

VA SUPPLEMENT CHAPTER 1: **REQUIREMENTS DEVELOPMENT**

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Part 1: Overview

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.

Part 2: Strategic Requirements Development

The acquisition planning stage for lease procurement begins with the requesting service’ submission of a procurement request package through the Electronic Contract Management System (eCMS) Forecast of Opportunities and Requirements Center for Excellence (FORCE) forecasting and planning module.

a. Engaging the Customer

Reserved.

Key Customer Interactions

Reserved.

Consulting with Local Officials

Reserved.

b. Key Pricing Policy Concepts

Reserved.

Occupancy Agreements

Occupancy Agreements (OA) are not used by VA in directly procured leases. Therefore, OAs are not covered by this Supplement. Please refer to VA’s Financial Policy, [Volume V, Chapter 11](#) and [Volume VI](#) and [VA Directive and Handbook 7816, Lease and OA Management Procedures](#) for information regarding Occupancy Agreements between VA and GSA.

Components of Rent

Reserved.

c. “Freeze the Footprint” and “Reduce the Footprint” Policies

Reserved.

d. Utilization Rates

Reserved.

e. Location Factors

While the location factors described by GSA are also important for VA to consider, VA's policy is that facilities be located in areas that best serve Veteran populations, as supported by patient demographics and projected growth and service needs. While VA strives to locate in urban and rural settings, VA's mission may require otherwise. VA provides mission-centric justifications to GSA as part of the delegation package. Current templates are available on the [Enterprise Lease Management Tool \(ELMT\) SharePoint, under Contracting Officer \(CO\) Resources](#).

f. Developing Strategic Requirements

The subsections entitled Strategic Requirements Tools and Workplace Project Management Office (PMO) Workplace Needs Assessment Interview Tool are not applicable to leases procured by VA under delegation of authority from GSA.

Program of Requirements

Reserved.

Strategic Requirements Tools

Reserved.

Workplace PMO Needs Assessments Interview Tool

Reserved.

Compiling Background Information

Reserved.

Data Gathering

Reserved.

g. Team Resources

Team resources vary across agencies; however, each agency includes facility planners, engineering and facility management services, project engineers, Green Environmental Management Systems (GEMS) coordinators, Veterans Integrated Service Network (VISN) and facility Capital Asset Management (CAM) offices. Additionally, Office of Construction and Facilities Management (CFM),

Office of Real Property (ORP) Lease Program Managers, Office of Facilities Planning's (OFP) Historic Preservation Office and Environmental Program Offices are available as resources.

Subject Matter Experts

Reserved.

Resources

Reserved.

Part 3: Operational Requirements Development

Reserved.

a. Managing the Project

Reserved.

b. GSA Leasing Support Services Contract

Reserved.

c. Decision to Lease

VA Lease Contracting Officers (LCOs) are required to check GSA's space inventory prior to pursuing a lease. Documentation confirming space is not available is required for the file.

d. U.S. Postal Service Inventory

VA LCOs are required to check [U.S. Postal Service \(USPS\) space inventory](#) prior to pursuing a lease. Documentation confirming space is not available is required for the file.

e. Ascertaining the Need

Needs Assessment Questionnaire

VA may use GSA's Needs Assessment Questionnaire, however a combination of space planning documentation and/or VISN/Veterans Affairs Medical Center (VAMC) (or equivalent for non-Veterans Health Administration (VHA)) approval memoranda may be used for this purpose and has been determined acceptable for delegation packages. Refer to [ELMT SharePoint, under CO Resources](#) for types of acceptable documentation.

Documenting the Requirements

Reserved.

f. Request for Space

[VA Directive 7815](#) outlines approval and execution authorities for space requests.

Agencies requesting CFM ORP execution of a lease procurement should follow the procedures outlined in Submitting a Request for Land and Leasing Actions to Office of Real Property, available at [Office of Real Property – Office of Construction & Facilities Management \(va.gov\)](#).

Note that VA has adopted ANSI/BOMA Occupant Area (ABOA) square feet as the standard method of space measurement for its leased medical facilities. The GSA National Business Space Assignment Policy does not apply to leases procured by VA under delegation of authority from GSA.

Square Footage

Reserved.

Type and Use of Space

Reserved.

Number of Personnel

Reserved.

Special Requirements and Agency Specific Requirements

Reserved.

Design Intent Drawing (DID) Workshops

Reserved.

Proximity to Public Transportation

Reserved.

Parking

Reserved.

Delineated Area

While the delineated area guidelines described by GSA are also important for VA to consider, VA's policy is that facility location should primarily serve VA's mission of providing services to Veterans.

g. Consultation with Federal Protective Service

VA lease procurements are required to comply with [CFM OSP Interagency Security Committee Risk Evaluation Policy](#) for All Delegated Leases. Current versions are available at [Office of Real Property - Office of Construction & Facilities Management \(va.gov\)](#). VA's policy ensures project specific countermeasures are included in addition to VA's minimum baseline levels of protection and GSA's minimum requirements.

h. Deliverables

The Space and Equipment Planning System (SEPS) Program for Design (PFD) is VA's spreadsheet that details the requiring activity space calculation needed for Major and Mid-level leases. While SEPS PFD can also be used for minor leases, locally generated templates and forms are acceptable for minor level leases.

Refer to [ELMT SharePoint, under CO Resources](#) for acceptable space program and requirements package deliverables for VA.

Basic Space Program

Reserved.

Requirements Package

Reserved.

Part 4: Establishing the Delineated Area

Reserved.

a. Defining the Delineated Area

While the delineated area guidelines described by GSA are also important for VA to consider, VA's policy is that facility location should primarily serve VA's mission of providing services to Veterans. The delineated area for a facility that serves Veterans must be supported by patient demographic data.

b. Program Delineated Areas

Due to VA's mission VA may establish pre-defined (or recommended) program delineated areas in all markets, through consultation with the requiring activity.

c. Expanding the Delineated Area

Reserved.

d. Delineated Areas for Prospectus Level Lease Projects

Reserved.

e. Delineated Areas Involving Multiple Congressional Districts

Reserved.

f. Federal Policy Governing Location Decisions

[VA Directive 8603](#) and [VA Handbook 8603](#) Consultation and Communication with Federally-Recognized Indian Tribes must be considered when applying location decisions.

VA provides mission-centric justifications to GSA as part of the delegation package for Rural Development Act and [Executive Order 12072](#) compliance. Approved justification templates are available on the [ELMT SharePoint, under CO Resources](#).

Location Policy Terminology

Reserved.

Rural Location: The Rural Development Act

Reserved.

Executive Order 12072: Locating in Central Business Areas

Reserved.

Executive Order 13853: Consideration of Qualified Opportunity Zones

Reserved.

GSA Order ADM 1097.1: Location Factors to Consider

Reserved.

Executive Order 13006: Historic Properties Check

Reserved.

Executive Order 13834: Efficient Federal Operations

Reserved.

Floodplains and Wetlands

The requirements contained in this section of the GSA LDG are applicable to all federal agencies.

VA leasing professionals should note that while the prohibited risk level for many lease actions is the 100-year floodplain, both 100-year and 500-year floodplains are prohibited for “critical actions” defined under Executive Order 11988, Floodplain Management. Examples of such critical actions include irreplaceable records storage facilities, medical facilities, and Childcare facilities. Since critical actions require a more stringent floodplain standard, it is very important to determine whether or not a lease requirement is considered “critical”, and if the delineated area contains properties within the 500-year floodplain.

Where there is no practicable alternative to a site in a floodplain, additional file documentation is required, as outlined in this section of the GSA LDG

g. Using Mapping Tools to Assist Clients and Identify Space

VA designates its delineated area based on patient demographic data. VA leasing professionals do not have access to Multi Asset Planning (MAP) as this system is a GSA only software. ArcGIS is available to VA users (with constraints and costs) per the VA Office of Information and Technology (OIT) approval system. There are several versions. Go to [Technology/Standard List \(va.gov\)](https://www.va.gov/technology/standard-list/) and scroll down to ArcGIS to request approval and access. If VA employees find it necessary to help clients redefine the delineated area, either to comply with Federal location policy or increase competition, they shall use tools available to them at the local level.

MAP

Reserved.

AGOL

Reserved.

Smart Location Calculator

Reserved.

h. Subsequent Revisions of Delineated Area

Reserved.

i. Attachments

VA does not use GSA's attachments for Rural Development Act and [Executive Order 12072](#) justifications. VA's approved justification templates are available on the [ELMT SharePoint, under CO Resources](#).

Part 5: Contacting Local Officials

Reserved.

a. Consultation versus Written Notice

Reserved.

b. Community Relations and Planning Meetings

Reserved.

Participants in Community Relations and Planning Meeting

Reserved.

Key Topics

Reserved.

Part 6: Confirming Agency Requirements

Reserved.

a. Requirements Package

The VA LCO reviews the requesting services' requirements package to ensure space requirements are adequately addressed.

b. Funding

The requesting service must receive confirmation that funds will be available for obligation of any lump sum payment in the fiscal year of lease award and for rent

in the fiscal year of acceptance through the firm term of the lease.

c. Schedule

VA LCOs should utilize project schedule software or similar format to identify timelines. eCMS milestones may be used.

d. Requirements That Cannot be Met by Available Commercial Space

Refer to Chapter 14, Lease Construction, for space requirements needing to be satisfied through lease construction.

Refer questions to [CFM ORP, Policy and Programs Division](#).

Attachment 1: Template for Documenting Compliance with Location Policy

Reserved.

Attachment 2: Template for Documenting Written Notice or Consultation with Local Officials

Reserved.