

**Department of  
Veterans Affairs**

**Memorandum**

Date: May 10, 2018

From: Associate Executive Director, Office of Real Property (003C1E)  
Senior Accountable Official for VA's Facility Leasing Program

Subj: Real Property Policy Memorandum 2018-13 – Determining Bona Fide Need for  
Activation Items in Leasing

To: All VA Leasing Officials

1. The purpose of this memorandum is to establish guidelines to determine when a bona fide need occurs in regards to a facility.
2. Procurement for medical equipment to outfit a facility is typically done outside of the lease as a separate contract. The timing of the procurement is critical as certain kinds of medical equipment have a very long lead time to order, which can impact the date that the facility is ultimately ready for first use.
3. Space design is dependent on the specific manufacturer and model of equipment. Designing space without such information often results in additional costs and delays as space is modified after construction to accommodate the actual equipment purchased. Timely identification of such equipment will result in much less rework of space, delivering patient care spaces more quickly, while improving access to patients.
4. As procurement, design and construction timelines can vary, the Lease Contracting Officer (LCO) is in the best position to determine when in the process the bona fide need to know the equipment details arises to ensure timely project delivery and facility activation. It is the LCO's responsibility to communicate with the appropriate contracting activity to ensure timelines can be met. While the LCO is not in charge of the contracting source, as the individual responsible for the overall success of the project, the LCO does determine the bona fide need of when certain processes need to occur.
5. If you have any questions, please contact Caitlin Cunningham, Acting Deputy Director, Office of Real Property, at (202) 632-4796 or by email at [Caitlin.Cunningham@va.gov](mailto:Caitlin.Cunningham@va.gov)

  
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