MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: JAMES C. WISNER
ACTING ASSISTANT COMMISSIONER
OFFICE OF LEASING – PR

SUBJECT: Leasing Desk Guide

1. Purpose. This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 13, Source Selection.

2. Effective Date. Immediately.

3. Applicability. The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.


5. Instructions and Procedures. Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions
Attachment 2, Loose-leaf Leasing Desk Guide
LAC-2011-12 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the chapter listed below:

Desk Guide Chapter 13, *Source Selection*

This chapter issues GSA policy regarding the use of the source selection tradeoff process.

**LDG Filing Instructions**

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LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.