Client Enrichment Series

Welcome to today’s presentation on:

Advanced Topics in Workplace Strategies: Updates to FIT (Furniture & Information Technology) Program

the presentation will start at 2:00 PM Eastern

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 in the Series.
Client Enrichment Series

Advanced Topics in Workplace Strategies: Updates to FIT (Furniture & Information Technology) Program

Hosted by: Matthew Madison, Office of Client Solutions Director, GSA PBS Southwestern Region 7

Presented by: Dianne Juba, Workplace Strategist, GSA Central Office Total WorkPlace PMO
PBS Design Excellence Program
Exterior Design
Public Spaces

PBS Total Workplace Program
Interior Design
Shared Spaces
Federal Government Right-Sizing Timeline

- **June 2010**: Presidential Memo: Disposing of Unneeded Real Estate
- **May 2012**: OMB’s “No Net New” Policy
- **September 2013**: GSA’s Administrator, Internal GSA Space Allocation Goal: 150 usf/pp (For GSA only)
- **January 2015**: FIT Furniture Contracts Awarded
- **September 2015**: TWP National Architect, Engineer, Interior IDIQ Contract Awarded

- **December 2010**: 2010 Telework Enhancement Act
- **March 2012**: Total Workplace Formation – First team meeting
- **March 2013**: OMB’s “Freeze the Footprint”
- **September 2013**: Total Workplace Program National Kick-Off
- **March 2015**: OMB’s “Reduce the Footprint”
Total Workplace Offerings

National Workplace Engagement
Partnering with agencies in creating a customized workplace program to advance new workplace strategies across their real estate portfolio to meet the client’s business, sustainability, and real estate goals. *(GSA funded strategy/Client funded implementation)*

Pilot /Demonstration Program
Targeted program working with agencies to develop a small-scale demonstration work space to test and demonstrate new workplace strategies and serve as a catalyst for broad implementation across their real estate portfolio. *(GSA funded strategy/Client funded implementation)*

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.
Total Workplace Resources

Total Workplace Website
gsa.gov/totalworkplace

Total Workplace Presentations to FEBs and Clients

Workplace Planning Guidance

Telework Information

Total Workplace Client Tours
100+ and growing
FIT is a national GSA initiative that integrates FAS and PBS resources into a new service offering. The offering provides funding that supports new workplace strategies.
What is FIT?

• FIT addresses an agency’s furniture and IT requirements necessary to right-size their space.

• No up-front funding required; it minimizes an agency’s initial capital investment and does not create an obligation need. The furniture and IT costs are amortized into the rent.

• Products, *not services*, are offered

• Multi-year term agreement with the customer agency:
  • 3-years for IT; 5-years for furniture.

• Ownership transfers to the customer at the end of the agreement
FIT Objectives:

1. Create a place where people want to come to work.
2. Encourage and support collaboration.
3. Improve productivity.
4. Improve space utilization.
5. Produce energy and carbon savings.
6. Save taxpayer dollars.
Furniture and Information Technology (FIT)

FIT Qualification Checklist

Four Mandatory Requirements:

1. Comply with your agency’s utilization rate policy or 100-150 USF for TTO (total office), and 170 USF for the all-in UR.

2. Maximize natural light by specifying furniture panels no taller than 54”.

3. Open workstations must not exceed 50 SF.

4. Offices must not exceed 150 SF. FIT Furniture can be purchased for offices 80 to 150 SF only.
FIT Qualification Checklist - Optional Design Requirements

A Minimum of SIX factors must be incorporated:

1. Locate enclosed offices support spaces on interior walls.
2. Utilize glass walls instead of solid walls where appropriate.
3. Create open, interactive, free-flowing space to encourage collaboration.
4. Analyze work patterns / job duties to determine appropriate workspace size.
5. Consider the importance of acoustics in the open work environment.
6. Offer a variety of reduced-noise spaces, such as phone booths and quiet rooms.
7. Maximize space utilization by offering desk-sharing opportunities.
8. Share meeting spaces by utilizing an organization-wide reservation system.
9. Embrace mobility: offer a telework program for a minimum of one day/week.
The Supplemental OA must be signed by the Agency, the GSA Furniture Representative, and/or the GSA IT Representative.

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<tr>
<th>Approved</th>
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<tbody>
<tr>
<td>Tenant Agency Representative</td>
<td>GSA Furniture Representative</td>
<td>GSA IT Representative</td>
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Furniture and Information Technology (FIT)

FIT Process Flow Chart

**Task 01: Program Overview Q&A**
Review client powerpoint, explain program overview and assess customer need.

**Task 02: Confirm Qualifications**
Determine if project aligns and complies with program and client objectives.

**Task 03: Application Submitted**
Business case/project spatial data, UR and rent information transferred to web application and submitted to FIT team for review.

**Task 04: Confirm Project for FIT**
GSA FIT team reviews and approves/rejects the agency’s application.

**Task 05: Define Requirements**
Project team defines agency’s furniture and technology products. IT requirements are sent to NITCP for review and approval.

**Task 06: Define SOW, Cost Estimate, and Project Schedule**
Finalize furniture and IT requirements, identify critical project milestones and discuss procurement schedules and contract vehicle.

**Key**
- FAS
- PBS
- AGENCY

Corresponding colored circles identify which parties are responsible for this step.
Furniture and Information Technology (FIT)

FIT Process Flow Chart

**TASK 07: OA DETERMINATION AND DEVELOPMENT**
Agency provides OA type and accounting information to GSA. Estimated costs are included in the supplemental occupancy agreement.

**TASK 08: DEVELOP PROCUREMENT SCHEDULE IN CONCURRENCE WITH PROJECT SCHEDULE**
Overlay procurement and project schedule/milestones. Include field verification and 16 week lead time for procurement/delivery/installation of demountable walls and supporting electrical requirements.

**TASK 09: DETERMINE CONTRACT AND ACQUISITION**
Finalize requirements and determine contract method/vehicle: Agency BPA (only if IWAC contract), small business (ASI or Trendway) UNICOR and/or FIT IDIQ.

**TASK 10: PRODUCT DELIVERY AND ACCEPTANCE**
After award by FAS, design conversion, manufacturing, delivery and final installation occur.

**TASK 11: FIT BILLING CYCLE BEGINS, 3-5 YEAR TERM**
The costs for all products and installation are added to the FIT OA. Payment begins once products are installed and accepted.

**TASK 12: DETERMINE OWNERSHIP OF IT AND FURNITURE AT END OF LEASE TERM**
Agency decides if they will take ownership of the furniture and technology after the last payment to FAS or return it to FAS for re-purposing.
FIT - Information Technology (IT) Equipment available through the Total Workplace program:

• Tablets
• Laptops
• Notebooks
• Mobile Computing Devices
• Networking and Telecommunications Equipment
• Video Tele-Conferencing (VTC) Equipment
Information Technology NOT available through the Total Workplace program:

• Software licenses

• Extended warranties

• Stand-alone wiring

• Technical advisory services

• Any other IT service
How FIT (IT) Works

1. Requests for IT are made through your PBS point of contact.

2. Clients are responsible for identifying the IT items needed – a complete bill of materials.

3. GSA’s National Information Technology Commodity Program (NITCP) is the default source for IT commodity acquisition services under FIT.

4. NITCP or Regional FAS office will conduct all acquisition activities and your PBS Project Manager will manage the process.
<table>
<thead>
<tr>
<th>Furniture Functional Area</th>
<th>Vendors</th>
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<tbody>
<tr>
<td>FA1 Workplace Furniture</td>
<td>Herman Miller</td>
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<td></td>
<td>Steelcase</td>
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<td>FA2 Conference Room Furniture</td>
<td>Kimball</td>
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<td>FA3 High Density Filing and Storage</td>
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<td>FA4 Seating</td>
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<td>FA5 Demountable Partitions</td>
<td>Inscape</td>
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Workstation 6’x6’

Shown with: Pedestal, Keyboard Tray, Task Light, Monitor Arm, Tool Rail
Benching Workstation 6’x6’

Shown with: Pedestal, Wardrobe, Keyboard Tray, Tool Bar, Task Light
Workstation 120 Degree

Shown with: Pedestal, Tool Bar, Keyboard Tray, Monitor Arm, Task Light
Workstation 5’6” x 6’-6”

Shown with: Frameless Glass Stackers, Task Light, Monitor Arm, Tower, Pedestal
Workstation 6’x8’

Shown with: Pedestal, Task Light, Monitor Arm
Adjustable Height Work Surface

Benching Workstation Single Sided 30” D
Private Office 10’ x 12’
Hoteling Station 48”x30”

Shown with: Keyboard Tray, Tool Bar, Task Light
Functional Area (1) 
Types of Workplace Furniture

Keyboard Tray

Single & Dual Monitor Arm

Digital Lock
Functional Area (1)
Types of Workplace Furniture

Personal Storage

Tool Rail and Accessories

Task Light
Functional Area (2)
Tables and Conference Room Furniture
Functional Area (4)
Seating
Functional Area (3)
High Density, Rotary Filing, Industrial Shelving

Rotary Files
Track Files
Open Shelving
Functional Area (5) Demountable Walls
PBS Traditional Project Services (*not included in FIT*)

- Requirements Development
- Design – Test Fit, Furniture placement plans based on FIT program typicals and furniture components
- Furniture Delivery Coordination
- Installation and Punch-list Coordination
- Move & Move Coordination
- Reconfiguration and refurbishment of existing furniture
Total WorkPlace Project Request Form

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<thead>
<tr>
<th><strong>Total WorkPlace Project Request</strong></th>
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<tbody>
<tr>
<td><strong>Agency Name</strong> *</td>
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<td>[ ] Leased</td>
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| **Anticipated Cost of Furniture, Fixtures, & Equipment (FF&E)** * |
| [ ]  |

| **Anticipated Cost of Information Technology (IT)** * |
| [ ]  |

| **Projected Inplace Need (Typically will align with anticipated Rent Start Date)** * |
| [ ] When does the FF&E and IT need to be operational? [ ] mm/dd/yyyy  |

| **Current Usable Square Feet (USF)** * |
| [ ] How much space is the client in now? Include total of all applicable leases associated with the project. [ ]  |

| **Current Rentable Square Feet (RSF)** * |
| [ ] How much space is the client in now? Include total of all applicable leases associated with the project. [ ]  |

| **Anticipated Rentable Square Feet (RSF)** * |
| [ ]  |

| **Anticipated Usable Square Feet (USF)** * |
| [ ]  |

| **What is the current lease rate of the space being consolidated (where client is at now)?** * |
| [ ] This is the cost per RSF and will be multiplied by the above RSF number to arrive at total cost [ ]  |

| **What is the anticipated lease rate at the new location** * |
| [ ]  |
Total Workplace Contacts

PBS Chief Total Workplace Officer
Charles Hardy
Director,
Total Workplace Program Management Office
charles.hardy@gsa.gov

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
Regional Workplace Executive,
Workplace Program Specialist
ronnie.bent@gsa.gov

Region 6
Jane Schuster
Regional Workplace Executive,
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

Region 9
Stacey Fong
Regional Workplace Executive,
Project Manager
stacey.fong@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
Dianne Juba
Workplace Strategist
dianne.juba@gsa.gov

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
Thank you for joining us today for a discussion on

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www.gsa.gov/ces

ClientEnrichmentSeries@gsa.gov