

GSA Total Workplace - FlexSpace Pricing

The purpose of this pricing guidance is to provide direction for renting out PBS conference areas and hoteling space on a charge per use basis.

Definitions

Regular Use: Agency has the ongoing need for use of the space at specific times and/or intervals. For example: x times a month/quarter; or x times every other month; or every Friday.

Intermittent Use: Less than once a month or on an irregular, unpredictable, or infrequent basis.

Frequency of Use Determination - OA vs RWA

The billing method for each customer will be determined based on anticipated frequency of use. For customers with ongoing regular use activity, PBS will bill for FlexSpace based on an OA. If customers have existing space in a building, they can provide an existing OA for charges - otherwise GSA will create a zero RSF OA for billing purposes using the “other services” area with a new clause describing the flex space agreement.

For single-use or intermittent use customers, billing will be accomplished via R-type RWA with the term set to the time of use and the authorized amount set based on single use pricing. For greater ease of use and efficiency, PBS will accept government procurement cards in payment for these RWA agreements.

Pricing Computation

Each Mobile Space configuration will have its own daily rate, computed on the basis of the “as-is” rates within the building. The daily rates will be the same whether customers are billed via OA or RWA. The rate computation will be as follows:

Federal:

(Location-specific, as-is shell + operating + security + joint use) / 250 days X the Configuration RSF

Lease:

(Location-specific, lease contract + PBS fee + security + PBS provided services) / 250 days X the Configuration RSF

Example

At the JCK Building in Chicago (IL0236FC) a Flex Space cubicle configuration of 64 USF would be priced as follows:

As-is shell of \$19.65 per RSF plus (+) operating of \$5.16 per RSF equals plus (+) security of \$0.31 per RSF (=) an annual serviced rate of \$25.12 per RSF divided (/) by 250 working days times (X) 64 USF times (X) the R/U factor of 1.39 = a daily use rate of \$8.94 daily for this cubicle configuration.

If you are allowing the tenant to use the printer, fax, and copier you can charge a nominal fee such as \$2 per day.

Therefore, the proposed cost to a client for daily use of an 8x8 cubicle in the JCK Federal Building, Chicago, IL would be \$11 per day.

Note: Security = FPS basic & building specific, as well as GSA BSAC

Conference Areas

Use the pricing computation above and add to that the cost of any equipment and services provided as part of the conference room.

Example

A 500 sq ft conference room could be priced as follows:

As is shell rate (RSF)	\$19.65
Operating Costs (RSF)	\$5.16
Security Costs (RSF)	\$0.31
Total x 500 RSF / 250 Working Days	\$50.24 (daily rate) \$6.28 (hourly rate)
AV equipment	\$25
Flip Charts	\$20
Other Conference Room Supplies (markers, paper, pens, etc.)	\$10
Total Daily Cost of the conference center	\$105.24

Regions have discretion with regard to pricing the services included with conference room, depending on the age of equipment and demand for the space.

Regions also have the ability to take the daily rate and divide it by 8 to come up with an hourly rate for customers who may only want the conference room for a few hours.

RWA Acceptance & Billing

R-type RWAs will be accepted to pay for infrequent use of conference or hotelling space. The R-type RWA can be used to offset GSA space costs such as cleaning, audio visual support, supplies or lease payments.

Purchase Card Option

Clients may also pay through a government Purchase Card.

OA Processing & Billing

For customers with ongoing monthly activity we must use OA Billing, using reason code "other" with a new clause describing the flex space agreement. We can use zero sq ft as an interim work around until the new space classifications are ready.

When creating a new or new replacement OA, go to the rates screen and in the rent component for other space area, select "Other Type". Keep in mind the rates in the OA tool are annual, so if you have calculated how much to charge the agency each month based on their use of hotelling or conference space you must multiply that rate by 12 months. It may be easiest to create OAs for a duration of 12 months for these types of space offerings. Use reason code "Other" on the OA Main page adding the flex space details in the remarks section. Remember to use zero sq ft on the Cost 1 screen.

Ad Hoc Clauses - You can add an ad hoc clause describing what services are available to the customer in the hotelling or conference areas. We recommend using this to capture any specific details of the arrangement.