



Client Enrichment Series

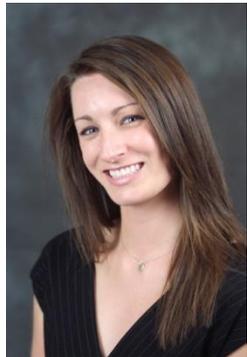
Welcome to today's presentation on:

Advanced Topic: Furniture & Information Technology (FIT)

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your questions pane. They will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants before the next presentation.



Client Enrichment Series



*Hosted by Bridget Stroh Regional Account Manager, GSA Region 8
Presented by Dianne Juba Workplace Strategist, Total Workplace PMO
and Charles Hardy Director, Total Workplace PMO*





Total Workplace

GSA Total Workplace
Furniture and Information Technology (FIT)

What is FIT?

Furniture and Information Technology (FIT)

A national funding initiative that integrates FAS and PBS resources into a new GSA service offering to help other federal agencies use their workspace more efficiently and effectively.

<http://gsa.gov/portal/content/178259>



Why use FIT?



How can GSA's Total Workplace FIT program help support your agency's mission?

The FIT Details

- GSA's new offering to assist agencies in managing their footprint
- Addresses agency's furniture and IT requirements via a lease
- Agency agreement incurs no obligation from agency
- Products not services are offered
- Minimizes agency's initial capital investment, does not create an obligation need
- Multi-year term agreement with the agency: 3-years for IT or 5-years for furniture
- Ownership may transfer to customer at end of agreement

The FIT Criteria

What criteria does GSA use?

Preference given to projects meeting the following criteria

- CPP (Customer Portfolio Plan) projects for which there is an opportunity to reduce space
- Projects resulting in a reduction in annual rent
- Increased efficiency of existing space
- Consolidation of expiring leases into GSA owned buildings
- Co-location of two or more agencies sharing resources or specialized space
- Links to other consolidation projects will receive preference over stand-alone projects

IT Objectives

Desktop phone to any device



Desktop to laptop.



Hardware to the cloud



Technology changes the way we work

IT Options

Information Technology equipment required to meet the goals of the Total Workplace program include

- Tablets
- Laptops
- Notebooks
- Mobile Computing Devices
- Networking and Telecommunications Equipment
- Video Tele-Conferencing (VTC) Equipment

What's not included?

PBS or agency-provided services not included in FIT

- Requirements Development (in-house PBS, consultant or agency)
- Design – furniture plans based on FIT IDIQ typicals & furniture components (in-house PBS, consultant or agency)
- Building Information - loading dock, security, freight elevator, IGE based on furniture quantities
- Furniture Delivery Coordination with agency
- Installation and Punch List Coordination
- Move and Move Coordination

Who do you contact?

Central Office POC: Charles Hardy

Chief Workplace Officer

Director, Total Workplace Program Management Office

(312) 886-0205

email: TotalWorkplace@gsa.gov

<https://insite.gsa.gov/totalworkplace>

Contact your Regional Workplace Executives for more information on FIT.

Furniture Contract

Using the FIT IDIQ (indefinite delivery/indefinite quantity)

- Agencies select from a “shopping list” of typical workstations, private office configurations and furniture components
- The FIT IDIQ contract is open market and no GSA schedules are used
- Each customer has the opportunity to select various office furniture off the IDIQ to fit their space and meet their mission needs
- Customers may buy from any or all five Functional Areas (FA)

Workplace Furniture

Functional Area (1) - Workplace Furniture

- Workplace furniture, which includes workstations, private offices, and benching (this is the only functional area that will be a multiple award)
- FA1 will be awarded to more than one vendor
- Competed for lowest price among all IDIQ vendors at time of procurement for each project
- Applies to all project sizes, regardless of dollar amount

Workplace Furniture

Functional Area (1) - Continued

- Components includes all work surfaces, storage, support units, and desk accessories
- Private office finishes include wood veneer options. All other workstations will be available in solid and wood laminates
- Storage components will be available separately so that workstations can be customized to meet an agency's requirement

Furniture Types



Paneled Stations



Private Offices



Bench Stations

Note: Images are for visualization of furniture type only and do not guarantee specific finishes or styles from the IDIQ.

Workstation Sizes

WK-1 WORKSTATION – 5' X 7' 35

WK-2 WORKSTATION – 6' X 6' 36

WK-3 WORKSTATION – 6' X 8' 48

WK-4 WORKSTATION – 120 DEGREE WORKSURFACE

BCH-1 BENCHING – 48"W x 30"D Worksurface

BCH-2 BENCHING – 54"W x 30"D Worksurface

BCH-3 BENCHING – 60"W x 30"D Worksurface

BCH-4 BENCHING – 72"W x 30"D Worksurface

Functional Area 1



Benching Workstation- BCH-1
48"W (varies) x 72"D (including
chair space)

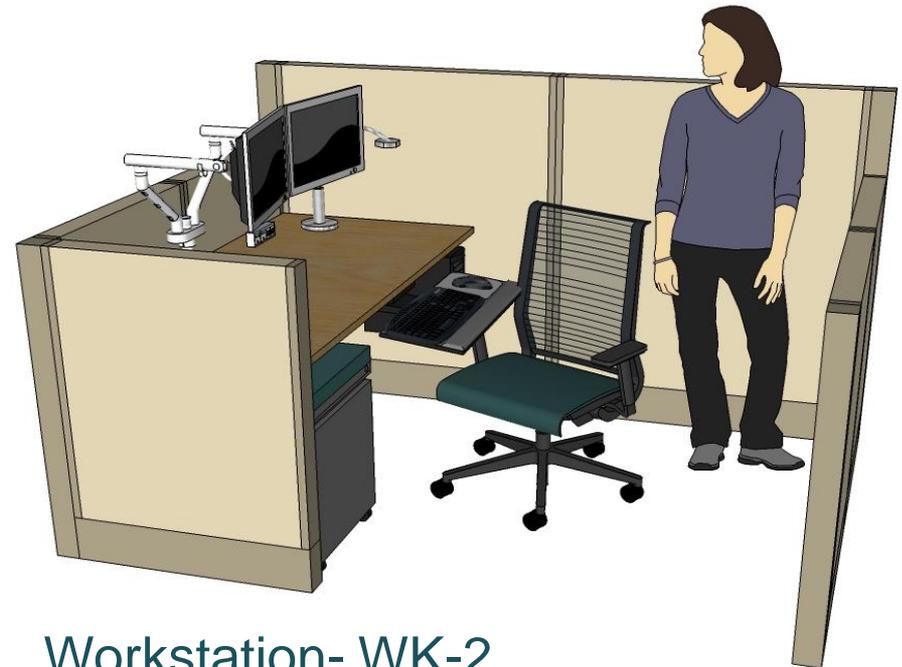


Benching Workstation- BCH-9
72"W x 72"D

Functional Area 1

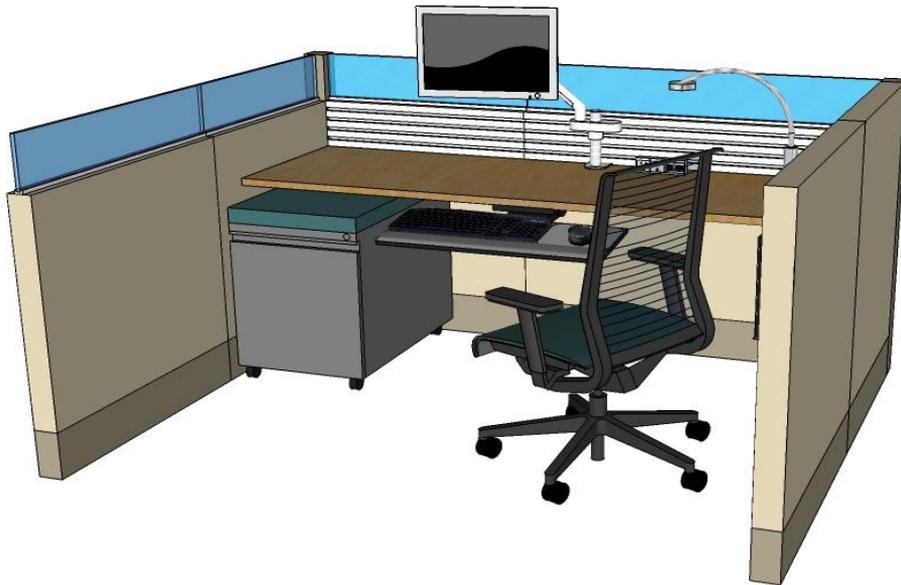


Benching Workstation- BCH- 10
54"W X 54"W



Workstation- WK-2
72"W x 72"D

Functional Area 1



Workstation- WK-4
66"W X 78"D



Workstation- WK-3
72"W X 96"D



PO-1 PRIVATE OFFICE WORKSTATION – 8' x 10' SUITABLE FOR A 80SF OFFICE

PO-2 PRIVATE OFFICE WORKSTATION – 8' x 10' WITH PENINSULA WORKSURFACE SUITABLE FOR A 80SF OFFICE

PO-3 PRIVATE OFFICE WORKSTATION– SUITABLE FOR A 10' x 12' 120SF OFFICE

PO-4 PRIVATE OFFICE WORKSTATION – SUITABLE FOR A 10' X 15' 150 SF OFFICE

FA2 - Conference Room Furniture

Functional Area (2) - Tables and Conference Room Furniture

- Tables include conference, training, cafe, and various sizes for lounge groupings
- Lecterns and A/V carts also available
- Products will be offered in laminate and wood veneer finishes



FA2 - Training & Collaborative Furniture



Café tables



Coffee Table w/ power & data



Conference Tables



Training/Meeting Tables

FA3 - Filing & Shelving

Functional Area (3) - High Density, Rotary Filing, Industrial Shelving

- Includes stationary, electronic or manual operation



FA4 - Seating

Functional Area (4) - Seating

- Single award
- Small business set aside
- Included seating -- Task, conference, cafe, bar-height stools, and lounge



FA4 - Seating



Task chair



Sofa/chair group



Bar stool

Functional Area (5) – Demountable Walls

- Includes glass, solid panels with glass or wood doors
- Available with various STC ratings
- White board, magnetic board and frosted glass





FIT Q&A

Furniture - Program Guidelines

Who will coordinate the furniture order, design, and installation? Are customers expected to pay for this service?

Furniture - Program Guidelines

What is the lead time for furniture procurement from time of order to installation?

Assuming the project can wait until the IDIQ is awarded, the lead time following placing the order is 6-12 weeks based on project size. This assumes the project team has all the furniture requirements identified and DIDs completed.

When will the IDIQ be in place?

Mid-December 2014

Furniture - Project Offerings

Is there a minimum or maximum cost threshold?

No, FIT projects can be any size orders.

If a furniture item is not in the IDIQ, will it be available under the FIT program?

TBD on a project-by-project basis, but generally products not on the IDIQ can be purchased separately using FIT funds but an 8% fee will be apply. The product must enable rightsizing of space. However, if the IDIQ includes the product, then it must be used.

Furniture - Project Offerings

If an agency has a furniture Blanket Purchase Agreements (BPAs) in place can they purchase thru FIT or if the agency has standards (such as Haworth Furniture) can they purchase through FIT?

In the case of furniture, IWAC may purchase through the Furniture BPA if it was awarded through IWAC and conforms to the FIT criteria. No new BPAs will be accepted. BPAs or IDIQs still need to comply with our standards. Since IWAC is issuing the order there needs to be limitations. If a client comes to us, meeting all criteria, we will use acquisition funds for the furniture and IT order. The CO will not be able to review client BPAs since it is a costly and a timely process.

Furniture - Project Offerings

Can an agency transfer ownership to IWAC at the end of a lease?

The agency can cancel the furniture lease with a 120 day notice during the 5 yr term. But ownership remains with the FAS FIT PMO during the entire term of the lease.

Does the agency need a justified reason to return the furniture?

No, but if the intent is to never take ownership, they may not be a good candidate for FIT.

Furniture

What if another size work station than what is offered in the IDIQ is part of a union agreement?

The FIT criteria cannot be changed due to variations in union agreements.

*How do we address modifying furniture leased through FIT once installed?
How much can we modify it?*

It will be the client's responsibility to contact with an authorized furniture dealership to modify the furniture layout. All warranties must be adhered to. FAS must be notified in advance of any renovations. FAS remains the owner of the furniture until the end of the lease term.

Furniture - Fees

Will the agency be required to provide RWA funds to support PBS' efforts? Yes, if service required is extensive.

Can customers use FIT funding for physical moves and move services?

No. Agencies are expected to budget and cover these costs via separate funds, i.e. a RWA.

Will FIT projects have a design fee?

FIT does not fund stand-alone design. Each region will review tasks, services and associated fees, i.e., interior design, and request separate funding as needed .

If so, does that have to be funded with a RWA?

Typically yes, but each region may differ.

Furniture - OA

What's the first step to initiate a project under FIT?

The agency and GSA jointly prepare a supplemental OA and PBS submits it.

IT

IT does not have options, like furniture. i.e. colors, fabrics

IT equipment must be selected by the client because of security and sustainment requirements. GSA cannot develop a list of equipment which can be chosen as is done with furniture.

IT equipment provided through FIT must be Trade Agreement Act compliant (“made in the USA”)

Cabling may be funded in certain limited circumstances and only if connected to FIT funded IT equipment. All cabling work is the responsibility of the region and FIT funding is limited to horizontal cabling connected to equipment procured through FIT.

Regional Workplace Executives

Region 1

[David Krassnoff](#)

Leadership Initiatives Manager
David.Krassnoff@gsa.gov

Region 2

[Jean Keane](#)

Senior Interior Designer
Jean.Keane@gsa.gov

Region 3

[Nancy Sebastiano](#)

Project Manager
nancy.sebastianowoloszyn@gsa.gov

Region 4

[John \(JD\) M. Dennis](#)

Director Gpm
johnm.dennis@gsa.gov

Region 5

[Ronnie Bent](#)

Workplace Program Specialist
ronnie.bent@gsa.gov

Region 6

[Jane Schuster](#)

Workplace Program Specialist
jane.schuster@gsa.gov

Region 7

[Becky Parham](#)

Workplace Program Specialist
rebecca.parham@gsa.gov

Region 8

[Jonna Larson](#)

Mobility Program Manager
jonna.larson@gsa.gov
Workplace Specialist

Region 9

[Gerald Mullarkey](#)

Regional Workplace Executive, Transaction Manager
gerald.mullarkey@gsa.gov

Region 10

[James Truhan](#)

Total Workplace Program Manager
james.truhan@gsa.gov

Region 11 (NCR)

[Stephanie Leedom](#)

Lead Architect
stephanie.leedom@gsa.gov

Central Office/Total Workplace PMO

[Kevin Kelly](#)

Senior Architect
kevin.kelly@gsa.gov

[Jonathan McIntyre](#)

Architect
jonathan.mcintyre@gsa.gov

[Ryan Doerfler](#)

Senior Workplace Strategist
ryan.doerfler@gsa.gov

[Matthew Gerke](#)

Program Analyst
matthew.gerke@gsa.gov

[Dianne Juba](#)

Workplace Strategist
dianne.juba@gsa.gov

Thank you for joining us today for
Advanced Topics in Workplace: FIT

- **Future sessions**

November – Introduction to VCSS

December – Introduction to Lease Administration

www.gsa.gov/ces

ClientEnrichmentSeries@gsa.gov

