

VA SUPPLEMENT CHAPTER 9: **RENEWAL OPTIONS**

Chapter 9

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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: Renewal Option Definition

a. Definition

Reserved.

Caution: Prospectus-Level Options

If the net annual rent for any option exceeds the prospectus threshold, the leasing professionals should contact Office of Asset Enterprise Management (OAEM) and Office of Construction and Facilities Management (CFM) Office of Real Property (ORP). Please refer to Chapter 11: Prospectus-Level Leases for guidance on how to calculate whether an option exceeds the prospectus threshold.

b. Difference Between Options Evaluated as Part of the Original Lease Award and Options Evaluated After Lease Award

Reserved.

Option Evaluated at the Time of Lease Award (Pre-Award)

For U.S. Department of Veterans Affairs (VA) delegated leases, if the renewal option(s) was/were included in the total term of the original approved delegation of lease authority, then no further delegation is required to exercise the option(s). However, the lease amendment exercising the option **AND** the associated certification of funds must be uploaded to the GSA Real Estate Exchange (G-REX) post-award file.

Option Evaluated After Lease Award and Prior to Exercising (Post-Award)

For VA delegated leases, if the renewal option(s), was/were not included in the total term of the original approved delegation of lease authority, then VA must seek additional delegated authority.

c. What to do if Offered an Unrequested Renewal Option as Part of the Original Procurement

Reserved.

Part 3: Seeking Longer Lease Terms through Renewal Options

Reserved.

Considerations

Reserved.

Prospectus

Reserved.

Part 4: Lease File Checklists for Renewal Actions

Reserved.

Determining the Applicable Renewal Option Checklist

Reserved.

Part 5: Steps for Exercising an Option

Reserved.

a. Confirm Continuing Need

Reserved.

b. Confirm Prior Evaluation

Reserved.

c. Consider Lessor's Past Performance and Adequacy or Current Lease Language

Reserved.

Past Performance

Reserved.

Current Lease Language

Reserved.

d. Document National Environmental Policy Act (NEPA) Compliance and Floodplain Check

Reserved.

Automatic Categorical Exclusion

Reserved.

Floodplain Check

Reserved.

e. Prepare Acquisition Plan

Reserved.

f. Determine Scoring Classification

Reserved.

g. SAM.gov Advertisement

Reserved.

h. Perform Market Analysis

Reserved.

Re-establishing the Real Estate Tax Base

Reserved.

i. Make Fair and Reasonable Price Determination

Reserved.

j. System for Award Management (SAM)

Reserved.

k. Prepare Occupancy Agreement

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.

I. Other than Full and Open Competition

If it is determined a Justification for Other than Full and Open Competition (JOTFOC) is required. Approved templates can be found at [VA Real Property Policy Program - Office of Construction & Facilities Management](#) with macro-enabled versions available on the [Office of Construction and Facilities Management, Office of Real Property, Policy & Programs Service \(003C7A\) - Templates - All \(sharepoint.com\)](#) and [Enterprise Lease Management Tool - CO Resources - All Documents \(sharepoint.com\)](#) or requested directly from [CFM ORP, Policy and Programs Division](#).

m. Confirm Funds Availability

Reserved.

n. Preparing an Administrative Lease Amendment

Reserved.

o. Provide Notice to Lessor

Reserved.

Section 889 Compliance (Ban on Certain Foreign Components in the Supply Chain)

Reserved.

p. Process the Action

Reserved.

q. Distribute Lease Amendment

Reserved.

r. Post Redacted Justification

Reserved.

Part 6: Steps for Adding an Option Post-Award or Negotiating a Pre-Existing/Unpriced Option

Reserved.

a. Acquisition Planning

Reserved.

b. Advertisement (Contract Opportunities)

Reserved.

c. Other than Full and Open Competition

VA leasing professionals are required to include a JOTFOC in the file for lease procurements exceeding Simplified Lease Acquisition Threshold (SLAT), or a SLAT-level memo for SLAT leases. Approved templates can be found at the [Office of Construction and Facilities Management \(CFM\), Office of Real Property \(ORP\) SharePoint](#), under the Templates Tab and on the [Enterprise Lease Management Tool \(ELMT\) SharePoint, under Contracting Officer \(CO\) Resources](#) or requested directly from [CFM ORP, Policy and Programs Division](#).

d. Negotiations

Reserved.

Re-establishing the Real Estate Tax Base

Reserved.

e. Lease Amendment Adding Option/Establishing Pricing

Reserved.

f. Scoring

Reserved.

g. Provide Notice to the Lessor

Reserved.

h. Post Redacted Justification

Reserved.

i. Additional Steps

Reserved.