



CHAPTER 3:

Simplified Lease Acquisition

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Chapter Outline

Chapter Outline

This chapter provides guidance related to policies and regulations for lease procurements that fall under the Simplified Lease Acquisition Threshold (SLAT). Simplified contracting procedures are recognized in both the Federal Acquisition Regulation (FAR Part 13) and the General Services Acquisition Regulation (GSAR 570.2) as a valuable tool to assist the Government in completing smaller contracting actions. The use of abbreviated procedures saves the Government both time and money while also making smaller acquisitions more appealing to the private sector.

This chapter provides supplemental guidance to Chapter 2 and follows the basic outline of that chapter while highlighting important areas of difference or specialization that are applicable to simplified lease acquisitions. The primary focus of this chapter is the SLAT Model. This model is a collection of document templates and practices that are intended to reduce the burden associated with completing smaller lease acquisitions. Certain advantageous documentation or procedural flexibility may be noted as applicable to all acquisitions for which simplified lease acquisition procedures are available, regardless of the acquisition model used.

Background

The leasing program has maintained simplified contracting procedures throughout its history. Simplified contracting procedures “reduce administrative costs, while improving efficiency and economy, when acquiring small leasehold interests in real property” (GSAR 570.201). The specific templates and procedures used for simplified lease acquisitions have evolved over time to reflect the introduction of more modern technology and processes. The current version of the simplified lease acquisition model was originally released in October 2020 and is known as the “SLAT Model.” This model replaced the previous “Simplified Model”, which was released in 2011. The SLAT Model was designed to benchmark the time saving innovations of the Automated Advanced Acquisition Program (AAAP) while allowing for use in markets where AAAP may not have yet achieved sufficient market penetration to be viable. The SLAT Model may also be used in any market where the characteristics of that project call for a customized RLP or Lease, or when the project team is interested in engaging in negotiations with offerors.

Key Definitions and Concepts

This chapter will discuss the policies and procedures regarding the procurement of space for agencies using the new SLAT Model. It is important for the reader to differentiate these policies and procedures from other types of lease actions and to understand the key terms and concepts associated with the Simplified Lease Acquisition Threshold.

What is the Simplified Lease Acquisition Threshold?

As defined in GSAM 570.102, SLAT is the simplified acquisition threshold (SAT) when applied to the average annual rent, including option periods and excluding the cost of services (i.e., operating costs). The annual rent minus operating costs is also

Current Threshold

The current SLAT threshold is \$250,000 net average annual rent. This threshold is subject to adjustment and should be confirmed by checking the definitions under FAR 2.101.

known as “net annual rent.” Acquisitions at or below this threshold may be completed using simplified procedures.

Calculating the average net annual rent

Net annual rent is calculated as the annual rent minus the operating costs. For example, a lease contract with an annual rent of \$300,000 and operating costs of \$50,000 would have a net annual rent of \$250,000. In order to determine the **average** net annual rent, add up all of the net annual rents for the life of the lease contract, including any renewal options, and divide by the number of years. For example, if a 10-year lease had a net annual rent for years 1-5 of \$225,000 and a net annual rent for years 6-10 of \$275,000, the total net annual rent would be \$2,500,000 and the average net annual rent would be \$250,000. This lease would fall within SLAT.

It is important that LCOs do not exclude any cost associated with the annual rent other than operating costs. For example, if there is a separate cost for parking identified in the lease that will be paid to the Lessor, the cost for parking is part of the annual rent.

What is the SLAT Model?

The SLAT Model is designed to provide the leasing program with an innovative approach to completing smaller lease acquisitions that qualify for the use of simplified lease acquisition procedures to save time and money. The SLAT Model process recognizes that around 60% of the PBS lease portfolio is within SLAT while only accounting for approximately 12% of the total annual rent. These leases represent a limited financial risk to the portfolio and therefore allow a different approach from the one used for larger leases which have more ability to impact the financial health of the portfolio. The SLAT Model combines a smaller version of the Global RLP and lease templates with a 2-step bidding process modeled after the process used with AAAP. These models are further described in Chapters 2 and 22 of the Desk Guide, respectively.

Discussions and Negotiations

The term “discussion” is used within this chapter to discuss exchanges with offerors which may occur during “Step 1” but may not occur during “Step 2” of the process as further described in this chapter. As used in this chapter, “discussion” and “negotiations” are synonymous. Negotiations, as described in FAR 15.306(d) are exchanges after the establishment of a competitive range and are called “discussions.”

Overview: The SLAT Model Process

The SLAT Model is designed to reduce the workload burden associated with conducting smaller acquisitions for both the Government and the private sector. There are several features which define this process:

- 2-step bidding process
- Online posting of RLPs using the Contract Opportunities domain in the System for Award Management (SAM)
- Emphasizing use of the Requirements Specific Acquisition Platform (RSAP) and digital signatures to create an online, paperless interface with the private sector, from issuance of the RLP through lease execution.

The SLAT Model RLP and Lease templates provide users with most of the flexibility found in the Global Model (Chapter 2) in a smaller package, while adopting certain time-saving processes from AAAP (Chapter 22). The SLAT Model utilizes a 2-step bidding process, similar to AAAP, that focuses the due diligence review on the apparent lowest offeror as opposed to all offerors. This 2-step process allows the market to submit a bid for these leases without the time and expense to prepare all of the necessary due diligence documents. If the offeror is the apparent lowest bidder, that offeror is then requested to prepare and submit the due diligence documents necessary to fully review that offeror's ability to meet the Government's requirements. This approach spares the Government and the offerors the time of evaluating offers which are not in a position to win the award. This model also allows users options to create a customized RLP package, conduct negotiation with offerors, and more flexibility concerning development of Design Intent Drawings (DIDs).

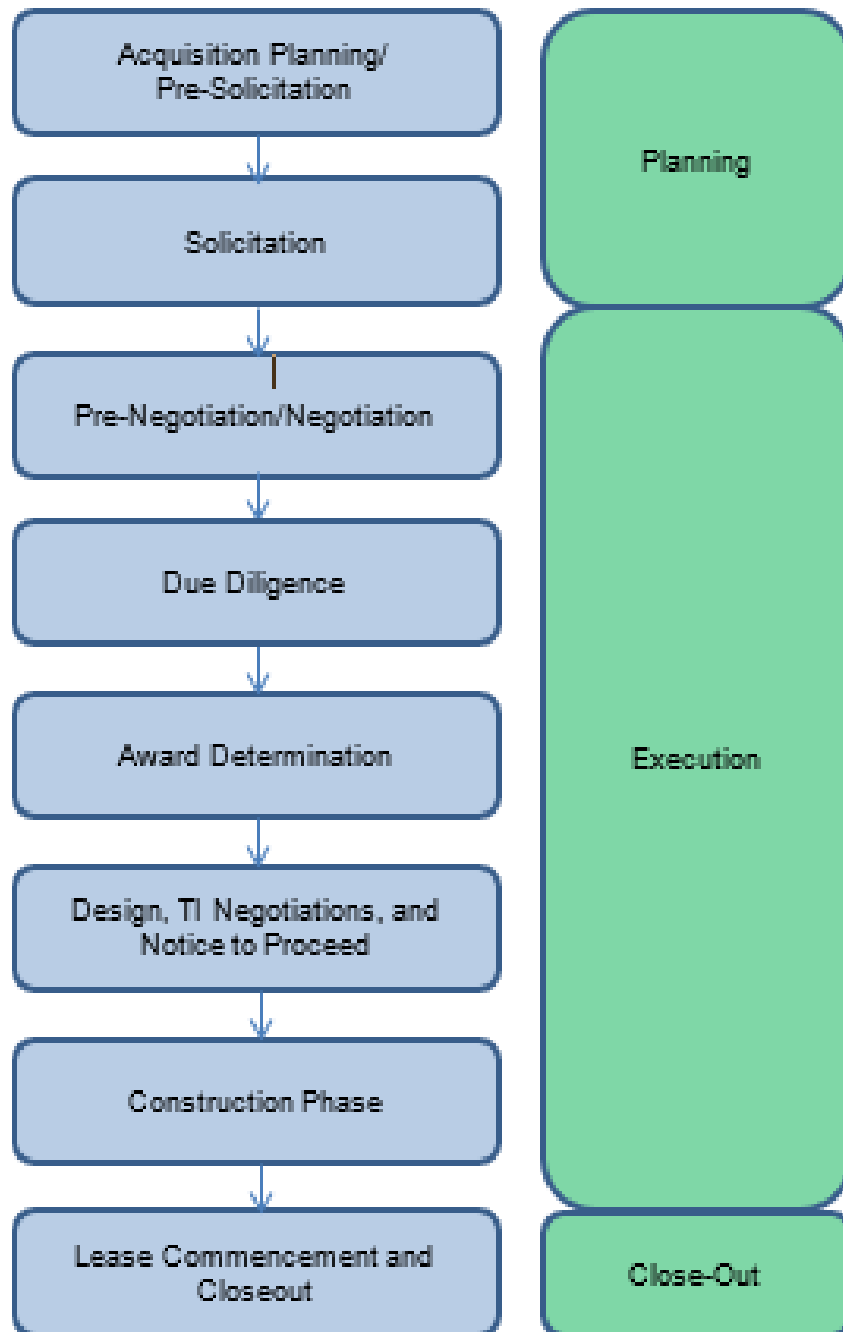
gPM Intersections

The blue process flow chart below shows the 8 major stages of the SLAT process, which are similar to the 8 major stages used in Chapter 2 to describe the New/New Replacing process for actions over SLAT. This chapter discusses each stage as they are applicable to the SLAT Model. In particular, the solicitation and negotiation processes are significantly different from Chapter 2 and are more closely aligned with the processes used in Chapter 22 (AAAP). The green process flow shows how the gPM project lifecycle stages overlap with the SLAT acquisition process. The first two phases of the gPM project lifecycle, Project Identification and Project Initiation occur during the "Requirements Development" stage of the acquisition process which is covered in Chapter 1 of the Desk Guide.

Requirements Development begins with the initial request or customer contact and concludes with the "requirements finalized" milestone. This sequence of events overlaps the gPM lifecycle stages of Project Identification, Project Initiation. Project Identification begins with the Planning Manager (PLM) and the customer developing high level "strategic" requirements which are documented in a Client Project Agreement (CPA). Once the CPA is complete, the next stage is Project Initiation where a project manager is assigned who then assumes control of the project. Requirements development is considered complete when the full requirements of the customer have been identified and documented. This occurs at the beginning of the gPM lifecycle stage of Project Planning which then proceeds to create the plan for project success which is documented in the Acquisition Plan/Project Management Plan (AP/PMP).

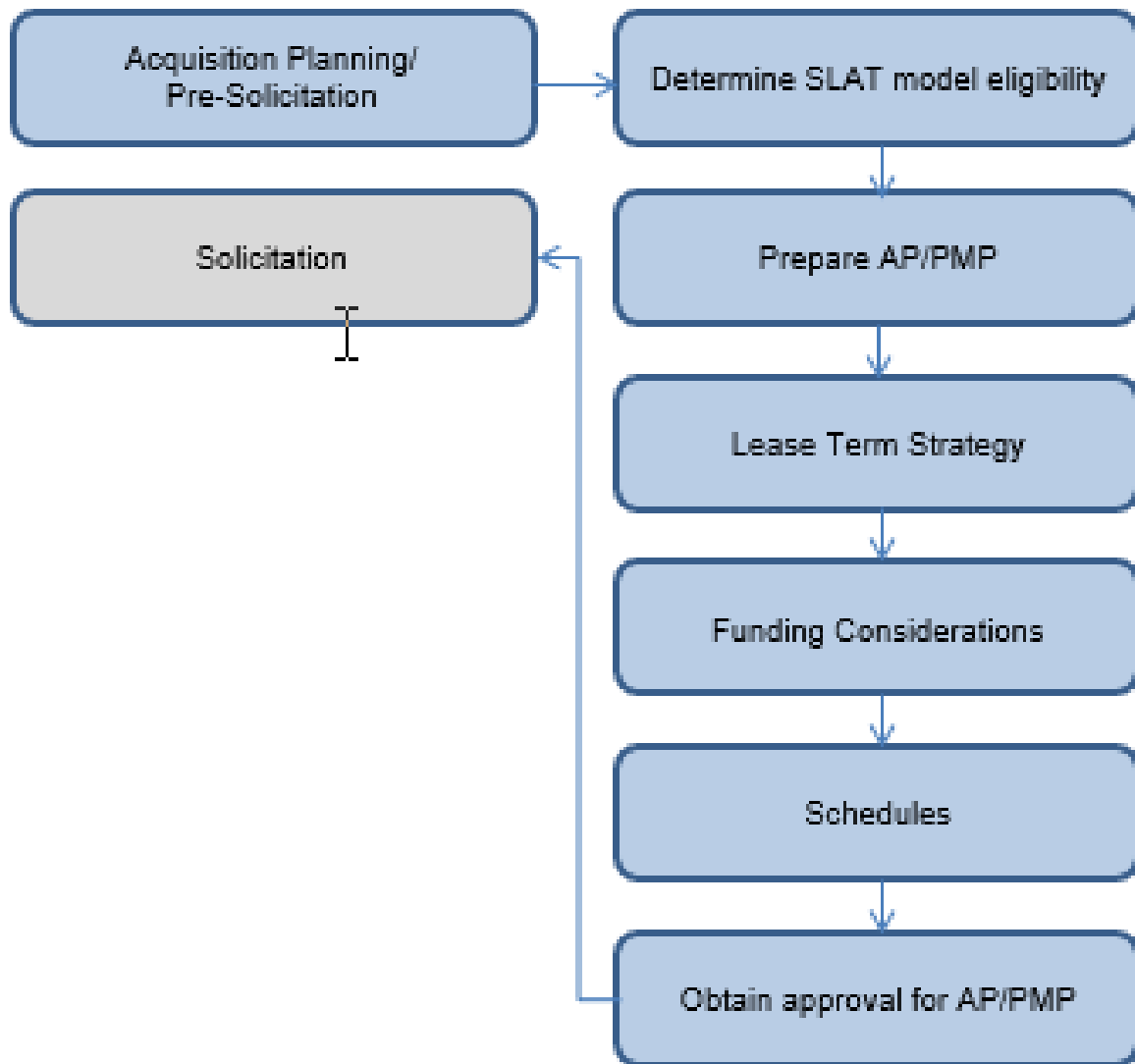
Part 1 - Acquisition Planning/Pre-Solicitation Requirements

SLAT Model—Process View



Acquisition planning for a SLAT project follows the same fundamental principles outlined in the same section within Chapter 2. SLAT projects, on average, are far smaller than those over SLAT. This size can lead to a lack of planning that later leads to problems and delays that could have been avoided if proper planning had occurred. The steps of effective acquisition and project planning scale with the size and complexity of the project, but are not eliminated.

Acquisition Planning/Pre-Solicitation Process



SLAT Model—Process View

1. Project Identification/Project Initiation

Project Identification and Initiation are the first phases of the project lifecycle as explained in the Lease Delivery gPM Playbook and together are known as Project Intake. The trigger event for this process is generally due to the upcoming expiration of an existing lease but may be initiated by any customer request for space. This phase is owned by the regional planning manager (PLM) who works with a team to develop the high-level requirements, called “strategic requirements,” for an upcoming space project. The PLM may involve leasing specialists in this stage as necessary to develop the requirements necessary to complete the Client Project Agreement (CPA). The CPA sets forth the strategic requirements which describe the major elements of a space request, such as:

- Usable/ABOA square footage
- Parking
- Approximate delineated area
- Headcount
- Major elements of the space
 - Office space
 - Storage
 - Specialized Space

Once the identification phase is complete, the project can be assigned to a Project Manager (PM). For leasing actions that use simplified lease acquisition procedures, the LCO is assumed to function as the PM for purposes of this Guide. During the next phase, Project Initiation, the LCO should review the CPA, verify this information with the customer, and make any adjustments that may be necessary. For example, the delineated area initially requested by the customer and documented in the CPA may require adjustment to conform to lease acquisition rules or to capture additional areas of available building inventory to promote competition. By combining the strategic requirements with basic market rates, the LCO should be able to determine if the acquisition is expected to be eligible to use the SLAT Model. If the acquisition may not be eligible for simplified lease acquisition procedures (e.g., the average net annual rent for the period of the lease will be above the simplified lease acquisition threshold), it is recommended to consider if another model may be more appropriate to complete the acquisition, such as AAAP. LCOs should first consider use of either the SLAT Model or AAAP to complete acquisitions eligible for the use of simplified lease acquisition procedures and only use the Global Model in those instances when neither AAAP nor the SLAT Model will meet the needs of the project. Completing acquisitions using the Global Model requires more time and resources than acquisitions using the SLAT Model or AAAP.

2. Market Research

Market research is the process of gathering information about the market in which the acquisition will take place in order to inform business decisions and planning concerning the project. This is an important step that should occur as soon as the strategic requirements are identified. This process is described in detail in Chapter 2 and does not vary significantly for projects using the SLAT model.

3. Project Planning and Acquisition Strategy

All projects, regardless of dollar value, require planning. Project planning is the third stage of the gPM project lifecycle. It is during this stage that the LCO/PM will finalize the customer's requirements and determine the plan to fulfill the customer's request. While GSAM does not require a written Acquisition Plan (AP) for acquisitions within SLAT, it does require documentation of acquisition planning. In addition, gPM principles require a written Project Management Plan (PMP) in order to promote successful project execution. The LCO may fulfill this requirement using the abbreviated combined SLAT AP/PMP which is in Attachment 1 at the end of this chapter. Key elements of acquisition planning specific to the SLAT Model are discussed below.

Lease Term Strategy

GSA should leverage the ability to obtain long-term leases with terms up to 20 years in order to reduce the turnover rate associated with these small leases and free up resources to focus on larger lease acquisitions. Approximately 60% of the lease portfolio is eligible for using simplified lease acquisition procedures while making up only around 12% of the total annual rent. Smaller leases represent a limited financial risk to the lease portfolio and using longer lease terms can be a useful portfolio and workload management tool by reducing the frequency of lease expiration. The lease term decision for a specific acquisition should incorporate multiple elements of analysis, including:

- Customer intelligence regarding the agency's occupancy plans for this space
- Market cycles
- Workload management

LCOs should exercise caution when including termination rights in SLAT leases as this practice of including a "soft term" leads to an increase in rental rates which far surpasses the value of having early termination rights on a portfolio basis. The market's interest in smaller leases is generally lower than larger contracts and the inclusion of a soft term in small leases can lead to less competition and higher rates. Lessors and its' lenders generally consider only the firm term when valuing a potential lease contract. The impact of adding soft term to a relatively large contract may still leave enough value to attract interest, whereas adding soft term to a small lease can quickly render its value insufficient for offerors to submit a bid.

Competition Strategy

"Full and Open Competition" is the default method used to acquire leases in accordance with the Competition in Contracting Act (CICA). As noted later in this chapter, the SLAT model requires the posting of the RLP package on SAM for all competitive procurements.

When the LCO uses a sole-source method to acquire the lease, please refer to Chapter 5 of this Guide concerning sole source acquisitions including instructions for posting sole source advertisements. The LCO does **not** include the RLP package when posting a sole source advertisement.

Explaining the Absence of Competition (Sole Source Acquisitions)

Acquisitions using SLAT procedures do not fall under the formal "Justification for Other Than Full and Open Competition" (Justification) requirements in FAR Part 6. However, as required by GSAM 570.203-2, the LCO must document the file to explain the absence of competition. This documentation must include a completed copy of the succeeding lease analysis tool and a memo

to file summarizing the rationale for conducting a sole source acquisition. See Attachment 2 for a sample template.

The memo must contain the following elements:

- Description of market research conducted, including advertisements if used
- Responses received to any posted advertisements
- If alternative locations have been identified through either market research or an advertisement, the expected cost savings from remaining in place compared to relocation, as demonstrated by the formal cost benefit analysis sheet from the succeeding lease analysis tool
- A statement that the Lessor's performance has been determined to be adequate during the previous contract period.

Source Selection Approach

Lowest Price Technically Acceptable (LPTA) is the only award method supported by the SLAT Model. This method allows the Government to establish the minimum acceptable criteria in the RLP and Lease. The award is given to the space which meets these criteria and represents the lowest price to the Government, as determined by net present value. When using this model, it is important to identify all criteria that impact the minimum acceptability of the space and to include these criteria in the RLP. Common elements of minimum acceptability include:

- Square footage
- Minimum length to width ratio of the offered space
- Column spacing
- Floor restrictions (e.g., must be on the first floor or cannot be on the first floor)
- Incompatible adjacencies

"Best Value Trade-Off" is not generally advisable for smaller acquisitions. However, if there is a specific instance where this method is selected, the LCO should use another acquisition model other than the SLAT Model, such as the Global Model.

Note that FAR 15.101-2 limits the use of LPTA unless certain criteria apply. CD-2021-08 issued a temporary class justification providing authority to use the lowest price technically acceptable (LPTA) source selection process for most of GSA's lease actions; leases within the simplified lease acquisition threshold fall within this justification. LCOs must place a copy of the class justification (if still in effect) in the lease file. If the class justification is no longer in effect, LCOs should consult the latest guidance concerning the use of LPTA.

Funding Considerations

While SLAT Model projects are generally smaller, the LCO should still consider the budget required for the project and determine whether the project has sufficient funding. The Occupancy Agreement (OA) generated earlier based on the strategic requirements will contain basic budget

Best Practice

Using GLS with the SLAT Model can be an effective way to further reduce the level of effort required to complete acquisitions

information. The LCO should review the estimate provided in the OA and compare it against their market rate expectations.

Schedule

The schedule for SLAT projects should reflect the characteristics of the model, whose pre-award steps follow a different order than those using the Global Model. The schedule should also reflect the overall acquisition strategy.

GLS Plus

The SLAT Model is compatible with the current generation of the broker support contract, known as GLS Plus. While certain activities, such as touring prospective buildings, occur in a different sequence than with the Global Model, this change does not preclude the broker contractor from performing the same scope of duties as prescribed through the GLS Plus contract.

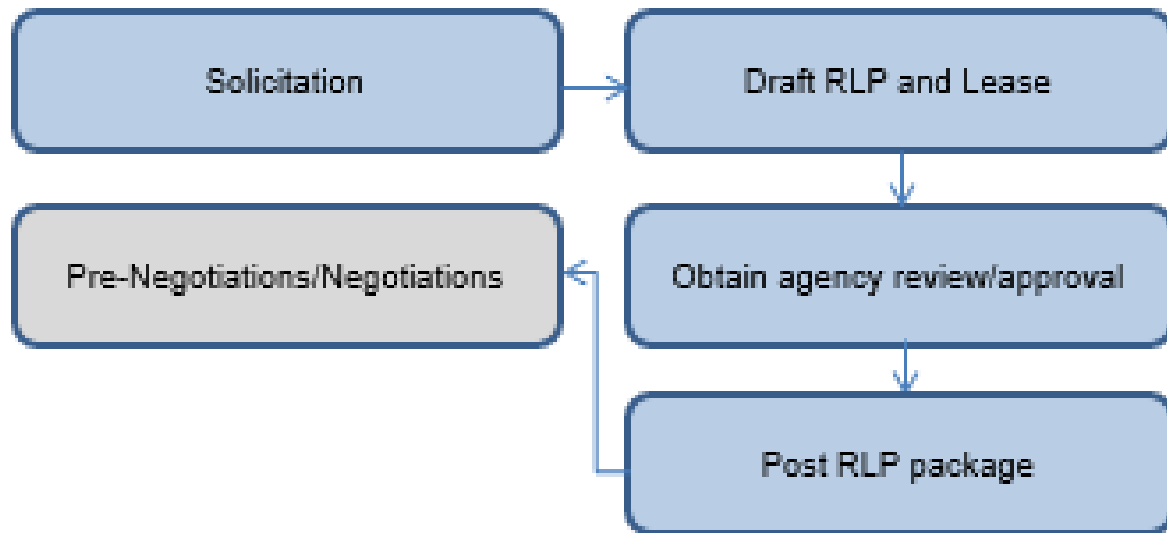
Acquisition Plan Approval

Per the signature thresholds published in GSAM 507.103, the LCO may approve acquisition plans for acquisitions within SLAT. At a minimum, the LCO should discuss the project plan as documented in the AP/PMP with their immediate supervisor for general awareness and feedback.

Part 2 – Solicitation Process

The SLAT Model process flow differs from the Global Model in that the RLP package is created and issued to the public before buildings are toured. This process flow is similar to AAP; however, the SLAT Model uses a customizable RLP which must be created and can be tailored towards each project. The preparation of the RLP continues the Project Planning phase of the gPM project lifecycle and issuance of the RLP begins the “Project Execution” phase. Many of the decisions required to complete the RLP package will directly influence the project in multiple aspects across the project scope, schedule, and budget which in turn inform the AP/PMP. For example, choosing to include the DID workshop option in the lease, as opposed to the more traditional DID development method can significantly speed up the post award design time, which directly influences the project schedule. While this step is presented in sequential fashion in this guide, many LCO/PMs will find that these decisions occur concurrently with developing the AP/PMP covered in Part 1.

Solicitation Process



1. RLP Preparation

The SLAT Model uses the basic RLP and lease structure as the Global Model. The LCO can complete the SLAT Model RLP package by following the “blue text” instructional guidance in the RLP and lease document to select the appropriate paragraphs and subparagraphs based on the project requirements. Similar to the Global Model, the SLAT Model allows for flexibility in order to address project differences, including TI pricing method (allowance versus turnkey), level of buildout, Design Intent Drawings (DIDs) delivery method, extent of competition (competitive versus sole-source succeeding).

The SLAT Model solicitation package contains the following standard documents:

- Request for Lease Proposals (R100A)
- Solicitation Provisions (3516A)
- Lease (L100A)
- General Clauses for Simplified Leases (3517A)
- Agency Special Requirements (TIA) / Agency Specific Requirements (Turn-Key)
- Additional forms and templates that may apply to specific projects, such as seismic forms.

Critical Items to Consider:

- **TI Allowance or Turn-Key**

The SLAT Model has options for both TI negotiation methods. TI Allowance (TIA) is the most common method and should be selected unless the project team has the ability to develop biddable Agency Specific Requirements (ASRs) that are required to use the turn-key method. The turn-key method may be appropriate for succeeding/superseding lease projects where there is a limited amount of TI work required of the incumbent Lessor.
- **RSAP or Paper/Email Bid Submission**

The SLAT Model defaults to using RSAP. However, in markets where the LCO determines that RSAP is not a viable method of receiving bids, the LCO may change the bid submission method from RSAP to the more traditional paper/email submission method and document the rationale for not using RSAP in the Price Negotiation Memorandum. To change this option, the alternative version of the “Receipt of Lease Proposals” paragraph language is included in the template in blue hidden text at the beginning of the template. Highlight this language, change the font to “clause body” and replace the “on-line” language under the “Receipt of Lease Proposals” paragraph with this alternative version language. This will replace the instructions to use RSAP with the instructions for paper/email submission of offers. The LCO should fill out the “non-electronic” version of this paragraph with the requested information.
- **Design Intent Drawings (DID) Development Method**

Reminder:

In order to receive offers using RSAP, the LCO must enable RSAP within the G-REX options for that project. Please refer to the latest G-REX instructions for guidance on how to access this feature.

The SLAT Model has all of the options for developing DIDs that are available in the Global Model with the exception of the pre-award DID workshop method. These include development by the Government, development by the Lessor, and post-award DID workshop options. Each method has certain use cases which are described in Chapter 2 of the LDG. For SLAT Model projects, a DID workshop is encouraged. SLAT projects are typically smaller, and a workshop can be an effective method of developing a DID within a few days as opposed to a lengthy “submission and review” process which can take many months.

- **Construction Drawing (CD) Reviews**

As a performance spec contract, in most cases, if the Lessor fails to meet any performance requirement of the lease, at any time during the term of the lease, the Lessor is responsible for correcting that performance at its’ cost. Accordingly, the regional team should consider whether the project risk warrants a Government review of the CDs, especially for smaller spaces without specialized build-out requirements. Reviewing CDs for actions using the SLAT Model should be a decision made by the GSA Project Manager where there are specific items of concern, such as unique or specialized build-out or at the tenant’s request. If the Government team decides to review the construction drawings, the reviews should be limited to agency requested items, such as special requirements or non-standard features. When the Lease document includes the CD review language, the Government must perform a review of the CDs.

Offer Submittal Requirements

Section 3 of the SLAT Model RLP contains instructions to offerors on how to submit their offer. This section begins by providing an overview of the 2-step bidding process and then provides detailed instructions for each step. The LCO should review the list of deliverables for Step 1 and 2 and adjust them as necessary. The LCO should also determine if seismic requirements will be addressed in Step 1 or Step 2 and modify the submission lists as appropriate. Removing items which are not applicable will prevent offerors from preparing submissions which the Government does not require and make the acquisition more appealing to the private sector

RSAP or Paper/Email Submission

The SLAT Model defaults to using RSAP to obtain offers and the use of RSAP is highly recommended. RSAP offers many advantages over the manual completion of the paper form 1364 and 1217, even when those forms are scanned and emailed to the LCO. RSAP automatically guides the offeror when submitting their offer, similar to AAAP, to prevent common mistakes which can occur when using the paper forms. This prevents schedule delays from having to allow multiple rounds of offers to correct common errors that are prevented by using RSAP. RSAP also automates several tasks, such as uploading documents into the G-REX file and transcribing offer data to create a partially-completed present value analysis, also saving time and reducing the opportunity for human error when transcribing paper offers into manual spreadsheets.

2. Agency Review

Prior to issuing the RLP, the client agency must be provided a copy and given a reasonable opportunity to review. It is recommended that the LCO review the RLP package with the client in order to expedite this review and to prevent the agency from conducting an unnecessary review of boilerplate language. The LCO should establish a deadline for the agency’s review. If no response is received by the deadline, the LCO may proceed to issue the RLP, especially in the

event of an expiring lease where it is necessary to issue the RLP to protect the Government's occupancy rights prior to expiration.

3. RLP Distribution

The SLAT Model utilizes the SAM application to issue the solicitation package to the public. The solicitation package is attached to the notice which invites offerors to download the solicitation package and submit offers through RSAP. It is recommended that the LCO use other resources, such as CoStar, to locate possible offerors and contact them to make them aware of the notice. Where possible, invite at least 3 potential offerors to submit an offer and notate this market outreach in the lease file. As noted under GSAR 570.106(g)(1), the LCO may determine the appropriate amount of time to allow for receipt of initial offers under SLAT. Because this publication time is not only used for initial notification to the public but for offerors to review the RLP package and submit offers, it is recommended that the LCO allows approximately 4 weeks between posting of the RLP online and the deadline for receipt of initial offers. This time may be reduced if the LCO believes, based on market outreach, that competition can be obtained in less time and that the offers are likely to result in a fair and reasonable price. Allowing less time may not provide potential offerors with enough time to obtain reliable estimates for shell costs, operating expenses, or other items which may reduce the number of offers received as well as increase the price of offers received by the Government. If using the “turn-key” bidding method, where the offerors are required to provide a bid for the cost of the tenant improvements, the LCO should consider the complexity of the build-out required and allow additional time for offerors to determine the price of the required tenant improvements.

Posting the RLP to SAM

The RLP should be posted to SAM under “contract opportunities.” The RLP package, including all attachments to the RLP, must be attached to the notice. It is recommended that the LCO include the optional SLAT Model language embedded within the Advertisement/Procurement Summary template that directs offerors in how to respond.

Reminder:

Only issue the RLP online for competitive acquisitions. Sole source RLPs are NOT posted to SAM.

gPM Lifecycle Change:

The release of the RLP on SAM begins the Project Execution phase for the SLAT Model

“This acquisition is being conducted using simplified procedures. Please refer to the Request for Lease Proposal (RLP) package attached to this notice for instructions on submitting an offer. A tour of properties will not be conducted prior to offers being received.”

Note that LCOs do not need to post a presolicitation notice for competitive actions on SAM.gov prior to posting the SLAT RLP, since the SLAT model procurements meet the exceptions outlined under FAR 5.202(a)(13.)

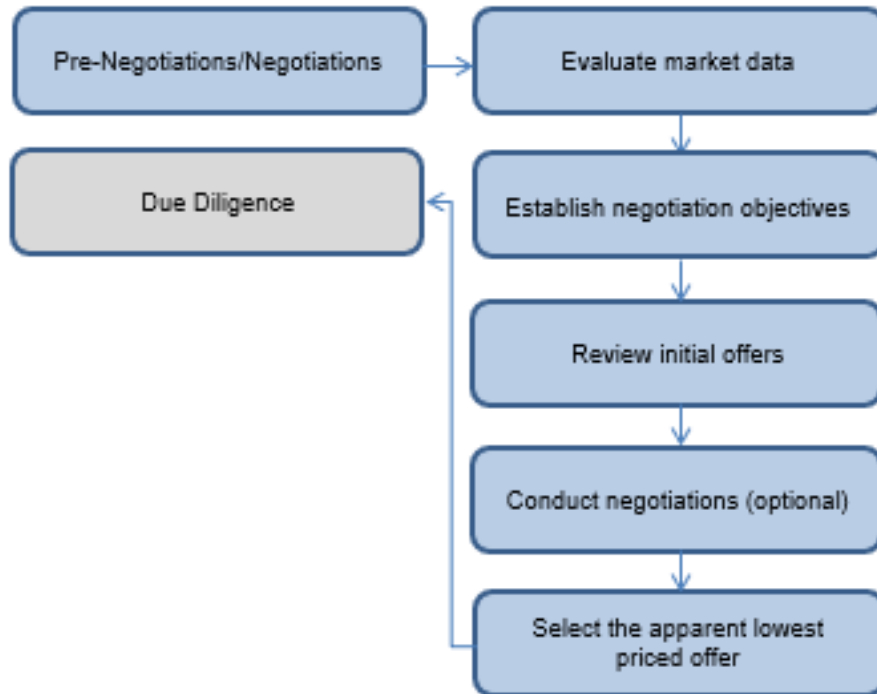
Part 3 – Pre-Negotiation/Negotiation Process

1. Overview

The SLAT Model utilizes a value-based approach to the standard negotiation process. The 2-step offer process featured in this model provides for all offerors to submit their initial offer containing their price in Step 1. The LCO can evaluate these offers and make a determination if it is in the Government’s best interest to engage in negotiations or simply to proceed with the lowest responsive offer already received. Leases within the simplified lease acquisition threshold represent a limited financial risk to the portfolio and, therefore, when offers are received that fall within the Government’s negotiation objectives, it may not be beneficial for the Government to expend additional time and effort in an attempt to improve that offer. When the LCO chooses to engage in negotiations, they must do so equally with all offerors within the competitive range which can represent a serious commitment of time and resources in relation to the value of the improvements that are possible through negotiations.

The LCO concludes the first step of the bidding process either by foregoing negotiations and using the information provided by the initial offer deadline or by holding negotiations and establishing a deadline for Final Proposal Revisions. The apparent lowest priced offer is determined and that offeror is the only one who continues to Step 2. This step includes a significant investment of time and resources by the selected offeror and the Government to fully evaluate the ability of the offered space to meet the Government’s requirements. When the due diligence review is successful, the Government team conducts a physical inspection of the space, referred to as a building tour. If the space is found to be acceptable during the building tour, the LCO can then proceed to award the lease.

Pre-Negotiations and Negotiations Process



Important Definitions: Negotiations/Discussions vs. Clarifications

The SLAT Model utilizes a process similar to AAAP where it is important to understand the difference between a discussion, also referred to as negotiation, and a clarification. The terms discussion and negotiation are interchangeable in this guidance.

Discussions/Negotiations

Discussions are used to engage offerors with the intention of allowing them to change their offer. Discussions can be used to allow the offeror to change his/her price, submit missing forms or information or to eliminate items, such as exceptions or requested deviations to RLP or lease language. If the intent of the exchange is to allow the offeror to modify their offer, this is a discussion. The LCO may only elect to engage in discussions during Step 1 of the offer process.

If the LCO chooses to engage in discussions with offerors, the LCO must set a deadline for the close of negotiations, known as Final Proposal Revisions (FPR), and notify all offerors in the competitive range of that deadline.

Clarifications

Clarifications are used to engage the offeror with the intent of improving the **understanding** of the offer **as it was previously submitted**. Clarifications do not allow the offeror to modify their proposal. Clarifications may be necessary if the offer contains elements which could be interpreted multiple ways. For example, an offeror may write that their offer includes “3 months of free rent.” The LCO should confirm with the offeror what items of rent are included in the offer of free rent so that the offer can be properly evaluated. This clarification would lead to a better mutual understanding of the offer. A clarification could not be used to increase the offer of 3 months of free rent to 4 months. Clarifications can also be used to correct administrative oversights, such as the submission of a 3-page document where the second page was not scanned properly and is illegible. The LCO can engage the offeror to obtain clarifications in both Step 1 and Step 2.

The LCO may have exchanges with offerors for the purpose of obtaining clarifications without having to set a new deadline for FPR.

2. Preparing to Negotiate

Pre-negotiation involves reviewing market data to determine what the Government’s negotiation objectives will be for the acquisition. Please refer to Chapter 2 for more detailed information on preparing to negotiate.

3. Offer Submission and Negotiation

The SLAT Model uses a two-step offer submission process, similar to AAAP. The first step of the submission process is the price submission and negotiation. Offerors submit their price offer and certain required documents by the deadline in the RLP. The LCO may choose to move forward with the initial offers or may elect to conduct negotiations and set a deadline for FPR. Once the LCO determines the apparent lowest priced offer from Step 1, that offeror is notified to submit the additional documentation required in Step 2, due diligence. During Step 2, no further discussions/negotiations may be held with the identified offeror. This process allows the Government to focus on the more time-intensive part of the review - the vetting of the apparent lowest priced offer - and eliminates the time and cost required to prepare and submit due diligence paperwork from offerors who did not have the lowest priced, responsive offer.

Conducting Negotiations - Step 1 Offer Submission (Price)

When using the SLAT Model, the offerors will submit price data using RSAP as specified in the RLP. In addition, additional documents are required during Step 1 that may result in, or require, negotiations between the Government and the offeror(s). The SLAT Model language indicates that the Government may award based on initial offers. The LCO should review the offers received in G-REX and determine if engaging in negotiations is in the best interest of the Government. If the apparent lowest responsive offer is within the approved negotiation objectives, it may not be cost effective to engage in negotiations as the cost for the lease is within the Government's anticipated range and the value of protracted negotiations given the smaller size of SLAT Model projects may not be in the Government's best interest. LCOs should conduct negotiations when:

- No offer submitted is fully responsive to the terms of the solicitation and/or is missing required initial documentation as outlined under the RLP.
- No responsive offer is submitted within the anticipated negotiation range.
- The LCO believes that negotiations are likely to substantially improve the offers received and is in the Government's best interest.
- There is an otherwise acceptable offer which contains imbalances, such as an offer element that is exceptionally high or low, and negotiations are required to address the imbalance.

If the LCO intends to conduct negotiations, the LCO must conduct meaningful negotiations with all offerors within the competitive range. Meaningful negotiations must include a review of the offered price, deficiencies, and significant weaknesses found in the required documentation which occur with the intention to improve the offer by obtaining a lower price or addressing concerns with submitted documents. When negotiations occur with any offeror, the LCO has a responsibility to engage the other offerors in the competitive range in equal negotiations. For example, the LCO cannot conduct extensive rounds of discussions with one offeror to address deficiencies and missing documentation without affording approximately equal attention, if necessary, to another offeror who also has deficiencies and missing documentation. Conducting "unequal discussions" can give rise to protests as this may appear that the government is devoting unequal time in favor of improving the chances of a particular offeror over other offerors.

For information on how to set a competitive range, please refer to LDG Chapter 2. If an offer has been submitted that cannot meet the requirements of the solicitation, such as space that is outside the delineated area, the LCO does not need to negotiate with that offeror and must notify them immediately, in writing, that they have been excluded from further consideration and the reasons for their exclusion.

Determining the Apparent Lowest Priced Offer

Only the apparent lowest priced offer proceeds to Step 2 and undergoes a full due diligence review as described in Part 4. The final offers are used to determine the lowest offer. The final offers are either the initial offers if no discussions have occurred or the final proposal revisions in the event the LCO engaged in discussions and called for FPR. The LCO reviews all offers submitted timely within G-REX to determine the apparent lowest priced offer. The apparent lowest priced offer is the offer that is fully responsive to the Government's solicitation and has the lowest present value (PV). When calculating the PV, remember to ensure any price preferences, such as historic or HUBZone price preferences, are applied properly. Also, LCOs must take into account Energy Star requirements when conducting procurements above 10,000 RSF.

Because the building tour occurs later in the process when using this model, during the due diligence review, it is highly recommended that the LCO use virtual methods to visually verify the quality of the building and the surrounding area for all buildings considered in Step 1 if the LCO is not already familiar with it prior to issuing the SLAT due diligence letter. This cursory review can be done using the “street view” feature contained in most popular online map databases. This can help to validate the building’s ability to meet critical minimum criteria identified during the requirements development process and further reduce the likelihood that a building may be found unable to meet the requirements of the solicitation during a building tour.

In the event no responsive offer is received, the LCO should engage in discussions and afford all offerors in the competitive range an opportunity to modify their offer in order to make it fully responsive, such as submitting a missing document.

Once the apparent lowest priced offer is identified, the LCO must use the SLAT due diligence letter provided in Attachment 3 to notify the offeror. This letter clearly states that the award has not been made and provides the offeror with information on completing the offer process. The LCO prepares the lease with the details of the apparent lowest priced offer and sends this lease to the offeror with the notification letter. The identified offeror will be required to review and sign the lease as part of the due diligence phase.

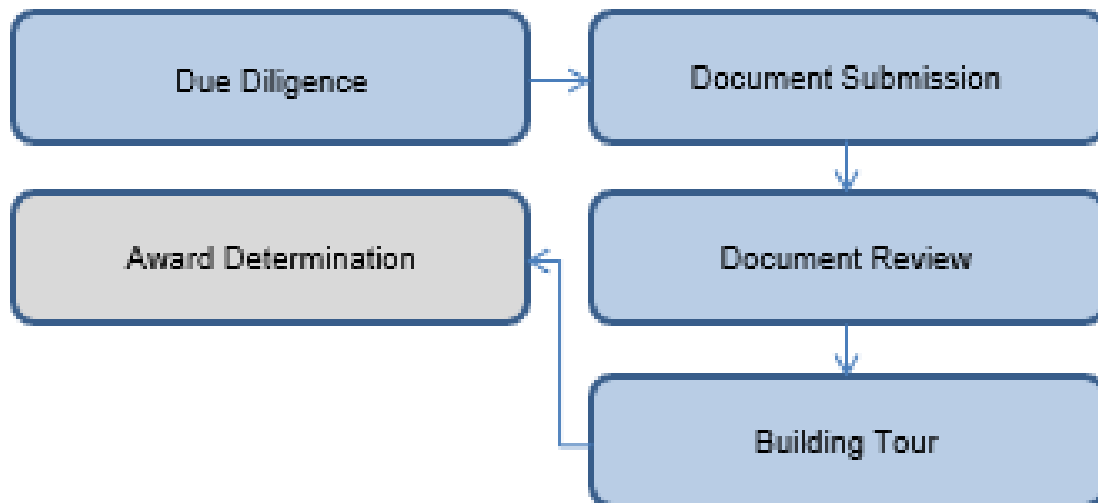
IMPORTANT NOTE: Once the LCO proceeds to Step 2 (Due Diligence), there can be no further negotiations concerning price or any other item or documentation submitted as part of due diligence, nor can the offeror modify their price in response to any information that may be discovered during the due diligence process. Discussions and/or negotiations may only occur in Step 1. If the documents submitted by the identified lowest priced offeror do not meet the RLP requirements, the LCO must move on to the next lowest priced offeror.

Part 4 - Due Diligence

1. Overview

The due diligence process is Step 2 of the 2-step offer process used with the SLAT Model. This step begins when the apparent lowest priced offer is identified and that offeror is sent the notification letter. The identified offeror can now prepare the due diligence submissions with the understanding that they have been identified as having the apparent lowest priced offer. This allows them to invest the effort to submit the due diligence documentation with the expectation that, if they pass the due diligence stage, they will likely receive the award. The Government's time and effort to review these documents, which often involves the LCO requesting the assistance of Subject Matter Expert (SME) resources from other business lines, is focused on a single offer rather than all offers received. This greatly reduces the level of effort required to complete this process while also promoting a faster review and turnaround from the other business lines who are asked to review a single set of documents rather than multiple sets from numerous offerors.

Due Diligence Process



2. Document Submission and Review

The SLAT due diligence letter provides the offeror with a deadline to submit the documentation required in the “RLP in addition to signing a copy of the lease. This documentation may include such items as evidence of zoning compliance, commitment of funds, fire protection, and life safety submittals. The LCO should consider the time required to complete the documents and provide a reasonable deadline. In many instances, a month is sufficient. The LCO should consider the documents required, the Government’s schedule, and feedback from SMEs when determining an appropriate amount of time to provide the offeror. For example, a project which requires a seismic study may warrant additional time.

IMPORTANT NOTE: During the Step 2 process, the Government may request clarifications to the offeror’s submittals, but may not negotiate.

The due diligence documentation required will vary based on the project parameters. The LCO will have selected the appropriate submittals when preparing the RLP, which will then guide the offeror on the documents required to complete the due diligence process. Once the offeror submits the due diligence documents, the LCO will proceed to complete the evaluation of the offer according to the standard procedures in this Desk Guide.

Digital Lease Signature

A link to the digital signature application is included with the letter. The offeror should digitally sign the lease using the application. The LCO should verify that the offeror has digitally signed the lease before considering the due diligence review to be complete. Digital signatures offer many benefits over physical signatures. These benefits include:

- The offeror cannot make any changes to the document that was sent, eliminating the need for the LCO to manually validate that no changes have occurred before executing.
- The application ensures that all pages are signed or initialed as required, eliminating a common issue of a single page or pages being inadvertently missed by either the offeror or LCO.
- The offeror and LCO can exchange copies of the lease without the need for additional office resources, such as mail or copiers/printers which may not be available in a virtual work environment.

As an alternative, the LCO may elect to use physical (pen and ink) signatures. The LCO should then choose the option in the SLAT due diligence letter for physical signatures and attach a copy of the lease to the letter. The LCO must carefully review the lease prior to signing to confirm that no changes were made by the offeror.

Reviewing Submitted Documents

While the Government may not engage in negotiations at all during the due diligence review process, the Government may request clarifications from the offeror as part of their review process. These limited exchanges can be helpful in understanding or clarifying issues with submitted due diligence documents. For example, the technical questions from the regional seismic safety SME about one of the documents submitted may be reviewed with the offeror and the offeror's SME for the purposes of arriving at the Government's decision concerning the building's suitability to meet the Government's standards. The review of a due diligence document ultimately must result in one of the following outcomes:

- Document demonstrates compliance with the lease and is accepted as submitted – no further action is required
- Document requires clarifications to understand if the space is compliant with the lease standards – the LCO initiates a conversation to obtain these clarifications
- Document is unacceptable – the LCO initiates a conversation with the offeror to review the issue and determine if a correction can be made.

In instances where the Due Diligence process identifies a deficiency (ABAAS or fire and life safety, for example), the Leasing Specialist should confirm that the offeror will correct the noted deficiency as part of their offered rental rate. If the offeror will not agree to correct the deficiency, the LCO shall deem the offer to be technically unacceptable; no increases in the offered rental rent may be permitted. If the offeror agrees to make the necessary corrections at the agreed upon price from Step 1, these corrections must be added to the lease and clearly indicated to be provided at no additional cost to the Government. If the deficiency cannot be corrected or the offeror indicates an unwillingness to make the corrections at the agreed-upon price, they must be eliminated from further consideration. The LCO may not enter into negotiations with the offeror regarding the requirements of the lease and lessen those standards in order to reach a compromise with the offeror. For example, if the result of the due diligence review shows that the space requires certain fire safety upgrades, those must be provided at the price from Step 1. The offeror cannot increase their price, nor may the Government agree to lower standards to accommodate the offeror.

Unresponsive Offerors

If the offeror with the apparent lowest priced offer fails to submit the required due diligence documents, including the signed draft lease, by the deadline provided in the notification letter, the LCO may determine if it is in the Government's best interest to extend the deadline or to deem the offer as technically unacceptable. If the LCO eliminates the offeror, the LCO will promptly notify the offeror in writing of their elimination from further consideration and

Important Note:

The terms and conditions of a lease have value. The Government cannot change the terms at this stage to benefit the offeror.

Reminder:

If there are no remaining offerors, the LCO may re-open the negotiation period and re-start step 1 with the same or modified requirements by posting an amendment to the RLP on SAM.gov

provide the reasons for their eliminations. The LCO may then proceed to notify the offeror with the next lowest priced offer and begin the Step 2 process with that offeror.

3. Building Tour

Once the offeror has digitally signed the lease and due diligence documents have been reviewed and found to be acceptable, the next step is to schedule a physical inspection of the property with the tenant agency representatives. This building tour follows the same general procedures as a standard market survey but is focused on the space offered by the offeror with the apparent lowest priced offer, similar to AAAP. The LCO or their representative walks through the space and completes the AAAP Building Tour template. It is important that the agency have the appropriate representatives available at the survey to accept the building following the tour provided that the tour validates that the building meets the identified requirements. For the SLAT Model, this requirement should be further emphasized with the tenant agency. If there is a particular agency SME who needs to review a space, such as an Information Technology representative, the agency should arrange for that SME to be available for the building tour. The LCO must not use the building tour as an opportunity to engage in negotiations.

Similar to the building tour process in AAAP procurements, the team should limit the building tour to just the building with the lowest priced offer where at all possible. There are, however, circumstances where limiting the tour to one building is not practical, such as when visiting the delineated area involves significant time or travel costs. At the LCO's discretion, additional spaces can be arranged to be viewed during the building tour. These should be the next lowest offer(s). Even though multiple buildings may be seen during the building tour, GSA should reiterate to the agency that the:

- Procurement integrity should be maintained as the lease contract has not yet been awarded,
- Building tour is not a pre-solicitation market survey seeking out potential locations,
- Final offers have already been received and evaluated, and
- The additional buildings will only be toured if the space with the apparent lowest priced offer is jointly determined to be incapable of meeting the agency's previously established go/no-go minimum criteria.

The LCO should not notify the building owners of the additional spaces that the Government is touring multiple buildings or their status in the procurement. If the apparent lowest priced offer is found to be acceptable, the LCO may continue to tour the other buildings scheduled in order to increase their knowledge of buildings in the market; however, the agency should not be present for those tours. If the apparent lowest priced offer is found to either not be acceptable or to have previously unidentified issues that the owner is not willing to agree to correct at no additional cost, the agency should tour the additional buildings with the LCO. If additional buildings are toured, all buildings within the competitive range must be toured.

Part 5 - Awarding the Lease

Many elements of the guidance in the Award Determination section of Chapter 2 occur in a different sequence when using the SLAT Model, such as the PV analysis and the preparation of the draft lease with the details of the offer which occurs at the end of Step 1 of the offer process. However, many of the same pre-award elements as outlined in Chapter 2 apply to award of leases under the simplified lease acquisition threshold. These include:

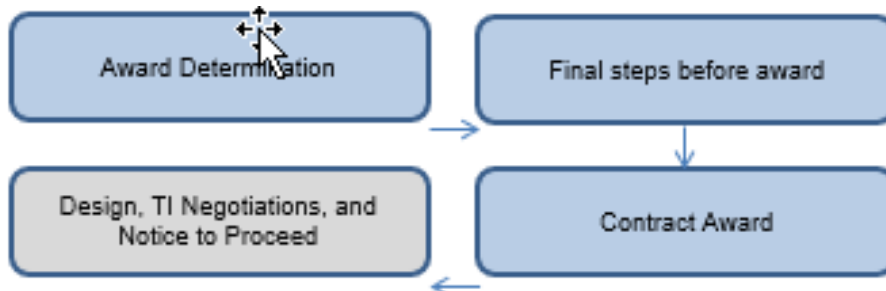
Important Note:
This list is a reminder, many of these reviews occur concurrently with due diligence

- Scoring analysis (note that use of the scoring memorandum is only allowable for lease terms of five years or fewer)
- Floodplain check
- Energy Independence and Security Act (EISA) compliance
- Occupancy Agreement (OA)
- Final funding certification: BA53 and BA80 (if applicable)
- System for Awards Management (SAM) checks:
 - Active registration
 - Foreign ownership
 - Exclusions
 - Representations and Certification
- Section 889 (prohibited telecommunications) compliance
- Price Negotiation Memorandum (PNM)

The SLAT Model lease file checklist assists LCOs in completing these actions in the proper sequence.

At the conclusion of the building tour the agency representative confirms in writing that the building is acceptable by signing the building tour form. The lease should be executed as quickly as possible afterwards to expedite the transition from the acquisition to post award phase of the project. Once the lease contract has been awarded, the LCO must promptly notify the Lessor of execution, which is done automatically if using digital signatures, or by providing the Lessor with a copy of the executed contract if using physical signatures. All unsuccessful offerors must be notified of the award decision.

Award Determination Process



Part 6 – Design, TI and BSAC Negotiations, and Notice to Proceed

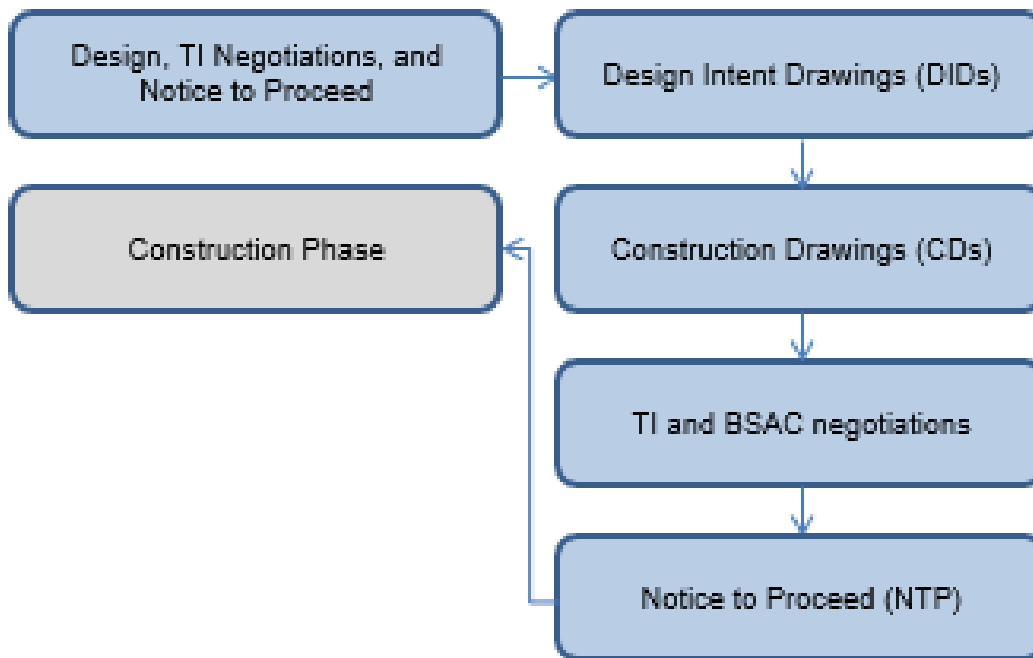
1. Overview

The post award process for leases using the SLAT Model will follow the guidance contained in the Desk Guide Chapter 2. This section provides additional guidance or suggestions applicable to SLAT Model projects. Due to the smaller size of SLAT projects, the project team should attempt to scale the activities accordingly. For example, it may require significant time and effort to review DIDs and CDs for very large projects and multiple revisions and reviews of interim drawings may be justified. SLAT projects should seek to complete the DID process within a month and should consider waiving reviews of CDs unless there is a specific reason to do so. The construction process for SLAT projects will typically rely on virtual progress reports provided by the Lessor rather than in person inspections. Project teams should manage risk appropriately and avoid reverting to a mindset that begins to erode the time saving benefits by following a process that is more appropriate for larger acquisitions.

Best Practice:

Review the project schedule that was agreed upon at the beginning of the project with the client to remind and renew commitments.

Post Award DID and TI/BSAC Negotiation Process



2. Design

SLAT Model projects will be typically smaller than those using the Global Model and the build-out requirements should be standard for office space. It is strongly encouraged that the project utilize the DID workshop method for developing DIDs. DID workshops, also known as “design charrettes,” are commonly used in the private sector and this collaborative process of completing design is typically considered to produce superior results than sending drawings and comments back and forth between the two teams. Projects using the SLAT Model will generally be smaller than those using other models and the cost to travel to a DID workshop may be prohibitive. In these instances, a virtual DID workshop can be a successful alternative to an in-person workshop. The technology used to host the workshop should allow for a collaborative experience similar to what would be possible in person. This means that participants should be able to see the drawings and the host of the workshop should be able to make real time edits to the drawings based on the review and feedback from the workshop participants.

Key Factors to a Successful DID Workshop

- Hold a pre-DID review meeting to review roles and responsibilities as well as the definition of a DID with both the agency team and the Lessor team beforehand so that all are prepared for the scope of the effort (ex. a DID is not just a layout)
- The Lessor’s team, typically the architect, runs the meeting.
- If possible, have at least a draft layout before the workshop so the workshop can focus on other details.
- Test any IT platforms before the meeting to uncover any connection or firewall issues
- Gather as many requirements concerning agency special/specific requirements beforehand, this is especially important for non-standard agency required items
- All decision makers need to be present to avoid major elements of design being changed after the workshop and negating the value of the effort
- Allocate no less than one day, 1 ½ to 2 days preferred, may be non-sequential days
- If the agency requires a post DID workshop review period, discuss that period up front and hold them to the schedule

3. Construction Drawings

Government review of the construction drawings is optional for this model and is not encouraged. The SLAT Model lease, similar to the other lease templates used in the leasing program, is a performance specification contract. This means that the Government specifies the level of performance required and it is the responsibility of the Lessor to design the space to achieve that level of performance. In most cases, if the Government does not receive the required level of performance, at any time during the term of the lease, the Lessor must correct the performance issue at their cost. If the agency has non-standard or very specialized build-out elements, such as a holding cell, the team may wish to review the CDs with respect to the accuracy of this particular element rather than perform a full multi-discipline review of CDs which would be a significant drain on valuable limited SME resources.

Important Reminder:

If the team reviews CDs, the Government does **NOT** approve CDs. The Government only provides comments.

Tenant Improvement Price Negotiation

The process for negotiating tenant improvements will follow the applicable guidance in Chapter 2 of the Leasing Desk Guide. If the contract was awarded using the TI Allowance process where the actual cost of the TIs are negotiated post award, the Lessor will provide its TI bid in the appropriate TICS table format. As noted in FAR 15.405, the LCO should remain primarily concerned with the total price to the Government and note that declaring the price to be fair and reasonable does not require agreement on each individual line item. When using the SLAT Model, the LCO should review the TICS table to confirm the proper allocation of shell and TI costs and check for any items which appear to be especially egregious or erroneous. After this is done, the LCO can determine the price to be fair and reasonable by comparing the total cost to:

- Independent Government Estimate (IGE)
- Similar projects for that agency or build-out scope
- Consulting with SMEs within GSA or the agency

The LCO should document their negotiation in a TI PNM. The TI PNM must contain a declaration that the total price for the tenant improvements is fair and reasonable.

Turn-Key

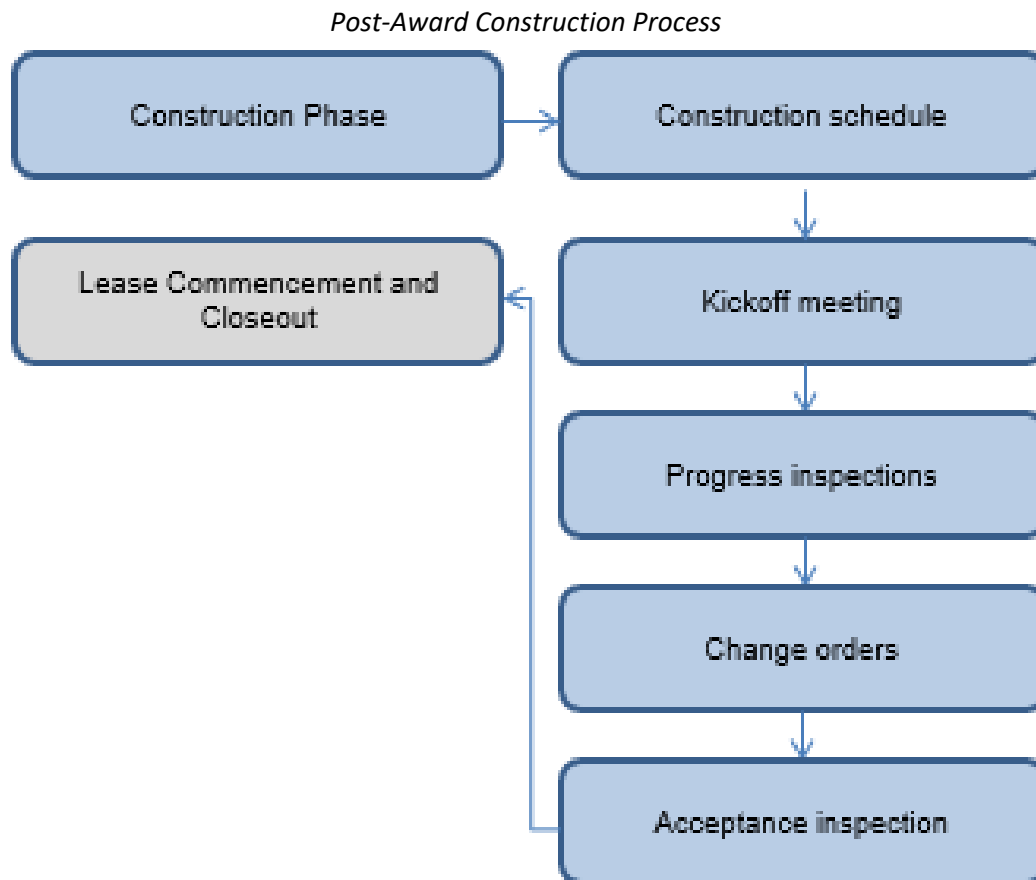
If the contract was awarded using the “turn-key” process where the actual cost of TIs are negotiated prior to award, there is no required TICS table submission and no post-award negotiation except for Government driven change orders that occur during design finalization or later. The cost of the TI that was negotiated prior to award is covered in the pre-award PNM so no separate TI PNM is required, except for changes.

Notice to Proceed (NTP)

The procedures outlined in Chapter 2, Part 6 apply to projects covered in this chapter.

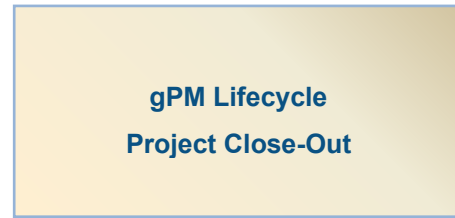
Part 7 – Construction Phase

This phase does not differ procedurally from the information contained in Chapter 2 of the Leasing Desk Guide. SLAT leases are generally smaller and less complex than those discussed in that chapter. The project team should consider appropriately scaled methods to monitor the Lessor's performance. This may include requesting a monthly update, with pictures of the job site, and an updated construction schedule rather than using Government personnel or contractors to conduct in-person inspections.

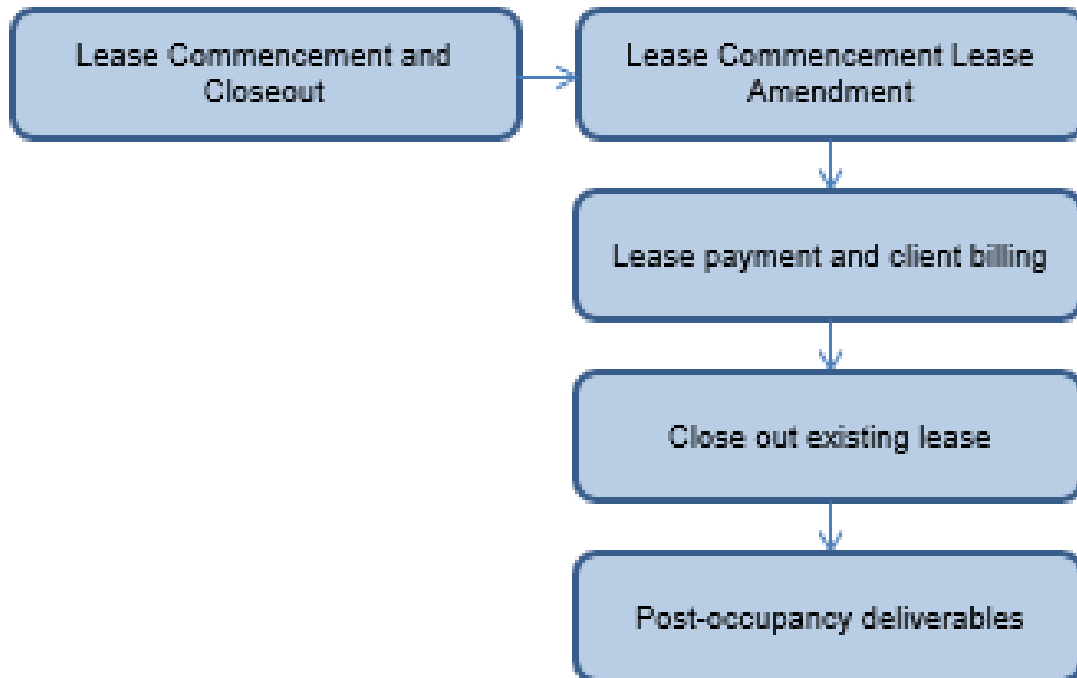


Part 8 – Lease Commencement and Closeout

These activities do not differ from the procedures contained in Chapter 2 of the Leasing Desk Guide.



Lease Commencement and Closeout Process



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

PROJECT MANAGEMENT AND ACQUISITION PLAN (ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY) FOR ACQUISITIONS AT OR BELOW THE SLAT THRESHOLD

This template is for lease actions at or below the Simplified Lease Acquisition Threshold (SLAT). It combines the project management plan (required under current gPM initiatives) with the acquisition plan, for use primarily when the Leasing Specialist/Lease Contracting Officer assumes the role of Project Manager. For medium to high-risk projects, the project management plan and acquisition plan remain as separate documents.

All leases, regardless of dollar value, require acquisition planning before beginning the procurement. For leases at or below the SLAT, there must be a written record in the lease file that acquisition planning did occur, even if it was done verbally (see GSAM 505.105-70). Completion of this template and entry into the lease file satisfies that requirement.

"507.105-70. Content of Oral Acquisition Plans

Oral acquisition plans. Oral acquisition plans are only authorized by approval of the HCA and may be used in unusual and compelling situations. The planner shall document a summary of the oral acquisition plan, and shall also include: the name and signature of the approving official; the date the oral acquisition plan was approved; and the reason for waiving a written acquisition plan. The summary shall be included in the official contract file. In addition, the summary should be a part of, or attached to, any justification for other than full and open competition as required by FAR 6.302, or in the basis for using an exception to the fair opportunity process required by FAR 16.505(b)(2). The summary may be prepared after award if preparation before award would unreasonably delay the award, such as in the case of circumstances warranting the use of a letter contract."

PROJECT NO.: _____

A. PROJECT DEFINITION/STATEMENT OF NEED:

1. Requiring Agency(ies): _____
2. Location of pending action: _____ (CITY AND STATE)
3. Project background/trigger event: BRIEFLY SUMMARIZE EVENTS (LEASE EXPIRATION, NEED FOR EXPANSION, FEDERAL BUILDING SWING SPACE PROJECT, ETC.) LEADING TO THIS LEASEHOLD ACTION. _____
4. Federal Inventory Check
 - No vacant federally-controlled space available
 - Vacant federally-controlled space available, but not suitable due to _____
5. REXUS Action Type:

TO CHECK A BOX, DOUBLE CLICK ON THE BOX, THEN CLICK ON "CHECKED" UNDER THE DEFAULT VALUE SECTION OF THE DIALOGUE BOX

 - New
 - New Replacing
 - Succeeding
 - Superseding
 - Expansion
 - Within Scope? Yes. Describe _____
 - No. Will prepare an OTFO justification
 - Extension (GSAM 570.405)
 - Select the purpose of the extension:
 - Construction Delay
 - Customer DID Prep. Delay
 - Lack of Agency Funding
 - Lack of Agency POR
 - Lessor Delay
 - Market Conditions
 - Strategic Portfolio Scheduling
 - Tactical Considerations
 - Other (workload, agency leaving PBS inventory, forced move, FEMA emergency, etc.)
 - Describe: _____

**PROJECT MANAGEMENT AND ACQUISITION PLAN
(ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY)
FOR ACQUISITIONS AT OR BELOW THE SLAT THRESHOLD**

Describe follow-on action for long-term housing solution, if applicable. _____

- Renewal (GSAM 570.401)
 - Evaluated Unevaluated

6. Estimated Square Footage to be Acquired _____ RSF; _____ ABOA

If Requirement Action Type is not a "New Requirement", provide the following:

- a) Current lease number _____
- b) Building name and address _____
- c) Current square footage _____ RSF; _____ ABOA.
- d) Current annual rent rate \$ _____ /RSF
- e) Lease expiration is _____
- f) If applicable, describe existing renewal option(s) _____

7. Anticipated RLP Template:

- Global
- Automated Advanced Acquisition Program (AAAP)
- SLAT
- On-Airport
- Warehouse
- Small/3626
- FEMA Disaster
- N/A (Extensions/Expansions/Renewal Options)

8. Procurement Method

- Full and Open Competition (GSAM 570.3)
 - Source Selection Procedures:
 - Lowest Price Technically Acceptable (LPTA) Best Value (Tradeoff)

*By selecting LPTA, LCO has confirmed that the procurement meets the criteria outlined under class deviation CD-2021-08 [i.e., the project is **not** seeking new lease construction over prospectus or the project is **not** the region's highest total contract value prospectus lease acquisition for a given program year that will be competed], in compliance with FAR 15.101-2. A copy of CD-2021-08 has been placed in the file.*

- Other Than Full and Open Competition
 - Cost Based Rationale (Succeeding/Superseding Leases)
 - Mission-Based Rationale For Limiting Competition
 - Describe the mission-based rationale _____

9. Delineated area considerations (Not applicable for extension or renewals)

- a) Rural Development Act (RDA) Compliance:
 - Agency will be located within a rural area as defined by the Rural Development Act of 1972, as amended.
 - [INDICATE WHETHER THE DELINEATED AREA INCLUDES A RURAL TOWN CENTER]
 - Delineated area includes a rural town center as identified by local officials
 - Delineated area does not include a rural town center
 - Agency will not be located within a rural area [REQUIRES WRITTEN STATEMENT FROM THE AGENCY AFFIRMING THAT FIRST PRIORITY HAS BEEN GIVEN TO RURAL AREAS AND THAT AN URBAN LOCATION IS REQUIRED.]
- b) Executive Order 12072 Compliance (if not applicable, check here): [APPLIES ONLY TO URBAN AREAS; NOT APPLICABLE IF LOCATED WITHIN A RURAL AREA AS DESCRIBED ABOVE]



**PROJECT MANAGEMENT AND ACQUISITION PLAN
(ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY)**

FOR ACQUISITIONS AT OR BELOW THE SLAT THRESHOLD

- Delineated area is in the entire Central Business Area (CBA) of _____
- Delineated area expands beyond the CBA of _____ in order to provide for adequate competition
[MUST CONTINUE TO INCLUDE THE ENTIRE CBA IN SUCH EXPANDED AREAS]
- Delineated area includes a portion of the CBA of _____ due to the following mission-related reason(s): _____
Delineated area street boundaries are: _____
- Delineated area is outside of any CBA due to the following mission-related reason(s): _____
[EXAMPLES MAY INCLUDE THE NEED TO BE LOCATED NEAR AN AIRPORT OR TO BE WITHIN A SPECIFIC ZIP CODE]

- c) Protection of the Natural Environment (GSA ADM 1097.1, Section 4(d))
 - i) Floodplains: [ONLY CHOOSE ONE]
 - Are not present within the delineated area
 - Are present within the delineated area
 - Unknown
 - ii) Other NEPA considerations: _____
- d) Other Delineated Area Considerations
 - i) Delineated area has definable boundaries
 - ii) Delineated area does not unreasonably restrict competition
 - iii) Describe any pending or unresolved housing issues, otherwise, insert "none": _____

- 10. Lease Terms: INITIAL TERM INCLUDES THE FIRM TERM (GOVERNMENT DOES NOT HAVE TERMINATION RIGHTS DURING THIS PERIOD) AND NON-FIRM OR "SOFT" TERM (GOVERNMENT HAS TERMINATION RIGHTS AT ANY TIME DURING THIS PERIOD). USUALLY, THE NON-FIRM TERM WILL REFLECT A DROP-OFF IN THE TI PORTION OF THE RENT. CLICK "YES" ON RENEWAL OPTIONS ONLY WHEN ACTION INVOLVES A KNOWN RENEWAL OPTION TO BE INCLUDED IN THE RLP OR TO BE EXERCISED.
 - a) Initial Term in Months _____
 - i) Firm Term in Months _____ Amortization Term in Months _____
 - ii) Non-firm Term in Months _____
 - b) Renewal Option(s) Yes No
If Yes, Option 1 Term _____ Option 2 Term _____

- 11. Total Contract Value Including Any Options
NOTE: FORMAT BELOW REFLECTS TYPICAL LEASE TRANSACTION; REVISE AS NEEDED FOR YOUR ACQUISITION. RATES SHOULD REFLECT ANTICIPATED BLENDED RATES (INCLUDING AMORTIZED TENANT IMPROVEMENTS) BASED ON THE MARKET DATA, EXCLUDING OUTLIERS (HIGH AND LOW) OR THE RATE THAT BEST REFLECTS THE ANTICIPATED PROCUREMENT RESULTS, WHICHEVER IS HIGHER. RATES SHOULD REFLECT MARKET COMPARABLES SIMILAR TO REQUIREMENT. INCLUDES AN ENTRY TO CAPTURE INSTANCES WHERE FIRM TERM IS LONGER THAN TI/BSAC AMORTIZATION TERM (FOR EXAMPLE, AAAP PROJECTS.)
 - a) Firm Term/Amortization Period: XXX,XXX (Annual Rent) x X years = \$XX,XXX,XXX
 - b) Firm Term/Extending Beyond Amortization Period: XXX,XXX (Annual Rent) x X years = \$XX,XXX,XXX
Check here if N/A
 - c) Non-Firm Term: XXX,XXX (Annual Rent) x X years = \$XX,XXX,XXX
 - FILL IN C) AND D) ONLY WHEN RENEWAL OPTIONS WILL BE REQUIRED UNDER THE RLP. OTHERWISE DELETE
 - c) Option 1: XXX,XXX (Annual Rent) x X years = \$XX,XXX,XX
 - d) Option 2: XXX,XXX (Annual Rent) x X years = \$XX,XXX,XX
 - e) Total Contract Value = \$XX,XXX,XXX
 - Fully Serviced Yes No If "No," then Net of _____

**PROJECT MANAGEMENT AND ACQUISITION PLAN
(ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY)**

FOR ACQUISITIONS AT OR BELOW THE SLAT THRESHOLD

12. TI Overage: Are TIs estimated to exceed TI Allowance: [PER RWA NATIONAL POLICY MANUAL PBS 1000.2B, RWAS FOR TIS ESTIMATED TO EXCEED THE ALLOWANCE MUST BE RECEIVED PRIOR TO LEASE AWARD.]

- Yes; Estimated Overage: _____
 - RWA received from agency
 - Agency notified; will submit RWA prior to lease award
 - Other _____ [EXPLAIN, FOR EXAMPLE, PORTFOLIO-APPROVED TIER INCREASE]
- No

B. ACQUISITION STRATEGY/PLAN OF ACTION [BELOW IS STANDARD LANGUAGE AND SHOULD NOT BE CHANGED, UNLESS NOT APPLICABLE FOR THE TYPE OF ACTION (E.G., LEASE EXTENSION)]

1. Indicate whether the GSA Leasing Support Services (GLS) Plus Contract will be utilized to perform this acquisition. (Y/N)
2. Results of Market Research: Adequate competition anticipated? (Y/N) Number of locations identified _____
3. Environmental/Energy Conservation Objectives: The lease resulting from this action will include "green" clauses in conformity with the latest PBS policies. (Y/N)
4. Security: The client agency, GSA, and the Federal Protective Service will meet and determine the security level for this requirement taking into consideration the Interagency Security Council standards.
5. If the Lessor is a large business, then the lessor will be required to complete a Small Business Subcontracting Plan for inclusion as part of the lease.
6. Lease administration shall be conducted by the GSA field office. The agency has not requested any delegations.
7. Discuss other matters, if any, pertinent to the Plan that are not covered elsewhere. If none, indicate N/A. _____

C. ACQUISITION MILESTONES (SEE SCHEDULE IN PROJECT FILE)

D. REVIEW, CONCURRENCE, AND APPROVAL.

THRESHOLDS (INCLUDING ALL OPTIONS)	APPROVING OFFICIAL
AT OR BELOW THE SIMPLIFIED LEASE ACQUISITION THRESHOLD (SLAT) DEFINED IN GSAM PART 570.	LEASE CONTRACTING OFFICER

Prepared by:

Typed Name
Project Manager/Leasing Specialist

Date

Approved by:

Typed Name
Lease Contracting Officer (LCO)

Date



Attachment 2: Sample Documentation to Explain the Absence of Competition

NOTE: THIS TEMPLATE REFLECTS WORDING AND CITATIONS FOR **SUCCEEDING LEASE** ACTIONS USING SIMPLIFIED LEASE ACQUISITION PROCEDURES.

REVISE THIS TEMPLATE FOR OTHER TYPES OF ACTIONS ELIGIBLE FOR USE OF SIMPLIFIED LEASE ACQUISITION PROCEDURES (SUPERSEDING LEASES, EXTENSIONS, EXPANSIONS, UNEVALUATED RENEWAL OPTIONS) AS APPROPRIATE.

Memo to File

Project Number:

Documentation to Explain the Absence of Competition

Lease number LXXXXXXX, occupied by [agency], will expire on XX/XX/XXXX. As part of the Government’s review of the agency’s ongoing space requirements, it was determined that the current space represents the most advantageous location to meet the continuing needs of the tenant agency. This determination is supported by the Succeeding Lease Analysis Tool, which is attached to this memo and summarized below:

Market research was conducted using the following:

- COSTAR
- SAM Advertisement (required if over 10,000 ABOA SF)
 - No responses received
 - Responses received (listed below);

Name of Respondent	Address	Rate/Notes

- Other (describe) : _____

The decision to pursue a sole source acquisition is supported by:

- Cost based rationale

The succeeding lease analysis tool was used to evaluate the expected costs of remaining in place to the costs of relocation to a new location. The analysis demonstrates that the



Government could not expect to recover relocation and duplication costs through full and open competition. The expected cost savings for this action is \$_____ which represents savings of \$_____/ABOA SF

Mission based rationale

The agency's mission for this location requires a unique location and cannot be satisfied through any alternative locations. The agency's mission and justification for a unique location is summarized below:

Prepared By:

Leasing Specialist

Date

Approved:

Lease Contracting Officer

Date

Attachment 3: SLAT Due Diligence Letter

SENT VIA EMAIL

[DATE]
[OFFEROR FULL NAME]
[OFFEROR COMPANY]
[ADDRESS]
[CITY], [STATE] [ZIP]
[EMAIL]

Dear [NAME OF OFFEROR],

In accordance with the terms of Request for Lease Proposals (RLP) number XXXXXXXX, your offer at [BUILDING ADDRESS] has been identified as the apparent lowest priced offer based on our initial review. The purpose of this letter is to notify you that we will now be working with you to determine whether your building meets all of the Government's requirements as detailed in the RLP package.

This notification does not constitute an award. Please also refer to the RLP which states as follows:

"The acceptance of the offer and award of the Lease by the Government occurs upon execution of the Lease by the LCO and mailing or otherwise furnishing written notification of the executed Lease to the successful Offeror."

In accordance with the requirements of the RLP, please submit the information as described in paragraph 3.04 Step 2: Due Diligence: Additional Submittals no later than [DATE].

[\[Optional\]](#) In Addition to the information requested under paragraph 3.04, please submit a test fit layout for the offered space, per RLP section 2.01. Attached to this letter is a Program of Requirements which has sample layouts. Please provide the room name(s) and rentable and ABOA square footage on the drawing.

[Choose either the digital signature or physical signature option](#)

[\[Digital Signature\]](#) You will receive an email with a link to digitally execute the lease contract which has been prepared with the details of your offer. Please electronically sign the lease contract by the date established above for the receipt of the due diligence submittals.

[\[Physical Signature\]](#) Enclosed are two (2) copies of the lease contract which has been prepared with the details of your offer. Please sign both copies of the lease contract by the date established above for the receipt of the due diligence submittals.

If you have questions about what is required in this regard, please feel free to contact me at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

Title

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

This chapter focuses on completing lease acquisitions using the SLAT Model. However, there are times when other models may be used to complete acquisitions within SLAT. This table compiles some of the acquisition flexibilities available to acquisitions regardless of the model used

<i>Item/Requirement</i>	<i>If at or Below SLAT</i>
Acquisition Planning	May use the SLAT AP/PMP
Documentation to Explain the Absence of Competition	The formal justification requirements of FAR 6.302 do not apply to acquisitions under SLAT regardless of the acquisition model/template used. The LCO must document the file to explain the absence of competition.
Advertisement (sole source)	Not required when the acquisition is below 10,000 ABOA SF
Negotiation/Offer Timeframes	LCO should establish a reasonable timeframe based on the situation
SLAT Model Long Term Needs Assessment Questionnaire	This abbreviated form may be used for any acquisition within SLAT