

The Center for Lease Delegations News You Can Use

VOLUME 3 ISSUE 1

February 2013



The Center for Lease
Delegations
Bi-Annual Newsletter

In FY 2013, the CLD
newsletter will be issued
bi-annually to
Del-eGate contacts.

THE CLD TEAM

The Center for Lease Delegation (CLD) team is available to respond to delegation program questions. The following outline provides the CLD team member's responsibilities and contact information.

Silvia Seymour

Silvia is the Program Manager for Post Award Audits and is responsible for communicating the audit findings and action plans to the customer. Silvia also serves as the CLD Lead for the development of the TREX Delegate Data System and the migration of data from Del-eGate to TREX. Once TREX is live, Silvia will lead the customer training. Silvia Seymour may be contacted at silvia.seymour@gsa.gov.

Sandra Vasquez

Sandra is the Program lead for all delegation request application reviews within the GSA Regions 4, 5, 6, and 7 territories. Sandra serves as the CLD Communications lead responsible for publications and communications for the program. Sandra is also a designated TREX Super User that will work with Silvia in providing TREX training to the customers. Sandra Vasquez may be contacted at sandra.vasquez@gsa.gov.

Paula Martin

Paula is the Program lead for all delegation request application reviews within the GSA Regions 1, 2, 3, 8, 9, 10, and 11 in addition to processing all delegation request packages over 19,999 rsf requiring the GSA Administrator's signature of approval. Paula also serves as the CLD training coordinator managing all GSA training opportunities offered to the delegation customers. Training opportunities include the SME Go-To-Training sessions on various leasing program initiatives and leasing processes. Paula will be responsible for coordinating the TREX training schedule and registration for the customers. Paula Martin may be contacted at paula.martin@gsa.gov

DELEGATION & LEASING QUESTIONS

- Delegation authority questions and Issues should be sent to Mary Pesina. Mary Pesina may be contacted at mary.pesina@gsa.gov
- Lease Procurement Process questions and issues must be coordinated with the delegated agency Policy Lead. The Policy Lead in conjunction with the agency OGC should address procurement process issues within their own agency.
- Any questions or concerns in regard to the GSA lease models and forms or Lease Policy questions should be sent to the GSA Office of Leasing Policy Office at ASKPR@gsa.gov.

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UNDERSTANDING A DELEGATION OF LEASING AUTHORITY

The GSA delegation of leasing authority grants the authority to an agency to act “for” and “on behalf” of GSA in the procurement of a lease. Oversight of the delegated agency activities remains the responsibility of GSA to ensure the agency receiving the delegated authority procures a lease according to all laws, regulations, and Executive Orders governing lease procurement activities. When an agency seeks delegation of leasing authority they must have the organizational structure to support a lease acquisition as well as demonstrate they can perform lease acquisitions under the terms and conditions set out in the FMR Bulletin 2008-B1. A delegation of leasing authority will be granted after a GSA review of the delegation application and the Administrator of GSA, or his or her designee, determines a delegation of leasing authority will promote efficiency and economy.

REQUEST FOR DELEGATION OF LEASING AUTHORITY REQUIREMENTS

1. All individuals outside of GSA requiring access to the Delegate data system must submit a Del-eGate Account Form for External Users. The form requests verification of security clearance and must be signed by a supervisor. The delegate access form can be found in Delegate under Documents and Links/Del-eGate Tab. The completed form can be emailed to del-egate@gsa.gov.
2. All Contracting Officers signing a lease under delegated authority must meet the qualifications of GSAM 501.603 and GSA Acquisition Letter V-06-06 and must be approved in Del -eGate. All Contracting Officers requesting approval in Del-eGate must submit a copy of their contracting warrant, a copy of certificate of completion for each of the required lease training classes and a signed certification of experience. The COWP requirements and experience certification form can be found in Del-eGate under Documents and Links/CO Warrant Tab.
3. A Delegation Request Application Form Revision 4 must be submitted in Del-eGate at least 18 months prior to the lease expiration date. GSA will review available vacant space, long term housing plans, and the GSA activity in the market. The delegation application must include space requirements detailed enough for GSA to determine if the agency space needs are compatible with available vacant space and any long term housing plans. Delegation Application Revision 4 is posted in Del-eGate under Documents and Links/Delegation Request.
4. If a delegation request is denied a letter identifying the reason for the denial will be signed by the GSA Assistant Commissioner of the Office of Leasing. The letter will provide GSA regional contact information and a date the full Agency Space Requirements package is due to the region.
5. If a delegation request is approved a letter will be signed by the GSA Assistant Commissioner for the Office of Leasing. For all delegation approvals of 20,000 rsf or more the letter will be signed by the Administrator or Acting Administrator for GSA.
6. Within 30 days after lease award the Post Award documents must be uploaded in Del-eGate. Each document must be uploaded separately and identified. Untimely uploading of Post Award documents as required by FMR Bulletin 2008-B1 can affect future delegation request approvals.

LIST OF REGULATIONS AND E.O. THAT GOVERN LEASE DELEGATIONS

FMR Bulletin 2008-B1 – Delegations of Lease Acquisition Authority – Notification, Usage, and Reporting Requirements for General Purpose, Categorical, and Special Purpose Space Delegations

CFR

41 CFR – 102-72 - Delegation of Authority

41 CFR – 102-72.30 – Different Types of Delegation related to Real Estate

41 CFR 102-73.10 – Basic Real Estate Acquisition Policy (Federally controlled vacant space)

41 CFR 102-73.140 – Categorical Delegation

41 CFR 102-73.155 - Agency Specific Special Purpose Delegation

Executive Orders

Executive Order No. 13327 – Federal Real Property Asset Management (69 FR 5897)

FMR

FMR 102-73.140 – Delegation of Leasing Authority

FMR 102-73.145 - .155 – Categorical Delegation

FMR 102-73.160 - .170 – Special Purpose Delegation

FMR 102-73.175 – 225 - Agencies with Special Purpose Delegation

FMR 102-79 – Utilization of Space

FMR 102-79.65 - Outleasing

USC

The USC contains a section for each Executive Branch of the Government. The USC will identify the authority for each Executive Branch.

31 USC – Chapter 63 – Cooperative Agreements

DELEGATION MIGRATION FROM DELEGATE TO TREX

The CLD team will use the newsletter and the TREX Dele Gate Update group in google drive to share updates and information about the transition from Del-eGate to the new TREX database. TREX is scheduled to be rolled-out to delegate users on June 17, 2013. The TREX training will begin in mid May 2013. Paula Martin will coordinate the training registration with the customers with Silvia Seymour and Sandra Vasquez conducting the training. Silvia and Sandra, as the Super Users, will be available to respond to questions and system issues once TREX goes live. In preparation for the migration of Delegate documents to TREX, Post Award documents must be labeled and uploaded individually in Del-eGate. Each document must include the full document name (i.e. Price Memorandum or Market Survey).

GSA PRESENTS: SME 2 YOU INSTRUCTIVE SERIES FOR CUSTOMER

Back by Popular demand, the GSA Office of Leasing has scheduled Phase II of the **SME 2 You** Online Training Series. The training topics include Sustainability and Energy Star which complement GSA's lease acquisition process and the sessions provide the opportunity to receive in-depth training for technical and policy topics related to GSA lease actions.

This series is presented to GSA's delegated agency customers and there is no cost to attend these classes. If interested, please register using the link below for the Office of Leasing's SME 2 You presentations:

Attached is the link to register for the classes:

<https://student.gototraining.com/1z5r4/catalog/6319447826916537856>

Class Schedule

- Introduction to Sustainability on Wednesday, February 27, 2013 from 1:30 PM – 3:30 PM EST.
- Advanced Sustainability on Wednesday, March 13, 2013 from 1:30 PM – 3:30 PM EST.
- Advanced Energy Star on Wednesday, March 27, 2013 from 1:30 PM – 3:30 PM EST

Please register as soon as possible if you're interested in one or all of the classes to secure a spot. If you have questions please contact the Delegations Training Coordinator, Paula Martin at (202) 501-0418 or paula.martin@gsa.gov

KUDOS

The CLD would like to dedicate this section of the Bi-Annual Newsletter to recognize outstanding performance of our Delegated Customers. We welcome all articles submitted for outstanding performance recognition and will publish as many as possible in our Newsletters. Please submit your articles to Sandra Vasquez at Sandra.vasquez@gsa.gov.

In this Edition of the Newsletter the KUDO goes out to FSA. (Article submitted by Ernestine Johnson)

OUTSTANDING TEAM AWARD GIVEN TO FSA

Thirty-two Farm Service Agency (FSA) Real Property Leasing Officers and Realty Technicians, nationwide, were recognized with the Farm Service Agency's Administrator's "Outstanding Team Accomplishment Award".

Due to the dedication and hard work of the entire leasing staff, FSA's holdover lease inventory has been reduced by approximately 52% by executing approximately 750 transactions for lease amendments, extensions, renewals, new leases and succeeding leases. All of this was done while executing an additional 361 lease extensions to prevent more expiring leases from going into holdover. The overall reduction of holdover leases was a team effort, nationwide.

The Farm Service Agency (FSA) was faced with an overwhelming obstacle when the language giving independent leasing authority to FSA was no longer included in the Agricultural Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act 2006, P.L. 109-97. Until that time, leases were procured at the County level for each County in the U.S. The legislative change reduced the number of individuals with authority to lease office space for FSA from over 2,300 (roughly one person per county) to only two warranted contracting officers resulting in a 99.9% reduction in staff to manage over 2,300 leases, nationwide. Although more RPLOs were hired, trained and certified, the magnitude of the problem was greater than the ability of the RPLOs to resolve the backlog of 1,500 leases in holdover status and the processing of new space requirements.

Under the leadership of Ezekiel Dennison, Jr., Director of FSA's Management Services Division (MSD), FSA executed a complete "overhaul" of the leasing program and converted it from an emergency mode of doing business to a more structured leasing program by developing a matrix approach to team management. Each FSA team member was vital to the overall success of FSA's leasing program by coordinating and providing support to promote using best practices around Real Property Management based policies.