



GSA's Furniture and Information Technology (FIT) Program

Optimize Your Workspace With Reduced Up-Front Costs

Background and Benefits

GSA's Furniture and Information Technology (FIT) program is a combined effort between the Public Buildings Service and the Federal Acquisition Service which enables customers to design efficient spaces that support their mission needs at lower costs. Through the FIT program, customers can lease furniture and information technology assets at a no-interest monthly rate as an alternative to purchasing these assets with an up-front lump sum payment (IT is available only in GSA's National Capital Region).

Customers lease furniture for five years and information technology assets for three years. Ownership can transfer to the customer at the end of the agreement. There is an 8% acquisition fee to procure the equipment, but PBS does not charge any additional fee beyond the cost of any applicable in-house or contracted design work.

The products and equipment available through GSA's FIT program were carefully selected in order to help federal agencies:

- Create a place where people want to work
- Encourage and support collaboration
- Improve productivity
- Improve space utilization
- Produce energy and carbon savings

How Does a Project Qualify for the FIT Program?

To be eligible for the FIT program, an agency's space project must meet mandatory requirements and design criteria. *(Note: for information technology products, a project must be located in GSA's National Capital Region with a purchase threshold of \$1,000,000.)*

Mandatory Requirements:

- Comply with the agency's utilization rate (UR) policy or 100-150 USF for total office, and 170 USF for the total requirement
- 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 50 SF
- Offices must not exceed 150 SF (FIT furniture can be purchased for offices totaling 80-150 SF)
- Assign a tenant agency contracting officer representative (COR) to perform project management and custodial activities for the 3-5 year FIT term. Agency COR to provide training completion certificate to GSA.

Design Criteria (project/agency must comply with a minimum of six):

- Reduce number of enclosed offices by meeting a minimum 1:8 office to workstation ratio
- Utilize glass walls instead of solid walls where appropriate
- Create more open, interactive, free-flowing space to encourage collaboration
- Analyze work patterns and job duties to determine appropriate workstation size
- Incorporate overall acoustical treatments and visual privacy when designing an open work environment
- Offer a variety of reduced-noise spaces such as phone rooms, quiet spaces, and focus rooms
- Maximize space utilization by offering desk-sharing opportunities
- Share meeting spaces by using an organization-wide reservation system
- Agency must offer a telework program

Additional Considerations (when evaluating FIT project candidates, consideration is given to the following):

- Risks
- Federal space priority and location considerations
- Leadership commitment and consistency
- Union agreements



How Does FIT Project Funding Work?

As of FY18, FAS' Acquisition Services Fund has allocated the FIT program \$16 million per year for the next five years. Because GSA anticipates that many projects will equally meet the program criteria, these funds are available on a first-come, first-served basis (though the program will consider compelling business cases and specific customer needs if funds are available).

In order to take advantage of the FIT program, projects must meet minimum purchase amounts: \$1,000,000 for information technology and \$350,000 for furniture. *(Note: for information technology products, a project must be located in GSA's National Capital Region)*

About FIT Program Furniture

GSA has a Blanket Purchase Agreement (BPA) contract with five vendors for the following office equipment:

- Workplace furniture (three vendors)
- Seating (one vendor -small business)
- High-density filing and storage (one vendor- small business)

About FIT Program Information Technology

Federal agencies can buy IT commodities and integrated services faster and at lower prices through GSA.

What is Covered Under FIT?

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| <ul style="list-style-type: none">• Laptops• Tablets• Mobile Devices• Printers• Scanners | <ul style="list-style-type: none">• Phones• Wireless Access Points• Video Teleconferencing• Networking Equipment• Telecommunications Equipment |
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Note that the FIT program cannot be used to fund software licenses, extended warranties, stand-alone wiring, or technical advisory services. Information technology products are only available to projects in GSA's National Capital Region (Washington, D.C. metropolitan area).

For More Information

To learn more about the FIT program, visit www.gsa.gov/fit. If you would like to take advantage of the program, contact your PBS customer lead.