

Use Case 020.RPM.L1.02 GSA-managed Lease of Non-Federal Real Property

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

Business Scenario(s) Covered

- L1.02 Buildings
- L1.07 Real Property Lease Managed by GSA
- L1.14 Federal Agency Tenant

Business Actor(s):

Customer Agency Mission Program Office, Customer Agency Real Property Office, Customer Agency Finance Office, GSA Public Building Service (PBS), Landlord

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 inventory information, and a determination is made that no existing sites can meet the mission program's needs. A draft occupancy agreement describing project agreement between GSA PBS and the customer agency is developed and executed. Alternative acquisition approaches for fulfilling the mission program's real property needs are evaluated based on risks, costs, and funding. A determination is made that the plausible acquisition approach for meeting the mission program's real property needs is to lease existing real property from a private entity and make alterations as needed. The draft occupancy agreement is updated to include the decision to use GSA-managed leased space. A feasibility study is conducted, and the results support the viability of the lease with alterations as the selected acquisition approach. Refined cost estimates and financial analyses for the lease and alterations needed to fulfill the customer agency's mission need are developed and routed for review. A business case for the lease is developed and routed for review. Project management documents are developed and routed for review and approval. Acquisition package documents are developed and routed for review and a solicitation is issued. Lease negotiations are conducted, and a lease amount is determined. The draft occupancy agreement is updated to include the rental costs for the use of the GSA-managed leased space, including costs associated with the lease, the alterations, services, and GSA PBS fees. The updated occupancy agreement is determined to be within planned budget and is executed. Input on lease terms and conditions is developed and provided. The lease agreement is received, reviewed, and approved. A schedule of lease payments, showing amount to be applied to interest and amount to be applied to principal is developed. The lease between the landlord and the Federal government is executed by GSA. Inspections and tests of the building and its components are completed satisfactorily, and the alterations to the building are accepted. The actual cost of the alterations is reconciled with the cost estimate and the occupancy agreement is updated. Information about the building is added to the customer agency's real property asset inventory and the OMB-designated repository. Move-in services are arranged. Lease payments are disbursed to the landlord, interagency bills are generated in accordance with the occupancy agreement, and funds are collected. Estimated budget year rent adjustments are created and provided as input for annual budget formulation.

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 The commitment, obligation, and disbursement of funds is executed by FFM based on a request from ACQ which receives input from RPM.
- 2.6 Overlapping commitments and obligations between the customer agency and GSA will be reconciled during government-wide, consolidated financial reporting based on government trading partner included in the line of accounting information.
- 2.7 Commitments (if any) and obligations are performed annually and not for the full term of the Occupancy Agreement or Lease.
- 2.8 Government-wide and organization-specific real property regulations, policies, guidance, and standards have been established.
- 2.9 The real property program strategy and plans have been established.
- 2.10 Benchmark cost information for alternative acquisition methods exists.
- 2.11 The customer agency does not possess the authority to lease real property on its own behalf.

- 2.12 GSA PBS has the proper warrants and authority to execute a lease and does not require assistance from GSA Federal Acquisition Service (FAS).
- 2.13 The agency has appropriate approvals from OMB (within 10% of prospectus threshold), and/or Congress (at or above threshold), for the project budget.
- 2.14 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.
- 2.15 The customer agency's leadership made the decision to not use a reimbursable work authorization (RWA) and instead chose to incorporate the cost of alterations into the rent.
- 2.16 Customer agency information needed to bill and collect funds has already been established within GSA PBS.

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.
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Typical Flow of Events

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Develop and document draft request for real property space to fulfill a mission need, including real property business needs information and required services (RPM.020.010 Real Property Asset Needs Determination)</p> <p>b. 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)</p>		<ul style="list-style-type: none"> • Strategic objectives and program plan • Real property business needs information • Identified need for real property space • Amount budgeted for real property space 	<ul style="list-style-type: none"> • Draft request for real property space to fulfill a mission need, including real property business needs information and required services^(FR) • Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure
2		<p>a. Receive and process request for funds availability check for funds commitment for real property space solution</p> <p>b. Provide response to funds availability check for funds commitment for real property space solution (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> • Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> • Response to funds availability check for funds commitment for real property space solution

3	<p>a. Receive response to funds availability check for funds commitment for real property space solution (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>b. Submit request for real property space solution, including real property business needs information (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> • Response to funds availability check for funds commitment for real property space solution • Draft request for real property space to fulfill a mission need, including real property business needs information and required services^(FR) 	<ul style="list-style-type: none"> • Request for real property space to fulfill a mission need, including real property business needs information and required services^(FR)
4	<p>Receive, review, and approve request for real property space to fulfill a mission need, including real property business needs information and required services (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> • Request for real property space to fulfill a mission need, including real property business needs information and required services^(FR) 	<ul style="list-style-type: none"> • Approved request for real property space to fulfill a mission need, including real property business needs information and required services^(FR)
5	<p>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)</p>		<ul style="list-style-type: none"> • Approved request for real property space to fulfill a mission need, including real property business needs information and required services^(FR) 	<ul style="list-style-type: none"> • Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure
6		<p>Receive and process request for funds commitment for real property space solution and commit funds (FFM.030.020 Funds Obligation Management)</p>	<ul style="list-style-type: none"> • Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure and government trading partner 	<ul style="list-style-type: none"> • Appropriate funds commitment entries created with reference to source information

7	<p>Develop and document business needs statement for the request for real property space solution</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Approved request for real property space to fulfill a mission need, including real property business needs information and required services^(FR) • Real property project information similar to request 	<ul style="list-style-type: none"> • Business needs statement for the request for real property space solution
8	<p>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</p> <p>a. Determine that none of the existing sites from GSA's current real property inventory can meet the customer agency's real property needs and document results</p> <p>b. Develop, document, and provide draft occupancy agreement describing project agreement between GSA PBS and the customer agency</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Business needs statement for the request for real property space solution • GSA PBS real property inventory information 	<ul style="list-style-type: none"> • Evaluation results for real property inventory information^(FR) • Determination that that none of the existing sites from GSA's current real property inventory can meet the customer agency's real property needs^(FR) • Draft occupancy agreement describing project agreement between GSA PBS and the customer agency^(FR)

9	<p>a. Receive and review draft occupancy agreement describing project agreement between GSA Public Building Service (PBS) and the customer agency</p> <p>c. Develop, document, and provide customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> • Draft occupancy agreement describing project agreement between GSA PBS and the customer agency^(FR) 	<ul style="list-style-type: none"> • Customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency^(FR)
10	<p>a. Determine and document potential alternative acquisition approaches for meeting the real property project business needs</p> <p>d. Develop, document, and provide evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs for customer review and feedback</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency^(FR) • Determination that that none of the existing sites from GSA's current real property inventory can meet the real property project business needs^(FR) • Evaluation criteria information used for similar real property projects 	<ul style="list-style-type: none"> • Potential alternative acquisition approaches for meeting the real property project business needs^(FR) • Evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs^(FR)

11	<p>a. Receive and review evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>b. Develop, document, and provide customer feedback on evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs^(FR) 	<ul style="list-style-type: none"> • Customer feedback on evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs^(FR)
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<p>12</p>	<p>a. Receive and review customer feedback on evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>b. Update evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs and document results</p> <p>c. Evaluate market research information against evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>d. Determine and document risks associated with potential alternative acquisition approaches for meeting the real property project business needs</p> <p>e. Develop and document risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs</p> <p>f. Develop and document high-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Customer feedback on evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs^(FR) • Cost information from similar real property projects • Labor and other direct costs information^(FR) • Market research information^(FR) 	<ul style="list-style-type: none"> • Updated evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs • Market research information evaluation results^(FR) • Risks associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) • Risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) • High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs
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13	<p>a. Collaborate to evaluate potential alternative acquisition approaches against evaluation criteria and supporting information to determine plausible acquisition approach and record results</p> <p>b. Determine and document that the plausible acquisition approach for meeting the real property project business needs is to lease real property from a private entity with some alterations</p> <p>c. Provide plausible acquisition approach for meeting the real property project business needs for customer review and approval</p> <p>(PM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Risks associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) • Risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) • High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs • Types and sources of available funding and resources for potential alternative acquisition approaches 	<ul style="list-style-type: none"> • Potential alternative acquisition approaches against evaluation criteria and supporting information evaluation results^(FR) • Plausible acquisition approach for meeting the real property project business needs^(FR)
14	<p>a. Receive and review plausible acquisition approach for meeting the real property project business needs</p> <p>b. Develop, document, and provide customer approval of plausible acquisition approach for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Plausible acquisition approach for meeting the real property project business needs^(FR) 	<ul style="list-style-type: none"> • Customer approval of plausible acquisition approach for meeting the real property needs^(FR)

15	<p>a. Capture impact information associated with plausible real property project acquisition approach</p> <p>b. Evaluate impacts of plausible real property project acquisition approach, develop impact mitigation strategies, and record results</p> <p>c. Develop, document, and provide viability information concerning plausible real property project acquisition approach</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Customer approval of plausible acquisition approach for meeting the real property project business needs^(FR) • Impact information associated with plausible real property project acquisition approach 	<ul style="list-style-type: none"> • Impact information associated with plausible real property project acquisition approach evaluation results^(FR) • Impact mitigation strategies for plausible real property project acquisition approach^(FR) • Viability information concerning plausible real property project acquisition approach^(FR)
16	<p>a. Capture feasibility assessment and supporting information for plausible real property project acquisition approach</p> <p>b. Evaluate feasibility assessment and supporting information for plausible real property project acquisition approach, determine viability, and record results</p> <p>c. Determine and document that the selected acquisition approach for meeting the real property project business needs is to lease real property from a private entity with some alterations</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> • Feasibility assessment and supporting information for plausible real property project acquisition approach^(FR) 	<ul style="list-style-type: none"> • Viability of plausible real property project acquisition approach^(FR) • Feasibility assessment and supporting information for plausible real property project acquisition approach evaluation results^(FR) • Selected acquisition approach for meeting the real property project business needs^(FR)

17	<p>a. Receive and review feasibility assessment and supporting information for selected real property project acquisition approach from GSA Public Building Service (PBS)</p> <p>e. Develop, document, and provide customer feedback on feasibility assessment and supporting information for selected real property project acquisition approach</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> Feasibility assessment and supporting information for selected real property project acquisition approach^(FR) 	<ul style="list-style-type: none"> Customer feedback on feasibility assessment and supporting information for selected real property project acquisition approach^(FR)
18	<p>a. Receive and review customer feedback on feasibility assessment and supporting information for selected real property project acquisition approach</p> <p>f. Update feasibility assessment and supporting information for selected real property project acquisition approach</p> <p>g. Update and document occupancy agreement to describe the use of GSA-managed space, including rental terms and conditions</p> <p>h. Provide occupancy agreement describing the use of GSA-managed space for customer review and approval if appropriate</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> Customer feedback on feasibility assessment and supporting information for selected real property project acquisition approach^(FR) 	<ul style="list-style-type: none"> Updated feasibility assessment and supporting information for selected real property project acquisition approach^(FR) Occupancy agreement describing the use of GSA-managed space^(FR)

19	<p>a. Receive and review occupancy agreement describing the use of GSA-managed lease from GSA Public Building Service (PBS)</p> <p>i. Develop, document, and provide customer approval of occupancy agreement describing the use of GSA-managed space</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> • Occupancy agreement describing the use of GSA-managed space^(FR) 	<ul style="list-style-type: none"> • Customer approval of occupancy agreement describing the use of GSA-managed space^(FR)
20	<p>a. Develop and document refined cost estimates and financial analyses for the lease with alterations, in addition to GSA Public Building Service (PBS) procured tenant services</p> <p>j. Provide refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services, for customer review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Customer approval of occupancy agreement describing the use of GSA-managed space^(FR) • Market and benchmark cost information relevant to selected real property project approach and site^(FR) • High-level cost estimates and financial analyses for alternative acquisition approaches for meeting the real property project business needs 	<ul style="list-style-type: none"> • Refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services^(FR)

21	<p>a. Receive and review refined cost estimates and financial analyses for the lease with alterations, in addition to GSA Public Building Service (PBS) procured tenant services from GSA PBS</p> <p>k. Develop, document, and provide customer feedback on refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> Refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> Customer feedback on refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services^(FR)
22	<p>a. Receive and review customer feedback on refined cost estimates and financial analyses for the selected real property project site</p> <p>l. Update and provide refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> Customer feedback on refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> Updated refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services^(FR)
23	<p>a. Develop and document business case for the lease with alterations and GSA Public Building Service (PBS) procured tenant services</p> <p>m. Provide business case for the lease with alterations and GSA PBS procured tenant services for customer review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> Business needs statement for the request for real property space solution Updated refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> Business case for the lease with alterations and GSA PBS procured tenant services^(FR)

24	<p>a. Receive and review customer business case for the lease with alterations and GSA Public Building Service (PBS) procured tenant services from GSA PBS</p> <p>n. Develop, document, and provide customer feedback on business case for the lease with alterations and GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Business case for the lease with alterations and GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> • Customer feedback on business case for the lease with alterations and GSA PBS procured tenant services^(FR)
25	<p>a. Receive and review customer feedback on business case for the lease with alterations and GSA Public Building Service (PBS) procured tenant services</p> <p>o. Update business case for the lease with alterations and GSA PBS procured tenant services, route for approval, and document results</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Customer feedback on business case for the lease with alterations and GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> • Approved business case for the lease with alterations and GSA PBS procured tenant services^(FR)
26	<p>a. Develop and document draft project management documents for the lease with alterations and GSA Public Building Service (PBS) procured tenant services</p> <p>p. Provide draft project management documents for the lease with alterations and GSA PBS procured tenant services for customer review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Approved business case for the lease with alterations and GSA PBS procured tenant services^(FR) • Business needs statement for the request for real property space solution^(FR) • Real property project stakeholder roles and communications needs 	<ul style="list-style-type: none"> • Draft project management documents for the lease with alterations and GSA PBS procured tenant services^(FR)

27	<p>a. Receive and review draft project management documents for the lease with alterations and GSA Public Building Service (PBS) procured tenant services from GSA PBS</p> <p>q. Develop, document, and provide customer feedback on draft project management documents for the lease with alterations and GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Draft project management documents for the lease with alterations and GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> • Customer feedback on draft project management documents for the lease with alterations and GSA PBS procured tenant services^(FR)
28	<p>a. Receive and review customer feedback on draft project management documents for the lease with alterations and GSA Public Building Service (PBS) procured tenant services</p> <p>r. Update draft project management documents for the lease with alterations and GSA PBS procured tenant services and document results</p> <p>s. Provide updated project management documents for the lease with alterations and GSA PBS procured tenant services for customer review and approval</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Customer feedback on draft project management documents for the lease with alterations and GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> • Updated project management documents for the lease with alterations and GSA PBS procured tenant services^(FR)

29	<p>a. Receive and review updated project management documents for the lease with alterations and GSA Public Building Service (PBS) procured tenant services from GSA PBS</p> <p>b. Develop, document, and provide customer approval of project management documents for the lease with alterations and GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Updated project management documents for the lease with alterations and GSA PBS procured tenant services^(FR) • Business needs statement for the request for real property space solution 	<ul style="list-style-type: none"> • Customer approval of project management documents for the lease with alterations and GSA PBS procured tenant services^(FR)
30	<p>Develop, document, and provide program of requirements for the lease with alterations for customer review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Customer approval of project management documents for the lease with alterations and GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> • Program of requirements for the lease with alterations^(FR)
31	<p>a. Receive and review program of requirements for the lease with alterations from GSA Public Building Service (PBS)</p> <p>b. Develop, document, and provide customer feedback on program of requirements for the lease with alterations</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Program of requirements for the lease with alterations^(FR) 	<ul style="list-style-type: none"> • Customer feedback on program of requirements for the lease with alterations^(FR)

32	<p>a. Receive and review customer feedback on program of requirements for the lease with alterations</p> <p>t. Update, document, and provide program of requirements for the lease with alterations</p> <p>u. Develop, document, and provide initial high-level design for the alterations (RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> • Customer feedback on program of requirements for the lease with alterations^(FR) 	<ul style="list-style-type: none"> • Updated program of requirements for the lease with alterations^(FR) • Initial high-level design for the alterations
33	<p>Determine and provide input for procurement request, including supporting documentation (e.g., project management documents, program of requirements) for the lease (RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> • Approved project management documents for the lease with alterations and GSA PBS procured tenant services^(FR) • Updated program of requirements for the lease with alterations^(FR) 	<ul style="list-style-type: none"> • Input for procurement request, including supporting documentation, for the lease^(FR)
34		<p>a. Develop and submit procurement request with supporting documentation for the lease</p> <p>v. Receive procurement request with supporting documentation for the lease, route for review and approval, and verify availability of and request commitment of funds (ACQ.030.040 Procurement Request & Funding)</p>	<ul style="list-style-type: none"> • Input for procurement request, including supporting documentation, for the lease^(FR) 	<ul style="list-style-type: none"> • Approved procurement request with supporting documentation^(FR) • Request commitment of funds for the lease

35	<p>a. Consolidate acquisition package information for the lease and document results</p> <p>w. Provide the lease acquisition package information for customer review and feedback</p> <p>(RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> • Approved procurement request with supporting documentation^(FR) • Approved project management documents for the lease with alterations and GSA PBS procured tenant services^(FR) • Updated program of requirements for the lease with alterations^(FR) 	<ul style="list-style-type: none"> • Lease acquisition package information^(FR)
36	<p>a. Receive and review lease acquisition package information from GSA Public Building Service (PBS)</p> <p>b. Develop, document, and provide customer feedback on lease acquisition package information</p> <p>(RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> • Lease acquisition package information^(FR) 	<ul style="list-style-type: none"> • Customer feedback on lease acquisition package information^(FR)
37	<p>a. Receive and review customer feedback on lease acquisition package information</p> <p>b. Update and provide lease acquisition package information</p> <p>(RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> • Customer feedback on lease acquisition package information^(FR) 	<ul style="list-style-type: none"> • Updated lease acquisition package information^(FR)

38		<ul style="list-style-type: none"> a. Receive lease acquisition package information and develop solicitation for lease (ACQ.030.050 Solicitation) b. Issue solicitation for lease (ACQ.030.050 Solicitation) c. Receive and evaluate offeror lease proposals for consistency with solicitation submission instructions and record results (ACQ.040.010 Proposal Evaluation) d. Provide validated offeror lease proposals for technical and cost evaluation (ACQ.040.010 Proposal Evaluation) 	<ul style="list-style-type: none"> • Updated lease acquisition package information^(FR) • Offeror lease proposals 	<ul style="list-style-type: none"> • Solicitation for lease • Validated offeror lease proposals^(FR)
39	<ul style="list-style-type: none"> a. Evaluate offeror lease proposals against evaluation criteria, identify plausible offeror, and record results b. Determine and document alterations needed to the plausible offeror's site to meet real property project business needs c. Develop, document, and provide recommendations for plausible offeror and negotiations (RPM.030.010 Real Property Asset Acquisition)		<ul style="list-style-type: none"> • Validated offeror lease proposals^(FR) • Evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs^(FR) 	<ul style="list-style-type: none"> • Validated offeror lease proposals evaluation results^(FR) • Alterations needed to the plausible offeror's site to meet real property project business needs^(FR) • Recommendations for plausible offeror and negotiations^(FR)

40		<p>a. Develop, document, and provide negotiation information to plausible offeror (ACQ.030.040 Negotiations/Proposal Revisions)</p> <p>e. Receive plausible offeror updated lease proposal, evaluate technical and cost information, and record results (ACQ.040.010 Proposal Evaluation)</p> <p>f. Provide plausible offeror updated lease proposal for technical and cost evaluation (ACQ.040.010 Proposal Evaluation)</p>	<ul style="list-style-type: none"> • Recommendations for plausible offeror and negotiations^(FR) • Market rates for similar properties in location 	<ul style="list-style-type: none"> • Plausible offeror updated lease proposal for technical and cost evaluation^(FR)
41	<p>a. Evaluate offeror updated lease proposal against evaluation criteria and record results</p> <p>d. Develop, document, and provide recommendation for acceptance of plausible offeror updated lease proposal (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> • Plausible offeror updated lease proposal for technical and cost evaluation^(FR) 	<ul style="list-style-type: none"> • Recommendation for acceptance of plausible offeror updated lease proposal^(FR)

42	<p>a. Determine and document rental costs for the use of the GSA Public Building Service (PBS) managed space, including lease agreement amount, GSA PBS fees, and cost estimates for the alterations</p> <p>x. Update occupancy agreement to include the rental costs for the use of the GSA PBS managed space</p> <p>y. Provide occupancy agreement, including the rental costs for the use of the GSA PBS managed space, for customer review and feedback (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> • Lease agreement amount • Approved project management documents for the lease with alterations and GSA PBS procured tenant services^(FR) • Refined cost estimates and financial analyses for the lease with alterations, in addition to GSA PBS procured tenant services^(FR) 	<ul style="list-style-type: none"> • Rental costs for the use of the GSA PBS managed space, including lease agreement amount, GSA PBS fees, and cost estimates for the alterations^(FR) • Occupancy agreement, including the rental costs for the use of the GSA PBS managed space^(FR)
43	<p>a. Receive and review occupancy agreement, including the rental costs for the use of the GSA Public Building Service (PBS) managed space from GSA PBS</p> <p>z. Develop, document, and provide customer feedback on occupancy agreement, including the rental costs for the use of the GSA PBS managed space (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> • Occupancy agreement, including the rental costs for the use of the GSA PBS managed space^(FR) 	<ul style="list-style-type: none"> • Customer feedback on occupancy agreement, including the rental costs for the use of the GSA PBS managed space^(FR)

44	<p>a. Receive and review customer feedback on the occupancy agreement, including the rental costs for the use of the GSA Public Building Service (PBS) managed space</p> <p>b. Update, document, and provide occupancy agreement, including the rental costs for the use of the GSA PBS managed space for customer approval (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> • Customer feedback on occupancy agreement, including the rental costs for the use of the GSA PBS managed space^(FR) 	<ul style="list-style-type: none"> • Updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space^(FR)
45	<p>a. Receive and review updated occupancy agreement, including the rental costs for the use of the GSA Public Building Service (PBS) managed space from GSA PBS (RPM.030.010 Real Property Asset Acquisition)</p> <p>aa. Request funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> • Updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space^(FR) 	<ul style="list-style-type: none"> • Request for funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space

46		<p>a. Receive and process request for funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA Public Building Service (PBS) managed space</p> <p>bb. Provide response to funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space</p> <p>(FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> • Request for funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space 	<ul style="list-style-type: none"> • Response to funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space
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47	<p>a. Receive response to funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA Public Building Service (PBS) managed space (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>cc. Develop, document, and provide customer approval of updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space , for the use of the GSA PBS leased space (RPM.030.010 Real Property Asset Acquisition)</p> <p>dd. Request funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure and government trading partner (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> • Response to funds availability check for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space 	<ul style="list-style-type: none"> • Customer approval of updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space, for the use of the GSA PBS leased space^(FR) • Request for funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure and government trading partner
48		<p>Receive and process request for funds obligation for updated occupancy agreement, including the rental costs for the use of the GSA Public Building Service (PBS) managed space, and obligate funds (FFM.030.020 Funds Obligation Management)</p>	<ul style="list-style-type: none"> • Request for funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure and government trading partner 	<ul style="list-style-type: none"> • Appropriate funds obligation entries for updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space , created with reference to source information

49	<ul style="list-style-type: none"> a. Execute occupancy agreement for the use of the GSA Public Building Service (PBS) leased space (RPM.030.030 Real Property Asset Acceptance and Commissioning) b. Develop, document, and provide input on lease agreement terms and conditions and other supporting information (RPM.030.010 Real Property Asset Acquisition) 		<ul style="list-style-type: none"> • Customer approval of updated occupancy agreement, including the rental costs for the use of the GSA PBS managed space^(FR) 	<ul style="list-style-type: none"> • Executed occupancy agreement for the use of the GSA PBS leased space^(FR) • Input on lease agreement terms and conditions and other supporting information^(FR)
50		Develop, document, and provide lease agreement award, including terms and conditions (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> • Input on lease agreement terms and conditions and other supporting information^(FR) 	<ul style="list-style-type: none"> • Lease agreement award, including terms and conditions^(FR)
51	<ul style="list-style-type: none"> a. Receive and review lease agreement award, including terms and conditions b. Determine and document schedule of payments for full term of lease, including the amount for interest and principal (e.g., time value of money) and lease incentive adjustments if applicable c. Develop, document, and provide approval of lease agreement award (RPM.030.010 Real Property Asset Acquisition) 		<ul style="list-style-type: none"> • Lease agreement award, including terms and conditions^(FR) 	<ul style="list-style-type: none"> • Approval of lease agreement award^(FR) • Schedule of payments for full term of lease, including the amount for interest and principal payment^(FR)
52		Verify availability of and request obligation of funds for first year of lease, issue lease agreement award, and execute lease (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> • Approval of lease agreement award^(FR) 	<ul style="list-style-type: none"> • Request for obligation of funds for first year of lease agreement^(FR) • Executed lease^(FR)

53	Develop, document, and provide request for unique identifier for site (RPM.040.010 Real Property Asset Information Management)		<ul style="list-style-type: none"> Executed lease^(FR) 	<ul style="list-style-type: none"> Request for unique identifier for site^(FR)
54	<p>a. Determine unique identifier for site, update real property asset record, and document results</p> <p>ee. Determine and document financial information for the GSA Public Building Service (PBS) leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information</p> <p>ff. Provide request to record financial information for the GSA PBS leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, including line of accounting information using standard accounting code structure, including line of accounting information using standard accounting code structure</p> <p>a. Provide updates to the real property asset record and supporting information to the real property asset inventory and the OMB-designated repository</p> <p>(RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> Request for unique identifier for site^(FR) Real property asset record 	<ul style="list-style-type: none"> Unique Identifier for site^(FR) Financial information for the GSA PBS leased space, including life, value, depreciation, and amortization information Updates to the real property asset record^(FR) Request to record financial information for the GSA PBS leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, including line of accounting information using standard accounting code structure^(FR)

55		<p>Receive and process request to record financial information for the GSA Public Building Service (PBS) leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, and record information (FFM.020.060 Financial Asset Information Reporting)</p>	<ul style="list-style-type: none"> • Request to record financial information for the GSA PBS leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, including line of accounting information using standard accounting code structure^(FR) 	<ul style="list-style-type: none"> • Appropriate GSA PBS leased space financial management information entries, including expected real property asset life, value, depreciation, and amortization information, created with reference to source information
56	<p>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)</p>		<ul style="list-style-type: none"> • Alterations needed to the plausible offeror's site to meet real property project business needs^(FR) • Updated program of requirements for the lease with alterations^(FR) • Initial high-level design for the alterations 	<ul style="list-style-type: none"> • 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)

57		<p>a. Develop and submit procurement request with supporting documentation for the purchase of resources needed to support alterations to the building, receive and route for review and approval, and document results (ACQ.030.040 Procurement Request & Funding)</p> <p>gg. Issue Request for Quote (RFQ) for resources needed to support alterations to the building (ACQ.030.050 Solicitation)</p> <p>hh. Receive and evaluate quote for resources to support alterations to the building (ACQ.040.010 Proposal Evaluation)</p> <p>ii. Issue task order for resources to support alterations to the building and execute task order (ACQ.040.040 Contract Award)</p>	<ul style="list-style-type: none"> • Input for procurement request, including supporting documentation, for resources needed to support alterations to the building^(FR) • Quote for resources to support alterations to the building 	<ul style="list-style-type: none"> • Approved procurement request with supporting documentation^(FR) • RFQ for resources needed to support alterations to the building • Executed task order for resources needed to support alterations to the building^(FR)
58	<p>a. Receive and review alteration design, including specifications</p> <p>jj. Develop and document feedback on alteration design, including specifications (RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> • Executed task order for resources needed to support alterations to the building^(FR) • Alterations needed to the plausible site to meet real property project business needs^(FR) • Alteration design, including specifications^(FR) 	<ul style="list-style-type: none"> • Feedback on alteration design, including specifications^(FR)

59	Route updated alteration design, including specifications and other supporting documentation, for review and approval (RPM.030.020 Real Property Asset Design and Execution)		<ul style="list-style-type: none"> Updated alteration design, including specifications and other supporting information^(FR) 	<ul style="list-style-type: none"> Approved alteration design, including specifications and other supporting information^(FR)
60	a. Receive and review contractor provided construction documentation for alterations to the building (e.g., final design, construction plan and materials) kk. Develop, document, and provide feedback on contractor provided construction documentation for alterations to the building (RPM.030.020 Real Property Asset Design and Execution)		<ul style="list-style-type: none"> Contractor provided construction documentation for alterations to the building (e.g., final design, construction plan and materials)^(FR) 	<ul style="list-style-type: none"> Feedback on contractor provided construction documentation for alterations to the building^(FR)
61	a. Capture updated contractor provided construction documentation for alterations to the building b. Approve updated contractor provided construction documentation for alterations to the building ll. Develop, document, and provide notification of approval of contractor provided construction documentation for alterations to the building (RPM.030.020 Real Property Asset Design and Execution)		<ul style="list-style-type: none"> Updated contractor provided construction documentation for alterations to the building^(FR) 	<ul style="list-style-type: none"> Notification of approval of contractor provided construction documentation for alterations to the building^(FR)

62	<p>a. Receive contractor project and other plans, evaluate for completeness and compliance, and record results</p> <p>d. Determine, document, and provide appropriate activities and schedule for measuring execution progress for alterations to the building (e.g., kick-off meetings, partnering sessions, groundbreaking ceremonies, inspections, and testing)</p> <p>(RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> Contractor project and other plans (e.g., project management plan, safety management plan)^(FR) 	<ul style="list-style-type: none"> Contractor project and other plans evaluation results^(FR) Appropriate activities and schedule for measuring execution progress for alterations to the building (e.g., kick-off meetings, partnering sessions, groundbreaking ceremonies, inspections, and testing)^(FR)
63	<p>Evaluate execution progress information for alterations to the building, determine that there are no issues or concerns, and record results</p> <p>(RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> Execution progress information for alterations to the building^(FR) 	<ul style="list-style-type: none"> Execution progress information for alterations to the building evaluation results^(FR) Determination that there are no execution progress issues or concerns^(FR)
64	<p>a. Receive and review fulfillment information for alterations to the building (RPM.030.020 Real Property Asset Design and Execution)</p> <p>mm. 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)</p> <p>nn. Determine, document, and provide acceptance information for alterations to the building (RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> Fulfillment information for alterations to the building^(FR) Notification of completion of alterations to the building^(FR) 	<ul style="list-style-type: none"> 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)

65		<ul style="list-style-type: none"> a. Develop and document receipt and acceptance of alterations to the building e. Receive and review invoice for payment for alterations, route for approval, and verify availability of and request disbursement of funds <p>(ACQ.040.020 Documentation of Delivery/Acceptance)</p>	<ul style="list-style-type: none"> • Acceptance information for alterations to the building^(FR) • Invoice for payment for alterations^(FR) 	<ul style="list-style-type: none"> • Substantial completion certification^(FR) • Request for disbursement of funds for invoice for payment for alterations^(FR)
66	<ul style="list-style-type: none"> a. Receive and review actual cost of alterations to the building (RPM.030.020 Real Property Asset Design and Execution) oo. Reconcile the actual cost of alterations to the building with the estimated cost of alterations and document results (RPM.030.020 Real Property Asset Design and Execution) pp. Update and provide final occupancy agreement, including the updated rental costs for the use of the GSA Public Building Service (PBS) managed space (RPM.030.010 Real Property Asset Acquisition) 		<ul style="list-style-type: none"> • Actual cost of alterations to the building^(FR) 	<ul style="list-style-type: none"> • Reconciled cost of alterations to the building^(FR) • Final occupancy agreement, including the updated rental costs for the use of the GSA PBS managed space^(FR)

67	<p>a. Receive and review final occupancy agreement, including the updated rental costs for the use of the GSA Public Building Service (PBS) managed space from GSA PBS (RPM.030.020 Real Property Asset Design and Execution)</p> <p>qq. Request funds availability check for adjustment to funds obligation for final occupancy agreement, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Final occupancy agreement, including the updated rental costs for the use of the GSA PBS leased space^(FR) 	<ul style="list-style-type: none"> Request for funds availability check for adjustment to funds obligation for final occupancy agreement, including line of accounting information using standard accounting code structure
68		<p>a. Receive and process request for funds availability check for final occupancy agreement</p> <p>rr. Provide response to funds availability check for adjustment to funds obligation for final occupancy agreement (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> Request for funds availability check for adjustment to funds obligation for final occupancy agreement, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Response to funds availability check for adjustment to funds obligation for final occupancy agreement

69	<p>a. Receive response to funds availability check for adjustment to funds obligation for final occupancy agreement, including the updated rental costs for the use of the GSA Public Building Service (PBS) leased space (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>ss. Develop, document, and provide customer approval of final occupancy agreement, including the updated rental costs for the use of the GSA PBS leased space (RPM.030.010 Real Property Asset Acquisition)</p> <p>tt. Provide approval of final occupancy agreement, including the updated rental costs for the use of the GSA PBS leased space (RPM.030.010 Real Property Asset Acquisition)</p> <p>uu. Request adjustment to funds obligation for final occupancy agreement, including line of accounting information using standard accounting code structure (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> • Response to funds availability check for adjustment to funds obligation for final occupancy agreement 	<ul style="list-style-type: none"> • Customer approval of final occupancy agreement, including the updated rental costs for the use of the GSA PBS managed space, for the use of the GSA PBS leased space^(FR) • Request to adjust funds obligation for final occupancy agreement, including line of accounting information using standard accounting code structure
70		<p>Receive and process request to adjust funds obligation for final occupancy agreement and adjust funds obligation (FFM.030.020 Funds Obligation Management)</p>	<ul style="list-style-type: none"> • Request to adjust funds obligation for final occupancy agreement, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> • Appropriate funds obligation entry adjustments for final occupancy agreement created with reference to source information

71	<p>a. Determine and document updates to the real property asset record based on completion of alterations</p> <p>vv. Update the building's real property asset record to include completion of alterations and document results</p> <p>ww. Provide updates to the real property asset record and supporting information to the real property asset inventory and the OMB-designated repository</p> <p>(RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> • Executed lease^(FR) • Verification information concerning completion of alterations to building^(FR) • Customer approval of final occupancy agreement, including the updated rental costs for the use of the GSA PBS managed space, for the use of the GSA PBS leased space^(FR) 	<ul style="list-style-type: none"> • Updates to the building's real property asset record based on completion of alterations to building^(FR)
72	<p>a. Determine and document resources needed and schedule for move-in services</p> <p>(RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p> <p>xx. Determine, assign, and document relocation specialist for management of move-in services</p> <p>(RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p> <p>yy. Develop and provide input for procurement request for purchase of move-in services resources, including support documentation (e.g., relocation needs, move-in schedule)</p> <p>(RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> • Updated occupancy agreement, including the updated rental costs for the use of the GSA PBS managed space, for the use of the GSA PBS leased space^(FR) 	<ul style="list-style-type: none"> • 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)

73		<p>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)</p> <p>zz. Issue Request for Quote (RFQ) for move-in services (ACQ.030.050 Solicitation)</p> <p>aaa. Receive and evaluate quote for move-in services (ACQ.040.010 Proposal Evaluation)</p> <p>bbb. Issue task order for move-in services and execute task order (ACQ.040.040 Contract Award)</p>	<ul style="list-style-type: none"> • Input for procurement request for purchase of move-in services resources, including support documentation^(FR) 	<ul style="list-style-type: none"> • Approved procurement request with supporting documentation for purchase of move-in services^(FR) • Executed task order for move-in services^(FR)
74	<p>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)</p>		<ul style="list-style-type: none"> • Executed task order for move-in services^(FR) 	<ul style="list-style-type: none"> • Relocation information for completion of move-in^(FR)
75	<p>a. Receive and review move-in services fulfillment information</p> <p>b. Determine, document, and provide confirmation of completion of move-in (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p>		<ul style="list-style-type: none"> • Move-in services fulfillment information^(FR) 	<ul style="list-style-type: none"> • Completion information concerning move-in^(FR)

76		<p>a. Develop and document receipt and acceptance of move-in services</p> <p>ccc. Receive and review invoice for move-in services, route for approval, and verify availability of and request disbursement of funds</p> <p>(ACQ.050.030 Performance Management)</p>	<ul style="list-style-type: none"> • Completion information concerning move-in^(FR) • Invoice for move-in services^(FR) 	<ul style="list-style-type: none"> • Request for disbursement of funds for move-in services invoice^(FR)
77	<p>a. Develop and document GSA Public Building Service (PBS) bill / customer agency invoice information for move-in services</p> <p>ddd. Provide GSA PBS bill / customer agency invoice information for move-in services</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> • Invoice for move-in services^(FR) 	<ul style="list-style-type: none"> • GSA PBS bill / customer agency invoice information for move-in services^(FR)
78	<p>a. Receive and review GSA Public Building Service (PBS) bill / customer agency invoice information for move-in services</p> <p>eee. Request funds availability check for transfer of funds for move-in services, including line of accounting information using standard accounting code structure</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> • GSA PBS bill / customer agency invoice information for move-in services^(FR) 	<ul style="list-style-type: none"> • Request for funds availability check for transfer of funds for move-in services, including line of accounting information using standard accounting code structure

79		<p>a. Receive and process request for funds availability check for transfer of funds for move-in services</p> <p>fff. Provide response to funds availability check for transfer of funds for move-in services (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> Request for funds availability check for transfer of funds for move-in services, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Response to funds availability check for transfer of funds for move-in services
80	<p>a. Receive response to funds availability check for transfer of funds for move-in services</p> <p>f. Approve GSA Public Building Service (PBS) invoice for move-in services</p> <p>ggg. Request transfer of funds for move-in services, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Response to funds availability check for transfer of funds for move-in services 	<ul style="list-style-type: none"> Approved GSA PBS invoice for move-in services^(FR) Request for transfer of funds for move-in services, including line of accounting information using standard accounting code structure
81		<p>Receive and process request for transfer of funds for move-in services and transfer funds (FFM.030.030 Payment Processing - Intragovernmental Payments)</p>	<ul style="list-style-type: none"> Request for transfer of funds for move-in services, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Appropriate funds transfer out entries created with reference to source information Funds transfer for move-in services and supporting information
82	<p>a. Receive and review funds transfer for move-in services and supporting information</p> <p>hhh. Request recognition of transfer of funds for move-in services (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Funds transfer for move-in services and supporting information 	<ul style="list-style-type: none"> Request for recognition of transfer of funds for move-in services

83		Receive and process request to recognize transfer of funds for move-in services (FFM.030.030 Payment Processing - Intragovernmental Payments)	<ul style="list-style-type: none"> Request for recognition of transfer of funds for move-in services 	<ul style="list-style-type: none"> Appropriate funds transfer in entries for move-in services created with reference to source information
84	a. Receive and review landlord rental invoice from OMB-approved electronic invoicing solution b. Request funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> Landlord rental invoice information^(FR) 	<ul style="list-style-type: none"> Request for funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure
85		a. Receive and process request for funds availability check for lease payment to landlord iii. Provide response to funds availability check for lease payment to landlord (FFM.010.020 Fund Allocation and Control)	<ul style="list-style-type: none"> Request for funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Response to funds availability check for lease payment to landlord
86	a. Receive response to funds availability check for lease payment to landlord jjj. Approve landlord rental invoice information kkk. Submit disbursement request for lease payment to landlord, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> Response to funds availability check for lease payment to landlord 	<ul style="list-style-type: none"> Approved landlord rental invoice^(FR) Disbursement request for lease payment to landlord, including line of accounting information using standard accounting code structure

87		<p>Receive and process disbursement request for lease payment to landlord (FFM.030.070 Payment Processing – Commercial Payments)</p>	<ul style="list-style-type: none"> Disbursement request for payment for lease payment to landlord, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Disbursement to landlord
88	<p>a. Develop and document GSA Public Building Service (PBS) bill / customer agency invoice information for the first month of the building's according to occupancy agreement</p> <p>b. Develop, document, and provide request to issue GSA PBS bill / customer agency invoice information for the first month of the building's rental</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Updated occupancy agreement, including the updated rental costs for the use of the GSA PBS managed space , for the use of the GSA PBS leased space^(FR) 	<ul style="list-style-type: none"> Request to issue GSA PBS bill / customer agency invoice information for the first month of the building's rental^(FR)
89		<p>a. Receive and process request to issue GSA Public Building Service (PBS) bill / customer agency invoice information for the first month of the building's rental</p> <p>b. Route GSA PBS bill / customer agency invoice information for the first month of the building's rental for customer review and approval</p> <p>(FFM.030.030 Payment Processing - Intragovernmental Payments)</p>	<ul style="list-style-type: none"> Request to issue GSA PBS bill / customer agency invoice information for the first month of the building's rental^(FR) 	<ul style="list-style-type: none"> GSA PBS bill / customer agency invoice information for the first month of the building's rental^(FR)

90	<p>a. Receive and review GSA Public Building Service (PBS) bill / customer agency invoice information for the first month of the building's rental</p> <p>b. Determine and document that there are no issues or concerns with the GSA PBS bill / customer agency invoice information for the first month of the building's rental</p> <p>c. Develop, document, and provide customer approval of GSA PBS bill / customer agency invoice information for the first month of the building's rental</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> • GSA PBS bill / customer agency invoice information for the first month of the building's rental^(FR) 	<ul style="list-style-type: none"> • Determination of no issues or concerns with the GSA PBS bill / customer agency invoice information for the first month of the building's rental^(FR) • Customer approval of GSA PBS bill / customer agency invoice information for the first month of the building's rental^(FR)
91		<p>Receive and process customer approval of GSA Public Building Service (PBS) bill / customer agency invoice information for the first month of the building's rental and transfer funds</p> <p>(FFM.030.030 Payment Processing - Intragovernmental Payments)</p>	<ul style="list-style-type: none"> • Customer approval of GSA PBS bill / customer agency invoice information for the first month of the building's rental^(FR) 	<ul style="list-style-type: none"> • Appropriate funds transfer out entries created with reference to source information • Funds transfer and supporting information for the first month of the building's rental
92	<p>a. Receive and review funds transfer and supporting information</p> <p>III. Request recognition of transfer of funds</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> • Funds transfer and supporting information for the first month of the building's rental 	<ul style="list-style-type: none"> • Request for recognition of transfer of funds^(FR)
93		<p>Receive and process request to recognize transfer of funds</p> <p>(FFM.030.030 Payment Processing - Intragovernmental Payments)</p>	<ul style="list-style-type: none"> • Request for recognition of transfer of funds^(FR) 	<ul style="list-style-type: none"> • Appropriate funds transfer in entries created with reference to source information

94	<p>a. Capture lease change information for upcoming fiscal year (e.g., changes in property value, property tax, insurance), if any (RPM.030.010 Real Property Asset Acquisition)</p> <p>b. Update schedule of payments for full term of lease based on lease change information and document results (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>c. Determine, document, and provide to customer agency annual budget year rent estimates for the use of the GSA Public Building Service (PBS) leased space (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Lease change information for upcoming fiscal year (e.g., changes in property value, property tax, insurance)^(FR) Lease payment schedule, including the amount for interest and principal payments^(FR) Final occupancy agreement, including the updated rental costs for the use of the GSA PBS leased space^(FR) 	<ul style="list-style-type: none"> Updated schedule of payments for full term of lease, including the amount for interest and principal payments^(FR) Annual budget year rent estimates for the use of the GSA PBS leased space^(FR)
95	<p>a. Develop and document agency budget request for space requirements and justification information for rental of GSA Public Building Service (PBS) leased space</p> <p>b. Provide budget for space requirements and justification information for rental of GSA PBS leased space in the upcoming fiscal year for use in agency annual budget formulation (RPM.010.010 Real Property Program Strategy and Planning)</p>		<ul style="list-style-type: none"> Annual budget year rent estimates for the use of the GSA PBS leased space^(FR) 	<ul style="list-style-type: none"> Budget for space requirements and justification information for rental of GSA PBS leased space in the upcoming fiscal year for use in agency annual budget formulation^(FR)

96	Request funds availability check for funds obligation for the annual lease payment for the new fiscal year, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> Updated schedule of payments for full term of lease, including the amount for interest and principal payments^(FR) Financial information for the GSA PBS leased space, including life, value, depreciation, and amortization information^(FR) 	<ul style="list-style-type: none"> Request for funds availability check for funds obligation for annual lease payment for new fiscal year, including line of accounting information using standard accounting code structure
97		<p>a. Receive and process request for funds availability check for funds obligation for annualized lease payment for new fiscal year</p> <p>c. Provide response to funds availability check for funds obligation for annualized lease payment for new fiscal year (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> Request for funds availability check for funds obligation for annualized lease payment for new fiscal year, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Response to funds availability check for funds obligation for annualized lease payment for new fiscal year
98	<p>a. Receive response to funds availability check for funds obligation for annualized lease payment for new fiscal year</p> <p>b. Request funds obligation for annualized lease payment for new fiscal year, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Response to funds availability check for funds obligation for annualized lease payment for new fiscal year 	<ul style="list-style-type: none"> Request for funds obligation for annualized lease payment for new fiscal year, including line of accounting information using standard accounting code structure

99		<p>Receive and process request for funds obligation for annualized lease payment for new fiscal year and commit funds</p> <p>(FFM.030.020 Funds Obligation Management)</p>	<ul style="list-style-type: none"> • Request for funds obligation for annualized lease payment for new fiscal year, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> • Appropriate funds obligation entries for annualized lease payment for new fiscal year created with reference to source information
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