

The Basics

How does GSA's Total Workplace offering enable Federal agencies to right size?

Look around many of today's federal work spaces and you'll see remnants of the office of yesteryear – a place of paper-intensive business processes and regimented and predictable daily tasks. Today, a sedentary and paper-based workplace no longer supports the dynamic ways people communicate and work. GSA developed Total Workplace as a cost effective answer for federal agencies to improve the utilization of their current space, to reduce their real estate footprint, and to increase their workplace efficiencies. Workforce mobility is essential to reducing overhead. Total Workplace can save you money to invest more in what matters most – your agency's mission.

What are the components of a Total Workplace solution?

Total Workplace is GSA's new offering to help federal agencies not only right-size their operations but also minimize their initial capital investments in needed furniture and information technology (IT). GSA will offer through an installment program furniture and information technology to meet a customer agency's need in both federally owned and leased space. GSA and the customer agency will enter into a term agreement that will spread the cost of the purchase over a 5-year period. All purchases are installment based, with ownership transferring to the customer agency at the end of the defined term.

For furniture needs, the program is available for furniture layout design, furniture purchase, and furniture installation. For information technology needs, the program can provide for IT and reprographic equipment such as WAN/LAN, VOIP/Telco, distribution frame gear, audio-visual equipment, as well as cable runs, cable trays, and other IT related purchases.

What should you consider in choosing Total Workplace?

An agency should consider using Total Workplace when addressing budget constraints, short-notice space actions, or any time quick and efficient right-sizing is needed. Additionally, Total Workplace enables an agency to pursue multiple right-sizing projects in a single year to effectively manage their portfolio and budget.

FAQs

What is Total Workplace?

GSA's Total Workplace assists federal customer agencies in right-sizing their operations and minimizing the initial capital our executive branch customers must invest in furniture and IT needs. GSA will enter into a term agreement with the customer agency that will spread the furniture and IT costs over a five-year term, with ownership transferring to the customer agency at the end of the term.

Can this offering be used in both federally owned and leased space?

Yes, Total Workplace can be used in both federally owned and leased space.

Is this offering intended for use across the federal government?

Yes, this program is available to all our federal customers.

What can a customer agency purchase with these funds?

Total Workplace funds can be used for furniture and IT solutions that help agencies to reduce their office space, improve space utilization rates, foster collaboration, cut IT spending and increase energy efficiency



Can a customer agency cancel their agreement early?

In the case of cancellation, the customer agency will be responsible for a good faith effort in honoring the remaining term of the agreement. Pending funding availability, the customer agency remains responsible for the remaining term payments on the furniture and IT as well as any unamortized tenant improvements.

If a customer agency returns space, what would happen to the furniture and IT?

This would be a partial cancellation and would follow the guidelines noted under the cancellation FAQ above.

Can an agency pay off the term early? If so, is it discounted?

A customer agency may pay off the term early. Original costs will remain in effect.

Are move costs included in this offering?

Move costs are not included in this initial offering.

Does this offering cover design and installation?

Yes, the total cost will include the design of the furniture layout and installation of the furniture.

What are the scoring implications?

The arrangement will have no scoring implications for the customer. GSA will follow the guidance set forth in OMB Circular A-11, which provides that for both lease and lease to purchase transactions between two federal agencies, the lessee agency does not have to score the transaction of the lessor agency (GSA in this case) scored the transaction when it acquired the property.

How long does a customer agency pay for items purchased under this offering?

Typically up to five years for furniture and three years for information technology to align with the useful life of the item.

When does a customer agency begin making payments?

The customer agency will start payments upon installation and acceptance of product. This will typically align with rent start.

What happens after the customer agency's last payment?

Ownership will transfer to the customer agency after the final term payment.

What does the agreement look like?

The offering will be reflected in a Supplemental Occupancy Agreement.

What happens to the Customer's PBS Rent Bill?

Customer charges for this offering will be included in the customer agency's PBS Rent Bill