

VA SUPPLEMENT CHAPTER 3: **SIMPLIFIED LEASE ACQUISITION**

Chapter 3

Chapter Outline:	3-3
Chapter Outline:.....	3-3
Background.....	3-3
Key Definitions and Concepts	3-3
Overview: The SLAT Model Process	3-3
Part 1: Acquisition Planning/Pre-Solicitation Requirements	3-3
1. Project Identification/Project Initiation.....	3-4
2. Market Research	3-4
3. Project Planning and Acquisition Strategy.....	3-4
Part 2: Solicitation Process	3-4
1. Request for Lease Proposal (RLP) Preparation	3-4
2. Agency Review.....	3-5
3. RLP Distribution	3-5
Part 3: Pre-Negotiation/Negotiation Process	3-5
1. Overview	3-5
2. Preparing to Negotiate.....	3-6
3. Offer Submission and Negotiation.....	3-6
Part 4: Due Diligence	3-6
1. Overview	3-6
2. Document Submission and Review.....	3-6
3. Building Tour	3-7
Part 5: Awarding the Lease	3-7
Part 6: Design, TI, and Building Specific Amortized Capital (BSAC) Negotiations, and Notice to Proceed (NTP)	3-7
1. Overview	3-7
2. Design	3-7
3. Construction Drawings	3-7
Part 7: Construction Phase	3-8
Part 8: Lease Commencement and Closeout	3-8
Attachment 1: SLAT Model Acquisition Plan/Project Management Plan (AP/PMP)	3-8

Attachment 2: Sample Documentation to Explain the Absence of Competition .. 3-8
Attachment 3: SLAT Due Diligence Letter 3-8
**Attachment 4: Table of Acquisition Flexibilities Available to Lease Acquisitions
Using Simplified Lease Acquisition Procedures 3-8**

Chapter Outline:

When used throughout this VA Supplement Chapter, “Reserved” means the information in [GSA’s LDG](#) applies to VA’s leasing program without further supplemental information.

Chapter Outline:

Reserved.

Background

Reserved.

Key Definitions and Concepts

Reserved.

What is the Simplified Lease Acquisition Threshold (SLAT)?

Reserved.

Calculating the Average Annual Rent

Reserved.

What is the SLAT Model?

Reserved.

Discussions and Negotiations

Reserved.

Overview: The SLAT Model Process

Reserved.

Global Project Management (GPM) Intersections

Reserved.

Part 1: Acquisition Planning/Pre-Solicitation Requirements

Please refer to the Acquisition Plan Development section in the New and Replacing Leases Chapter 2.

1. Project Identification/Project Initiation

Reserved.

2. Market Research

Reserved.

3. Project Planning and Acquisition Strategy

Reserved.

Lease Term Strategy

Reserved.

Competition Strategy

Reserved.

Explaining the Absence of Competition (Sole Source Acquisitions)

Reserved.

Source Selection Approach

Reserved.

Funding Considerations

Reserved.

Acquisition Plan Approval

Reserved.

Part 2: Solicitation Process

Reserved.

1. Request for Lease Proposal (RLP) Preparation

Reserved.

Critical Items to Consider:

- **Tenant Improvement (TI) Allowance or Turn-Key**

Reserved.

- **Requirement Specific Acquisition Platform (RSAP) or Paper/Email Bid Submission**

As a delegated agency VA does not have access to the RSAP lease procurement tool.

- **Design Intent Drawings (DID) Development Method**

Reserved.

- **Construction Drawing (CD) Reviews**

Reserved.

Offer Submittal Requirements

Reserved.

RSAP or Paper/Email Submission

As a delegated agency VA does not have access to the RSAP lease procurement tool.

2. Agency Review

Reserved.

3. RLP Distribution

Reserved.

Posting the RLP to System of Award Management (SAM)

Reserved.

Part 3: Pre-Negotiation/Negotiation Process

Reserved.

1. Overview

Reserved.

Important Definitions: Negotiations/Discussions vs. Clarifications

Reserved.

Discussions/Negotiations

Reserved.

Clarifications

Reserved.

2. Preparing to Negotiate

Reserved.

3. Offer Submission and Negotiation

Reserved.

Conduction Negotiations – Step 1 Offer Submission (Price)

Reserved.

Determining the Apparent Lowest Priced Offer

Reserved.

Part 4: Due Diligence

Reserved.

1. Overview

Reserved.

2. Document Submission and Review

Reserved.

Digital Lease Signature

Reserved.

Reviewing Submitted Documents

Reserved.

Unresponsive Offerors

Reserved.

3. Building Tour

Reserved.

Part 5: Awarding the Lease

Reserved.

Part 6: Design, TI, and Building Specific Amortized Capital (BSAC) Negotiations, and Notice to Proceed (NTP)

Reserved.

1. Overview

Reserved.

2. Design

Reserved.

Key Factors to a Successful DID Workshop

Reserved.

3. Construction Drawings

Reserved.

Tenant Improvement Price Negotiation

Reserved.

Turn-Key

Reserved.

Notice to Proceed

Reserved.

Part 7: Construction Phase

Reserved.

Part 8: Lease Commencement and Closeout

Reserved.

Attachment 1: SLAT Model Acquisition Plan/Project Management Plan (AP/PMP)

Reserved.

Attachment 2: Sample Documentation to Explain the Absence of Competition

Reserved.

Attachment 3: SLAT Due Diligence Letter

Reserved.

Attachment 4: Table of Acquisition Flexibilities Available to Lease Acquisitions Using Simplified Lease Acquisition Procedures

Reserved.