

Exhibit 4

Lease Cost Relative to Market Measure Description and Methodology

The Lease Cost Relative to Market (LCRM) measure evaluates office lease actions and determines whether the rents PBS contracts for are high, within (equivalent), or low relative to industry. The results are reported as a percentage below industry as well as the square footage of leases assessed as having rates that are high, within, or low relative to industry. The FY10 target for both national and regional performance is 9.25 percent below the mid-point of the asking rates for the market as demonstrated by our source data. PBS weighs the results by the square footage of each lease when determining whether the regions make their targets.

This measure is subject to change each fiscal year. Contractors will be notified if changes are made that will impact their performance criteria.

Leasing Website Tool

PBS uses an interactive website to administer the LCRM assessment process and to compare lease rates for each new office lease transaction with those paid by industry. We use the website to post information and enable regional staff to review, add, and edit data relevant to the current assessment. Administered by LMI, the website is a powerful tool that allows us to illustrate to our stakeholders that we are cost-effective in our leasing process. The website's operating structure is based on several tables, which are populated with STAR data for the time frame being assessed. These tables include the following:

- Industry Market data from sources such as SIOR, REIS, or others that PBS determines valid and acceptable for comparative use.
- Lease Actions Table, which is collected from STAR and captures data on PBS leases.
- Additional Markets Table, which captures additional industry data on specific regional markets. Additional Market data are used on case by case.
- Mappings Table, which matches the locations of PBS leases to specific industry markets.

After the data has been compiled and verified, we run a query that compares each PBS lease listed in the Lease Action table with its industry counterpart in the SIOR and Additional Markets tables. The query examines each lease and determines whether the rate PBS is paying is above, within, or below the rate paid by industry in the same market

area. The query uses the Mapping table as a bridge to compare industry market data with PBS lease locations. Query results are saved to an Excel spreadsheet file, which is used to generate reports depicting regional and national results in terms of the number of new lease transactions and the square footage of new lease transactions. National Office uses these reports to generate the results of the quarterly measure performance.

Steps required to complete the lease cost analysis include the following:

1. Obtain accurate and relevant industry information on leases by market and class type..
2. Obtain accurate and relevant PBS information from STAR.
3. Regions review data and provide additional market information as appropriate.
4. Conduct assessment and generate reports and accompanying charts comparing PBS's lease rates with the industry range for a particular market.

Frequency of assessment. Quarterly.

Industry information. PBS currently uses SIOR and REIS as industry data sources. PBS will continue to seek other valid industry data sources for comparative market data and may add others as they are deemed valid and comparable to our markets and the data we need to review.

Assessment deadline. We are required to provide quarterly performance measure information on the 10th business day of the month following the end of the previous quarter. To meet this deadline, we will run STAR for lease action data on the 10th of the preceding month. This will provide us with a “rolling measure,” with 3 months of data incorporated into each review, and allow time to perform the assessments and analysis.

Regional review period. After the PBS lease data for lease actions that became effective during the period being assessed are posted (usually within 3 business days), the website automatically filters and qualifies the leases, so that the regions can start their data review. The regional review is critical to verify that leases being assessed meet all of the measure criteria and to identify leases that should be included or excluded.

Manual adjustments may be made to exclude (in no order):

Class C Space

New Lease Construction

Land Ports of Entry

Land

Emergency Leases

Average annual rent. Free rent periods and step rent—negative and positive steps—distort our comparison by overstating our rent when we have leases with negative steps and understating our rent when we have free rent and rent increase steps in the first year. We will look at lease rates over the firm term to determine the effect of free rent periods and step rent.