End-to-End Business Process: 020.Acquire-to-Dispose

Business Scenario(s) Covered

- L1.02 Buildings
- L1.06 Real Property Leased from Federal Agency
- L1.14 Federal Agency Tenant
- L1.16 Tenant Service Provisioning

Business Actor(s):

Customer Agency Mission Program Office, Customer Agency Real Property Office, Finance Office, GSA Public Buildings Service (PBS), Procurement Office

Synopsis

A request for a real property space solution to fulfill an agency's mission need is developed, provided along with a description of the business needs, and approved. A business needs statement is developed and provided. The business needs statement is evaluated against real property asset inventory information, and a determination is made that, with some alterations, an existing GSA PBS (Public Building Service) controlled space in a government-owned building can meet the mission need. The viability of the decision to use existing GSA PBS controlled space to meet the mission need is documented in a feasibility study. Refined cost estimates and financial analyses for the rental, GSA PBS procured tenant services, and alterations are developed and routed for review. A business case for the rental, GSA PBS procured tenant services, and alterations is developed and routed for review. Project management documents are developed, routed for review, and approved. The cost of the rental, cost of GSA PBS procured tenant services, and cost estimates for alterations are reviewed and determined to be within planned budget. An occupancy agreement detailing the financial terms and conditions for the use of the GSA PBS controlled space, including costs associated with rental, GSA PBS procured tenant services, alterations, and GSA PBS fees, is developed and executed between GSA PBS and the customer agency. A receivable for the GSA PBS procured tenant services is established. Inspections and tests of the building and its components are completed satisfactorily, and the alterations to the building are accepted. After the alterations are completed, the actual cost of the alterations is reconciled with the cost estimate and the occupancy agreement is updated. Information about the building's rental is updated in the real property asset inventory and provided to the government-wide federal real property profile (FRPP). Move-in services are arranged. Bills are generated in accordance with the occupancy agreement, and funds are collect

Assumptions and Dependencies

General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events required to trigger the Initiating Event have been completed.

Business Use Case Specific

- 2.1 Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) 54 will be implemented in Oct 2023.
- 2.2 Any of the business actors performing an RPM event have access to the RPM solution/service.
- 2.3 Any of the business actors performing an ACQ event have access to the ACQ solution/service.
- 2.4 Any of the business actors performing an FFM event have access to the FFM solution/service.
- 2.5 Commitments and obligations will include appropriate attributes in the line of accounting (e.g., government trading partner) to enable accurate elimination at government-wide, consolidated financial reporting level.
- 2.6 Government-wide and organization-specific real property regulations, policies, guidance, and standards have been established.
- 2.7 Benchmark cost information for alternative acquisition methods exists.
- 2.8 The real property program strategy and plans have been established.
- 2.9 The customer agency does not possess the authority to acquire (lease or buy) real property on its own behalf.
- 2.10 The customer agency has budgeted for and received funds for their real property space need.
- 2.11 The agency has appropriate approvals from OMB (within 10% of prospectus threshold), and/or Congress (at or above threshold), for the project budget.
- 2.12 The alterations to the space are minor (e.g., electrical or plumbing changes, carpeting, or wall movement) and the associated costs are below the prospectus threshold.

2.13 The estimated cost of alterations is within the GSA PBS amortization ceiling and the customer agency's leadership made the decision not to use a reimbursable work authorization (RWA) to fund the alterations.

Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during RPM events (Business Use Case Inputs or Outputs) that are considered RPM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).
- 3.2 For each type of RPM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of an RPM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4 Once an RPM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Event

An agency has identified a need for real property space.

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	 a. Develop and document request for real property space solution to fulfill a mission need, including real property business needs information and movein services (RPM.020.010 Real Property Asset Needs Determination) a. Request funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts) 		 Strategic objectives and program plan Real property business needs information Identified need for real property space Amount budgeted for real property space 	 Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure Draft request for real property space solution to fulfill a mission need, including real property business needs information and move-in services (FR)
2		 a. Receive and process request for funds availability check for funds commitment for real property space solution b. Provide response to funds availability check for funds commitment for real property space solution (FFM.010.020 Funds Allocation and Control) 	 Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure 	Response to funds availability check for funds commitment for real property space solution

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
3	 a. Receive response to funds availability check for funds commitment for real property space solution (RPM.040.060 Real Property Disbursements and Receipts) b. Submit request for real property space solution, including real property business needs information (RPM.020.010 Real Property Asset Needs Determination) 		 Response to funds availability check for funds commitment for real property space solution (FR) Draft request for real property space solution to fulfill a mission need, including real property business needs information and move-in services (FR) 	Request for real property space solution to fulfill a mission need, including real property business needs information and move-in services (FR)
4	Receive, review, and approve request for real property space solution to fulfill a mission need, including real property business needs information and move-in services (RPM.020.010 Real Property Asset Needs Determination)		 Request for real property space solution to fulfill a mission need, including real property business needs information and move- in services (FR) 	 Approved request for real property space solution to fulfill a mission need, including real property business needs information and move-in services (FR)
5	Request funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		 Approved request for real property space solution to fulfill a mission need, including real property business needs information and move- in services (FR) 	Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) 6 Request for funds Receive and process request for Appropriate funds funds commitment for real commitment for real commitment entries created with reference to property space solution and property space commit funds solution, including line source information of accounting (FFM.030.020 Funds obligation information using Management) standard accounting code structure Develop and document business needs 7 Request for real Business needs statement statement for the request for real property for the request for real property space space solution and move-in services solution to fulfill a property space solution and move-in services (FR) mission need, (RPM.020.020 Real Property Project including real property Feasibility Analysis) business needs information and movein services (FR) Real property project information similar to request

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
8	 a. Retrieve and evaluate GSA Public Building Service (PBS) real property inventory information against business needs statement for the request for real property space solution and record results b. Identify potential sites from GSA PBS real property inventory for meeting the real property project business needs c. Develop, document, and provide request for customer review and feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs (RPM.020.020 Real Property Project Feasibility Analysis) 		 Business needs statement for the request for real property space solution and move-in services (FR) GSA PBS real property inventory information 	 Evaluation results for GSA PBS real property inventory information (FR) Potential sites from GSA PBS real property inventory for meeting the real property project business needs (FR) Request for customer review and feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs (FR)
9	 a. Receive and review request for customer feedback on potential sites from GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs from GSA PBS b. Develop, document, and provide customer feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs (RPM.020.020 Real Property Project Feasibility Analysis) 		Request for customer review and feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs (FR)	 Customer feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs (FR)

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
10	 a. Receive and review customer feedback on potential sites from GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs (RPM.020.020 Real Property Project Feasibility Analysis) b. Identify and document site from GSA PBS real property inventory for meeting the real property project business needs (RPM.020.020 Real Property Project Feasibility Analysis) c. Develop, document, and provide draft occupancy agreement describing project agreement between GSA PBS and the customer agency (RPM.030.010 Real Property Asset Acquisition) 		Customer feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs (FR)	 Site from current GSA PBS real property inventory for meeting real property project business needs (FR) Draft occupancy agreement describing project agreement between GSA PBS and the customer agency (FR)

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
11	 a. Receive and review draft occupancy agreement describing project agreement between GSA Public Building Service (PBS) and the customer agency b. Develop, document, and provide customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency (RPM.030.010 Real Property Asset Acquisition) 		Draft occupancy agreement describing project agreement between GSA PBS and the customer agency (FR)	 Customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency (FR)
12	 a. Determine and document alterations needed to the site from current real property inventory to meet the real property project business needs d. Develop and document high-level cost estimates and financial analyses for site from current GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs (RPM.020.020 Real Property Project Feasibility Analysis) 		 Customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency (FR) Site from current GSA PBS real property inventory for meeting real property project business needs (FR) 	 Alterations needed to the site from current GSA PBS real property inventory for meeting real property project business needs (FR) High-level cost estimates and financial analyses for site from current GSA PBS real property inventory for meeting the real property project business needs (FR)

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)	
13	 a. Capture impact information associated with site from current GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs b. Evaluate impacts of site from current GSA PBS real property inventory for meeting the real property project business needs, develop impact mitigation strategies, and record results c. Develop, document, and provide viability information concerning site from current GSA PBS real property inventory for meeting the real property project business needs (RPM.020.030 Real Property Project Planning) 		Impact information for site from current GSA PBS real property inventory for meeting the real property project business needs	 Impacts of site from current GSA PBS real property inventory for meeting the real property project business needs (FR) Impact mitigation strategies for site from current GSA PBS real property inventory for meeting the real property project business needs (FR) Viability information concerning site from current GSA PBS real property inventory for meeting the real property project business needs (FR) 	

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY Typical Flow of Events **RPM Event** # Non-RPM Event Output(s) / Outcome(s) Input(s) 14 Feasibility assessment Viability of site from a. Capture feasibility assessment and supporting information for site for and supporting current GSA PBS real information for site meeting the real property project property inventory for meeting the real property business needs for selection from current GSA PBS real property project business needs (FR) d. Evaluate feasibility assessment and inventory meeting the supporting information for site from Feasibility assessment and real property project GSA Public Building Service (PBS) supporting information business needs (FR) inventory for meeting the real for site from current GSA property project business needs, PBS real property determine viability, and record results inventory for meeting the (RPM.020.020 Real Property Project real property project Feasibility Analysis) business needs for selection evaluation results (FR) a. Receive and review feasibility Feasibility assessment 15 Customer feedback on assessment and supporting and supporting feasibility assessment and information for site from current GSA information for site supporting information Public Building Service (PBS) real from current GSA PBS for site from current GSA property inventory for meeting the PBS real property real property real property project business needs inventory for meeting inventory for meeting the from GSA PBS real property project the real property project business needs business needs (FR) b. Develop, document, and provide (FR) customer feedback on feasibility assessment and supporting information for site from current GSA PBS real property inventory for meeting the real property project business needs

Feasibility Analysis)

(RPM.020.020 Real Property Project

17	a. Receive and review customer feedback on feasibility assessment and supporting information for site for meeting the real property project business needs for selection (RPM.020.020 Real Property Project Feasibility Analysis) b. Develop and document refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA Public Building Service (PBS) procured tenant services (RPM.020.030 Real Property Project Planning) c. Provide refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services, for customer review and feedback (RPM.020.030 Real Property Project Planning)	Customer feedback on feasibility assessment and supporting information for site for meeting the real property project business needs Site from current GSA PBS real property inventory for meeting real property project business needs Market and benchmark cost information relevant to site and alterations High-level cost estimates and financial analyses for site from current GSA PBS real property inventory for meeting the real property project business needs Key milestones and stakeholder information Alterations needed to the site from current GSA PBS real property inventory for meeting real property inventory for meeting real property project business needs Refined cost estimates	 Site for meeting the real property project business needs^(FR) Refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services^(FR) Customer feedback on
	estimates and financial analyses for	and financial analyses	refined cost estimates and

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
	the real property project site and alterations, in addition to GSA Public Building Service (PBS) procured tenant services, from GSA PBS b. Develop, document, and provide		for the real property project site and alterations, in addition to GSA PBS procured tenant services ^(FR)	financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant
	customer feedback on refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services (RPM.020.030 Real Property Project Planning)		teriant services	services ^(FR)
18	 a. Receive and review customer feedback on refined cost estimates and financial analyses for the real property project site c. Update and provide refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA Public Building Service (PBS) procured tenant services (RPM.020.030 Real Property Project Planning) 		Customer feedback on refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services (FR)	 Updated refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services^(FR)

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#		Non-RPM Event	Input(s)	Output(s) / Outcome(s)
19	 a. Develop and document business case for the real property project site, alterations to the site, and GSA Public Building Service (PBS) procured tenant services b. Provide business case for the real property project site, alterations to the site, and GSA PBS procured tenant services for customer review and feedback (RPM.020.030 Real Property Project Planning) 		 Business needs statement for the request for real property space solution Updated refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant 	 Business case for the real property project site, alterations to the site, and GSA PBS procured tenant services^(FR)
20	 a. Receive and review business case for the real property project site, alterations to the site, and GSA Public Building Service (PBS) procured tenant services from GSA PBS b. Develop, document, and provide customer feedback on business case for the real property project site, alterations to the site, and GSA PBS procured tenant services (RPM.020.030 Real Property Project Planning) 		Business case for the real property project site, alterations to the site, and GSA PBS procured tenant services (FR)	 Customer feedback on business case for the real property project site, alterations to the site, and GSA PBS procured tenant services^(FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Output(s) / Outcome(s) Input(s) 21 Customer feedback on Approved business case a. Receive and review customer feedback on business case for the real property business case for the for the real property project site, alterations to the site, and real property project project site, alterations to GSA Public Building Service (PBS) site, alterations to the the site, and GSA PBS procured tenant procured tenant services site, and GSA PBS services^(FR) procured tenant b. Update business case for the real services (FR) property project site, alterations to the site, and GSA PBS procured tenant services, route for approval, and document results (RPM.020.030 Real Property Project Planning) a. Develop and document draft project Approved business Draft project management 22 management documents (e.g., project case for the real documents for the rental schedule, roles and responsibilities) for of the GSA PBS property, property project site, the rental of the GSA Public Building alterations to the site, alterations to the site, and and GSA PBS procured GSA PBS procured tenant Service (PBS) property, alterations to tenant services (FR) services^(FR) the site, and GSA PBS procured tenant services Business needs b. Provide draft project management statement for the documents (e.g., project schedule, request for real roles and responsibilities) for the property space rental of the GSA PBS property, solution and move-in alterations to the site, and GSA PBS services^(FR) procured tenant services for customer • Real property project review and feedback stakeholder roles and (RPM.020.030 Real Property Project communications needs

Planning)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** Output(s) / Outcome(s) # Non-RPM Event Input(s) Draft project • Customer feedback on 23 a. Receive and review draft project management documents for the rental management draft project management of the GSA Public Building Service (PBS) documents for the documents for the rental property, alterations to the site, and rental of the GSA PBS of the GSA PBS property, GSA PBS procured tenant services from alterations to the site, and property, alterations to the site, and GSA GSA PBS procured tenant **GSA PBS** services (FR) PBS procured tenant b. Develop, document, and provide services (FR) customer feedback on draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services (RPM.020.030 Real Property Project

Planning)

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
24	 a. Receive and review customer feedback on draft project management documents for the rental of the GSA Public Building Service (PBS) property, alterations to the site, and GSA PBS procured tenant services b. Update draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services c. Provide updated project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services for review and approval (RPM.020.030 Real Property Project Planning) 		Customer feedback on draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services (FR)	Updated project management documents for the rental of the GSA PBS property, including any alterations (FR)
25	 a. Receive and review updated project management documents for the rental of the GSA Public Building Service (PBS) property, including any alterations, from GSA PBS b. Develop, document, and provide customer approval of project management documents for the rental of the GSA PBS property, including any alterations 		Updated project management documents for the rental of the GSA PBS property, including any alterations (FR)	 Customer approval of project management documents for the rental of the GSA PBS property, including any alterations (FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) 26 Develop, document, and provide program Customer approval of • Program of requirements of requirements for the rental of the project management for the rental of the GSA GSA Public Building Service (PBS) documents for the PBS property, including property, including alterations, for alterations (FR) rental of the GSA PBS customer review and feedback property, including alterations (FR) (RPM.020.030 Real Property Project Planning) a. Receive and review program of Program of 27 Customer feedback on requirements for rental of the GSA requirements for the program of requirements Public Building Service (PBS) property, rental of the GSA PBS for the rental of the GSA including alterations property, including PBS property, including alterations (FR) alterations (FR) b. Develop, document, and provide customer feedback on program of requirements for the rental of the GSA PBS property, including alterations (RPM.020.030 Real Property Project Planning)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
28	a. Receive and review customer feedback on the program of requirements for the rental of the GSA Public Building Service (PBS) property, including alterations		 Customer feedback on program of requirements for the rental of the GSA PBS property, including 	 Updated program of requirements for the rental of the GSA PBS property with alterations Rental costs for the use of
	b. Update, document, and provide the program of requirements for the rental of the GSA PBS property, including alterations		 alterations (FR) Refined cost estimates and financial analyses for site from current 	the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the
	c. Determine and document rental costs for the use of the GSA Public Building Service (PBS) property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property		GSA PBS real property inventory for meeting the real property project business needs (FR)	alterations of the GSA PBS property ^(FR)
	d. Provide rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property for customer review and feedback			
	(RPM.020.030 Real Property Project Planning)			

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)	
29	 a. Receive and review rental costs for the use of the GSA Public Building Service (PBS) property and GSA PBS procured tenant services, and up-front cost estimates for the alterations of the GSA PBS property (RPM.020.030 Real Property Project Planning) b. Request funds availability check for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and up-front cost estimates for alterations, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts) 		Rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and up-front cost estimates for the alterations of the GSA PBS property (FR)	 Request for funds availability check for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and up-front cost estimates for alterations, including line of accounting information using standard accounting code structure 	

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) Request for funds 30 a. Receive and process request for Response to funds funds availability check for availability check for availability check for update to funds commitment update to funds update to funds for rental costs for the use of commitment for rental commitment for rental the GSA Public Building Service costs for the use of the costs for the use of the (PBS) property and GSA PBS GSA PBS property and GSA PBS property and procured tenant services, and **GSA PBS procured** GSA PBS procured tenant tenant services, and services, and up-front cost up-front cost estimates for alterations estimates for alterations up-front cost estimates for b. Provide response to funds alterations, including availability check for update to line of accounting funds commitment for rental information using costs for the use of the GSA PBS standard accounting property and GSA PBS procured tenant services, and up-front code structure cost estimates for alterations (FFM.010.020 Funds Allocation and

Control)

- a. Receive response to funds availability check for funds commitment for rental costs for the use of the GSA Public Building Service (PBS) property and GSA PBS procured tenant services, and up-front cost estimates for alterations
 - (RPM.040.060 Real Property
 Disbursements and Receipts)
 - Approve rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property
 - (RPM.020.040 Real Property Project Budget Planning and Request Development)
 - Provide approval of rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property
 - (RPM.020.040 Real Property Project Budget Planning and Request Development)
 - d. Request update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure
 - (RPM.020.040 Real Property Project Budget Planning and Request Development)

- Response to funds availability check for funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations (FR)
- Approval of rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property (FR)
 - Request for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure^(FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** Input(s) Output(s) / Outcome(s) # Non-RPM Event 32 Request for update to • Appropriate update to Receive and process request for update to funds commitment and funds commitment for funds commitment entries update funds commitment rental costs for the use created with reference to of the GSA PBS source information (FFM.030.020 Funds Obligation property and GSA PBS Management) procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure^(FR)

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
33	 a. Determine and document financial terms and conditions for the use of the GSA Public Building Service (PBS) controlled space, including GSA PBS fees and up-front costs associated with the alterations b. Update occupancy agreement to include financial terms and conditions for the use of the GSA PBS controlled space c. Provide draft occupancy agreement, including financial terms and conditions, for customer review and feedback (RPM.030.010 Real Property Asset Acquisition) 		 Approval of updates to cost of the rental and services, in addition to cost estimates for the alterations to the GSA PBS property (FR) Updated project management documents for the rental of the GSA PBS property, including any alterations (FR) Refined cost estimates and financial analyses for the preferred real property project site and alterations, in addition to GSA PBS procured tenant services (FR) 	 Financial terms and conditions for the use of the GSA PBS controlled space, including costs associated with the alterations and GSA PBS fees^(FR) Occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
34	 a. Receive and review occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space from GSA PBS a. Develop, document, and provide customer feedback on occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space (RPM.030.010 Real Property Asset Acquisition) 		 Occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space^(FR) 	 Customer feedback on occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space^(FR)
35	 a. Receive and review customer feedback on the occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space b. Update the occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space, and route for customer review and approval (RPM.030.010 Real Property Asset Acquisition) 		 Customer feedback on occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space^(FR) 	 Updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space^(FR)

71	incal flow of Events				
#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)	
36	 a. Receive and review updated occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space from GSA PBS (RPM.030.010 Real Property Asset Acquisition) b. Request funds availability check for funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts) 		Updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space (FR)	Request for funds availability check funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure	
37		 a. Receive and process request for funds availability check for funds obligation for updated occupancy agreement b. Provide response to funds availability check for funds obligation for occupancy agreement (FFM.010.020 Funds Allocation and Control) 	Request for funds availability check for funds obligation occupancy agreement, including line of accounting information using standard accounting code structure	Response to funds availability check for funds obligation occupancy agreement	

	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
38	a. Receive response to funds availability check for funds obligation for updated occupancy agreement (RPM.040.060 Real Property Disbursements and Receipts) c. Develop, document, and provide customer approval of updated occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space (RPM.030.010 Real Property Asset Acquisition) d. Request funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure e. Request to establish receivable including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)	Non-RPM Event	Response to funds availability check for funds obligation for updated occupancy agreement	Customer approval of updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space (FR) Request for funds obligation for occupancy agreement, including line of accounting information using standard accounting code structure Payer information (FR) Request to establish receivable (FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Output(s) / Outcome(s) Input(s) Request for funds 39 Appropriate funds a. Receive and process request for funds obligation for updated obligation for updated obligation entries for occupancy agreement and updated occupancy occupancy agreement, obligate funds agreement created with including line of accounting information reference to source b. Establish payer information and using standard accounting information receivable code structure c. Receive and process collection Payer information (FR) information referencing the established receivable Request to establish d. Liquidate the receivable receivable^(FR) (FFM.030.020 Funds obligation Management) • Customer approval of Executed occupancy 40 a. Execute occupancy agreement for the agreement^(FR) use of the GSA Public Building Service updated occupancy (PBS) controlled space agreement, including Updates to the real financial terms and (RPM.030.030 Real Property Asset property asset record^(FR) conditions, for the use Acceptance and Commissioning) of the GSA PBS b. Determine, document, and provide controlled space^(FR) updates to the real property asset record and supporting information to the real property asset inventory and the government-wide federal real property profile (FRPP) (RPM.040.010 Real Property Asset Information Management)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)		
41	 a. Determine and document resources needed to support alterations to the building (RPM.020.030 Real Property Project Planning) b. Develop, document, and provide input for procurement request, including supporting documentation (e.g., program of requirements, project management plan), for resources needed to support alterations to the building (RPM.020.050 Real Property Acquisition Preparation) 		 Executed occupancy agreement (FR) Alterations needed to the site from current GSA PBS real property inventory to meet real property project business needs (FR) 	 Resources needed to support alterations to the building Input for procurement request, including supporting documentation, for resources needed to support alterations to the building (FR) 		

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) 42 a. Develop and submit Input for procurement Approved procurement request, including request with supporting procurement request with documentation^(FR) supporting documentation for supporting documentation, for the purchase of resources RFQ for resources needed needed to support alterations resources needed to to support alterations to to the building, receive and support alterations to the building route for review and approval, the building (FR) Executed task order for and document results Quote for resources to resources needed to (ACO.030.040 Procurement support alterations to support alterations to the Request & Funding) the building building^(FR) b. Issue Request for Quote (RFQ) for resources needed to support alterations to the building (ACQ.030.050 Solicitation) c. Receive and evaluate quote for resources to support alterations to the building (ACQ.040.010 Proposal Evaluation) d. Issue task order for resources to support alterations to the building and execute task order (ACQ.040.040 Contract Award)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) Executed task order^(FR) 43 Customer feedback on a. Receive and review alteration design, including specifications alteration design, Alterations needed to including specifications^(FR) b. Develop and document customer the site from current feedback on alteration design, GSA PBS real property including specifications inventory to meet real (RPM.030.020 Real Property Asset Design property project and Execution) business needs^(FR) Alteration design, including specifications^(FR) Updated alteration Route updated alteration design, including Approved alteration specifications and other supporting design, including design, including documentation, for review and approval specifications and other specifications and other supporting supporting information^(FR) (RPM.030.020 Real Property Asset Design information^(FR) and Execution) Contractor provided 45 a. Receive and review contractor Customer feedback on provided construction documentation construction contractor provided for alterations to the building (e.g., documentation for construction final design, construction plan and alterations to the documentation for materials) alterations to the building (e.g., final

b. Develop, document, and provide

for alterations to the building

customer feedback on contractor provided construction documentation

building(FR)

design, construction

plan and materials) (FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) Notification of approval of 46 a. Approve updated contractor provided Updated contractor provided construction construction documentation for contractor provided alterations to the building documentation for construction alterations to the documentation for b. Develop, document, and provide building^(FR) alterations to the notification of approval of contractor building^(FR) provided construction documentation for alterations to the building Contractor project and Contractor project and 47 a. Receive and evaluate contractor project and other plans and record other plans (e.g., other plans evaluation results project management results^(FR) plan, safety b. Determine, document, and provide Appropriate activities and management plan) (FR) appropriate activities and schedule for schedule for measuring measuring execution progress for execution progress for alterations to the building (e.g., kickalterations to the building off meetings, partnering sessions, (e.g., kick-off meetings, groundbreaking ceremonies, partnering sessions, inspections, and testing) groundbreaking ceremonies, inspections, and testing) (FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)	
48	a. Evaluate execution progress information for alterations to the building, determine that there are no issues or concerns, and record results		 Execution progress information for alterations to the building^(FR) 	 Execution progress information for alterations to the building evaluation results^(FR) 	
	d. Determine, document, and provide lease costs, including lease agreement amount and lump-sum payment amount for the alterations necessary to accommodate the special needs of an employee			 Determination that there are no execution progress issues or concerns^(FR) 	
	e. Develop, document, and provide input on lease agreement terms and conditions and other supporting information (RPM.030.010 Real Property Asset Acquisition)				

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
49	 a. Receive and review fulfillment information for alterations to the building (RPM.030.020 Real Property Asset Design and Execution) b. Collaborate with customer agency to conduct physical inspection of the alterations to the building, verify completion of alterations, and document results (RPM.030.030 Real Property Asset Acceptance and Commissioning) c. Determine, document, and provide acceptance information for alterations to the building (RPM.030.030 Real Property Asset Acceptance and Commissioning) d. Provide inspection information for alterations to the building to the customer agency (RPM.030.030 Real Property Asset Acceptance and Commissioning) 		 Fulfillment information for alterations to the building (FR) Notification of completion of alterations to the building (FR) 	 Inspection information for alterations to the building (FR) Verification information concerning completion of alterations to building (FR) Acceptance information for alterations to the building (FR) Notification of completion of the physical inspection of the alterations to the building, including results information (FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** Output(s) / Outcome(s) # Non-RPM Event Input(s) Acceptance of alterations 50 a. Develop and document receipt Acceptance and acceptance of alterations information for to the building (FR) to the building alterations to the Request for invoice building^(FR) b. Receive and review invoice for approval (FR) payment for alterations, and Invoice for payment route for approval for alterations^(FR) (ACQ.040.020 Documentation of Delivery/Acceptance) Approved invoice (FR) ceive and approve invoice for payment for Request for invoice 51 approval (FR) alterations PM.040.060 Real Property Disbursements and Receipts) Approved invoice (FR) 52 a. Receive invoice approval Request for invoice payment for b. Verify availability of funds and alterations(FR) request invoice payment (ACQ.040.020 Documentation of Delivery/Acceptance)

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
53	 a. Receive and review actual cost of alterations to the building (RPM.030.020 Real Property Asset Design and Execution) b. Reconcile the actual cost of alterations to the building with estimated cost of alterations in the financial terms and conditions of the occupancy agreement and document results (RPM.030.020 Real Property Asset Design and Execution) c. Update and provide occupancy agreement, including updated financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space for customer review and approval (RPM.030.010 Real Property Asset Acquisition) 		Actual cost of alterations to the building (FR)	 Reconciled cost of alterations to the building^(FR) Final updated occupancy agreement, including updated financial terms and conditions, for the use of the GSA PBS controlled space^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
54	a. Receive and review final updated occupancy agreement, including updated financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space from GSA PBS (RPM.030.020 Real Property Asset Design and Execution) f. Request funds availability check for adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		 Final updated occupancy agreement, including updated financial terms and conditions, for the use of the GSA PBS controlled space (FR) 	 Request for funds availability check for adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure
55		 a. Receive and process request for funds availability check for final updated occupancy agreement b. Provide response to funds availability check for adjustment to funds obligation for final updated occupancy agreement (FFM.010.020 Funds Allocation and Control) 	 Request for funds availability check for adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure 	 Response to funds availability check for adjustment to funds obligation for final updated occupancy agreement

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)	
56	 a. Receive response to funds availability check for adjustment to funds obligation for final updated occupancy agreement (RPM.040.060 Real Property Disbursements and Receipts) b. Develop, document, and provide customer approval of final updated occupancy agreement, including financial terms and conditions, including updated financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space (RPM.030.010 Real Property Asset Acquisition) c. Request adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure (RPM.030.010 Real Property Asset Acquisition) 		Response to funds availability check for adjustment to funds obligation for final updated occupancy agreement, including updated financial terms and conditions (FR)	 Customer approval of final updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space (FR) Request to adjust funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure (FR) 	

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) 57 Receive and process request to Request to adjust Appropriate funds adjust funds obligation for final funds obligation for obligation entry updated occupancy agreement final updated adjustments for final updated occupancy occupancy agreement, (FFM.030.020 Funds obligation including line of agreement, created with Management) reference to source accounting information using information standard accounting code structure^(FR) a. Determine and document updates to Customer approval of Updates to the building's 58 the building's real property asset final updated real property asset record^(FR) occupancy agreement, record including financial b. Update the building's real property terms and conditions, asset record and document results for the use of the GSA c. Provide updates to the real property PBS controlled asset record and supporting space^(FR) information to the real property asset inventory and the government-wide federal real property inventory (FRPP) (RPM.040.010 Real Property Asset Information Management)

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
59	 a. Determine and document resources needed and schedule for move-in services (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation) b. Determine, assign, and document relocation specialist for management of move-in services (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation) c. Develop and provide input for procurement request for purchase of move-in services resources, including support documentation (e.g., relocation needs, move-in schedule) (RPM.020.050 Real Property Acquisition Preparation) 		Updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space (FR)	 Resources needed and schedule for move-in services Relocation specialist for management of agency move Input for procurement request for purchase of move-in services resources, including support documentation (FR)

турі	cal Flow of Events			
#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
60		 a. Develop and submit procurement request with supporting documentation for the purchase of move-in services, receive and route for review and approval, and document results (ACQ.030.040 Procurement Request & Funding) b. Issue Request for Quote (RFQ) for move-in services (ACQ.030.050 Solicitation) c. Receive and evaluate quote for move-in services (ACQ.040.010 Proposal Evaluation) d. Issue task order for move-in services and execute task order (ACQ.040.040.040 Contract Award) 	 Input for procurement request for purchase of move-in services resources, including support documentation^(FR) 	 Approved procurement request with supporting documentation for purchase of move-in services^(FR) Executed task order for move-in services^(FR)
61	Receive executed task order for move-in services and develop, document, and provide relocation information for completion of move-in (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)		 Executed task order for move-in services^(FR) 	 Relocation information for completion of move-in^(FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) Move-in services • Completion information 62 a. Receive and review move-in services fulfillment information fulfillment concerning move-in(FR) information^(FR) b. Determine, document, and provide confirmation of completion of move-in (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation) a. Develop and document receipt Completion Request for invoice 63 approval(FR) and acceptance of move-in information concerning move-in^(FR) services b. Receive and review invoice for Invoice for move-in move-in services, and route for services^(FR) approval (ACQ.050.030 Performance Management) Approved invoice (FR) ceive and approve invoice for payment for Request for invoice 64 approval (FR) move-in services PM.040.060 Real Property Disbursements and Receipts) Approved invoice (FR) • Request for invoice payment 65 c. Receive invoice approval for move-in services(FR) d. Verify availability of funds and request invoice payment d. (ACQ.040.020 Documentation of Delivery/Acceptance)

# RPM Event Non-RPM Event Input(s) Output(s) / Output(s) / Output(s)				Output(s) / Output(s)
#		Non-RPM Event	Input(s)	Output(s) / Outcome(s)
66	 a. Develop, document, and provide GSA Public Building Service (PBS) bill / customer agency invoice information for move-in services b. Request transfer of funds from customer agency for move-in services, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts) 		Customer agency invoice information for move-in services (FR)	 GSA PBS bill / customer agency invoice information for move-in services (FR) Request for transfer of funds from customer agency for move-in services, including line of accounting information using standard accounting code structure (FR)
67		Receive and process request for transfer of funds from customer agency for move-in services and transfer funds (FFM.030.030 Payment Processing - Intragovernmental Payments)	 Request for transfer of funds from customer agency for move-in services, including line of accounting information using standard accounting code structure^(FR) 	 Appropriate funds transfer out entries created with reference to source information Move-in services funds transfer and supporting information^(FR)
68	 a. Receive and review move-in services funds transfer and supporting information b. Request recognition of transfer of funds (RPM.040.060 Real Property Disbursements and Receipts) 		 Move-in services funds transfer and supporting information^(FR) 	 Request for recognition of transfer of funds for move-in services^(FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Output(s) / Outcome(s) Input(s) Request for 69 Appropriate funds Receive and process request to recognition of transfer recognize transfer of funds for transfer in entries for of funds for move-in move-in services move-in services created (FFM.030.030 Payment Processing services^(FR) with reference to source Intragovernmental Payments) information GSA PBS bill / Determination of no 70 a. Receive and review GSA Public Building Service (PBS) bill / customer agency issues or concerns with customer agency invoice information for move-in invoice information for the GSA PBS bill / move-in services (FR) services customer agency invoice information for move-in f. Determine and document that there services^(FR) are no issues or concerns with the GSA PBS bill / customer agency invoice information for move-in services (RPM.040.060 Real Property Disbursements and Receipts) 71 a. Develop, document, and provide GSA Updated occupancy GSA PBS bill / customer Public Building Service (PBS) bill / agreement, including agency invoice customer agency invoice information financial terms and information for the first month of the building's for the first month of the building's conditions, for the use of the GSA PBS leased rental^(FR) rental according to occupancy space^(FR) agreement Request for transfer of b. Request transfer of funds from funds from customer customer agency for the first month of agency for the first month the building's rental, including line of of the building's rental, accounting information using standard including line of accounting code structure accounting information (RPM.040.060 Real Property using standard accounting Disbursements and Receipts) code structure^(FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** # Non-RPM Event Input(s) Output(s) / Outcome(s) Request for transfer of 72 Receive and process request for Appropriate funds funds from customer transfer out entries transfer of funds from customer agency and transfer funds agency for the first created with reference to month of the source information (FFM.030.030 Payment Processing building's rental, Funds transfer and Intragovernmental Payments) including line of supporting information accounting for the first month of the information using building's rental standard accounting code structure^(FR) a. Receive and review funds transfer and Funds transfer and Request for recognition of 73 supporting information for the first transfer of funds for the supporting month of the building's rental information for the first month of the first month of the building's rental^(FR) b. Request recognition of transfer of building's rental^(FR) funds for the first month of the building's rental (RPM.040.060 Real Property Disbursements and Receipts) Receive and process request to Request for Appropriate funds 74 recognize transfer of funds for the recognition of transfer transfer in entries created first month of the building's rental of funds for the first with reference to source (FFM.030.030 Payment Processing month of the information Intragovernmental Payments)

building's rental^(FR)

USE CASE 020.RPM.L1.01 PROVISIONING OF REAL PROPERTY FROM GSA PUBLIC BUILDING SERVICE INVENTORY **Typical Flow of Events RPM Event** Output(s) / Outcome(s) # Non-RPM Event Input(s) GSA PBS bill / • Determination of no 75 a. Receive and review GSA Public Building Service (PBS) bill / customer agency customer agency issues or concerns with invoice information for invoice information for the first month the GSA PBS bill / the first month of the of the building's rental customer agency invoice building's rental^(FR) information for the first Determine and document that there month of the building's are no issues or concerns with the GSA rental^(FR) PBS bill / customer agency invoice information for the first month of the building's rental (RPM.040.060 Real Property Disbursements and Receipts)