

The Center for Lease Delegations News You Can Use

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LEASING DELEGATION AUTHORIZATION REQUEST APPLICATION

Leasing Delegation Authorization Request Application Revision 4 (8/12)

Effective September 1, 2012, all Lease Delegation requests must be submitted on the Delegation Authority Request (Revision 4 (8/12)) Form. All requests submitted on older versions of the application will be returned for re submission on the Revision 4 application. The updated Revision 4 form is posted in Del eGate on Documents and Links, under the Delegation Request Tab.

Lease Delegation Authorization Request Application Revision 4 (8/12) is revised to add Acquisition Plan Elements for Full & Open Competition, Succeeding/Superseding Lease Actions, Lease Renewal Options, Lease Extension, and Lease Expansion. This revision also incorporates Attachment "A" for Delegation Amendments.

Training on this new Delegation Application Revision 4 will be held on Webex. Please contact Mary Pesina at mary.pesina@gsa.gov if you are interested in this training.

DELEGATION POLICY LEAD BOARD

The Lease Delegations Policy Lead Board was established to assist both the Delegation customer and the Center for Lease Delegations to better manage consistent and timely communications in regard to Delegation issues and initiatives. The Policy Lead Board is made up of one primary Policy contact for each Delegation customer.

The board meets monthly on the third Wednesday of the month to discuss current Lease Delegation program initiatives and issues. You are encouraged to contact the Policy Lead for your agency to coordinate questions, and issues prior to contacting the Center for Lease Delegations. Each agency will track the questions, issues, concerns, and access where additional training or enhanced communication is needed. **If your agency would like to participate on the Policy Lead Board please contact Mary Pesina at mary.pesina@gsa.gov.**

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The Center for Lease
Delegations

Quarterly Newsletter

This 4th quarter 2012 Newsletter issue is provided to inform the GSA Lease Delegations Customer of current program and policy changes that affect the day-to-day leasing business of our customers.



The Center for Agency Specific Requirements (ASRs)

GSA rolled out 5 new lease models in April of 2011 through an effort known as Lease Reform (LRe). Many of the new models, including the Simplified and Streamlined models, feature "turn-key" pricing where the entire cost of the lease, including the cost of the tenant improvements, is fixed at award. This means that instead of awarding a lease with a "tenant improvement allowance" and determining the exact cost of those improvements after award, all costs are negotiated up front. This turn-key process competes the cost of the tenant improvements among all Offerors resulting in lower prices and since all of the costs are fixed at award, the post-award process is much faster and easier. In order to obtain a "turn-key" lease, the agency must identify their tenant improvement requirements, known as Agency Specific Requirements, or ASRs. These ASRs are attached to the Lease, which is released to all Offerors as part of the RLP package. Offeror use this information to determine the cost of providing the required improvements and submit an offer that includes the actual cost the ASRs. The Office of Leasing is releasing a template that will guide Federal Agencies in identifying their ASRs and supplying this information to the market. This template is not intended to change any of the agency's requirements, only to provide this information to the private sector in a manner that is consistent and easy to use.

Taking advantage of the Simplified and Streamlined models will help agencies obtain small to medium sized leases much faster than using the Standard model. It will also help agencies reduce their lease costs. If you have any questions or for further information, please do not hesitate to contact Charlie Johnson at [404-858-7098](tel:404-858-7098) or by email at charlie.johnson@gsa.gov.

Training Opportunities

The Center for Lease Delegations is working with the GSA Leasing Business Lines to develop lease acquisition training sessions for the Delegation Customer. Training Sessions will be conducted using Webex and Video Conferencing. If your agency would like to participate in these training sessions please contact Mary Pesina at mary.pesina@gsa.gov.

Q&A's

What is a standard conversion factor to convert USF to RSF?

For a multitenant office building 15% is typical. Single tenant conversion factors would be 5-7%.

Lease Model Questions

A general mailbox is available for all Lease Model Questions to be answered by a Subject Matter Expert. If you have lease model questions please send questions to askpr@gsa.gov.

NEXT NEWSLETTER EDITION

The Newsletter will change to a Bi-Annual publication beginning in the FY13 Second Quarter.

Please send any Newsletter Article suggestions to Sandra Vasquez at sandra.vasquez@gsa.gov.