

507.7103 Business case and executive agent designation requirements.

(a) *General.* Per 40 U.S.C. § 11302, OMB issues an executive agent designation to a federal agency to establish and operate a Governmentwide Acquisition Contract (GWAC). OMB requires a business case as part of their executive agent designation review process. A business case is required for the establishment of a new GWAC including the next generation of an existing GWAC.

(b) *Timeframe for development.* A business case and executive agent designation shall generally be developed no less than 18-24 months prior to award (see FAR 17.502-1(b) for additional details). Prior to developing a business case and executive agent designation, the contracting officer shall follow their Service-level procedures and the process in subpart [504.71](#) for purposes of notifying the SPE and, if applicable, scheduling an acquisition review.

(c) *Coordination.* The contracting officer shall coordinate with their applicable Service-level acquisition policy organization, the applicable category manager(s), and the OSDBU when developing a business case and executive agent designation.

(d) *Business case content.* A GWAC Business Case Analysis sample is available on the Category Management, AoAs & Business Cases page on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal> and maybe used for developing a business case. At a minimum, each AoA shall include the following information:

(1) Identification of the document as a “Business Case Analysis for the Establishment a Governmentwide Acquisition Contract (GWAC)”;

(2) The name of the agency, the contracting activity, and requiring activity(ies);

(3) Description of the scope of the GWAC;

(4) The spend category(ies) and subcategory(ies) associated with the planned acquisition;

(5) The total contract value and spend;

(6) The anticipated contract tier;

(7) Identification of existing contracts, if applicable;

(8) The contract type, order type(s), product and service code(s), and North American Industry Classification Systems code(s);

(9) A discussion of the planned GWAC’s:

(i) Uniqueness;

(ii) Benefits;

(iii) Prices paid;

(iv) Small business opportunities;

(v) Anticipated demand;

(vi) Cost and fees;

(vii) Vendor management; and

(viii) Acquisition Gateway best practices.

(10) Any other information supporting the planned acquisition (*e.g.*, service-level requirements);
and

(11) Name(s) of key point of contacts for the planned acquisition.

(e) *Approval*. The SPE is the designated agency approving authority for business cases. OMB approves executive agent designations. The Administrator must sign-off on an executive agent designation prior to its submission to OMB.

Parent topic: [Subpart 507.71 - Category Management](#)