The GSA Total Workplace Program

Helping Create The 21st Century Workplace
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Mission

To Create the 21st Century Workplace

by providing an efficient, effective, sustainable workplace

at the best value for the American taxpayer
Total Workplace Offerings

National Workplace Engagement Pilot /Demonstration Program

Change Management

Furniture & Information Technology (FIT) Initiative
GSA’s FIT Program

A national funding initiative that integrates Federal Acquisition Service (FAS) and Public Buildings Service (PBS) resources into a new GSA service offering to help other federal agencies use their workspace more efficiently and effectively.
1. Create a place where people want to come to work.

2. Encourage and support collaboration.

3. Improve productivity.

4. Improve space utilization.

5. Produce energy and carbon savings.
How It Works

• Multi-year term agreement
  – 3-yr for IT/5-yr for furniture

• Agency incurs no obligation to keep the product

• Ownership can transfer to customer at end of the agreement
FIT Fees

**FAS Fees**: FAS will apply an 8% acquisition fee to procure furniture

**PBS Fees**: - no current fee applied
  - Regional Interior Design Staff or contracted services may be required to support FIT projects
  - May require the customer to provide a Reimbursement (RWA) for design and coordination efforts
Requirements development

Design – Test Fit, Furniture placement plans based on FIT program typicals and furniture components

Furniture Delivery Coordination

Installation and Punch list coordination

Move & Move Coordination

Reconfiguration and refurbishment of existing furniture

PBS Traditional Project Services
(not included in FIT)
FIT Qualification Checklist
Four Mandatory Requirements

1. **Comply** with your agency’s utilization rate policy or 100-150 USF for total office, and 170 USF for the total requirement.

2. **Maximize** natural light by specifying furniture panels no taller than 54”.

3. **Open workstations** must not exceed 50 SF.

4. **Offices** must not exceed 150 SF. FIT Furniture can be purchased for offices 80-150 SF.
FIT - Optional Design Requirements
(a minimum of six must be met)

Environmental Factors
• Locate enclosed spaces on interior walls
• Utilize glass walls instead of solid walls where appropriate
• Consider the importance of visual & noise privacy needs

Mobility
• Maximize space utilization through desk-sharing
• Embrace mobility: offer a tele-work program one day per week

Catering to Work Style Diversity
• Analyze work patterns and job duties to determine workstations.
• Create open, interactive, free-flowing space for collaboration
• Share meeting spaces by the use of a reservation system
• Offer quiet spaces, phone booths, quiet & focus rooms.
Optional Design Requirements
(a minimum of six must be met)

- Share Nature and Natural Sunlight
- Supporting Storage
- Open Collaboration Areas
- Low Translucent Panels
Information Technology is the “IT” portion of the “FIT” Program

IT is a critical element to a successful right-sizing project
Why Do I Want IT?

IT equipment and services may be required to move to a TWP environment.

IT allows for agility in receiving, processing and sharing of work and ideas, both inside and outside of the office.

Many IT solutions have significant upfront costs, FIT minimizes an agency’s initial capital investment.
Federal agencies can buy IT commodities and integrated services faster and at lower prices through GSA.

Under FIT, GSA procures and pays for the IT equipment that is provided to the client.

The costs of IT under FIT are amortized over a 3-year supplemental lease occupancy agreement.

There is no interest, however there is an average 5% fee associated with the procurement.
What Is Covered

- Laptops
- Tablets
- Mobile devices
- Printers
- Scanners
- Phones

- Wireless Access Points
- Video Teleconferencing (VTC)
- Networking equipment
- Telecommunications equipment
Information Technology

**NOT** available through the Total Workplace program:

- Software licenses
- Extended warranties
- Stand alone wiring
- Technical advisory services
How FIT (IT) Works

1. Requests for IT are made through your PBS point of contact.

2. Clients are responsible for identifying the IT items needed – a complete bill of materials.

3. GSA’s National Information Technology Commodity Program (NITCP) is the default source for IT commodity acquisition services under FIT.

4. NITCP or Regional FAS office will conduct all acquisition activities and your PBS Project Manager will manage the process.
FIT Furniture IDIQ
5 Functional Areas

1. Workplace Furniture
   Vendors: Herman Miller, Steelcase

2. Conference Furniture
   Vendor: Kimball

3. High Density Filing & Storage
   Vendor: Datum

4. Seating
   Vendor: Bialek

5. Demountable Partitions
   Vendor: Inscape
Workplace Furniture
Vendors: Herman Miller
Steelcase

Workstation 6’x6’
Shown with: Pedestal,
Keyboard Tray, Task
Light, Monitor Arm, Tool
Rail
Workstation 120 Degree
Shown with: Pedestal, Tool Bar, Keyboard Tray, Monitor Arm, Task Light

Workplace Furniture Vendors: Herman Miller, Steelcase

Total Workplace
Adjustable Height Work Surface

Benching Workstation
Single Sided 30" D

Workplace Furniture Vendors: Herman Miller Steelcase
Total Workplace

Workplace Furniture Vendors: Herman Miller, Steelcase

Private Office
10' x 12'
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1. Workplace Furniture
   Vendors: Herman Miller, Steelcase

   - Keyboard Tray
   - Digital Lock
   - Single & Dual Monitor Arm
Workplace Furniture Vendors: Herman Miller Steelcase

Personal Storage

Tool Rail and Accessories

Task Light
Total Workplace

Conference Furniture
Vendors: Kimball
High Density Filing & Storage
Vendor: Datum

Rotary Files
Track Files
Open Shelving
Total Workplace

4

Seating Vendor: Bialek

U.S. General Services Administration
5
Demountable Walls
Vendor: Inscape
FROM THIS TO THIS
Total Workplace

FIT Can Help you Change

FROM THIS
TO THIS
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