



Client Enrichment Series

Welcome to today's presentation:

Federal Solutions for Coworking

November 18, 2021

The presentation will start at 2 pm Eastern

Note: Phones are automatically muted during the presentation. Please send your questions in via your Q&A pane. Our SMEs will answer as many of the questions as possible during the presentation. All questions will be captured, and a formal Q&A document will be posted, along with the slide deck and session recording, on our website, www.gsa.gov/ces.



Federal Solutions for Coworking

November 18, 2021

Our Presenter Today



Jane Schuster

Center for Workplace Strategy
PBS Office of Design and Construction

Flexible Coworking Services (FCS) IDIQ Overview & GSA FlexHub Pilot

Public Buildings Service

WTC 54TH FLOOR HOTELING WORKSTATIONS

Looking through the North East windows toward the Empire State Building hoteling workstations are stacked side by side allowing for employees to sit wherever they would like.

Gerner Kronick + Valcarcel, Architects, DPC

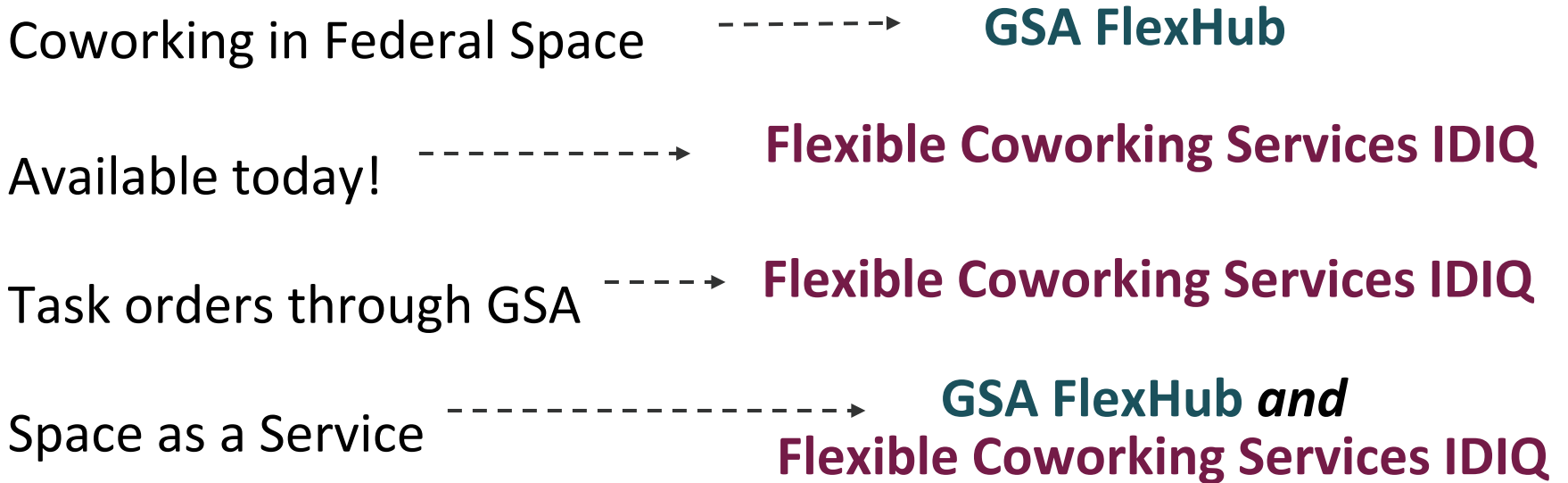
Pre Test – Get Ready!



Pre Test

Let's check your base knowledge:

Flexible Coworking Services IDIQ vs. **GSA FlexHub**



Flexible Coworking Services IDIQ

What is **coworking**?

What the contract is:

- **Service IDIQ contract** for temporary, on-demand, cost effective workspaces
 - Service Contract → NOT a LEASE

Who can use the contract:

- **All federal entities** in the executive, judicial and legislative branches in the Continental US

What the contract provides:

- Commercially available coworking space in **private-sector provided** spaces
- Coworking suites are open office concept spaces that are **SHARED with other companies**
 - Agencies DO NOT have exclusive use of any spaces under this contract
- **Fully furnished** spaces with secure Wi-Fi



Flexible Coworking Services IDIQ con't

Task orders for Flexible Coworking Services can be put in place **for up to 12 months.**

- Annual funding through RWA
- Flexible terms
- Standard termination rights under FAR 52.212-4(l) or (m)

FCS space can be used to address:

- Short term hiring surges
- Swing space, where appropriate
- Other short term flexible workplace needs

GSA teams can help determine the best space strategy for your agency's **specific needs.**

First consideration for available **vacant leased and federal space** with move-in qualities.



Coworking Information

Coworking environments will be **furnished by the vendor** and will typically include:

- Furniture
- Communal printers/copiers/fax
- Secure wireless internet (agency will use own VPN)
- Shared kitchens and restrooms
- Open seating areas
- Access to huddles and conference varies by location

Workspaces Offered:

- **Unreserved Workstation**
 - Hot desk / drop in workspace space
- **Reservable Workstation**
 - Reservation required
 - Does not guarantee day after day exclusive use of that workstation
- **Reservable Office**
 - Reservation required
 - Does not guarantee day after day exclusive use of that office

Vendors will offer a coworking site in response to agency needs per the **scope of work**.



Quiz Time!



Quiz #1

What is the maximum length of a single task order under this Flexible Coworking Services IDIQ contract?

- A. 6 months
- B. 12 months
- C. 2 years
- D. 5 years

Vendors and Contract Details

Vendors on Contract

- **DeskPass Corporation ***
- **LiquidSpace, Inc.***
- **Novel/Expansive ***
- **The Yard Operating Company, LLC***
- **WeWork Commons, LLC**

* Small business

Contract Details

- Must go through GSA to use contract
- All task orders under contract will be competed
- Funded via RWA
 - Agency determines the funding source
 - All GSA costs are covered under the RWA fee structure
- Anticipated contract turnaround is **5 weeks from RWA acceptance**



FCS Scope Info

GSA will work with you to create a **SOW**:

1. Number of Workspaces (on any given day)
2. Type(s) of Workspaces
3. City(ies) of use
4. Agency Specific Requests
5. Vacant Space Certification

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Statement of Work
for
Flexible Coworking Services Multiple Award IDIQ

PROJECT DETAILS

ACME Agency is experiencing a hiring surge in Tampa, FL and is needing temporary coworking space until their new leased location is available. This will be a task order awarded under the Flexible Coworking Services (FCS) Multiple Award IDIQ Contract. *[Insert brief customer needs.]*

- **12 Occupants** *[XX users that will be occupying the space at any given time. Note: If an agency has 30 people that will be sharing use of 10 workspaces, you would only indicate 10 Occupants.]*
- **Tampa, FL** *[City(ies)]*
 - Space must be within 2 miles of the current ACME Agency Regional Office (555 E. Polk St., Tampa, FL) *[Delimited area, proximity to key location, etc.]*
- **Types of Workspaces Required**
 - Unreserved Workstations (10)
 - Reservable Offices (2)
 - *[Unreserved Workstations (drop-in, no reservation required)]*
 - *[Reservable Workstations (reservation required, cannot guarantee day-to-day use of same workspace)]*
- **Duration of Coworking Space Needs**
 - 4 Months
 - *[1 day - 12 months]*
- **Number of times a Workspace will be needed per MONTH**
 - Unreserved Workstations will be accessed 20 days per month (5x a week)
 - Reservable Offices will be accessed 4 days per month (1x a week)
 - *[4 days per month (1x a week); 20 days per month (5x a week), etc. You will need to note here if individual workspace types will be accessed at a different frequency per month.]*
- **Requested Amenities:**
 - Acme Agency needs to have weekend access to the coworking facility.
 - Acme Agency would like to have access to meeting spaces
 - *[Provide specific customer requested amenities here. Please note, not all requests may be able to be accommodated under this contract scope.]*
- **Confirmation that Vacant Federal or Vacant Leased is not available.**

[Month, Date, Year] 1 of 2

GSA U.S. General Services Administration

MEMO TO THE FILE

FROM: *[Name, Title, Digital Signature]*

DATE: *[Month, Day, Year]*

RE: **Subject: Vacant Federal and Lease Space Check**
Agency: *[Customer Name]*
Location: *[City(ies)]*
◦ *[Delimited area, proximity to key location, etc.]*

Note:
A vacant space check was done and there was no available Federal or Lease space that met *[Agency name]* requirements. The Flexible Coworking Services IDIQ should be considered as a solution.



Flexible Coworking Service Costs

Each vendor has established an **approved pricing** schedule with GSA.

- This varies greatly by vendor.
- IGE estimate will be based on the higher side to capture costs of all vendors.

GSA will develop an **IGE** based on:

- Number of workspaces required
- City Tier(s)
- Term of coworking needs (up to 12 months)
- Frequency of workspaces required (5x week, 10x month, etc)

All Task Orders will be **competed**

- Every other RFQ will be issued on a rotational basis, as a **Small Business set aside**.
- Task Order awards will be based on **conformance to requirements and lowest price**.



Quiz Time! Get Ready...

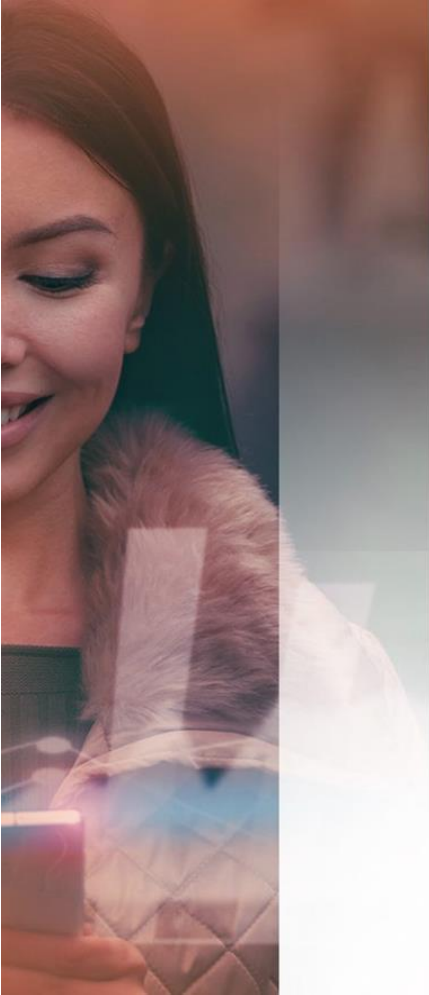


Quiz #2

What is the funding source for task orders under this contract?

- A. Government Purchase Cards
- B. RWAs (Reimbursable Work Authorizations)
- C. All of the above

Workplace 2030



future of federal work
workplace 2030



Federal Coworking – GSA FlexHub

What the FlexHub is:

- **Federally operated** coworking space for federal agencies across all branches of the federal government
- A solution to tap into existing excess capacity Federal spaces with **minimal investment**
- May allow agencies to **release underutilized space**

Where will this be located:

- Our pilot FlexHub site will be at the GSA HQ building at **1800 F Street, NW, Washington, D.C.**

What the space will provide:

- Open office concept spaces that are **SHARED among other federal agencies and GSA staff**
- Federal building **security screening**
- Greater potential for collocating with other agencies on an **as-needed basis** (e.g., cross-agency teams)
- **Fully furnished** spaces with secure Wi-Fi



Federal Coworking – GSA FlexHub con't

This is an **emerging service**, and GSA is working through the details now.

- Payment considerations:
 - Membership/**subscription model**
 - Draw down from an **RWA**
- **Reservation software** for workspaces and collaborative spaces

Pilot location will offer **innovative furniture and IT solutions**, allowing for a unique experience

GSA will be gathering your feedback

- **Continuous improvement**
- Assessing demand for **expansion** of FlexHubs outside of DC

Anticipating **Spring 2022** ribbon-cutting to welcome you!

- Looking to offer **virtual tour options** for agencies outside of the DC metro area

Coming Soon! (2022)



Questions?

Federal Solutions for Coworking

November 18, 2021



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Resources & More Information

Federal Solutions for Coworking

- [Center for Workplace Strategy](#)
- [GSA PBS National Customer Leads](#)
- [April 2021 CES: The Future of Federal Work Insights](#)
(Workplace 2030 Discussion)



Stay tuned for these upcoming Client Enrichment Series sessions!

Workplace Design – Lighting and Acoustics

December 2021

Financing Workplace Solutions - Project Liquidity

January 2022

eRETA Digest

February 2022



GSA's COVID-19 Resources for Customers

See our ***[Safer Federal Workplace page](#)***

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