

GSA Center for Lease Delegations

Overview of Usage Steps and Reporting requirements (April 2016)

This document is intended as general guidance and is not intended to create new policy. It defers to the FMR and other governing rules and regulations in the event of any conflicts or omissions.

Delegation Request Space Types

If the space can be classified as **“Special Purpose”** as defined by FMR 102-73.160 -225 then follow the procedure in section 1 below for requesting authorization to use the standing Special Purpose delegation.

If the space can be classified as **“Categorical”** as defined by FMR 102-73.145-155 then follow the procedure in section 2 below for the use of the standing Categorical delegation.

If the space is neither **“Special Purpose”** or **“Categorical”**, or if your requirements exceeds the limitations outlined in the FMR for the applicable **“Special Purpose”** or **“Categorical”** standing delegation, then follow the procedure in section 3 below to request authorization for a General Purpose delegation.

1. Special Purpose Space

For space classified as Special Purpose Space, thirteen specified agencies may request to utilize the standing delegation from the Administrator of GSA subject to all the restrictions and requirements of [FMR 102-73](#) and [FMR bulletin C-2](#) which includes:

- a. Special purpose space delegations are specified in [§§102-73.170](#) through [102-73.225](#) . There are 13 Federal agencies that have special purpose authority.
- b. For Special Purpose spaces less than 2,500 USF, create a record in GSA’s G-REX system in accordance with FMR Bulletin C-2 part 5b. Agencies are only required to create a record in G-REX and are not required to receive an individual delegation approval for projects that are special purpose with space less than 2,500 USF.
- c. For Special Purpose spaces greater than 2,500 USF, before procurement begins, create a record in GSA’s G-REX system in accordance with FMR Bulletin C-2 part 5.a. Special Purpose projects that are greater than 2,500 USF are required to obtain an approved delegation request prior to initiating procurement. .
- d. For Special Purpose spaces greater than 2,500 USF agencies will receive GSA approval only if it is found that no vacant government owned or leased space will meet the agency requirements.

- e. Agencies must submit into GSA's G-REX system all documentation required by FMR Bulletin C-2 part 5.c for *Special Purpose* spaces greater than 2,500 USF.
- f. Comply with OMB A-11 budget scorekeeping rules on operating leases.
- g. Submit a prospectus for leases whose net annual rent exceeds the current prospectus threshold as required by FMR 102-73.230.
- h. Per FMR 102-73.235, award at a maximum lease term of 20 years. Lease terms for certain spaces are further restricted as specified in 102-73.170-225.
- i. The provisions of 102-73.110 also apply if the procurement results in lease construction.
- j. Report all leases as being acquired using GSA's delegated lease authority in the FRPP (Federal Real Property Profile) IAW as cited in FMR Bulletin C-2 part 6 and FMR bulletin C-1.
- k. Identify a Lease Contracting Officer meeting the training and experience requirements of GSA's Leasing Certification ([LCP Program](#))
- l. Comply with all applicable laws, regulations, and executive orders per FMR Bulletin C-2, App 1.
- m. Manage the expiration dates of acquired leases to avoid occupancy beyond lease term.

2. Categorical Space

For space classified as "Categorical" in FMR 102-73.155 all agencies may utilize the standing delegation from the Administrator of GSA subject to all the restrictions and requirements of [FMR 102-73](#) and FMR bulletin C-2 which includes:

- a. Create a record in GSA's G-REX system IAW FMR Bulletin C-2 part 5.b.
- b. Agencies are only required to create a GREX record and are not required to receive an individual project approval for use of the Categorical delegation.
- c. Comply with OMB A-11 budget scorekeeping rules on operating leases.
- d. As required by FMR 102-73.230 submit a prospectus for leases whose net annual rent exceed the current prospectus threshold.
- e. Per FMR 102-73.235, award at a maximum lease term of 20 years. Lease terms for certain spaces are further restricted as specified in 102-73.155.
- f. The provisions of 102-73.110 apply if the procurement results in lease construction.
- g. Report all leases as being acquired using GSA's delegated lease authority in the FRPP (Federal Real Property Profile) IAW FMR Bulletin C-2 part 6 and FMR bulletin C-1.
- h. Identify a Lease Contracting Officer meeting the training and experience requirements of GSA's Leasing Certification ([LCP Program](#))
- i. Comply with all applicable laws, regulations, and executive orders per FMR Bulletin C-2, App 1.
- i. Agencies do not need to receive GSA's approval before initiating the procurement if it qualifies for use of the standing Categorical delegation and the above conditions are complied with.

3. Neither Special Purpose or Categorical Space

For spaces not classified as “Special Purpose ” or “Categorical” or if your requirements exceeds the limitations outlined in the FMR for the applicable “Special Purpose” or “Categorical” standing delegation, agencies must request authorization for a “General Purpose “delegation from the Administrator of GSA subject to all the restrictions and requirements of [FMR 102-73](#) and FMR bulletin C-2 which includes:

- a. Create a delegation request in GSA’s G-REX system IAW FMR Bulletin C-2 part 4(i) and 5(a) before procurement begins.
- b. Conduct an assessment of the agency’s space requirements and conduct a market analysis before submitting the delegation request into G-REX.
- c. GSA’s review will include a determination that no vacant government owned or leased space will meet the agency’s requirements before approving the delegation.
- d. For all leases, within 30 days of award, submit into GSA’s G-REX system all documentation required by FMR Bulletin C-2 part 5.c.
- e. Comply with OMB A-11 budget scorekeeping rules on operating leases.
- f. Submit a prospectus for leases whose net annual rent exceed the current prospectus threshold) as required by FMR 102-73.230.
- g. Per FMR 102-73.235, award at a maximum lease term of 20 years or the maximum lease term specified in the delegation letter.
- h. If the procurement results in lease construction, the provisions of 102-73.110 also apply.
- i. Report all leases as being acquired using GSA’s delegated lease authority in the FRPP (Federal Real Property Profile) IAW FMR Bulletin C-2 part 6 and FMR bulletin C-1.
- j. Identify a Lease Contracting Officer meeting the training and experience requirements of GSA’s Leasing Certification ([LCP Program](#))
- k. Comply with all applicable laws, regulations, and executive orders per FMR Bulletin C-2, App 1.
- l. Manage the expiration dates of acquired leases to avoid occupancy beyond lease term.

4. Pre-award and Post Award Files

For all leases utilizing GSA’s delegated authority, make pre-award and post award files available to GSA per FMR Bulletin C-2, 4(h).

5. GSA Lease Delegation Non-compliance

Non-compliance with any of the conditions of a GSA lease delegation may result in the revocation of the delegation, in whole or in part and the denial of future delegations.

Overview of Requirements in FMR Bulletin C-2

On use of Standing GSA Delegations of Lease Acquisition Authority
(Highlights only - Not a comprehensive list)

		Type of Delegation			
When	What	Categorical	Special Purpose < 2500 USF	Special Purpose >2500 USF	General Purpose
Prior to initiating procurement	GREX Submission	None	None	Per C-2 5(a)	Per C-2 5(a)
	Requires GSA Authorization to proceed	No	No	Yes	Yes
	Project must be < 20,000 USF	No	-	No	Yes
	Project must be less than GSA Prospectus limit	Yes	-	Yes	Yes
During procurement	Comply with budget scoring per OMB A-11	Yes	Yes	Yes	Yes
	Comply with applicable laws and regulations	Per C-2 App 1	Per C-2 App 1	Per C-2 App 1	Per C-2 App 1
	Assign to a qualified contracting officer	Yes	Yes	Yes	Yes
	Observe limits of delegation including lease term	Yes	Yes	Yes	Yes
Post award	GREX Submission	Per C-2 5(b)	Per C-2 5(b)	Per C-2 5(c)	Per C-2 5(c)
	FRPP Submission	Per C-2 6(a)	Per C-2 6(a)	Per C-2 6(a)	Per C-2 6(a)
	Maintain organizational capacity to support lease delivery and occupancy administration	Yes	Yes	Yes	Yes
	Manage expiration dates to avoid occupancy beyond lease term	Yes	Yes	Yes	Yes

References/Links

[Types of Leasing Delegations 41CFR102-72.30](#)

[When may agencies w/o independent authority lease space? 41CFR102-73.140](#)

[Delegations of Lease Authority - FMR §102-73.140](#)

[Delegations - Notification, Usage and Reporting requirements - FMR Bulletin C-2](#)

[FRPP Data reporting Requirement FMR Bulletin C-1](#)