December 13, 2021

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: GINA DITOMMASO
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: LEASE ACQUISITION CIRCULAR (LAC) Revision to Leasing Desk Guide (LDG), Chapter 3, Simplified Lease Acquisition

1. **Purpose.** This LAC issues revisions to the Leasing Desk Guide (LDG), Chapter 3, Simplified Lease Acquisition.

2. **Background.**
   a. On May 31, 2011, GSA issued LDG Chapter 3, Simplified Lease Acquisition, via Lease Acquisition Circular (LAC) 2011-07. LDG Chapter 3 originally focused primarily on the use of the Simplified Lease Model, which was issued under Lease Reform.
   b. On October 8, 2020, GSA issued Leasing Alert LA-20-13, which replaced guidance on the Simplified Lease Model with the SLAT Lease Model. The SLAT Model combines a smaller version of the Global RLP and lease templates with a 2-step bidding process modeled after the process used with the Automated Advanced Acquisition Program (AAAP). This updated LDG Chapter 3 replaces the guidance related to the Simplified Lease Model from May 31, 2011, and instead incorporates SLAT model guidance and templates.

3. **Effective Date.** This LAC and attachments are effective as of the date of issuance unless modified, canceled, or reissued.

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4. **Applicability.** This LAC and its attachments apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.


6. **Instructions and Procedures.** Summary and filing instructions are attached.

Attachment 1: LAC-2021-02 Summary and Filing Instructions

Attachment 2: LDG Chapter 3, Simplified Lease Acquisition
LAC-2021-02 Summary and Filing Instructions

LAC-2021-02 issues the policy listed below:

*Leasing Desk Guide Chapter 3 (Revised), Simplified Lease Acquisition*

This revised Leasing Desk Guide Chapter 3 reflects updated policy and practices for Simplified Lease Acquisitions by incorporating guidance and templates issued under Leasing Alert LA-20-13 SLAT Model Templates and Instructional Guidance, issued October 8, 2020, for lease acquisitions eligible to use simplified lease acquisition procedures.

**LDG Filing Instructions**

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