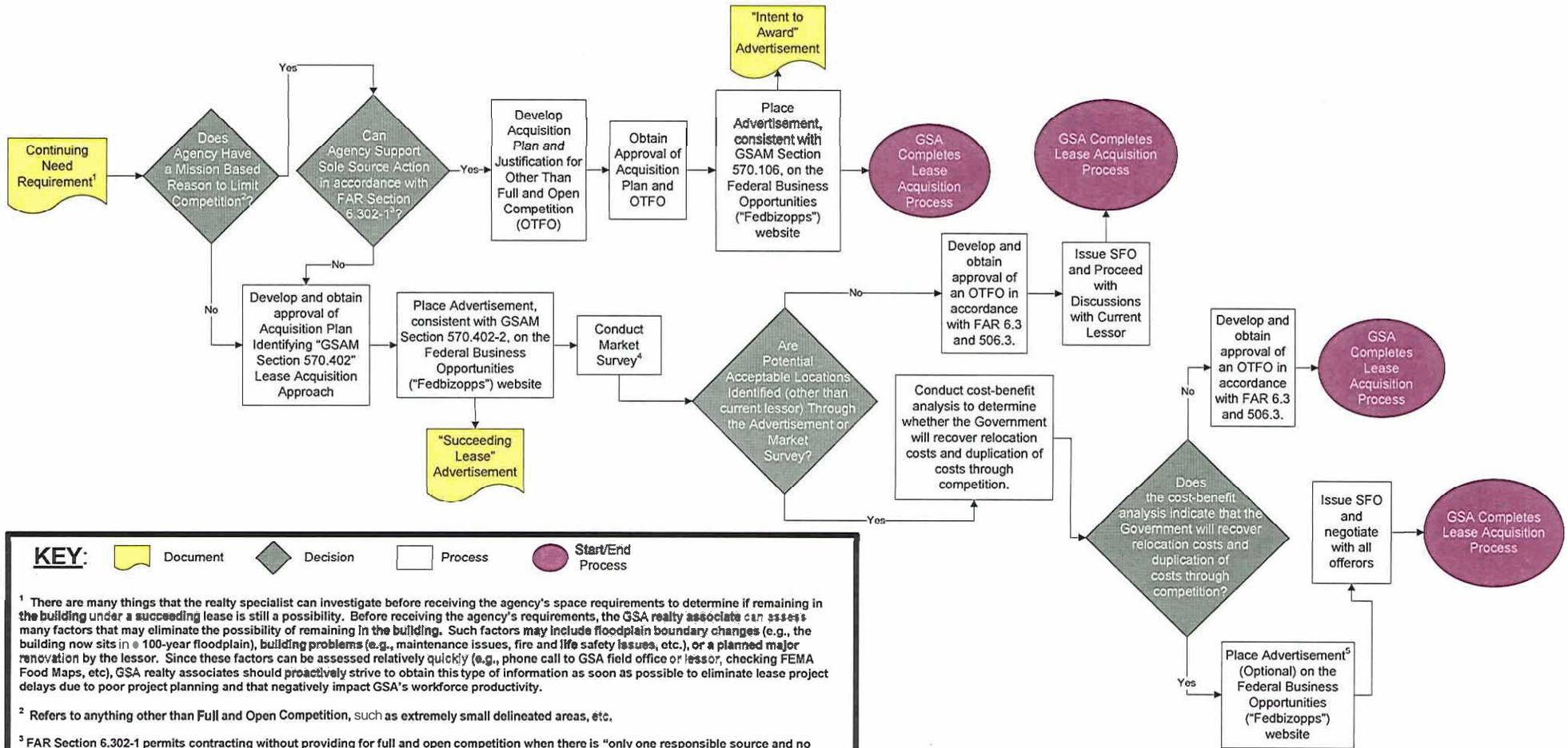


# Succeeding Lease Workflow



**KEY:** Document (Yellow shape), Decision (Grey diamond), Process (White rectangle), Start/End Process (Purple circle)

<sup>1</sup> There are many things that the realty specialist can investigate before receiving the agency's space requirements to determine if remaining in the building under a succeeding lease is still a possibility. Before receiving the agency's requirements, the GSA realty associate can assess many factors that may eliminate the possibility of remaining in the building. Such factors may include floodplain boundary changes (e.g., the building now sits in a 100-year floodplain), building problems (e.g., maintenance issues, fire and life safety issues, etc.), or a planned major renovation by the lessor. Since these factors can be assessed relatively quickly (e.g., phone call to GSA field office or lessor, checking FEMA Flood Maps, etc), GSA realty associates should proactively strive to obtain this type of information as soon as possible to eliminate lease project delays due to poor project planning and that negatively impact GSA's workforce productivity.

<sup>2</sup> Refers to anything other than Full and Open Competition, such as extremely small delineated areas, etc.

<sup>3</sup> FAR Section 6.302-1 permits contracting without providing for full and open competition when there is "only one responsible source and no other supplies or services will satisfy agency requirements."

<sup>4</sup> The term "market survey" does not necessarily mean a physical building inspection. In many cases, telephonic market surveys and market surveys using a commercial real estate market information database (e.g., CoStar) are sufficient.

<sup>5</sup> In addition to the advertising requirements identified in GSAM Section 570.402-2, realty specialists may, at their option, consider placing another advertisement at this point in the lease process if it will serve to promote competition.

REVISED September 15, 2008