

PARTNERS IN ACTION 2016

Bureau of Indian Affairs Property

GSAXcess

Understanding The Process

PRESENTER:

**Ryan Burrows
Regional Property Officer
BIA – Midwest Regional Office**

ryan.burrows@bia.gov

612-725-4535

612-713-4401 (Fax)

TOPICS

- × **What's New – Process Changes**
- × **How to obtain an Activity Address Code (AAC)**
- × **How to apply for screener card**
- × **Discuss the various GSA programs available**
- × **How to obtain BIA Midwest Region excess property**

TOPICS

AAC AND SCREENER PROGRAMS

Activity Address Code (AAC)

- ✘ Unique code for each Tribe/Tribal Organization
- ✘ Only one (1) code per Tribe
- ✘ Application to apply
- ✘ Required to use GSA as a source of supply

SCREENER

- ✘ Access granted to individual
- ✘ Could be one or more individuals per Tribe
- ✘ Application to apply
- ✘ User Code

***NOTE: The information above is subject to change**

PL 93-638 AND PROPERTY

Public Law 93-638 provides authority:

- ✘ 105 (f) – Donation to an Indian Tribe/TO personal or real property excess to BIA, IHS or GSA**

- ✘ 105 (k) Tribe/TO access to federal supply sources in carrying out a contract/grant/cooperative agreement.**

AWARDING OFFICIALS

Self-Determination Officer– Midwest Region:

✘ **Michelle R. Corbine, Regional Office**

Office of Self-Governance– Bureau of Indian Affairs:

✘ **Sharee Freeman, Director OSG**

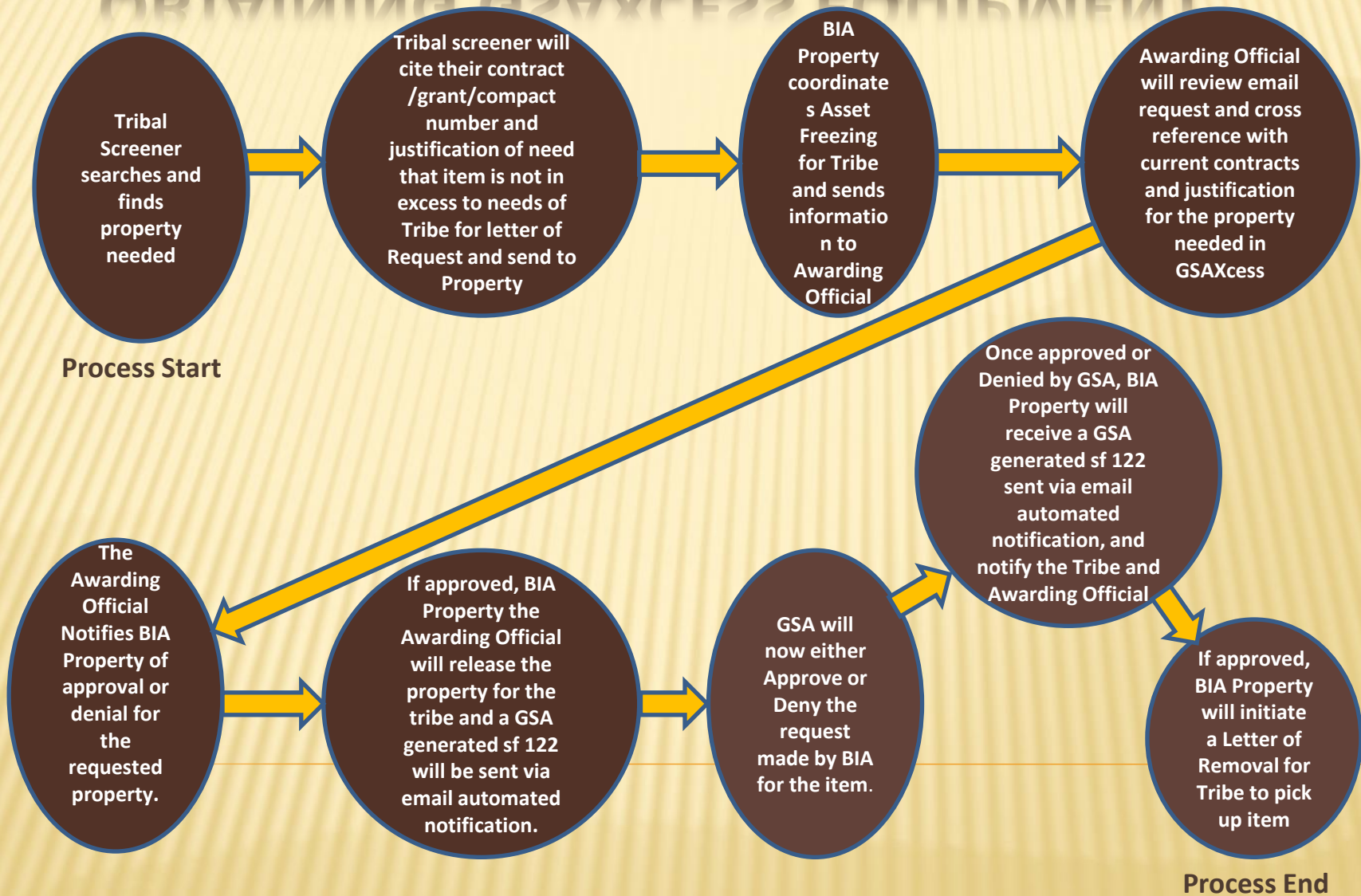
CHANGES IN THE PROCESS – THE ISSUE

- **December 2015 an interruption in the process of the Asset Freezing capability in GSAXcess began for Tribal Screeners that performed internal Freezing of equipment.**
- **The Midwest Region along with the other regions have expressed concerns of this GSA policy revision to Indian Affairs Central Office.**
- **Central Office is still currently working to reach an amicable solution with GSA on this matter.**

CHANGES IN THE PROCESS – THE SOLUTION

- **A Temporary solution was developed for the Tribal Screeners within the Midwest Region until final guidance is given by Central Office.**
- **The Tribal Screener will now send a Letter of Request on Official Tribal Letterhead that includes the contract number, and expiration date, stating that item(s) requested will not be in excess to the tribe's needs to Ryan Burrows, the Midwest Region Property Officer.**
- **The Property Officer will then coordinate to have the item(s) frozen for the Tribe.**
- **Once the Letter of Request has been received and the asset frozen the process continues as it normally would.**
- **Once Approved by the Awarding Official, Released by Property, and Approved by GSA, BIA Property will issue a Letter of Removal to the Tribe.**

OBTAINING GSAXCESS EQUIPMENT



*** Property must be froze and approved-released within five business days of request from tribe.**

***NOTE: Process may be subject to change after Final Guidance from Central Office**

ACTIVITY ADDRESS CODE (AAC)

What is an Activity Address Code?

- ✘ Six (6) character code assigned to Tribe/Organization
- ✘ Identifies the sponsoring agency (Bureau of Indian Affairs)
 - + All begin with 14XXXX – which designates the Department of Interior, BIA
- ✘ Provide GSA information, such as:
 - + Where to ship ordered materials
 - + Status of the order
 - + Billing information
- ✘ Confirms authorization to GSA

ACTIVITY ADDRESS CODE (AAC)

Who is authorized to obtain an AAC?

- ✘ Tribes/organizations performing under PL 93-638 contracts, grants, cooperative agreements and Self-Governance compacts

ACQUIRING AN ACTIVITY ADDRESS CODE

HOW TO APPLY FOR AN AAC

- ✘ **Submit written request to Property for the appropriate BIA Awarding Official to review**

- ✘ **Request must:**
 - + **Be on tribal letterhead**

 - + **Signed by Tribal leader (Chairperson, Chief, President, Omega)**

 - + **State contract, grant, co-operative agreement or self governance compact number**

 - + **Effective dates and duration of each contract/agreement.**

ACQUIRING AN ACTIVITY ADDRESS CODE

HOW TO APPLY FOR AN AAC

- ✘ **BIA Awarding Official/OSG:**
 - + **Reviews**
 - + **Approves/Denies request**
 - + **Prepares Findings & Determination (F&D) which authorizes Tribe to purchase from GSA supply sources**
 - + **Submits F&D, written request and driver's license to BIA Central Office for issuance of AAC**
 - + **BIA will be notified of the AAC assignment and will then notify the Tribe that code is issued**

- * **NOTE: AACs expire on date listed in the F&D, unless we are notified that the contract/agreement will be renewed or extended. If AAC expires, cannot order from GSA**

ACQUIRING AN ACTIVITY ADDRESS CODE

Three (3) types of addresses used under an AAC:

- ✘ **MAIL:** Mailing address, where mail is received. Multi-purpose – Could be used for mail, freight (if not PO Box) and billing.
- ✘ **FREIGHT:** Shipping address, if not same as mail address. Must be Street address for delivery. Cannot be a Post Office box number.
- ✘ **BILLING:** Used for billing purposes when the address is not the same as the mail address.

ACQUIRING AN ACTIVITY ADDRESS CODE

ADDRESS:

- ✘ **First line – Bureau of Indian Affairs**
- ✘ **Second line – Tribe/Organization name**
- ✘ **Third line – Street address**
- ✘ **Fourth line – City, State and Zip Code**

ACQUIRING AN ACTIVITY ADDRESS CODE

NOTE: Prior to submitting application for AAC code, check with your Tribe/Organization or Midwest Regional Office Awarding Official/Property staff since many Tribes may already have an assigned AAC

NOTE: There is a different Process involved with using GSA Autochoice in the Tribal Acquisition of New Vehicles. Property will assist in Point of Contact information, however there will be a separate AAC issued by GSA, and BIA Property is not involved in the process.

WHAT IS GSAXCESS?

<http://gsaxcess.gov>

- × Operated by the General Services Administration (GSA)
- × Website used to screen for excess Federal property.
- × Two programs: Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program Site to search for and obtain excess personal property that the government is no longer in need of.
- × Site is not for general public use

WHAT TYPE OF EXCESS PROPERTY IS AVAILABLE?



GSAXCESS

How a Tribe/Tribal Organization obtains access

- ✘ Submits letter of request from the Tribe authorizing him/her to screen excess property for the Tribe
- ✘ Completes the BIA Excess Property Screener's Application Package
- ✘ Excess Property Screener's Application
- ✘ Application for GSAXcess
- ✘ Approval Letter from the BIA/OSG Awarding Official authorizing Non-Federal Employee to screen excess personal property at Federal installations
- ✘ Justification Statement of Use

GSAXCESS

REQUIRED INFORMATION:

- ✘ **Application for Federal Excess Screening.**

Complete the forms and return with the following information:

- ✘ **Contract or Grant Number that excess property can be utilized under.**
- ✘ **Name of Contract or Grant Program (i.e. housing, forestry, etc.)**
- ✘ **Name of person designated as a Screener for the Tribe**
- ✘ **Request signed by Tribal Leader and on tribal letterhead**



To Whom It May Concern:

Attached is an application packet for obtaining an Address Activity Code (AAC) and for Federal Excess Screening. Please complete the attached forms as applicable and return along with a Letter of Request that is presented on Tribal Letterhead.

To Obtain an AAC for GSAXcess and other GSA Functions the following will need to be done:

1. Create a Letter of Request for an AAC.
 - a. The letter of must be on tribal letterhead.
 - b. The letter must contain the contract or grant number that will be used.
 - c. The letter must contain the name of the contract or grant program (i.e. housing, forestry, etc.).
 - d. The letter must indicate the name of the person designated as a screener for the tribe.
 - e. The letter must be signed by the Tribal Chairperson.
2. Fill out the attached BIA Midwest Region Excess Screener's application.
 - a. Must include a copy of the screener's valid driver's license that is included in the application packet that is returned.
3. Fill out the attached GSAXcess application.
 - a. This form is partially filled out by the tribe and returned to be completed by the Regional Property Officer.
4. Fill out the attached Findings and Determination statement.
 - a. Must indicate the contract/compact/grant number.
 - b. Must indicate an Expiration or Term Date. *The expiration date for tribes that fall under the Office of Self Governance (OSG) is the same expiration date of their funding agreement.
5. Material for Review of processes for GSAXcess and Federal Property Donations, and Autochoice.

Please send your request and packet information forms to my office and I will coordinate with the appropriate awarding official for approval. Once approved, I will then email the Letter of Request and Findings and Determination to BIA Central Office, for further processing. After I have received the AAC code, the screener will be added to the GSAXcess website and GSA will notify the screener via email of the User Code assignment, and screening may begin.

If you have any questions, please contact me at:

Ryan Burrows, Supply Management Officer
Midwest Regional Office, Bureau of Indian Affairs
Norman Pointe II, 5600 W. American Blvd., Suite 500
Bloomington, MN 55437
612-725-4535 (Office)
612-713-4451 (Fax)
Email: ryan.burrows@bia.gov

Application Packet

Letter of Instruction

Developed Internally
for the region's Tribes
as part of the
application process

BUREAU OF INDIAN AFFAIRS
MIDWESTERN REGIONAL OFFICE
EXCESS PROPERTY SCREENER'S APPLICATION
P.L. 93-638 INDIAN SELF DETERMINATION &
EDUCATION ASSISTANCE ACT

Application Packet

Midwest Region
Screener's
Application
Page 1 of 2

Name & Title:

Date of Birth:

Tribal Organization & Address:

Telephone No.:

Contract Numbers & Expiration Dates:

Driver's License Number & State of Issue: (Attach Copy)

List any Organization for which you have previously been issued a Screener's Identification Card:

"I certify that Mr./Ms. _____ is an authorized representative."

Signature of Chairman/Chairpersons

CERTIFICATION

In accordance with P.L. 93-638 Indian Self-Determination and Education Assistance Act, I understand that a Screener's Identification Card may be used only for the purpose of screening Federal excess personal property for use by the _____, with that use subject to any limitations or restrictions imposed by the Federal agency sponsor. I understand that excess personal property approved for transfer by the General Services Administration is transferred for use by authorized recipients. I understand that transfer of excess property for the purpose of exchange or sale violates federal law, even if the proceeds are used in furtherance of the approved activity. I further understand that I cannot be paid for screening services with Federal excess property transferred by the General Services Administration and that acceptance of Federal excess property as payment for services violates federal law.

I hereby certify that neither I nor any member of my immediate household will participate or act as an agent for other bidders in competitive or negotiated sales of personal property by the Federal Government or any agency thereof during the period of screening authorized by the U. S. Department of the Interior, Bureau of Indian Affairs.

Signature of Applicant

Date

Signature of BIA-Regional Property Officer

Date

Signature of BIA-Awarding Official

Date:



Bureau of Indian Affairs

Application for GSAXcess

Add Change Delete

First Name * Middle Initial Last Name *

Phone Number * - - Phone Extension

Fax Number * - -

Email Address *

Confirm Email Address *

Activity Address Code Agency/Bureau *

*****Regional Property Officer*****

First Name * Middle Initial Last Name *

Room Number Fax Number * - -

Email Address *

Confirm Email Address *

CC: Email Address

Confirm CC: Email Address Location State *

Access Granter
GSAXcess Permission Granted

Report
Property

Search/Select
Property

FINDINGS AND DETERMINATION
AND
AUTHORIZATION TO PURCHASE FROM GSA SUPPLY SOURCES

FINDINGS

1. I hereby find that:
 - a. The Bureau of Indian Affairs Office of Self-Governance has entered into a negotiated Compact of Self-Governance as indicated below:
 - (1) Compact Number:
 - (2) Compactor:
 - (3) Compact Term:
 - (4) Purpose: Provisions of programs under Title IV of Public Law 93-638, as amended, the Indian Self-Determination and Education Assistance Act, 25 U.S.C. 458 ~~aa~~ et seq.
 - b. The Compactor is a Tribal Government authorized by a Tribal resolution to deliver Bureau programs. In performance of its work under the above referenced Compact, the Compactor has a need for supplies and/or equipment.
 - c. Government Agencies in their interest use General Services Administration (GSA Supply Sources – i.e., Federal Supply Schedule contract and GSA stores, to simplify the purchase of commonly used items which are readily available through distribution systems of the respective contractors without the necessity of definite quantity consolidate buying and warehousing. The advantages to the Government Agency resulting from the competitive open GSA contracts include a greater and more diversified source of supply than would be available to the agency locally and, in general, more favorably pricing, terms and delivery.
 - d. When a Federal Agency determines that it is in the best interest of the Government to do so, the Agency shall authorize in writing its prime contractors to utilize GSA Supply Sources in performing Government contractors.
 - e. The Bureau is committed to enabling effective performance under this Compact.
2. Upon the foregoing findings, I hereby determine that authorizing the Compactor to utilize GSA Supply Sources – i.e. Federal Supply Schedule Contract(s) and GSA store stock – in performing the above referenced Compact is in the public interest and the best interest of the Bureau. Title to all equipment acquired by the Compactor through GSA Supply Sources shall vest in the Government as shall title for property purchased otherwise under this Compact. The Bureau of Indian Affairs is also responsible for ensuring that the Compactor complies with the term of its authorization and for ensuring that supplies and services obtained from GSA Supply Sources are properly accounted for and properly used.
3. Upon the Findings and Determination stated above, authority to purchase from GSA Supply Sources is hereby granted to the Compactor pursuant to 41CFR 1-5.902 and 14H-70.501.

Awarding Official

Date

Application Packet

Findings and Determination Statement

***Midwest Region
PL 93-638 applicable
Tribes do not need to
fill out this document
as the Awarding
Official will conduct
this.**

****Midwest Region
OSG applicable Tribes
need to fill out the
form and submit to
BIA Property for OSG
review.**



GSAXCESS and FEDERAL PROPERTY DONATIONS PROCESS

Requesting an AAC code to gain access to federal property

1. The tribe will email the regional property officer to request access to GSAXCESS federal property if the tribe does not have an AAC code established.
 - a. The property officer will email to the requesting tribe the GSAXcess application, screener application and findings and determination form. The property officer will inform the tribe to prepare and sign the applications and return them along with a copy of the driver's license of the screener and a letter of request for AAC code and screener designation. The letter of request must be on tribal letterhead and it will state they are requesting an AAC code for the tribe and they need to also state who they are designating as the screener for the tribe. The letter must state the contract/compact/grant number and expiration date. If it does not have an expiration date they need to state indefinite. The letter needs to list all the programs they will be screening for.
 - b. Once this is all emailed to the property officer, coordination will be made with the appropriate awarding official for approval. Once approved the property officer will email the findings and determination and letter of request only to central office. Central office will process the AAC code request and send the information back to the regional property officer. Once the regional property officer receive the AAC code the screener will be added to GSAXcess website and the system will notify the tribe once completed and they may begin screening.

Screening federal property in GSAXcess and donations from federal agencies

1. The tribe will email a letter of request to the property officer for anything that has been screened and froze in GSAXcess or any property that is requested as a donation
 - a. In order to screen federal property or receive a donation from a federal agency the tribe must already have an established AAC code. Each time the tribe screens and freezes property or request for a donation of federal property they must submit a letter of request on tribal letterhead to the regional property officer. The letter must describe in detail what property they are requesting, the program name and contract number they will use the property for and that this property they are requesting will not be excess to the needs of the tribe.
 - b. For GSAXcess property a transfer order is automatically sent to the property officer when the screener freezes the property in GSAXcess. The property officer will combine the letter of request and the GSA transfer order and coordinate approval with the appropriate awarding official. If approved the property officer will release the property in GSAXcess and the tribe will be notified by the system. If it is a vehicle the property officer will need from



GSAXCESS and FEDERAL PROPERTY DONATIONS PROCESS

- c. the tribe the mileage, make, model, weight and year of the vehicle and will prepare an SF97 so the tribe may obtain a tribal or state tag and title.
- d. There is a very short deadline in this process and it is imperative for the tribe to provide all required information as soon as possible in order for BIA to meet the GSA deadlines. Once the tribe freezes the property and it is allocated to the tribe by GSA we have a total of seven days to get it fully approved and released. If we do not meet this deadline the property request will be denied by GSA. Once approved and released by the regional property officer, the tribe has 15 days to pick the property up. The property officer will provide an additional form approving the release of federal property only if it is located on a military base, DOD, DLA/DRMO installation.

Autochoice AAC code request

1. If the tribe would like to purchase a vehicle in Autochoice they will need to send a separate letter of request to the property officer. The letter will simply state the tribe is requesting an Autochoice AAC code in order to purchase vehicles and list their contract number and expiration dates if applicable. The property officer will prepare the findings and determination form and send along with the letter to the awarding official for approval. Once approved the property officer will forward to central office. Central office will coordinate with GSA and have an Autochoice AAC code issued to the tribe. The tribe will be notified by GSA. And may begin with the purchase of their vehicles without any further requirements from BIA.

Bureau of Indian Affairs, Midwest Region Point of Contact

Ryan Burrows, Supply Management Officer
Midwest Regional Office, Bureau of Indian Affairs
Norman Pointe II, 5600 W. American Blvd., Suite 500
Bloomington, MN 55437
612-725-4535 (Office)
612-713-4451 (Fax)
Email: ryan.burrows@bia.gov

Place Tribal Seal here

Place Tribal Letter Head here

Date

GSA contact name, title

Agency name

Address

City, State, Zip

To whom it may concern,

(Full Tribe Name Here) is requesting a new Autochoice AAC code. A new Autochoice AAC is required for (Full Tribe Name Here) to get onto Autochoice for purchasing vehicles from GSA. The (Type of Contract i.e. Hud) Contract for the Tribe that will be used to acquire new vehicles from GSA is (List Contract Number Here). The expiration date of this contract is (place date here in format MM/DD/YYYY).

If approved and provided a new Autochoice AAC code, the new code can be sent to (Point of Contact including Full Name, Position/Title within the tribe). If you have any questions at any time, please contact (Point of Contact including Full Name) at (Phone Number) or (Email address).

Sincerely,

(Tribal Chairperson Name)

(Title)

cc: (whomever, as appropriate)

Furnished Upon
Request

GSA AutoChoice Template Letter

(Not part of the Process)

GSAXCESS

PROCESS:

- ✘ Requests submitted to Regional Property office for review and submission to appropriate office to generate a *User Code*
- ✘ *User Code* – grants access to the system.
- ✘ GSA will also notify you the screener via e-mail of your User Code

GSA WEBSITES

After AAC assigned – GSA websites to obtain property:

GSA Global Supply

<https://www.gsaglobalsupply.gsa.gov>

GSA Advantage

<https://www.gsaadvantage.gov>

USE OF GSA SOURCES

IMPORTANT:

- ✘ All supplies, equipment or excess property can be obtained only for official use under a PL 93-638, and is not in excess to the needs of the Tribe
- ✘ Contract/Self-Governance agreement
- ✘ Personal use of GSAXcess is not allowed
- ✘ Tribe will need to include on property inventory

REQUESTING EXCESS

BIA –Midwest Region property

PROCESS:

- ✘ Submit letter to the Regional Director or Agency Superintendent – Attention Property staff
- ✘ Letter must:
 - + Be on tribal letterhead
 - + Signed by Tribal Leader
 - + PL 93-638 contract or Self-governance agreement number
 - + Justification of use under the contract/agreement
 - + Point of Contact (POC) – Designated person that can be reached for questions or pick up of items
 - + Description of items requested and quantity. Be specific as possible

REQUESTING EXCESS

PROCESS:

- ✘ **Property staff reviews request and determines if excess property available.**
- ✘ **If available, provides letter and DI-105 form to Awarding Official for review and approval.**
- ✘ **If approved, Property staff coordinates with POC for pick-up of equipment.**

PROPERTY

- ✘ AAC
- ✘ Screener
- ✘ Region's Excess



QUESTIONS?