



February 24, 2020

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS  
REGIONAL LEASING DIRECTORS  
REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS  
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LEASING - PR

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SUBJECT: LEASING ALERT (LA-20-03) - Revisions to Request for  
Lease Proposals (RLP), Lease, and General Clause  
Templates

1. **Purpose.** This Leasing Alert issues revisions to the following GSA PBS RLP, Lease and General Clause templates:

a. RLP and Lease Templates

- Global Model – R100 and L100 (RLP and Lease)
- Warehouse Model – R101WH and L201WH (RLP and Lease)
- Simplified Model – R101A and L201A (RLP and Lease)
- Small Model – Form R103 (RLP)
- On-Airport Model – L201D (Lease)

b. General Clauses

- GSA Form 3517A
- GSA Form 3517B

The Automated Advanced Acquisition Program (AAP) RLP and Lease templates will be revised separately to conform as appropriate.

These templates were revised to incorporate the following two recent policy changes:

- GSA Order PBS 3490.3: Security for Sensitive Building Information, issued October 16, 2019, addressing Controlled Unclassified Information (CUI) Building Information.

- [GSA Acquisition Letter MV-20-04 Lease Offeror Registration in the System for Award Management \(SAM\)](#), issued February 12, 2020, which, for lease procurements, tailored the required timing of when offerors are required to have an active SAM registration from prior to offer submission to prior to award.

## 2. Background.

### a. **PBS Order 3490.3- Security for Sensitive Building Information Related to Federal Buildings, Grounds, or Property (October 16, 2019)**

- i. On October 16, 2019, GSA issued PBS Order 3490 - Security for Sensitive Building Information Related to Federal Buildings, Grounds or Property, in response to Executive Order 13556. This Order, which replaced PBS 3490.2, Document Security for Sensitive but Unclassified Building Information, describes PBS's policy to "protect information related to Federal buildings, grounds, and property under the jurisdiction, custody, or control of the U.S. General Services Administration (GSA), including those properties delegated to other Federal agencies by the Administrator of General Services....collectively referred to as "GSA-controlled space". The primary focus of this order was to address the change from the terminology "Sensitive but Unclassified (SBU) building information" to the more all-encompassing "Controlled Unclassified Information (CUI) building information" definition. As a result, those lease templates containing the paragraphing the "Safeguarding and Dissemination of Sensitive but Unclassified (SBU) Building Information" have been updated to contain the new clause, "Safeguarding and Dissemination of Controlled Unclassified Information (CUI) Building Information," as required under the PBS Order.
- ii. The procedures outlined in this Order apply to leased space for the following facility types:
  - ISC Facility Security Level V GSA-leased facilities,
  - ISC Facility Security Level IV GSA-leased facilities,
  - ISC Facility Security Level III GSA-leased facilities with 100 percent Federal Government occupancy, or
  - Other GSA-leased facilities to be considered when requested in writing by the certifying official of the customer agency, in accordance with the guidance in this Order.

### b. [GSA Acquisition Letter MV-20-04 Lease Offeror Registration in the System for Award Management \(SAM\)](#)

- i. In response to a business case submitted by the Office of Leasing (OoL) to GSA's Senior Procurement Executive (SPE), the SPE issued [Acquisition Letter MV-20-04 Lease Offer Registration in the System for Award Management \(SAM\)](#) authorizing the use of a lease-specific GSAM clause 552.270-33 "System for Award Management -Leasing" which requires offerors to have an active SAM registration prior to award instead of at the time of offer submission. As a result, the General Clause and Simplified Lease templates have been updated to replace FAR provision [52.204-7, System for Award Management](#) with GSAR Provision 552.270-33, System for Award Management-Leasing.
- ii. This new GSAR provision now requires Offerors to have an active registration in SAM prior to the award instead of the requirement under FAR provision [52.204-7](#) for offerors to register in SAM at the time an offer was submitted.

**3. Effective Date.** This Leasing Alert and attachments are effective on the date of issuance unless modified, cancelled, or reissued. For RLP packages issued prior to the effective date of this Leasing Alert, refer to the attached "Instructions and Procedures."

**4. Applicability.** This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

**5. Cancellation.** The following are canceled:

- a. Prior revisions of applicable RLP and Lease templates are canceled and replaced by versions containing the new language hereto.
- b. General Clauses (Acquisition of Leasehold Interests in Real Property for Small Leases), GSA Form 3517A (10/19).
- c. General Clauses (Acquisition of Leasehold Interests in Real Property), GSA Form 3517B (REV 10/19)

**6. Instructions and Procedures.**

- a. For lease procurements where the RLP has been issued and initial offers have not been received, the LCO or his/her designee shall issue an amendment reflecting the edits as outlined under this Leasing Alert.
- b. For lease procurements where the RLP has been issued and initial offers have been received, LCOs must weigh the procurement risks associated with issuing an amendment that changes the required date of SAM registration, and consult with regional counsel prior to amending the RLP package.

Attachment 1, Global RLP template, GSA Form R100  
Attachment 2, Global Lease template, GSA Form L100  
Attachment 3, Simplified RLP template, GSA Form R101A  
Attachment 4, Simplified Lease template, GSA Form L201A  
Attachment 5, On-Airport Lease template, GSA Form L201D  
Attachment 6, Warehouse RLP template, GSA Form R101WH  
Attachment 7, Warehouse Lease template, GSA Form L201WH  
Attachment 8, Small RLP template, GSA Form R103  
Attachment 9, General Clauses, GSA Form 3517A (REV 02/20)  
Attachment 10, General Clauses, GSA Form 3517B (REV 02/20)

**COVER PAGE FOR ATTACHMENTS 1 THROUGH 10**