

## Use Case 020.RPM.L1.03 Site Purchase and Construction of Special Use Facility

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

### Business Scenario(s) Covered

- L1.01 Land
- L1.02 Buildings
- L1.05 Special Use Real Property
- L1.08 Real Property Purchase
- L1.09 Real Property Design-Build
- L1.11 New Agency Program
- L1.15 Commercial Tenant
- L1.16 Tenant Service Provisioning
- L1.23 Preparing for an Agency Real Property Program Audit
- L1.24 Annual Agency Real Property Budget Formulation

### Business Actor(s):

Agency Mission Program Office, Agency Real Property Office, Agency Finance Office, Agency Procurement Office

### Synopsis

A need for a real property solution to fulfill the new mission program's need for special use space is identified and a request for a real property space solution to fulfill the need is developed and approved. A business needs statement is developed and evaluated against real property inventory information, and a determination is made that no existing sites are available to meet the needs. Alternative acquisition approaches for fulfilling the need for special use space, including potential site locations, are evaluated based on risks, high-level cost estimates, and funding. A determination is made that the plausible acquisition approach for meeting the real property need is to purchase land upon which to construct the new special use facility. A feasibility assessment is conducted, and the results support the viability of purchasing land upon which to construct the special use facility. Cost estimates for the special use facility project are refined, financial analyses are completed, and a business case is developed. Project management documents and a program of requirements for the site purchase and construction of the new special facility are developed, including an initial commissioning plan. An initial high-level design for the special use facility is developed. Acquisition package information for the site purchase is developed, approved, and provided to acquisition.

Site proposals are solicited and evaluated, and a suitable site is identified. Input on contract terms and conditions for the purchase of the site are developed and provided to acquisition. The site is purchased, and information about the site is added to the real property asset inventory and OMB-designated repository. Prior project budget information for similar construction projects is reviewed, and acquisition package information for the construction of the new special use facility is developed, approved, and provided to acquisition. Offeror proposals for the construction of a special use facility are received and evaluated, and an offeror is recommended. Input on contract terms and conditions for construction is developed and provided to acquisition. Alternative designs for the construction of the special use facility are received and evaluated, and a plausible alternative design is determined. A detailed design plan for the construction of the special use facility, including specifications, is evaluated, and the feasibility assessment and commissioning plan are updated. Construction documentation is received, evaluated, and approved. Cost estimates are reviewed and determined to be within budget. Contractor project and other plans (e.g., project management plan, safety management plan) are received and evaluated. A schedule for measuring completion of the special use facility's construction is developed. Construction progress information for the special use facility is evaluated, and no issues or concerns are identified. Construction of the new special use facility finishes and a request for a substantial completion certification is received from the construction services contractor. Final inspections and testing are conducted, the results evaluated against the commissioning plan, and no issues or concerns are identified. Completion status information for all final inspections and testing is verified. Turnover documents for the newly constructed special use facility are received, evaluated, and accepted. Performance information for the special use facility is evaluated against predicted performance, and no discrepancies are identified. Occupancy permits for the new special use facility are issued by the authority having jurisdiction. A request for beneficial occupancy to move in Federal property is received, evaluated, and approved. Completion of the new special use facility is verified, and acceptance information is determined and provided to acquisition. A substantial completion certification for the new special use facility is requested to be developed and issued by acquisition, and the substantial completion certification is issued. The commissioning report for the special use facility is developed, including date put in service and custodian information, and information about the facility is added to the real property asset inventory and the OMB-designated repository.

Move-in services are arranged. A request for use of space in the special use facility is received from a commercial food service vendor and evaluated to determine benefit to the government. Fair market value for lease of the space is determined, and contract information for the vendor's leasing of the space is developed, approved, and provided to acquisition. A few months later, inspections of the space used by the vendor are conducted, and the vendor is determined to be adhering to the terms of the lease. Estimated cost information for operations and maintenance for the special use facility is developed and provided as input to the agency's annual budget formulation. Anticipating an audit, the agency conducts a

physical inventory of its real property assets and identifies and corrects discrepancies between the physical inventory information and the real property asset inventory.

#### 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 Any of the business actors performing an RPM event have access to the RPM solution/service.
- 2.2 Any of the business actors performing an ACQ event have access to the ACQ solution/service.
- 2.3 Any of the business actors performing an FFM event have access to the FFM solution/service.
- 2.4 The commitment, obligation, and disbursement of funds is executed by FFM based on a request from ACQ which receives input from RPM.
- 2.5 Government-wide and organization-specific real property regulations, policies, guidance, and standards have been established.
- 2.6 The real property program strategy and plans have been established.
- 2.7 Benchmark cost information for alternative acquisition methods exists.
- 2.8 The agency has the authority to acquire (lease or buy) real property on its own behalf.
- 2.9 The agency has appropriate approvals from OMB (within 10% of prospectus threshold), and/or Congress (at or above threshold), for the project budget.
- 2.10 The agency has funds in its budget for the special use facility, including its site, and associated costs.
- 2.11 The commercial food vendor meets all requirements related to the Randolph-Sheppard Act and other legislation applicable to vendors in government buildings.

##### 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

A new agency mission program with a need for a special use facility is established.-

**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Determine and document need for real property solution to fulfill the new mission program's need for special use space</p> <p>b. Develop and document request for real property space solution to fulfill the new mission program's need for special use space, including real property business needs information and required services</p> <p>c. Submit request for real property space solution, including real property business needs information and required services</p> <p>(RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> <li>Real property strategy and program plans</li> <li>New mission program business needs and justification information for real property space solution and required services</li> <li>Amount budgeted for real property space solution</li> </ul>	<ul style="list-style-type: none"> <li>Documented need for real property solution to fulfill the new mission program's need for special use space<sup>(FR)</sup></li> <li>Request for real property space solution to fulfill the new mission program's need for special use space, including real property business needs information and required services<sup>(FR)</sup></li> <li>Request for real property space solution to fulfill the new mission program's need for special use space, including real property business needs information and required services<sup>(FR)</sup></li> </ul>
2	<p>Receive, review, and approve request for real property space solution to fulfill the new mission program's need for special use space, including real property business needs information and required services</p> <p>(RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> <li>Request for real property space solution to fulfill the new mission program's need for special use space, including real property business needs information and required services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approved request for real property space solution to fulfill the new mission program's need for special use space, including real property business needs information and required services<sup>(FR)</sup></li> </ul>

3	<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"> <li>• Approved request for real property space solution to fulfill the new mission program's need for special use space, including real property business needs information and required services<sup>(FR)</sup></li> <li>• Real property project information similar to request</li> </ul>	<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution<sup>(FR)</sup></li> </ul>
4	<p>a. Retrieve and evaluate 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 the current real property inventory can meet the real property project business needs and document results</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution<sup>(FR)</sup></li> <li>• Real property inventory information</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation results for real property inventory information<sup>(FR)</sup></li> <li>• Determination that that none of the existing sites from the current real property inventory can meet the real property project business needs<sup>(FR)</sup></li> </ul>
5	<p>a. Determine and document potential alternative acquisition approaches for meeting the real property project business needs</p> <p>b. Develop, document, and provide evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs for mission program review and feedback</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Determination that that none of the existing sites from current real property inventories can meet the customer agency's real property needs<sup>(FR)</sup></li> <li>• Evaluation criteria information used for similar real property projects</li> </ul>	<ul style="list-style-type: none"> <li>• Potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Evaluation criteria for potential alternative acquisition approaches for meeting the customer agency's real property needs<sup>(FR)</sup></li> </ul>

6	<p>a. Receive and review evaluation criteria for potential alternative acquisition approaches for meeting real property project business needs</p> <p>c. Develop, document, and provide mission program 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"> <li>• Evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Mission program feedback on evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> </ul>
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7	<p>a. Receive and review mission program feedback on evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>b. Evaluate market research information against evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>c. Determine and document risks associated with potential alternative acquisition approaches for meeting the real property project business needs</p> <p>d. Develop and document risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs</p> <p>e. 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"> <li>• Mission program feedback on evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Cost information from similar real property projects</li> <li>• Labor and other direct costs information<sup>(FR)</sup></li> <li>• Market research information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Market research information evaluation results<sup>(FR)</sup></li> <li>• Risks associated with potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>• High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs</li> </ul>
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8	<p>a. Collaborate to evaluate potential alternative acquisition approaches against evaluation criteria and supporting information to determine plausible acquisition approaches and record results</p> <p>b. Determine and document that the plausible acquisition approach for meeting real property project business needs is to purchase land upon which to construct a new special use facility</p> <p>c. Route plausible approach for meeting the real property project business needs for mission program review and approval</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Risks associated with alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Risk mitigation strategies associated with alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>• High-level cost estimates and financial analyses for alternative acquisition approaches for meeting the real property project business needs</li> <li>• Types and sources of available funding and resources for alternative acquisition approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Alternative acquisition approaches against evaluation criteria and supporting information evaluation results<sup>(FR)</sup></li> <li>• Plausible acquisition approach for meeting the real property project business needs<sup>(FR)</sup></li> </ul>
9	<p>a. Receive and review plausible acquisition approach for meeting the real property project business needs</p> <p>b. Develop, document, and provide mission program 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"> <li>• Plausible acquisition approach for meeting the real property project business needs<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Mission program approval of plausible acquisition approach for meeting the real property needs<sup>(FR)</sup></li> </ul>

10	<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"> <li>• Mission program approval of plausible acquisition approach for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Impact information for plausible acquisition approach for meeting the real property project business needs</li> </ul>	<ul style="list-style-type: none"> <li>• Impact information associated with plausible real property project acquisition approach evaluation results<sup>(FR)</sup></li> <li>• Impact mitigation strategies for plausible real property project acquisition approach<sup>(FR)</sup></li> <li>• Viability information concerning plausible real property project acquisition approach<sup>(FR)</sup></li> </ul>
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11	<p>a. Capture feasibility assessment and supporting information for plausible real property project acquisition approach (RPM.020.020 Real Property Project Feasibility Analysis)</p> <p>b. Evaluate feasibility assessment and supporting information for plausible real property project acquisition approach, determine viability, and record results (RPM.020.020 Real Property Project Feasibility Analysis)</p> <p>c. Determine and document that the selected acquisition approach for meeting the real property project business needs is to purchase land upon which to construct a new special use facility (RPM.020.020 Real Property Project Feasibility Analysis)</p> <p>a. Determine and document changes to real property program strategy and plans based on selected acquisition approach (RPM.010.010 Real Property Program Strategy and Planning)</p> <p>b. Update real property strategy and program plans and document results (RPM.010.010 Real Property Program Strategy and Planning)</p>		<ul style="list-style-type: none"> <li>• Feasibility assessment and supporting information for plausible real property project acquisition approach<sup>(FR)</sup></li> <li>• Agency real property program strategy and plans</li> </ul>	<ul style="list-style-type: none"> <li>• Viability of plausible real property project acquisition approach<sup>(FR)</sup></li> <li>• Feasibility assessment and supporting information for plausible real property project acquisition approach evaluation results<sup>(FR)</sup></li> <li>• Selected acquisition approach for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Changes to real property program strategy and plans<sup>(FR)</sup></li> <li>• Updated real property program strategy and plans<sup>(FR)</sup></li> </ul>
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12	<p>a. Develop, document, and provide refined cost estimates and financial analyses for the special use facility project</p> <p>d. Develop business case for the special use facility project, route for approval, and document results</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Feasibility assessment and supporting information for plausible real property project acquisition approach<sup>(FR)</sup></li> <li>• Market and benchmark cost information relevant to selected real property project approach<sup>(FR)</sup></li> <li>• High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs</li> <li>• Business needs statement for the request for real property space solution<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Refined cost estimates and financial analyses for the special use facility project<sup>(FR)</sup></li> <li>• Approved business case for the special use facility project<sup>(FR)</sup></li> </ul>
13	<p>a. Develop project management documents, including a preliminary commissioning plan, for the construction of the special use facility, route for review and approval, and document results</p> <p>b. Develop project management documents for the purchase of a site for the special use facility project, route for review and approval, and document results</p> <p>c. Develop, document, and provide program of requirements for the special use facility project for mission program review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Approved business case for the special use facility project<sup>(FR)</sup></li> <li>• Business needs statement for the request for real property space solution<sup>(FR)</sup></li> <li>• Real property project stakeholder roles and communications needs</li> </ul>	<ul style="list-style-type: none"> <li>• Approved project management documents for the purchase of a site for the special use facility project<sup>(FR)</sup></li> <li>• Approved project management documents, including a preliminary commissioning plan, for the construction of the special use facility<sup>(FR)</sup></li> <li>• Program of requirements for the special use facility project<sup>(FR)</sup></li> </ul>

14	<p>a. Receive and review program of requirements for the special use facility project</p> <p>b. Develop, document, and provide mission program feedback on program of requirements for the special use facility project</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Program of requirements for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Mission program feedback on program of requirements for the special use facility project<sup>(FR)</sup></li> </ul>
15	<p>a. Receive and review mission program feedback on program of requirements for the special use facility project (RPM.020.030 Real Property Project Planning)</p> <p>b. Update program of requirements for the special use facility project and document results (RPM.020.030 Real Property Project Planning)</p> <p>c. Develop and document initial high-level design for the special use facility (RPM.020.030 Real Property Project Planning)</p> <p>e. Develop and provide input for procurement request, including supporting documentation (e.g., project management documents, program of requirements), for the purchase of a site for the special use facility project (RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Mission program feedback on program of requirements for the special use facility project<sup>(FR)</sup></li> <li>• Business needs statement for the request for real property space solution<sup>(FR)</sup></li> <li>• Refined cost estimates and financial analyses for the special use facility project<sup>(FR)</sup></li> <li>• Approved project management documents for the purchase of a site for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Updated program of requirements for the special use facility project<sup>(FR)</sup></li> <li>• Initial high-level design for the special use facility<sup>(FR)</sup></li> <li>• Input for procurement request, including supporting documentation (e.g., project management documents, program of requirements), for the purchase of a site for the special use facility project<sup>(FR)</sup></li> </ul>

16		<p>a. Develop and submit procurement request with supporting documentation for the purchase of a site for the special use facility project</p> <p>f. Receive procurement request with supporting documentation for the purchase of a site for the special use facility project, route for review and approval, and verify availability of and request commitment of funds</p> <p>(ACQ.030.040 Procurement Request &amp; Funding)</p>	<ul style="list-style-type: none"> <li>• Input for procurement request, including supporting documentation (e.g., project management documents, program of requirements), for the purchase of a site for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved procurement request for the purchase of a site for the special use facility project<sup>(FR)</sup></li> <li>• Request for commitment of funds for purchase of a site for the special use facility project</li> </ul>
17	<p>a. Consolidate site purchase acquisition package information, route for review and approval, and document results</p> <p>g. Provide site purchase acquisition package information</p> <p>(RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Approved procurement request for the purchase of a site for the special use facility project<sup>(FR)</sup></li> <li>• Approved project management documents for the purchase of a site for the special use facility project<sup>(FR)</sup></li> <li>• Updated program of requirements for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Site purchase acquisition package information<sup>(FR)</sup></li> </ul>

18		<p>a. Receive site purchase acquisition package information and develop solicitation for sites (ACQ.030.050 Solicitation)</p> <p>h. Issue solicitation for sites (ACQ.030.050 Solicitation)</p> <p>i. Receive and evaluate offeror site proposals for consistency with solicitation submission instructions and record results (ACQ.040.010 Proposal Evaluation)</p> <p>j. Provide offeror site proposals for review (ACQ.040.010 Proposal Evaluation)</p>	<ul style="list-style-type: none"> <li>• Site purchase acquisition package information<sup>(FR)</sup></li> <li>• Offeror site proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Solicitation for sites</li> <li>• Validated offeror site proposals<sup>(FR)</sup></li> </ul>
19	<p>a. Evaluate offeror site proposals against evaluation criteria and initial high-level design for the special use facility, determine plausible offeror, and record results</p> <p>b. Develop, document, and provide recommendations for plausible offeror and input on contract terms and conditions</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>• Validated offeror site proposals<sup>(FR)</sup></li> <li>• Initial high-level design for the special use facility<sup>(FR)</sup></li> <li>• Evaluation criteria for alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Validated offeror site proposals evaluation results<sup>(FR)</sup></li> <li>• Recommendations for plausible site offeror and input on contract terms and conditions<sup>(FR)</sup></li> </ul>
20		<p>Develop, document, and provide site purchase award, including terms and conditions</p> <p>(ACQ.040.040 Contract Award)</p>	<ul style="list-style-type: none"> <li>• Recommendations for plausible site offeror and input on contract terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Site purchase award, including terms and conditions<sup>(FR)</sup></li> </ul>

21	<p>a. Receive and review site purchase award, including terms and conditions</p> <p>k. Develop, document, and provide approval of site purchase award, including terms and condition (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>• Site purchase award, including terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approval of site purchase award, including terms and conditions<sup>(FR)</sup></li> </ul>
22		<p>a. Verify availability of and request obligation of funds, issue site purchase award, and execute contract (ACQ.040.040 Contract Award)</p> <p>l. Receive and review invoice for purchase of site, route for approval, and verify availability of and request disbursement of funds (ACQ.050.040 Contract Closeout)</p>	<ul style="list-style-type: none"> <li>• Approval of site purchase award, including terms and conditions<sup>(FR)</sup></li> <li>• Invoice for purchase of site</li> </ul>	<ul style="list-style-type: none"> <li>• Request for obligation of funds for site purchase</li> <li>• Executed site purchase contract<sup>(FR)</sup></li> <li>• Request for disbursement of funds for purchase of site</li> </ul>
23	<p>a. Verify completion of all site transfer actions, including execution of deed transferring the title to the government, and document results (RPM.030.020 Real Property Asset Design and Execution)</p> <p>b. Develop, document, and provide request for unique identifier for site (RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> <li>• Executed site purchase contract<sup>(FR)</sup></li> <li>• Site transfer actions, including execution of deed transferring the title to the government<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Verification of completion of all site transfer actions, including deed transferring the title to the government<sup>(FR)</sup></li> <li>• Request for unique identifier for site<sup>(FR)</sup></li> </ul>

24	<p>a. Determine unique identifier for site, update real property asset record, and document results</p> <p>b. 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"> <li>• Request for unique identifier for site<sup>(FR)</sup></li> <li>• Real property asset record<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Unique Identifier for site<sup>(FR)</sup></li> <li>• Updates to the real property asset record<sup>(FR)</sup></li> </ul>
25	<p>Develop and provide input for procurement request, including supporting documentation (e.g., project management documents, program of requirements), for purchase of commissioning services for the special use facility project</p> <p>(RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution<sup>(FR)</sup></li> <li>• Refined cost estimates and financial analyses for the special use facility project<sup>(FR)</sup></li> <li>• Approved project management documents, including a preliminary commissioning plan, for the construction of the special use facility<sup>(FR)</sup></li> <li>• Project budget information for similar construction projects</li> </ul>	<ul style="list-style-type: none"> <li>• Input for procurement request, including supporting documentation, for purchase of commissioning services<sup>(FR)</sup></li> </ul>

26		<p>a. Develop and submit procurement request with supporting documentation for the purchase of commissioning services</p> <p>c. Receive procurement request with supporting documentation for the purchase of commissioning services, route for review and approval, and verify availability of and request commitment of funds</p> <p>(ACQ.030.040 Procurement Request &amp; Funding)</p>	<ul style="list-style-type: none"> <li>• Input for procurement request, including supporting documentation, for purchase of commissioning services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved procurement request for purchase of commissioning services<sup>(FR)</sup></li> <li>• Request for commitment of funds for purchase of commissioning services</li> </ul>
27	<p>a. Consolidate commissioning services acquisition package information for the special use facility project, route for review and approval, and document result</p> <p>m. Provide commissioning services acquisition package information</p> <p>(RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Approved procurement request for purchase of commissioning services<sup>(FR)</sup></li> <li>• Updated program of requirements for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Commissioning services acquisition package information<sup>(FR)</sup></li> </ul>



28		<p>a. Receive commissioning services acquisition package information and develop solicitation for commissioning services (ACQ.030.050 Solicitation)</p> <p>n. Issue solicitation for commissioning services (ACQ.030.050 Solicitation)</p> <p>o. Receive and evaluate offeror commissioning services proposals for completeness and compliance and record results (ACQ.040.010 Proposal Evaluation)</p> <p>p. Provide offeror commissioning services proposals for review (ACQ.040.010 Proposal Evaluation)</p>	<ul style="list-style-type: none"> <li>• Commissioning services acquisition package information<sup>(FR)</sup></li> <li>• Offeror commissioning services proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioning services solicitation</li> <li>• Validated offeror commissioning services proposals<sup>(FR)</sup></li> </ul>
29	<p>a. Evaluate offeror commissioning services proposals against evaluation criteria, determine plausible offeror, and record results</p> <p>q. Develop, document, and provide recommendations for plausible offeror and input on contract terms and conditions, including preliminary commissioning plan (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>• Validated offeror commissioning services proposals<sup>(FR)</sup></li> <li>• Approved project management documents, including a preliminary commissioning plan, for the construction of the special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations for plausible commissioning services offeror and input on contract terms and conditions, including preliminary commissioning plan<sup>(FR)</sup></li> </ul>

<b>30</b>		Develop, document, and provide commissioning services award, including terms and conditions, for review and approval (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> <li>Recommendations for plausible commissioning services offeror and input on contract terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Commissioning services award, including terms and conditions<sup>(FR)</sup></li> </ul>
<b>31</b>	a. Receive and review commissioning services award, including terms and conditions  r. Develop, document, and provide approval of commissioning services award, including terms and conditions, and document results (RPM.030.010 Real Property Asset Acquisition)		<ul style="list-style-type: none"> <li>Commissioning services award, including terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approval of commissioning services award, including terms and conditions<sup>(FR)</sup></li> </ul>
<b>32</b>		Verify availability of and request obligation of funds, issue commissioning services award, and execute contract (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> <li>Approval of commissioning services award, including terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for obligation of funds for purchase of commissioning services</li> <li>Executed commissioning services contract<sup>(FR)</sup></li> </ul>

33	<p>Develop and provide input for procurement request, including supporting documentation (e.g., project management documents, program of requirements), for purchase of construction services for the special use facility project (RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution<sup>(FR)</sup></li> <li>• Refined cost estimates and financial analyses for the special use facility project<sup>(FR)</sup></li> <li>• Approved project management documents, including a preliminary commissioning plan, for the construction of the special use facility<sup>(FR)</sup></li> <li>• Project budget information for similar construction projects</li> <li>• Updated program of requirements for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Input for procurement request, including supporting documentation, for purchase of construction services for the special use facility project<sup>(FR)</sup></li> </ul>
34		<p>a. Develop and submit procurement request with supporting documentation for the purchase of construction services</p> <p>s. Receive procurement request with supporting documentation for the purchase of construction services, route for review and approval, and verify availability of and request commitment of funds (ACQ.030.040 Procurement Request &amp; Funding)</p>	<ul style="list-style-type: none"> <li>• Input for procurement request, including supporting documentation for purchase of construction services for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved procurement request with supporting documentation for purchase of construction services and committed funds<sup>(FR)</sup></li> <li>• Request for commitment of funds for the purchase of construction services</li> </ul>

35	<p>a. Consolidate construction services acquisition package information for the special use facility project, route for review and approval, and document results</p> <p>t. Provide construction services acquisition package information (RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Approved procurement request with supporting documentation for purchase of construction services<sup>(FR)</sup></li> <li>• Updated program of requirements for the special use facility project<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Construction services acquisition package information<sup>(FR)</sup></li> </ul>
36		<p>a. Receive construction services acquisition package information and develop solicitation for construction services (ACQ.030.050 Solicitation)</p> <p>u. Issue solicitation for construction services (ACQ.030.050 Solicitation)</p> <p>v. Receive and evaluate offeror construction services proposals for consistency with solicitation submission instructions and record results (ACQ.040.010 Proposal Evaluation)</p> <p>w. Provide validated offeror construction services proposals for review (ACQ.040.010 Proposal Evaluation)</p>	<ul style="list-style-type: none"> <li>• Construction services acquisition package information<sup>(FR)</sup></li> <li>• Offeror construction services proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Validated offeror construction services proposals<sup>(FR)</sup></li> </ul>

37	<p>a. Evaluate offeror construction services proposals against evaluation criteria, determine plausible offeror, and record results</p> <p>c. Develop, document, and provide recommendations for plausible offeror and input on contract terms and conditions</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Validated offeror construction services proposals<sup>(FR)</sup></li> <li>Initial high-level design for the special use facility<sup>(FR)</sup></li> <li>Evaluation criteria for alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Recommendations for plausible construction services offeror and input on contract terms and conditions<sup>(FR)</sup></li> </ul>
38		<p>Develop, document, and provide construction services award, including terms and conditions</p> <p>(ACQ.040.040 Contract Award)</p>	<ul style="list-style-type: none"> <li>Recommendations for plausible construction services offeror and input on contract terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Construction services award, including terms and conditions<sup>(FR)</sup></li> </ul>
39	<p>a. Receive and review construction services award, including terms and conditions</p> <p>x. Develop, document, and provide approval of construction services award, including terms and conditions</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Construction services award, including terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approval of construction services award, including terms and conditions<sup>(FR)</sup></li> </ul>
40		<p>Verify availability of and request obligation of funds, issue construction services award, and execute contract</p> <p>(ACQ.040.040 Contract Award)</p>	<ul style="list-style-type: none"> <li>Approval of construction services award, including terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for obligation of funds for purchase of construction services</li> <li>Executed construction services contract<sup>(FR)</sup></li> </ul>

41	<ul style="list-style-type: none"> <li>a. Capture construction contractor design alternatives for the construction of the special use facility, including specifications</li> <li>b. Evaluate construction contractor design alternatives for the construction of the special use facility, determine plausible alternative, and record results</li> <li>c. Provide plausible construction contractor design alternative for the construction of the special use facility</li> </ul> <p>(RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> <li>• Construction contractor design alternatives for the construction of the special use facility, including specifications<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Plausible construction contractor design alternative for the construction of the special use facility, including specifications<sup>(FR)</sup></li> </ul>
42	<ul style="list-style-type: none"> <li>a. Capture construction contractor detailed design plan for the construction of the special use facility, including specifications</li> <li>b. Evaluate construction contractor detailed design plan for the construction of the special use facility, including specifications, develop mission program feedback, and record results</li> <li>y. Provide feedback on construction contractor detailed design plan for the construction of the special use facility, including specifications</li> </ul> <p>(RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> <li>• Construction contractor detailed design plan for the construction of the special use facility, including specifications<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on construction contractor detailed design plan for the construction of the special use facility, including specifications<sup>(FR)</sup></li> </ul>

43	<p>a. Capture updated construction contractor detailed design plan for the construction of the special use facility, including specifications</p> <p>b. Evaluate construction contractor detailed design plan for the construction of the special use facility, including specifications, to determine changes to feasibility assessment and preliminary commissioning plan, route for review and approval, and record results</p> <p>c. Update feasibility assessment based on updated construction contractor detailed design plan and document results</p> <p>d. Provide approved construction contractor detailed design plan, along with identified changes to preliminary commissioning plan, to commissioning services contractor</p> <p>(RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> <li>• Updated construction contractor detailed design plan for the construction of the special use facility, including specifications<sup>(FR)</sup></li> <li>• Feasibility assessment and supporting information for plausible real property project acquisition approach<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation results for construction contractor detailed design plan for the construction of the special use facility, including specifications<sup>(FR)</sup></li> <li>• Changes to feasibility assessment and preliminary commissioning plan and based on updated detailed design plan<sup>(FR)</sup></li> <li>• Approved special use facility design, including specifications and other supporting information<sup>(FR)</sup></li> <li>• Updated feasibility assessment<sup>(FR)</sup></li> </ul>
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44	<p>a. Capture commissioning services contractor updated commissioning plan for special use facility based on detailed design plan</p> <p>z. Capture construction contractor construction documentation for the special use facility (e.g., final design, construction plan and materials)</p> <p>aa. Develop, document, and provide feedback on construction contractor provided construction documentation for the special use facility</p> <p>(RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> <li>• Updated commissioning plan for special use facility based on detailed design plan<sup>(FR)</sup></li> <li>• Construction contractor provided construction documentation for the special use facility (e.g., final design, construction plan and materials)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on construction contractor provided construction documentation for the special use facility<sup>(FR)</sup></li> </ul>
45	<p>a. Approve updated construction contractor construction documentation for the special use facility</p> <p>bb. Develop, document, and provide notification of approval of construction contractor construction documentation for the special use facility</p> <p>(RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> <li>• Updated construction contractor construction documentation for the special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Notification of approval of construction contractor construction documentation for the special use facility<sup>(FR)</sup></li> </ul>



46	<p>a. Capture construction contractor project and other plans (e.g., project management plan, safety management plan)</p> <p>b. Evaluate construction contractor project and other plans and record results</p> <p>c. Determine, document, and provide appropriate activities and schedule for measuring execution progress for the construction of the special use facility (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"> <li>Construction contractor project and other plans (e.g., project management plan, safety management plan)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Construction contractor project and other plans evaluation results<sup>(FR)</sup></li> <li>Appropriate activities and schedule for measuring execution progress for the construction of the special use facility (e.g., kick-off meetings, partnering sessions, groundbreaking ceremonies, inspections, and testing)<sup>(FR)</sup></li> </ul>
47	<p>Evaluate execution progress information for the construction of the special use facility, 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"> <li>Execution progress information for the construction of the special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Evaluation results concerning execution progress information for the construction of the special use facility<sup>(FR)</sup></li> <li>Determination that there are no execution progress issues or concerns<sup>(FR)</sup></li> </ul>
48		<p>Receive and review invoice for in-progress payment for construction 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"> <li>Determination that there are no execution progress issues or concerns<sup>(FR)</sup></li> <li>Invoice for in-progress payment for construction services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for disbursement of funds for invoice for in-progress payment for construction services<sup>(FR)</sup></li> </ul>

49	<ul style="list-style-type: none"> <li>a. Capture construction contractor request for substantial completion certification for the special use facility</li> <li>b. Conduct final inspections and testing of the special use facility and document results</li> <li>c. Evaluate final inspections and testing information against contract terms and conditions and commissioning plan, determine that there are no issues or concerns, and record results</li> <li>d. Verify completion of all final inspections and testing of the special use facility and document results</li> </ul> <p>(RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>• Construction contractor request for substantial completion certification for the special use facility<sup>(FR)</sup></li> <li>• Construction services contract terms and conditions<sup>(FR)</sup></li> <li>• Updated commissioning plan<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Final inspections and testing information<sup>(FR)</sup></li> <li>• Final inspections and testing information evaluation results<sup>(FR)</sup></li> <li>• Verification of completion of all final inspections and testing<sup>(FR)</sup></li> </ul>
50	<ul style="list-style-type: none"> <li>a. Capture construction contractor special use facility turnover documents; evaluate for completeness and compliance; determine acceptance of documents, and record results</li> <li>b. Capture special use facility performance information, evaluate against predicted performance, determine that there are no discrepancies, and record results</li> </ul> <p>(RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>• Construction contractor special use facility turnover documents, including warranty documents<sup>(FR)</sup></li> <li>• Special use facility performance information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Construction contractor special use facility turnover documents evaluation results<sup>(FR)</sup></li> <li>• Special use facility performance information against predicted performance evaluation results<sup>(FR)</sup></li> </ul>
51	<p>Develop, document, and execute occupancy permit(s) for the special use facility</p> <p>(RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>• Final inspections and testing information<sup>(FR)</sup></li> <li>• Construction contractor special use facility turnover documents, including warranty documents<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Occupancy permit(s) for the special use facility<sup>(FR)</sup></li> </ul>

52	<p>a. Evaluate request for beneficial occupancy of special use facility, route for review and approval, and record results</p> <p>b. Provide approved request for beneficial occupancy of special use facility</p> <p>(RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>Request for beneficial occupancy of special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approved request for beneficial occupancy of special use facility<sup>(FR)</sup></li> </ul>
53	<p>a. Capture response to request for beneficial occupancy of special use facility</p> <p>b. Develop, document, and provide notification of construction contractor approval of request for beneficial occupancy of special use facility</p> <p>(RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>Response to request for beneficial occupancy of special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Notification of construction contractor approval of request for beneficial occupancy of special use facility<sup>(FR)</sup></li> </ul>
54	<p>a. Capture commissioning report for the special use facility</p> <p>a. Evaluate commissioning report for the special use facility, determine that there are no issues or concerns with the building and its systems, and record results</p> <p>cc. Verify completion of special use facility and document results</p> <p>c. Determine, document, and provide acceptance information concerning special use facility</p> <p>d. Develop, document, and provide request to issue substantial completion certification for the special use facility</p> <p>(RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>Commissioning report for the special use facility<sup>(FR)</sup></li> <li>Final inspections and testing information<sup>(FR)</sup></li> <li>Construction contractor special use facility turnover documents, including warranty documents<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Commissioning report for the special use facility evaluation results<sup>(FR)</sup></li> <li>Determination of no issues or concerns with special use facility<sup>(FR)</sup></li> <li>Verification results concerning completion of special use facility<sup>(FR)</sup></li> <li>Special use facility acceptance information<sup>(FR)</sup></li> <li>Request to issue substantial completion certification<sup>(FR)</sup></li> </ul>

55		<p>a. Receive and process request to issue substantial completion certification (ACQ.040.020 Documentation of Delivery/Acceptance)</p> <p>b. Develop and document receipt and acceptance of construction services and issue substantial completion certification to construction services contractor (ACQ.040.020 Documentation of Delivery/Acceptance)</p> <p>c. Receive and review invoice for final payment for construction services, route for approval, and verify availability of and request disbursement of funds (ACQ.050.040 Contract Closeout)</p>	<ul style="list-style-type: none"> <li>• Request to issue substantial completion certification<sup>(FR)</sup></li> <li>• Special use facility acceptance information<sup>(FR)</sup></li> <li>• Invoice for final payment for construction services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Substantial completion certification<sup>(FR)</sup></li> <li>• Request for disbursement of funds for invoice for final payment for construction services<sup>(FR)</sup></li> </ul>
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56	<p>a. Determine and document financial information for the special use facility, including life, value, depreciation, and amortization information</p> <p>b. Determine and document unique identifier for the special use facility</p> <p>b. Determine and document updates to the real property asset record based on completion of the special use facility</p> <p>c. Update the real property asset record to reflect completion of the special use facility and document results</p> <p>d. Provide updates to the real property asset record to the real property asset inventory and the OMB-designated repository</p> <p>e. Provide request to record financial information for the special use facility, including expected real property asset life, value, depreciation, and amortization information, specifying line of accounting information using standard accounting code structure</p> <p>(RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> <li>• Unique identifier for site<sup>(FR)</sup></li> <li>• Real property asset record</li> <li>• Construction contractor special use facility turnover documents, including warranty documents<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Financial information for the special use facility, including life, value, depreciation, and amortization information<sup>(FR)</sup></li> <li>• Unique identifier for the special use facility<sup>(FR)</sup></li> <li>• Updates to the building's real property asset record<sup>(FR)</sup></li> <li>• Request to record financial information for the special use facility, including expected real property asset life, value, depreciation, and amortization information, specifying line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>
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57		<p>Receive and process request to record financial information for the special use facility, including expected real property asset life, value, depreciation, and amortization information, and record information (FFM.020.060 Financial Asset Information Reporting)</p>	<ul style="list-style-type: none"> <li>• Request to record financial information for the special use facility, including expected real property asset life, value, depreciation, and amortization information, specifying line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate special use facility financial management information entries, including expected real property asset life, value, depreciation, and amortization information, created with reference to source information</li> </ul>
58	<p>a. Determine and document resources needed and schedule for move-in services (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p> <p>dd. Determine, assign, and document relocation specialist for management of move-in services (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p> <p>ee. 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)</p>		<ul style="list-style-type: none"> <li>• Construction contractor special use facility turnover documents, including warranty documents<sup>(FR)</sup></li> <li>• Occupancy permit(s) for the special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Resources needed and schedule for move-in services</li> <li>• Relocation specialist for management of agency move</li> <li>• Input for procurement request for purchase of move-in services resources, including support documentation<sup>(FR)</sup></li> </ul>

59		<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 &amp; Funding)</p> <p>ff. Issue Request for Quote (RFQ) for move-in services (ACQ.030.050 Solicitation)</p> <p>gg. Receive and evaluate quote for move-in services (ACQ.040.010 Proposal Evaluation)</p> <p>hh. Issue task order for move-in services and execute task order (ACQ.040.040 Contract Award)</p>	<ul style="list-style-type: none"> <li>• Input for procurement request for purchase of move-in services resources, including support documentation<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved procurement request with supporting documentation for purchase of move-in services</li> <li>• Executed task order for move-in services<sup>(FR)</sup></li> </ul>
60	<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"> <li>• Executed task order for move-in services<sup>(FR)</sup></li> <li>• Relocation specialist for management of agency move</li> </ul>	<ul style="list-style-type: none"> <li>• Relocation information for completion of move-in<sup>(FR)</sup></li> </ul>

61	<p>a. Receive and review move-in services fulfillment information (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p> <p>ii. Determine and document completion of move-in (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p>		<ul style="list-style-type: none"> <li>• Move-in services fulfillment information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Completion information concerning move-in<sup>(FR)</sup></li> </ul>
62		<p>a. Develop and document receipt and acceptance of move-in services</p> <p>jj. Receive and review invoice for move-in services, route for approval, and verify availability of and request disbursement of funds (ACQ.050.030 Performance Management)</p>	<ul style="list-style-type: none"> <li>• Completion information concerning move-in<sup>(FR)</sup></li> <li>• Invoice for move-in services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Request for disbursement of funds for move-in services invoice<sup>(FR)</sup></li> </ul>



63	<p>a. Capture request from commercial food service vendor for use of space in the special use facility for use of space in the special use facility</p> <p>b. Evaluate commercial food service vendor request for use of space in the special use facility to determine benefit to the government, verify requested space is available, and record results</p> <p>c. Determine and document schedule for periodic inspection of space used by commercial food services vendor</p> <p>d. Determine and document market value for use of the space in the special use facility</p> <p>e. Develop leasing agreement for commercial food service vendor use of space in the special use facility, including schedule for periodic inspection of space, route for review and approval, and document results</p> <p>f. Execute leasing agreement for commercial food service vendor use of space in the special use facility</p> <p>(RPM.040.020 Real Property Asset Use by non-Federal Entities)</p>		<ul style="list-style-type: none"> <li>Request from commercial food service vendor for use of space in the special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Commercial food service vendor request evaluation results<sup>(FR)</sup></li> <li>Determination that requested use is beneficial to the government<sup>(FR)</sup></li> <li>Verification that requested space is available<sup>(FR)</sup></li> <li>Fair market value for use of space in the special use facility<sup>(FR)</sup></li> <li>Schedule for periodic inspection of space used by commercial food services vendor<sup>(FR)</sup></li> <li>Executed leasing agreement for commercial food service vendor use of space in the special use facility<sup>(FR)</sup></li> </ul>
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64	<p>a. Conduct physical inspection of space in special use facility in use by commercial food services vendor and document results</p> <p>b. Evaluate commercial food services vendor's use of the space in the special use facility, determine that the vendor is adhering to the terms of the lease, and record results</p> <p>(RPM.040.020 Real Property Asset Use by non-Federal Entities)</p>		<ul style="list-style-type: none"> <li>• Schedule for periodic inspection of space used by commercial food services vendor<sup>(FR)</sup></li> <li>• Executed leasing agreement for commercial food service vendor use of space in the special use facility<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Physical inspection of space information<sup>(FR)</sup></li> <li>• Determination that commercial food services vendor is adhering to the terms of the contract<sup>(FR)</sup></li> </ul>
65	<p>a. Develop and document estimated operations and maintenance cost information for the special use facility in the upcoming fiscal year (RPM.040.030 Real Property Asset Operations and Maintenance (O&amp;M) Management)</p> <p>b. Provide estimated operations and maintenance cost information for the special use facility 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"> <li>• Actual operations and maintenance cost information for current fiscal year<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Estimated operations and maintenance cost information for the special use facility in the upcoming fiscal year<sup>(FR)</sup></li> </ul>

66	<p>a. Conduct physical inventory of real property assets, identify discrepancies between inventory information and the real property asset record, and document results</p> <p>kk. Update real property asset record to correct discrepancies and document results</p> <p>ll. Provide updates to the real property asset record to the real property asset inventory and the OMB-designated source</p> <p>(RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> <li>• Real property asset record</li> </ul>	<ul style="list-style-type: none"> <li>• Discrepancies between inventory information and the real property asset record<sup>(FR)</sup></li> <li>• Updates to real property asset record<sup>(FR)</sup></li> </ul>
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