

Date: July 25, 2023

From: Executive Director, Office of Construction & Facilities Management (CFM) (003C)

Subj: CFM Policy Memorandum 003C-2023-02, Rescission Notice: Lease Procurements and Delegation of Authority from General Services Administration (VIEWS 8926030)

To: VA Leasing Professionals

1. This memorandum rescinds the CFM Policy Memo on Lease Procurements and Delegation of Authority from General Services Administration (GSA), approved December 24, 2014. Functional responsibility for departmental policy, guidance and training related to GSA delegations resides with the Office of Management (OM) per the 2016 "Leasing Program Responsibility Alignment" memo. Therefore, CFM's Policy Memo is obsolete and requires rescission.

2. OM's Office of Asset Enterprise Management (OAEM) manages the delegation program and anticipates issuance of updated delegation related policy via VA Directive 7816. Additionally, the timing of delegation requirements will be addressed in the forthcoming revision of VA's Supplement to GSA's Leasing Desk Guide, issued by CFM's Office of Real Property (ORP) and developed in coordination with OAEM.

3. In the interim, VA lease procurements utilizing GSA's delegated authority must receive a delegation from GSA prior to issuing Requests for Lease Proposals. Additional information related to the delegation process may be found on OAEM's [Enterprise Lease Management Tool](#) SharePoint site.

4. Should you have any questions regarding this CFM Policy Memorandum, please contact Brandi Stockstill, Director, Real Property Policy and Programs, ORP, at Brandilyne.Stockstill@va.gov.



Michael D. Brennan, PhD, AIA, NCARB

Attachment

cc: Assistant Under Secretary for Health for Operations (15)

**Department of
Veterans Affairs****Memorandum**

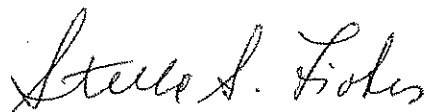
Date: DEC 24 2014

From: Executive Director, Office of Construction and Facilities Management (003C)

Subj: Lease Procurements and Delegation of Authority from the General Services Administration (VAIQ 7548544)

To: Assistant Deputy Under Secretary for Health for Administrative Operations (10NA)

1. Currently, the Office of Construction and Facilities Management (CFM) and the Veterans Health Administration (VHA) must request a delegation of authority from the General Services Administration (GSA) on a project-by-project basis in order to lease space. The purpose of this memo is to establish the appropriate timing of requesting and receiving delegation from GSA in relation to the Department of Veterans Affairs (VA) lease procurement process.
2. Effective immediately, VA lease procurements managed by CFM and VHA may commence and progress up to, but not including, issuance of a Request for Lease Proposals (RLP) or Solicitation for Offers (SFO), as long as a delegation request has been submitted to GSA for processing. A delegation should be requested from GSA as soon as requirements are finalized. VA may take all required steps in the procurement process leading to RLP or SFO release, including advertisement. However, VA shall not issue an RLP or SFO unless and until GSA has delegated authority for that project.
3. This guidance is subject to applicable execution and approval thresholds and applies to all new lease procurements for which GSA has not yet granted a delegation of authority.
4. If you have any questions, please contact Jessica Kaplan, Director of CFM Real Property Service, at (202) 632-5210 or Jessica.kaplan@va.gov.



Stella S. Fiotes

cc:

Assistant General Counsel (025)

Director, Office of Asset Enterprise Management (044)

Associate Executive Director, Office of Facilities Acquisition (003C4)

Date: **DEC 05 2016**

From: Interim Assistant Secretary for Management and Interim Chief Financial Officer (004)
Principal Executive Director, Office of Acquisition, Logistics, and Construction (003)

Subj: Leasing Program Responsibility Alignment (VAIQ 7714305)

To: Chief of Staff (00A)

1. ISSUE:

As pertains to the responsibilities of various offices related to the Department of Veterans Affairs' (VA) leasing program, this memorandum requests your approval of the attached functional area responsibility matrix. This matrix covers the full lifecycle of leasing.

2. BACKGROUND:

At the September 2015, Shared Services Governance Board meeting, the Deputy tasked the Office of Management (OM), the Office of Acquisition, Logistics, and Construction (OALC), and the Veterans Health Administration (VHA) to work together to consolidate all leasing execution activities as a shared or enterprise service. While lease execution is an important, critical part of the lease lifecycle, it is only one portion of the overall program that must be addressed to ensure success.

Through a MyVA working group, the question of lease acquisition/procurement responsibility is being addressed. That effort is intended to address if OALC, VHA, or a combination of both will be responsible for leasing execution. However, many other facets of the program have not been addressed by the working group. OM and OALC have met and discussed these additional program responsibilities and, with the concurrence of VHA, came to an agreement on the attached matrix that outlines responsibilities based on the current distributed execution model.

3. POLICY AND PROCESS CHANGES

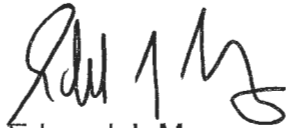
The agreed upon responsibility matrix (see attachment) ensures that there is an office responsible for consistent and clear policy, guidance, and training for all stages of the lease lifecycle. It also establishes a single point of communication internal to VA for monitoring the full portfolio of leases. The matrix ensures there is one office to serve as the lead on all business decisions regarding practices and procedures for leasing, subject to applicable laws and regulations, including critical areas such as the General Services Administration's (GSA) delegation and leasing staff certifications. Finally, the matrix makes the distinction between the office responsible for defining the policy and direction and the offices responsible for implementing and executing on that policy and direction.

Performance improvement in the lease program is expected due to clarification regarding roles. The processes and program improvements that will result from the updated responsibility alignment will facilitate improved delivery of needed leased facilities to provide care, access, and services to Veterans.

Subj: Leasing program Responsibility Alignment (VAIQ 7714305)

4. RECOMMENDATION

Approve the responsibility matrix for immediate implementation.

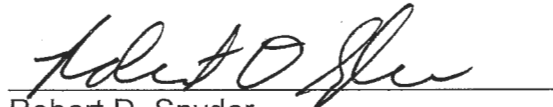


Edward J. Murray



Gregory L. Giddens

APPROVE/DISAPPROVE



Robert D. Snyder
Chief of Staff

4/5/17
Date

Attachment

Functional Area	Departmental Policy/Guidance/Training	Operations/Execution
Portfolio Oversight	OM	OM
Requirements Development (SCIP)	OM	VHA (with OALC support for major leases)
Budgeting	OM	VHA
Scoring Compliance	OM (with OALC support)	OALC and/or VHA
GSA Delegation	OM	OALC and/or VHA
Procurement*	OALC	OALC and/or VHA
Leasing Staff Certification*	OALC	OALC and/or VHA
Construction Oversight*	OALC	OALC (build-to-suit) and/or VHA (build-out)
Contract Administration*	OALC	OALC and/or VHA
Future Portfolio Planning	OM and VHA	VHA

* Enterprise-wide policy, guidance, and training will be established in coordination with VHA. Existing policies, guidance and training requirements should remain in place until a more comprehensive approach is established.

Functional Area	Definition and Explanation
Portfolio Oversight	Tracking and monitoring leases through the full lifecycle – planning, execution, operations – across the department.
Requirements Development (SCIP)	Defining scope of proposed leases, based on SCIP gap data, and submitting for approval.
Budgeting	Identifying budgetary needs for current and future years, and monitoring budget execution for adjustments.
Scoring Compliance	Ensuring compliance with the Office of Management and Budget's A-11 scoring criteria and proper determination of operating vs. capital leases.
GSA Delegation	Preparing, requesting, and gaining GSA Delegation, including internal VA peer review process.
Procurement	Acquisition of the leased space from final requirements validation through acceptance of space.
Leasing Staff Certification	Ensuring leasing personnel (realty specialists and/or contracting officers) are properly trained and certified to meet GSA and VA requirements to perform lease acquisition activities.
Construction Oversight (Build to Suit and Build-Out of Existing Space)	After lease award, monitoring progress to ensure the space is properly constructed (build to suit) or renovated (build-out) to meet VA contractual requirements.
Contract Administration	Performing all on-going contractual actions related to the lease post-occupancy, including modifications, options, extensions, and landlord issues.
Future Portfolio Planning	Ensuring that as leases approach the end of lifecycle, proper follow-on actions (if needed) are being planned properly and submitted for approval through SCIP.