

FIT Overview & Qualifications

Furniture & Information Technology (FIT) is a national funding initiative to help federal agencies by providing furniture and IT where agencies are interested in developing more effective and efficient work space. It helps to create a place where people want to come to work. The program goals also encourage and support improved collaboration, productivity, space utilization while reducing energy and carbon use.

*IT support is only available for agencies within GSA's National Capital Region.

Table of contents

- 2 Does Your Project Qualify for FIT?
- 3 Funding and Agreements
- 3 FIT Project Life Cycle
- 4 Furniture
- 4 Information Technology
- 6 Total Workplace Experts

Does your Project Qualify for FIT?

Total Workplace Furniture & Information Technology (FIT) Program Principles

The program encourages:

- Implementation of effective and efficient workstation and office standards
- Adoption of modern workplace design practices
- Agencies to reduce rent by consolidation and space reduction

Business Requirements:

Before your project is accepted into the FIT program, the following risks must be analyzed:

- Future Downsizing - The agency and GSA will analyze possibilities of future downsizing, mission related closure, vacating space prematurely, terminating lease agreement prior to 5 year term, and existing furniture BPAs not awarded through IWAC/FAS.
- Schedule - The project schedule may affect the ability of an agency to participate in the FIT program. Allow the following minimum time frames from the date GSA has final floor plans and furniture specifications, to installation completion:
 - o 16 Weeks for workstations, conference room and private office furniture
 - o 19 Weeks for movable files
 - o 21 Weeks after drywall installation, for demountable walls (FIT vendors will need to measure for accurate fit). (Demountable walls must be ordered 12 -16 weeks prior to Furniture)

If your project requires an expedited schedule, check with your Regional Workplace Executive (RWE) to determine if it can be accommodated by FIT

- Use of Federal Space - The agency will collaborate with GSA in utilizing Federal space where appropriate. The agency and GSA will identify opportunities and exercise options to consolidate/minimize multiple agency locations per OMB's "Promoting Efficient Spending to Support Agency Operations (May 11, 2012). <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-12.pdf>
- Leadership Commitment - Changing the culture should start at the top. Leaders should be willing to set the example by changing their workspace to reflect the guiding principles mentioned below.
- Union Agreements - Willingness to negotiate/re negotiate with agency's labor union concerning space standards, designs concepts and mobility, especially when there's a significant real estate and dollar savings at stake.

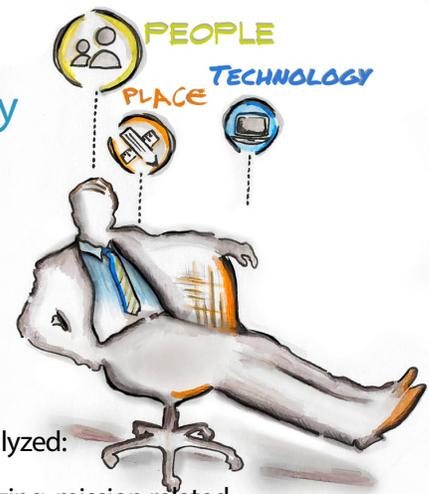
Design Strategies

To qualify for FIT funding, customers must comply with six (6) mandatory requirements. Certain design strategies, must also be considered. A minimum of six (6) shall be adopted and indicated on design intent drawings:

Mandatory Requirements

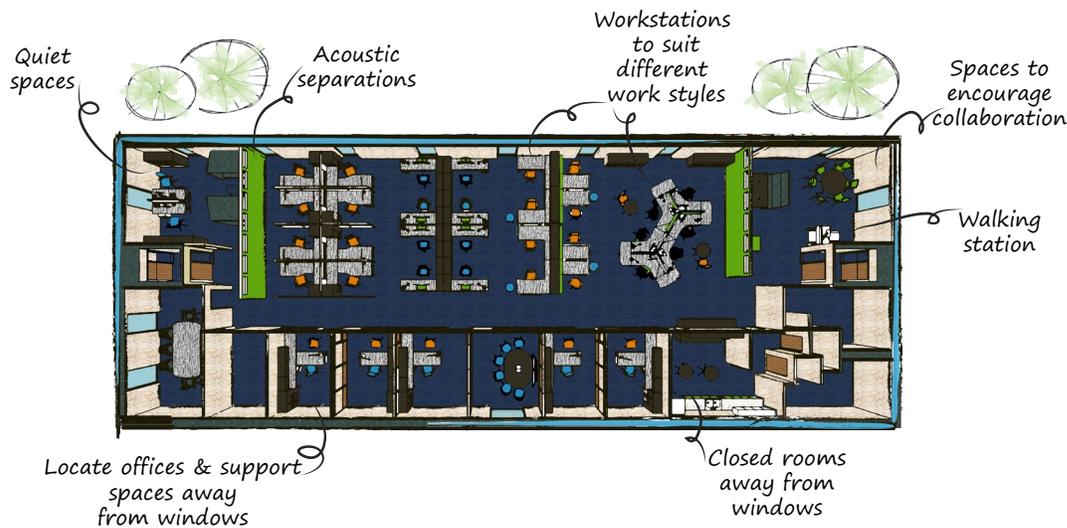
IT buys must be greater than \$1M. *IT support is only available for agencies within GSA's National Capital Region (NCR)
Furniture buys must be greater than \$350k

- Comply with agency's current utilization rate policy. If not established, comply with 100-150 USF for office only and 170 USF for the all-in total
- Locate private offices and enclosed rooms on the interior as design allows
- Maximize natural light by specifying furniture panels no taller than 54"
- Open workstations must not exceed workstation size of 6'x8' or 50 SF
- Enclosed offices must be between 80 and 150 SF
- Assign a Tenant Agency COR Level I to perform PM and custodial activities for the 3/5 yr FIT term. Agency COR to provide training completion certificate to GSA.
Training info: <https://www.fai.gov/certification/fac-cor#CL>, <https://www.fai.gov/certification/fac-cor#CertReq>



Optional Requirements (must comply with a minimum of six)

- Increase natural light by utilizing glass walls instead of solid walls where appropriate
- Reduce number of enclosed offices by meeting a minimum 1:8 office-to-workstation ratio (Offices shared by 2 or more people will not count towards the ratio)
- Create more open, interactive, free-flowing space to encourage collaboration
- Analyze work patterns and job duties to determine appropriate size workstations and to accommodate a variety of work styles
- Incorporate overall acoustical treatments, sound masking and white noise. Address visual privacy as needed with space design and/or privacy panels/dividers
- Offer a variety of reduced-noise spaces such as phone booths, quiet rooms, and focus rooms for concentration
- Maximize space utilization by offering desk-sharing opportunities
- Share all meeting spaces by utilizing an organization-wide reservation system
- Offer a regular schedule telework program to employees



Funding and Agreements **Note: Submitting a project for the FIT program, does not guarantee funding.**

The Total Workplace FIT program is designed as a federal-to-federal leasing action. As a result, FIT transactions do not create an obligation need for agencies, easing the burdens of scoring and obligation requirements. This is especially helpful when budgets are tight but right-sizing of space still requires a certain amount of investment. The FIT program offers a multi-year term lease agreement for procuring furniture and information technology used to right size agency operations. Multi-year term lease agreements lessen the financial burdens to agencies. Costs for new furniture and information technology equipment can be paid over the term. Furniture term agreements are for five years and Information Technology term agreements are for three years. Ownership of leased materials may transfer to the customer at the end of the term.

At project inception, agencies participating in the FIT program will sign a Draft Pro Forma Supplemental OA based on project estimates to be used for solicitation and ordering. Once the furniture and IT costs are finalized, agencies will sign a Final Supplemental OA that outlines the terms of the agreement with annual and monthly payments. FIT billing will coincide with rent start. Some materials or services needed in a space reduction or right-sizing project may not be covered under FIT funding authorities. GSA can still assist with those procurements using reimbursable work authorization (RWA) funds. **Early payoff of the FIT bill is only permitted after 12 months worth of services have been rendered.**

FIT Project Life Cycle

Delivery of a FIT project through its entire life cycle can take several years. Many people will touch the project — from design to procurement, billing, maintenance and ownership transfer. The requirements and responsibilities of each FIT project team will look a little different.

Furniture

Furniture is the “F” in FIT. Furniture is an integral part of a successful right-sizing project. The functionality of a reduced-size, modernized office depends on more efficient, effective and flexible furniture. Systems furniture from even 10 years ago often does not meet these requirements. The Total Workspace FIT program provides a way for furniture procurement costs to be paid back over a five year period. The multi-year lease agreements are just one piece to the furniture puzzle. GSA's Integrated Workplace Acquisition Center (IWAC) provides the acquisition services for the Total Workspace FIT program. In this role, the IWAC conducts all acquisition activities; your GSA project manager will manage this process and continue to serve as your point of contact from design to delivery.

How does it work? In order to help your agency manage your upfront cost associated with creating a more effective and efficient office for your organization, GSA is leveraging a revolving fund which allows you to pay back the cost of real property over a lease term.

What does it cost? There is no interest, however there is an 8% fee associated with the procurement. The program offers a simple payback over a 5-year term, with 60 even payments. A supplemental OA must be signed and the cost will be added to your monthly bill.

Is it flexible?

The program aims to support smart work spaces. It does have limitations; to promote the program goals, FIT furniture has maximum workstation sizes and panel heights. The solutions that have been selected will promote maximum flexibility, space efficiency and maximize natural light. GSA will maintain ownership of this furniture until the end of the 5-year term. Alterations may be made with advance written notifications to GSA and will be reviewed for approval on a case by case basis. All warranty agreements with the manufacturer must be followed. All alterations and reconfigurations must be made through a qualified dealership and will not be GSA funded.

What is not covered?

FIT funding can only support furniture, delivery and installation. Funding will be required for any other typical project service. These services can be funded through a traditional RWA. Some of these services may include:

- Requirements development
- Design and layout (some is provided by FIT vendor)
- Project management (some is provided by FIT vendor)
- Furniture selection and specification
- Design Intent Drawings (DID)

How do you get furniture through FIT?

Request for furniture under the TWP FIT program are made through your PBS point of contact, or by simply contacting your regional Total Workplace point of contact listed on page 6.

Information Technology is the “IT” in FIT

Information Technology is a critical element to a successful Total Workplace right-sizing project. Most successful right-sizing projects require users have the ability to work from multiple locations both inside and outside of the office. That can't be achieved using legacy desktop computers. How these new IT requirements are met varies, but many solutions have significant upfront costs. For NCR agencies procuring over \$1M of IT equipment, the Total Workplace FIT program provides a way for IT costs to be billed and paid over a three year period. There are no restrictions on what IT equipment and services are allowed to be purchased, however there are restrictions on what items GSA will fund for you under the FIT program. The items not covered by the program can be purchased using traditional funding methods (RWA).

Once your requirements are developed, a FIT representative will determine what is eligible for FIT funding. The initial clearance of the suitability of IT product is reviewed by GSA's National Information Technology Commodity Program (NITCP). NCR will work with their local Assisted Acquisition Service (AAS) representative to procure IT.

How does it work?

In order to help NCR agencies manage the upfront cost associated with creating a more effective and efficient office, GSA is leveraging a revolving fund which allows you to pay back the cost of Information Technology over a supplemental three year lease occupancy agreement.

What does it cost?

There is no interest, however there is an 8% fee associated with the procurement. The cost will be repaid over a 3-year term. A supplemental OA must be signed and the cost will be added to your monthly bill.

What kind of equipment is available via FIT?

Information Technology equipment is a vast market and each customer's requirements to succeed in a Total Workplace environment will be different. Instead of browsing a master product list, customers should evaluate their own IT needs and produce a bill of materials. The FIT IT team can then determine which items can be covered by the FIT program and which will need to be procured with traditional funding. At its most basic, the Total Workplace FIT program can fund IT equipment. This includes personal computers, laptops, devices and associated operating systems.

What is not covered?

FIT funding can only support devices, personal computers and operating systems. Funding will be required for any other IT products or services. These products or services can be funded through a traditional RWA. Some of these services may include:

- Software licenses
- Extended warranties
- Standalone wiring
- Technical advisory services
- Any other IT service

How do you get information technology through FIT?

Requests for IT equipment under the TWP FIT program are made through your GSA NCR point of contact, or by simply contacting your your NCR Total Workplace point of contact listed on page 6.

Learn More

If you would like to learn more about FIT, please contact your nearest Total Workplace Expert listed on the following page.

Total Workplace Experts

Use the directory below to connect with various GSA Total Workplace experts across the country.

Region 1

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Region 4

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Region 6

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