



EIS Scope Review

Access & Submission Instructions

Purpose

This document explains how a user can request and gain access to the Agency Pricer and submit an EIS Scope Review Request.

SCOPE REVIEW:

A scope review is required for all EIS solicitations over \$250K. If an agency is taking an exception to fair opportunity and doesn't issue a solicitation, then a scope review is not required. EIS solicitations must be reviewed by GSA prior to the agency Ordering Contracting Officer (OCO) releasing the solicitation to the EIS contractors. OCOs must also have received a Delegation of Procurement Authority (DPA) from the GSA Contracting Officer prior to releasing the solicitation. **Further, the solicitation must be complete; GSA will not review drafts or partial solicitations.** GSA will determine if the solicitation requirements are within scope and issue a written scope determination finding to the agency. Findings will include marked up comments in the original submitted solicitation documents.

Each solicitation receives a review of the following to ensure that it is within the scope of the EIS contracts, as follows:

- Technical
- Order terms and conditions
- Price structure

The time required for the scope determination will depend upon the complexity of the solicitation. Generally, developing the solicitation with GSA's Solicitation/SOW Assist Tool or using the uniform contract format will result in a faster scope review. If the solicitation is not within scope, GSA will work with the agency, if requested, to redefine the requirements and ensure that they fall within the EIS scope. Following a successful scope review, the agency may use eBuy to release the solicitation to all EIS contractors in accordance with FAR Subpart 16.505.

NETWORK HOSTING CENTER (NHC):

The NHC is a secure Government system that consists of an authenticated, secure web interface to program contract and agency-specific data maintained in multiple databases. The EIS Agency Pricer is a Government-provided collaborative component of the NHC, which provides ongoing support to Agencies and/or ordering entities to access EIS contract prices for available products and services.

NHC HELP DESK:

NHC@gsa.gov
703-610-2142



Access Procedure

EXISTING USERS:

Anyone with existing access to the EIS Agency Pricer tool at the NHC can log in and submit a scope review request by selecting the “Scope Reivew” option from the “Tools” drop-down menu in the upper left side of the window.

Existing Network Agency Pricer account holders are able to complete a form and have their account rolled over to the EIS Agency Pricer.

NEW USERS:

The following steps describe the procedure for a new user to apply for access to the EIS Agency Pricer.

1. **User Request.** User completes the required EIS forms and submits to the NHC Help Desk (HD) at nhc@gsa.gov. These EIS forms are available on GSA EIS Resources page at <https://www.gsa.gov/portal/content/164534>) and include:
 - a. Non-Disclosure Agreement (NDA)/Conflict of Interest (COI)
 - b. Controlled Unclassified Information (CUI)
 - c. NHC EIS Agency Pricer Access Request Form (ARF)
 - i) If the user needs copies of the forms or assistance with completing the forms, contact the NHC Help Desk at nhc@gsa.gov.
 - ii) The Help Desk will contact the user to discuss needs, access device type to be used and will send copies of the forms as needed.
2. **Approvals**
 - a. If the user is an EIS Ordering Contracting Officer (OCO), the Help Desk will check the DPA/OCO list to verify status. If the OCO is on the DPA/OCO list, the Help Desk provides access.
 - b. If the user is not on the DPA/OCO list or if user is new, the Help Desk will email the associated Agency Manager (AM) requesting approval.
 - i) If approved, AM sends email to the Help Desk stating access can be provided and Help Desk provides access.
 - ii) If not approved, user will receive an email stating access is denied.
 - c. If the user is a contractor, the Government Sponsor must provide approval. Additionally, a Corporate Non-Disclosure Agreement must be on file.
3. **Follow-up.**

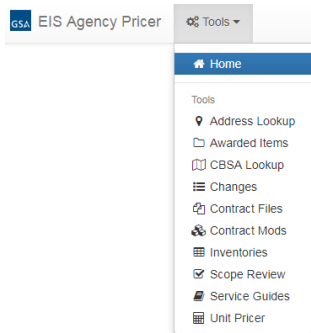
The help desk will follow up with user to ensure access is working correctly and to answer any user questions.



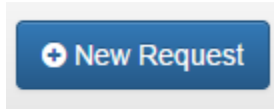
Submitting a Scope Review Request

Submit requests through the EIS Agency Pricer.

1. Login by visiting <https://portal.nhc.noblis.org/>
2. Select the option labeled “Scope Review” from the “Tools” menu in the upper left corner.



3. Click the blue button labeled “New Request” to begin submission of a complete solicitation for review.





4. Introduction: Review the information presented and then click the “Next Step” button in the lower right corner of the window.

The screenshot shows a web application window titled "New Request" with a close button in the top right corner. Below the title bar is a horizontal tabbed interface with six tabs: "Introduction" (selected), "Details", "Agency", "Contacts", "Files", and "Confirmation". The main content area contains the following text:

This window allows you to create and submit a new solicitation scope review request. The process is divided into the following steps:

- **Details:** Enter high-level information about your request such as the project number, estimated award date, and the estimated period of performance.
- **Agency:** Enter the agency, bureau, and sub-bureau (if applicable) that this request is associated with.
- **Contacts:** Enter the contact information for the Ordering Contracting Officer and Technical Contract.
- **Files:** Attach the files associated with this scope review request.
- **Confirmation:** Review your selections, correct errors, and submit your request.

You can use the **Next Step** and **Previous Step** buttons in the bottom-right corner of the window to navigate between steps. You can also navigate between steps using the tabs at the top of the window.

Click the **Next Step** button below to continue.

At the bottom of the window, there are two buttons: "x Close" on the left and "Next Step ▶" on the right.



5. Details: Complete as much information as possible and then click the “Next Step” button in the lower right corner of the window.

New Request

Introduction | **Details** | Agency | Contacts | Files | Confirmation

Solicitation/Project Name

Solicitation/Project Number

Estimated Task Order Amount

Estimated Task Order amount, inclusive of options.

Period of Performance Start Date

Period of Performance End Date

Estimated Solicitation Date

Estimated Award Date



6. Agency: Provide detailed agency name information and then click the “Next Step” button in the lower right corner of the window.

The screenshot shows a web application window titled "New Request" with a close button in the top right corner. Below the title bar is a navigation menu with six tabs: "Introduction", "Details", "Agency" (which is the active tab), "Contacts", "Files", and "Confirmation". The main content area of the "Agency" tab contains three input fields. The first field is labeled "Agency" and has the placeholder text "Agency name or code (required)". The second field is labeled "Bureau" and has the placeholder text "Agency bureau (optional)". The third field is labeled "Sub-Bureau" and has the placeholder text "Agency sub-bureau (optional)". At the bottom of the window, there are three buttons: "x Close" on the left, "◀ Previous Step" in the center, and "Next Step ▶" on the right.



7. Contacts: Provide detailed contracting and technical (optional) contact information and then click the “Next Step” button in the lower right corner of the window.

The screenshot shows a web application window titled "New Request" with a close button in the top right corner. Below the title bar is a navigation menu with six tabs: "Introduction", "Details", "Agency", "Contacts", "Files", and "Confirmation". The "Contacts" tab is currently selected. The main content area is divided into two side-by-side panels. The left panel is titled "Ordering Contracting Officer" and contains four input fields: "First Name", "Last Name", "Work Email Address", and "Work Phone Number". Below the "Work Phone Number" field is a note: "Must be in XXX-XXX-XXXX format." The right panel is titled "Technical Contact" and contains the same four input fields and note. At the bottom of the window, there is a "Close" button on the left and "Previous Step" and "Next Step" buttons on the right.



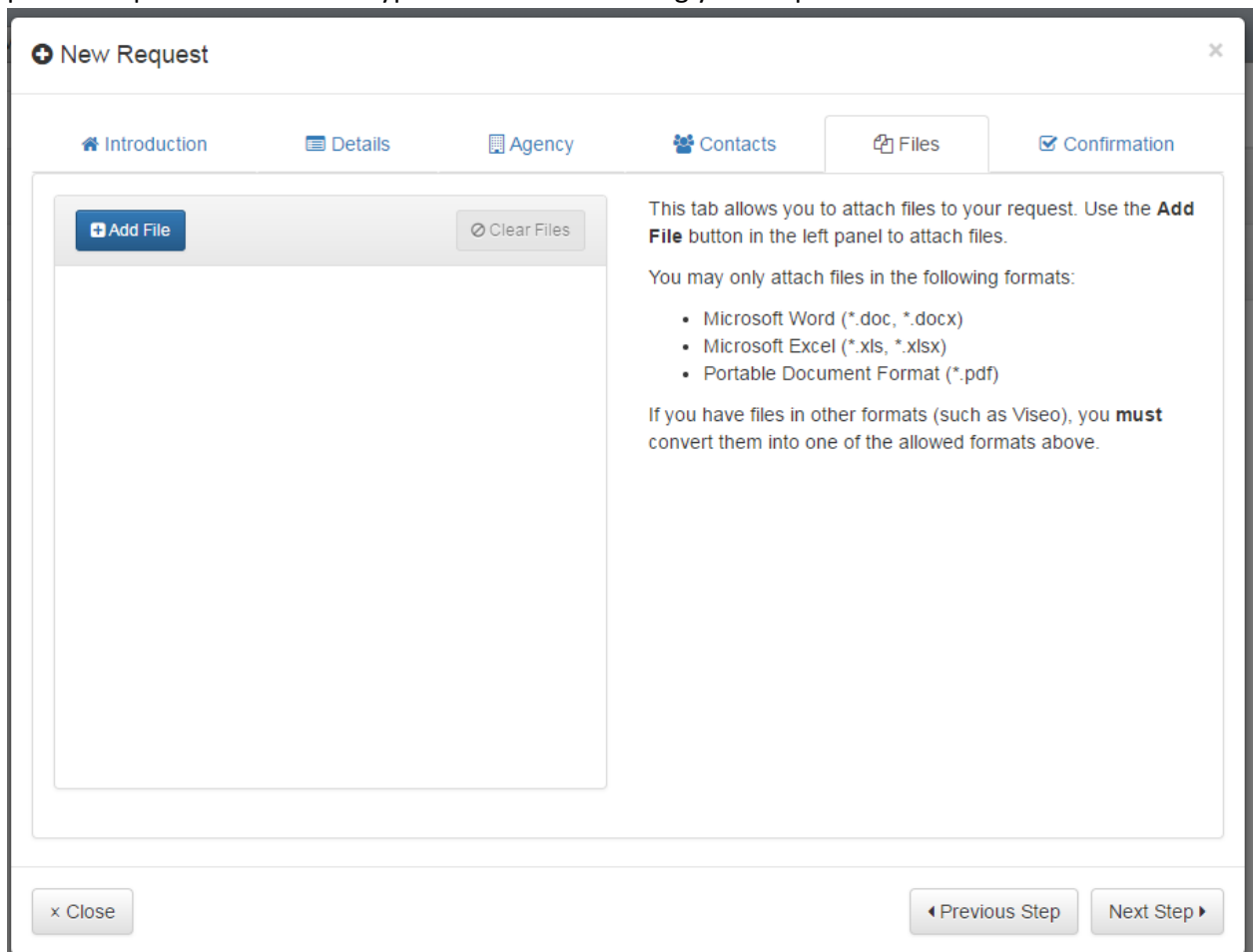
- Files: Attach all files relevant to the complete solicitation package (including but not limited to: pricing, requirement, instructions and evaluation criteria).

Solicitation documents must be submitted in Microsoft Word (*.doc, *.docx) format to be reviewed. Please do not submit PDF formatted solicitation documents.

Supporting files (price template, traffic models, service locations and addendums) may be in the following formats: Microsoft Word (*.doc, *.docx) Microsoft Excel (*.xls, *.xlsx) Portable Document Format (*.pdf)

If you have files in other formats (such as Visio), you must convert them into one of the allowed formats above.

Warning: Do not submit files that are password protected or encrypted - please remove all password protection and encryption before submitting your request.





9. Confirmation: Review any errors for information input into the required fields and make corrections on previous tabs as necessary. Once all information is completed correctly, click the blue "Create Request" button in the lower right corner of the window.



10. GSA will review and respond in writing to the contracting point of contact listed on original submission.