Certification of Organizational Compliance

By checking the boxes and signing below, I certify that my agency maintains the organizational structure, internal controls, staffing, oversight, and acquisition management processes necessary to perform delegated lease acquisition activities in compliance with applicable laws, regulations, and current GSA delegation requirements.

- ☐ Needs assessment reviews are performed prior to seeking delegation of lease acquisition authority.
- ☐ The agency's overall space requirements are consistent with current OMB space management and utilization policies.
- ☐ A process is in place to submit delegation requests sufficiently in advance of lease expiration to support acquisition planning and continuity of operations.
- ☐ Complete pre-award and post-award lease files are maintained and available for GSA review or audit.
- ☐ A process is in place to retain or upload required post-award lease documentation within required timeframes.
- ☐ Controls are in place to monitor delegated lease inventory and minimize lease holdovers and short-term extensions.
- ☐ A process is in place for complying with FRPP and other applicable federal real property reporting requirements.
- ☐ A process is in place to monitor and assess the cost of leased space relative to prevailing market rates.
- ☐ The agency maintains sufficient organizational structure and technical support, including legal, contracting, lease administration, fire/life safety, seismic, environmental, and financial expertise, to support delegated leasing activities.
- ☐ Controls are in place to ensure only properly warranted and trained Lease Contracting Officers are authorized to execute lease actions.
- ☐ Workforce qualification and training documentation is maintained for personnel performing delegated leasing functions.
- ☐ The agency acknowledges delegated leasing activities are subject to GSA oversight, audit, and compliance review.
- ☐ Delegated lease actions are performed in accordance with applicable statutes, executive orders, FAR/GSAM requirements, OMB guidance, and other federal leasing requirements.

Sign and date: _____

Name and title: _____
(Must be a Senior Real Property Officer, equivalent, or designee)

Agency: _____

Submit checklist no later than November 30th of each fiscal year to delegate@gsa.gov.

May 2026