


SEP 27 2011

LAC-2011-12

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: JAMES C. WISNER
ACTING ASSISTANT COMMISSIONER
OFFICE OF LEASING – PR



SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 13, *Source Selection*.
2. **Effective Date.** Immediately.
3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.
4. **Cancellation.** None.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-12 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the chapter listed below:

Desk Guide Chapter 13, *Source Selection*

This chapter issues GSA policy regarding the use of the source selection tradeoff process.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
Chapter 13, Source Selection	None	13-i – 13-40

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.