to verify that the taxes they are charged do actually apply to services ordered.