

Move Coordination Program



Details Are Our Business

After deciding to open, relocate, resize or revamp an office come the inevitable details: everything from inventory of items to packing and moving boxes. Whether it's relocating a 4 person office in the same building, or transferring a 900-person operations center to a new campus, the move team has the expertise and tools to handle the details for you.

Ease of Transition

A move coordinator's goal is to make the transition to a new space as easy as possible. By working through all the details of a move, they can ensure each client spends their time focusing on their mission, not their move.

“ As part of our consolidation project, we made nearly 500 individual moves. GSA's move program staff was there for us every step of the way. Without the expertise and experience of the GSA move coordinator, this project would have been nearly impossible. Thank you, GSA!

Lauren Gapinski
Bureau of Land Management



Move Coordination Service Offerings

GSA move coordinators offer comprehensive and scalable services that assist client agencies at every step of the move process. When a move coordinator is brought on to a move project from the very beginning, they can help a client develop and implement an entire move strategy for an office. If the client has already done much of their own planning and simply needs help with contracting details or a final push for move day, they can do that too.

Requirements Development

- Consultative meetings to determine which services are required for move coordination
- Site walk through of space to develop inventory list
- Create scope of work for move
- Create independent government estimates for reimbursable work authorizations

Contracting of Move Services

- Develop, award and manage all elements of move services contracts
- Leverage information collected during requirements development to inform statement of work to contract for move services
- Interface with move services contractors during bid walkthroughs, close outs, etc...
- Manage reimbursable work authorization funds

Building Specific Requirements

- Detailed knowledge of federal and leased spaces
- Leverage relationships with building management and lessors to ensure efficient operations
- Coordinate details of building access, on-site security requirements for contractors, building protection (floors, walls, elevators), parking, dock and freight elevator schedules
- Ensure proper certificates of insurance for contractors working in leased locations

On-Site Coordination

- Support all hands meetings and communications for tenant move preparation
- On-site coordination throughout the entire move process at both origin and destination
- Ensure objects picked up at origin are correct and then placed in proper locations at destination
- Ensure move items properly categorized and labeled.
- Overcome any move day obstacles

Next Steps

Want to learn more? The GSA move coordinators are here to help plan your next move. To learn more about the fee-for-service program, contact:

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