Welcome to today’s presentation:

*Policy and Process Changes for Occupancy Agreements*

*An Introduction to OASIS*  
*(Occupancy Agreement & Space Inventory System)*

*April 5, 2022*

*The presentation will start at 1 pm eastern*

**Note:** Phones are automatically muted during the presentation. You can send questions to our presentation team via your Q&A pane and the team will answer as many questions as possible during the presentation. All questions will be answered in writing in a formal Q&A document, posted along with the slide deck and session recording, on our website, [http://www.gsa.gov/ces](http://www.gsa.gov/ces)
Today’s Speakers

Our Presentation Team

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Our Session Host

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• OASIS Background
• OASIS: Receiving, Reviewing, and Approving OAs
  – Sample New OA
  – Customer User Roles
• Timeline for Creating and Sending OAs
• Pricing Policy Changes
• Releases of Space
• Q&A
Do you currently review or approve OAs?

- Yes
- No
What is OASIS?

- GSA’s new Occupancy Administration and Space Inventory System, replacing OA Tool and eOA
- Used to manage the GSA OAs and Drawings
- Customer access portal
OASIS Schedule

• Targeting April 2023 Go Live
  – Training January/February 2023
  – RentEst schedule not affected

• Policy changes expected FY23

• Process changes for OAs starting now
What is Staying the Same?

• OA - still the financial agreement document with GSA
• Downloadable .pdf OA
• RentEst and Rent on the Web (ROW)
• Release of space rights
How Will You Use OASIS?

• Self-service portal to access:
  – rent data
  – OAs: receive, review, and approve
  – assignment drawings
  – ask questions about a rent bill
  – releases of space notices
Are you currently a user of our eOA tool?

- Yes, frequently (at least monthly)
- Yes, occasionally (at least quarterly)
- Yes, but only rarely (at least yearly)
- No, what is eOA?
Audience Poll #2

Are you currently a user of our Rent on the Web (ROW) tool?

• Yes, frequently (at least monthly)
• Yes, occasionally (at least quarterly)
• Yes, but only rarely (at least yearly)
• No, what is Rent on the Web (ROW)?
OASIS - Receiving, Reviewing, & Approving OAs
Receiving & Reviewing OAs

- All OAs sent through OASIS
  - Sort and filter your OAs
  - Run reports
  - Notifications in system
  - No emails, unless your action is required
- View OA data in the system or download .pdf
- Circulate internally
Sample OA Format

OA Summary

General Information

OA Number
OA Type

Cancellable
Revision Number
Amendment Reason

Customer Identifier 1
Customer Identifier 2
Customer Identifier 3

Commencement Date
Vacate Date
Escalation Month

Location Information

Location ID
Location Name
Address
City
State
Zip Code
GSA Region

Usable Sft
Rentable Sft
R/U Factor

Financial Information

PBS Fee Percent
PBS Fee Annual Amount

Financial Information

PBS Fee Percent
PBS Fee Annual Amount

Tenant Improvement
Description
Principal Amount
Monthly Amount
Interest Rate
Duration

Shell Rates
Description
Monthly Amount
Annual Amount
Cost per Unit
Rentable Sft
Start Date
End Date

Rates
Description
Monthly Amount
Annual Amount
Cost per Unit
Rentable Sft
Start Date
End Date

Zero Sft Rates
Description
Monthly Amount
Annual Amount
Cost per Unit
Number of Items
Start Date
End Date
Sample OA Content

- Removed boilerplate clause language
  - All language in Pricing Desk Guide
- Limited clauses to address specific terms such as free space, broker commission credits, planned relocations
- No ad hoc or agency-specific clauses
  - Ensures consistency
  - Avoids unapproved deviations from policy
Approving OAs

• Click approve in the system
• Can add unique identifiers for your agency
  – Up to 3 fields
• Real-time OA status
  – In progress, approved, billing
• Track revision history and review change analysis reports
Approving OAs – Approval Details

Approval: Real Estate Contract-AAK20000-0-1091331

(Required): To setup up an approval, select the approval options and rules. During approval the status of each reviewer can be seen in the routing list.

Attention!

Occupancy Agreement-AAK20000-0 requires your review. To access the record, click Record for Approval in the Record Information section below. When you have completed your review, go to the bottom of this screen and select either Approve, Reassign, Request Clarification, or Return.

Record Information

Record for Approval  AAK20000-0
Snapshot  Approval Snapshot - AAK20000 - 1 - 03-31-2022.pdf

Approval Details

Submitted By  Michael Shannon  Approval Status  Review In Progress
Currently Assigned To  Allison Heck

Reviewer List
You are approving Occupancy Agreement-AAK20000-0. Clicking approve obligates your agency to fund any rent due for current fiscal year or continuing resolution period, and make a good faith effort to obtain funding through budget and appropriations processes for future fiscal years. It is your responsibility to ensure your agency’s appropriate accounting and budget groups are notified of the rent terms.
Disapproving OAs

• What if I don’t approve?
  – Request clarification
  – Reject
  – Reassign to another user
Customer User Roles

- Read-Only: view agency OAs, run reports, submit releases of space and billing OA questions to GSA

- OA Ordering Officials
  - Receive OAs in a queue
  - Approve/reassign/request clarification
Customer User Roles – The “Who”

- Each agency:
  - Determines who is authorized to approve OAs
  - Can add/change internal user rights
  - Can have multiple AB codes under your role

- Estimate 5 OA Ordering Officials per AB code
Next Steps:

- GSA will solicit user names Q1 FY23
- All users will need an OMB max.gov account
  - All agency users and computers are able to access max.gov
Timeline for Creating and Sending OAs
• OAs created based on final offer
  – No longer sent as estimates
• Approval needed timely for award:
  – Construction award for owned
  – Lease award
• Most projects will only require this one OA approval
Prior to the OA stage, GSA still communicates project info to the customer using CPAs, and other planning documents.

During the project, GSA communicates with customers through project meetings and updates.
• CPAs used to plan projects
  – Outline the estimated sf and costs
  – Based upon strategic requirements
  – RentEst and the CPA will provide information needed for your budgeting process

• GSA will no longer provide a draft OA with the CPA
OA Timeline - Changes

• Why the change?
  – Overwhelming volume of OAs and versions
  – Early estimates lead to multiple revisions
  – No financial commitment before lease award / owned construction award
  – CPAs and RentEst give you the budgeting information you need
• Benefits
  – Every OA you receive will have actual costs not estimates
  – Every OA you receive will mean that a contract is ready to be executed on your behalf
  – Significant reduction in review volume
  – Trackable/reportable status
  – One place to find the OA data you need
Audience Poll #3

How familiar are you with PBS’ Pricing Policy or the Pricing Desk Guide?

• Very familiar, I use it all the time
• Somewhat, I know where to find it when I need it
• Not very, I know it’s out there, but never view it
• What is that?
Pricing Policy Changes
Upcoming Pricing Policy Changes

- Standardize Federal Operating Cost Escalation
- Standardize Federal Parking Rate Escalation
- Tenant Improvements Billing
- Standardize SDM Reviews
- Minimize OA Approval in Leases
- Open Ended Federal Occupancy Terms
• All Federal OAs will escalate operating costs annually in October rather than the anniversary date of the OA
  – Improves consistency and predictability of rent changes

• Planned FY 23 implementation
• All Federal OAs will escalate parking rates parking annually in October
  – Same OMB escalation factor used for operating cost escalations
  – Parking and Operating will have a consistent national process
Tenant Improvements Billing

• General and Custom TI combined into one rent line
• Billed at a monthly amount, not a rate per sqft
• OA authorizes the total TI principal and maximum amortization term
Standardize SDM Reviews

• Building Remeasurements: when the building is rewalked and the drawings are updated
  – When remeasured, sqft updates will be shared with agencies through OASIS
    • OAs are NOT updated at the same time
    • Once through the budget notification period, the changes will be pushed to all OAs in the building
For extensions, renewals, and succeeding leases that stay in place, OA approval not required

- GSA will only ask for OA approval for a non-cancelable assignment or when amortizing new TIs or increasing sqft
Open-Ended Federal Occupancy Term

- No expiration dates on most federal occupancies
  - Release of space rights remain
  - Reflects how agencies occupy and use owned space
- A “move out date” used for short term occupancies when needed
- Will still have individual rate expiration dates
Release of Space process will only be in OASIS
- Replaces previous written notice, release mailboxes, and manual tracking
- No other submission method will be accepted (with a transition period)
- Can be for full or partial space release
• GSA formally accepts or rejects the release request in OASIS
  – Once approved, the release remains in the system until the space is confirmed vacated
• Reports and notifications of pending releases are available
OASIS Resources for Clients

Visit our OASIS site on www.gsa.gov

Contact us at PBSOasis@gsa.gov

Occupancy Agreement and Space Assignment System (OASIS)

In early FY 22, the Public Buildings Service will transition from our current occupancy-agreement tool (OA tool) to a new OA application - the Occupancy Agreement and Space Inventory System (OASIS).

The information and resources on this page will assist PBS customers in preparing for a seamless transition to the new system.

Immediate Changes to GSA Processes for Occupancy Agreements

OASIS will provide a more efficient and effective way for you to manage your OAs, but there will be changes associated with the transition. Starting immediately, for OAs effective in the second half of FY 22, we will no longer be providing draft OAs at finalization of strategic requirements. Strategic requirements and a project's initial financial information will be provided through a completed Client Project Agreement (CPA) around 10 months prior to occupancy effective date for non-prospectus projects (around 12-18 months prior to OA submission for prospectus projects). You will still receive a draft OA for signature shortly before contract award.

The CPA includes similar financial information as the OA, but a much more detailed identification of the project parameters. You can review the CPA here; the financial information is captured in Part 2, section 1.

OASIS Benefits

OASIS offers many benefits to customers, including:

- A concise and easy to read OA.
- Three open fields at the OA level for customer use, e.g., for internal tracking numbers, organization sites/regions, notes, etc.
- Self-service features such as downloading OAs and associated assignment drawings (where available)
- Electronic signature (OA, when applicable)
Summary and What’s Next

• First communication of many
• Submit questions to pbsoasis@gsa.gov
• Customer actions:
  – Consider potential changes to your current OA review process
  – Q1 FY23, PBS will request specific user names
  – Q2 FY23 User Training will be provided
Questions?

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Join us for our upcoming VIRTUAL CES sessions

**eRETA Digest**

May 10th, 2022  1pm-2:30pm eastern

[Register Now]

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**GSA’s COVID-19 Resources for Customers**

See our [COVID-19 Website](www.gsa.gov/ces) for our Emergency Response Activities

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