

Standard Lease

Agency:	_____
Location:	_____
Square footage:	_____
Project number:	_____
OA number:	_____
Lease number:	_____
Contracting officer:	_____
Leasing Specialist/RGA:	_____
Project manager:	_____
NBC agent:	_____
Broker contract number:	_____
Task order number:	_____
Phone number:	_____
Type of lease action:	Standard

I.	REQUIREMENTS DEVELOPMENT	Required	Note	Document in File
A.	SF-81 or Other Request for Space			
B.	Requirements Development Documentation (TMP, Needs Interview Checklist, gPM Documentation, etc.)			
C.	Agency Special Requirements or Agency Specific Requirements (ASR)			
D.	Vacant Federal Space Check			
E.	Delineated Area			
F.	Rural Development Act Compliance			
G.	Justification of Delineated Area Outside CBA			
H.	Notification to City Official			
I.	Notification to Field Office re: Lease Expiration			
J.	Notice to FMSP re: Randolph Sheppard			
K.	Notification to FPS to Request the FSL Determination —FSL Determination and Security Requirements			
L.	Initial Scoring Worksheets or Scoring Memorandum			
M.	Prospectus Submission/Approval (House and Senate Resolutions)			
N.	Draft OA			
O.	Combined Project Management & Acquisition Plan			
P.	Project Milestone Schedule			
Q.	National Broker Contract Task Order Documentation			
R.	Other			

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II. PRE-SOLICITATION PHASE		Required	Note	Document in File
A.	Task Order / Project Orientation Meeting Minutes			
B.	Procurement Summary/FedBizOpps Advertisement and Responses			
C.	Market Survey, Market Survey Report, and Agency Concurrence			
D.	Justification for Other Than Full and Open Competition			
E.	Historic Preservation Compliance Check			
F.	Flood Plain Check			
G.	NEPA Compliance			
H.	Source Selection: Plan (Signed) and Related Correspondence			
I.	Other			
III. SOLICITATION PHASE		Required	Note	Document in File
A.	Draft RLP Package, including Lease, Special Requirements, and Security Standards			
B.	Technical Review of Draft RLP and Draft Lease			
C.	Agency Approval of Draft RLP and Draft Lease			
D.	RLP Package Distribution List			
E.	Final RLP Package with Attachments			
F.	Cover Letter and Procurement Summary Form			
G.	Transmittal of Final RLP Package to Agency, GSA Field Office and FPS			
H.	Amendments to RLP Package			
I.	Davis Bacon Wage Rates (Updated at FPR)			
J.	Correspondence with Offerors Prior to Receipt of Proposals			
K.	Other			
IV. PRE-NEGOTIATION/EVALUATION OF OFFERS		Required	Note	Document in File
A.	Negotiation Objectives			
B.	Competitive Range Determination/ Notification			
C.	Seismic Review			
D.	Fire Protection & Life Safety Review of Prelease Submittals			
E.	Request for Contractor Support Services for Lease Acquisition (e.g. CQM, Furniture Vendors, Etc.)			
F.	Other			
V. UNSUCCESSFUL OFFER(S)		Required	Note	Document in File
A.	Initial Offer and Related Correspondence			
B.	Abstract of Offers			
C.	Scaling/Measurement of Offered Space Floor Plans			
D.	Initial Offer Present Value Analysis (PVA) Evaluation			
E.	Notice of Deficiencies/Discussions/Negotiations			
F.	Revised Offer and Related Correspondence			
G.	Request for Final Proposal Revision			
H.	Final Offer and Related Correspondence			
I.	Final Offer Present Value Analysis (PVA) Evaluation			

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J.	Pre-Award Notice and Rejection Letters			
K.	Post-Award Notice and Rejection Letters			
L.	Post-Award Debriefings/Protests and Resolution/Congressional Inquiries and Responses			
M.	Other			
SUCCESSFUL OFFER AND AWARD				Document
VI.	DETERMINATION	Required	Note	in File
A.	Initial Offer and Related Correspondence			
B.	Abstract of Offers			
C.	Scaling/Measurement of Offered Space Floor Plans			
D.	Initial Offer Present Value Analysis (PVA) Evaluation			
E.	Notice of Deficiencies/Discussions/Negotiations			
F.	Revised Offer and Related Correspondence			
G.	Request for Final Proposal Revision			
H.	Final Offer and Related Correspondence			
I.	Final Offer Present Value Analysis (PVA) Evaluation			
J.	Price Negotiation Memorandum			
K.	Source Selection: Initial and Final Evaluation			
L.	Source Selection: Conflict of Interest and Non-Disclosure Documentation			
M.	Source Selection: Source Selection Authority			
N.	Revised Scoring Evaluation			
O.	Seismic Certification			
P.	Flood Plain Compliance			
Q.	Negotiations of Environmental Remediation			
R.	Responsibility Check			
	—Central Contractor Registration (CCR) Information via SAM			
	—Excluded Parties List Service (EPLS) via SAM			
	—Past Performance			
	—Financial Responsibility			
S.	EEO Compliance Review			
T.	Energy Star Compliance/ Cost Effective Energy Efficiency Upgrades			
U.	Evidence of LEED Compliance			
V.	Approved Small Business Subcontracting Plan			
W.	Offeror's Proof of Authority and Ownership			
X.	Other			
VII.	(A) APPROVAL AND FUNDING DOCUMENTS	Required	Note	Document
A.	Agency Recommendation Letter (From GSA) and Revised OA Signed by Agency			in File
B.	Receipt of RWA and Required Certification			
C.	BA 53 Fund Certification			
D.	Legal Review and Comment			
E.	Other			
VII.	(B) LEASE	Required	Note	Document
A.	Pre-Award (unsigned) Lease Transmittal Letter			in File
B.	Executed Lease Transmittal Letter (Award)			
C.	Fully Executed Lease			
D.	Lease Amendment(s)			

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E. Delivery Confirmation of Lease to Lessor			
F. Other			

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VIII. POST AWARD NOTIFICATIONS		Required	Note	Document in File
A.	Post Award Synopsis			
B.	Posting of Redacted Justification for Other Than Full and Open Competition			
C.	Copy of Correspondence Transmitting Lease to Field Office			
D.	Copy of Correspondence Transmitting Lease to Agency			
E.	Copy of Correspondence Transmitting Lease to FPS			
F.	Request to GSA PMC for Utility Contract			
G.	Randolph Sheppard Notification to FMSP			
H.	Other			
IX. POST AWARD		Required	Note	Document in File
A.	Drawings/Layouts from Agency/Lessor (Design Intent Drawings (DIDs))			
B.	Fire/Safety Approval of Layout Drawings			
C.	Construction Drawings from Lessor			
D.	Construction Drawing Review by Government			
E.	Finish Selections to Lessor			
F.	Lessor's TI Construction Bids on TICS Table			
G.	Government Review of TI Costs and/or IGE			
H.	TI PNM			
I.	Receipt of RWA and Required Certification			
J.	TI Notice to Proceed Issued			
K.	Lessor's BSAC bids on SecUP (FSL III or IV)			
L.	Government's review of BSAC pricing and/or IGE (FSL III or IV)			
M.	BSAC PNM			
N.	BSAC Notice to Proceed issued (FSL III or IV)			
O.	Construction Inspection Reports/Meeting Minutes/Green Lease Submittals			
P.	Acceptance of Space			
	—Measurement of Space			
	—Certificate of Occupancy			
	—Condition Survey Report (Form 1204) Signed by GSA, Agency and Lessor			
	—Punch List and Resolution			
Q.	Change Orders Related to Initial Occupancy			
R.	Request Periodic Services Schedule from Lessor, Provide to Lease Administration Manager			
S.	Davis Bacon Interview Forms and Wage Payment			
T.	SBA Reporting Letter			
U.	COR Letter to Designated Agency Representative or Field Office			
V.	Notification to Lessor Identifying Designated COR			
W.	Final OA and Evidence of Transmittal to Agency			
X.	Other			

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X.	ADMINISTRATION	Required	Note	Document in File
A.	Operating Cost Escalations			
B.	Tax Escalations/Appeals			
C.	Change of Ownership			
D.	Lease Digest (R620)			
E.	RWA's Properly Certified			
F.	Miscellaneous Correspondence			
G.	Appeals/Claims/Disputes			
	—Correspondence			
	—Contracting Officer Decision			
	—Resolution			
	—Unresolved Claim(s)			
	—Civilian Board of Contract Appeals or Claims Court Decision			
	—Payment			
H.	Task Order Close Out			
I.	CAD As-Builts to CIFM			
J.	Other			