



The Administrator

February 6, 2025

Dear Agency Head:

Re: Assistance with Terminating, Descoping, and Justifying Consulting Contracts

Consistent with the goals and directives of the Trump Administration to eliminate waste, reduce spending, and increase efficiency, the U.S. General Services Administration (GSA) has taken the first steps in a Government-wide initiative to eliminate non-essential consulting contracts. For your information, GSA defines “non-essential” as any contract that merely generates a report, research, coaching, or an artifact. Agencies should review all such contracts to determine whether they should be immediately terminated, descoped, or justified. To date, GSA alone has terminated \$80 million in such contracts.

We ask our agency partners to join us to “Defend the Spend.”

For acquisitions involving a GSA contract, your Office of Customer and Stakeholder Engagement (CASE) representative is on standby to work with you to coordinate with contracting personnel on any contract actions or as a justification is prepared for such contracts. We would also like to assist your agency with contracts that your agency may have awarded as a direct acquisition without GSA.

In the enclosed spreadsheet, based on available procurement data, we have identified contracts your agency has awarded that may involve non-essential consulting. We ask that you complete the survey below for each contract. In the survey, indicate whether you plan to terminate the contract. If you do not plan to terminate a contract or descope requirement(s), write a one-sentence explanation in the space provided explaining why the consulting contract(s) is **essential** for your agency to fulfill its **statutory purposes**. In addition, please include the name of the person who represents that the consulting contract is essential. Finally, please use the survey to add any consulting contracts your agency has awarded that are not listed in the enclosed spreadsheet, and provide the information described above for each.

Please provide your response to this [survey](#) by February 13, 2025. If you have any questions, please send them to caseassistantcommissioner@gsa.gov or the FAS Commissioner, Josh Gruenbaum, at josh.gruenbaum@gsa.gov.

U.S. General Services Administration
1800 F Street NW
Washington, DC 20405
www.gsa.gov



OSD000885-25/CMD001288-25

We look forward to assisting you with reducing dependence on outside consultants and driving greater accountability on each contract.

Sincerely,

A handwritten signature in blue ink that reads "Stephen Ehikian". The signature is fluid and cursive, with the first name "Stephen" and last name "Ehikian" clearly legible.

Stephen Ehikian
Acting Administrator

Enclosure