

Attachment 2

Date

Customer Name
Title
Agency
Street Address
Room Designation
City, State ZIP

Dear M.....:

Thank you for your letter of _____ (date). You have notified GSA of your need for space and that you intend to use the general purpose lease authority delegated under the Federal Management Regulations (FMR) 102-72.30(b) (41 CFR 102-72.30(b)). General Services Administration may delegate leasing authority to agencies. You wish to acquire approximately _____ square feet of space in city, state. You have requested a lease term for ____ years including all options.

We have determined that there is no suitable federally-controlled space that can meet your requirement at this time. However, FMR Bulletin 2005-B1 published in the Federal Register on May 25, 2005, now requires that you provide us with the name of the contracting officer who will conduct this procurement as well as a limited acquisition plan meeting the requirements of GSAM 507.1. A sample limited acquisition plan (LLA1) is available online at in the Forms sections at <http://www.gsa.gov/leasingform>. This form is to be completed and signed by the appropriate persons in your agency. Once we have received this information, we will be able to fully respond to your request. Please send this information to:

Name:
Title:
Address:
Address:
City, State ZIP:

We have determined that there is no suitable Federally-controlled space that can meet your requirement at this time. We have further determined that this delegation will be compatible with any GSA community housing plans for new Federal construction or any suitable space that will become available in Federally-controlled facilities.

We have determined that there is no suitable Federally-controlled space that can meet your requirement at this time. We have further determined that for the next ____ years, this delegation will be compatible with any GSA community housing plans for new Federal construction or any suitable space that will become available in Federally-controlled facilities. You must include rights to terminate the lease in its entirety after ____ years or, if the lessor will not accept a termination period, the lease term cannot exceed ____ years.

FMR Bulletin 2005-B1 was published in the Federal Register on May 25, 2005. This bulletin supersedes and cancels FPMR GSA Bulletin D-239 and its Supplement 1. Please ensure you are familiar with the full provisions of FMR Bulletin 2005-B1 as it also provides notification and reporting requirements for several categories of delegations. The following actions are required:

1. If you decide not to exercise this delegation of authority, you must notify GSA in writing.
2. The average net annual rent (gross annual rent excluding services and utilities) of any lease action executed under these delegations must be below the prospectus threshold.
3. Redelelegation of the authority to lease may only be made to those officers, officials, and employees fully meeting the education, experience and training requirements of the Contracting Officer Warrant Program (COWP) as specified in Section 501.603-1 of the General Services Acquisition Manual (GSAM)(48 CFR 501.603-1). In addition, please ensure that your contracting officer for this procurement is enrolled and has a complete, current record in ACMIS. Instructions are attached.
4. You must acquire and utilize the space in accordance with all applicable laws and regulations that apply to Federal space acquisition activities.
5. You are responsible for maintaining the capacity to support all delegated leasing activities.
6. Accountability for all leasing activities shall be coordinated through the agency's Senior Real Property Officer.
7. GSA retains the right to assess, at any time, both the integrity of each individual lease action as well as your capability to perform all aspects of the delegated leasing activities, and if necessary, to revoke your delegation.
8. You must provide GSA with semi-annual reports on April 30 and October 31 of each year that detail the leasing activities conducted under the delegations. Reports should be sent to:

GSA, Office of Governmentwide Policy
Office of Real Property Management (MP)
1800 F Street, NW, Room 6203
Washington, DC 20405

Reports may also be emailed to real.property@gsa.gov. These reports should cover both currently active and any future leases executed using a delegation of leasing authority. The items to be reported are enclosed with this letter.

Upon award, you must provide to the GSA regional office that issued the delegation the following:

1. Lease award date
2. Location of property
3. Documentation that the rental rate is within the prevailing market rental rate for the class of building leased. See the Bulletin for more information.

In addition you must provide to the GSA regional office 18 months advance notice of lease expiration if there is a continuing need for the space and the agency wishes to use the delegation again to satisfy the requirement.

Though this delegation allows your agency to use GSA's 20 year leasing authority (except where otherwise noted in the FMR), you must also ascertain whether you have budgetary authority within your agency to have lease terms exceeding one year. If your budgetary authority does not provide for multi-year or no-year funding of this lease, your lease must include language stating that payment of rent over the term is contingent upon yearly appropriations.

Agencies using any of the GSA delegations are responsible for observing the above rules and conditions. Improper use of the delegations may result in revocation of the delegation. No GSA delegation provides authorization for agencies to conduct procurements on behalf of or to collect rent from other agencies.

If you have any questions, please contact me at (AC) number or (email address).

Sincerely,

Name
Title
Division
Service

Enclosure— OGP Semi-Annual Reporting Information
Bulletin Excerpts
ACMIS Enrollment Instructions

**OFFICE OF GOVERNMENT-WIDE POLICY
REPORTING INFORMATION
For General Purpose, Categorical and/or Special Purpose Delegations
Due April 30 and October 31 each year**

- (a) Agency/bureau name
- (b) Property Address--Street address, city and state of the leased Building
- (c) Rentable Square Feet (if applicable) --The area for which rent is charged (based on the local commercial method of measurement)
- (d) Annual Rental Rate per Square Foot--Divide the total annual rent by the rentable square feet to obtain the annual rental rate
- (e) Type of Space--General purpose-office, storage, or special. If categorical or special purpose, specify type
- (f) Effective Net Annual Rent--The effective net annual rent is obtained by dividing the total rent (excluding services and utilities) to be paid over the lease term (after adjusting for any rent-free periods) by the number of years in the lease. Estimated CPI escalations and tax escalations are not to be included in this calculation. Provide total annual rent for categorical or special purpose space where effective net annual rent cannot be calculated
- (g) Lease Term
- (h) Lease Expiration Date
- (i) If the lease is for general purpose space, provide date of the ARA/PBS notice stating that no suitable Federally-controlled space was available to satisfy the space need.

SUBMIT ON A SPREADSHEET TO:

GSA, Office of Governmentwide Policy
Office of Real Property Management (MP)
1800 F Street, N.W., Room 6203
Washington, DC 20405.

Reports may also be sent via e-mail to real.property@gsa.gov.

EXCERPTS FROM GSA BULLETIN 2005-B1

(<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-10451.htm>)

The prospectus threshold may be adjusted annually in accordance with 40 U.S.C. 3307(g). The current threshold for each fiscal year can be accessed by entering GSA's website at <http://www.gsa.gov> and then inserting "prospectus thresholds" in the search mechanism in the upper right hand corner of the page.

Federal agencies must acquire and utilize the space in accordance with all applicable laws and regulations that apply to Federal space acquisition activities, including, but not limited to, the Competition in Contracting Act, the Federal Management Regulation, Executive Order No. 12072, Executive Order No. 13006, Executive Order No. 13327, the Davis-Bacon Act, OMB Circular A-11 (Scoring), and the GSAM.

Agencies are responsible for maintaining the capacity to support all delegated leasing activities, including a warranted contracting officer, legal review and oversight, construction and inspection management, cost estimation, lease management and administration, and program oversight.

All agencies using these delegations of authority are required to establish performance measures addressing the cost, value, and efficiency of all acquisitions within the scope of an overall agency asset management plan and apply them to their acquisitions under these delegation programs. Provide documentation that the negotiated rental rate is within the prevailing market rental rate for the class of building leased in the delegated action. The documentation may include information from organizations such as SIOR, Black's Guide, Torto-Wheaton, Co-Star, etc. If the negotiated rental rate exceeds the market range, provide information as to why the market rate was exceeded.

Excerpt from April 15, 2005 OFPP Letter 05-01:

12. Management Information Systems. In accordance with section 37(d) of the OFPP Act, as amended, (41 U.S.C. § 433(d)) each executive agency must collect, maintain, and utilize information to ensure effective management of the acquisition workforce. FAI maintains an acquisition career management information system (ACMIS) that can assist agencies in managing their workforce and help members of the workforce manage their individual education, training, and experience information. Civilian agencies may populate ACMIS through existing agency learning management systems or may populate ACMIS directly. However, all civilian agencies shall ensure that ACMIS has complete and current information on the members of the acquisition workforce as described below.

Not later than October 1, 2006, each civilian agency shall have complete, current records in ACMIS for, at a minimum, the following:

- All positions in the general schedule contracting Series (GS-1102) and non-DOD uniformed personnel in comparable positions;
- All Contracting Officers regardless of general schedule series with authority to obligate funds above the micro purchase threshold;
- All positions in the general schedule purchasing series (GS-1105).

ACMIS Registration Information

Registering on the ACMIS website

Once an associate is at the website, <http://www.acmis.gov> (please do not go to the website till May 27, 2003), the first procedure is to create a password and login id. Associates are encouraged to use their email address as their login identification. The password has very strict guidelines and can take up to 15 minutes to get one that is acceptable. The guidelines for password compliance are on the password screen. Once through the password portion of the system the website is very intuitive.

There are fifteen fields that will be shown to the user once they have entered the system.

1. My Information

Displays the employee profile, which contains data such as name, hire date, social security number and grade level. Check this information to ensure it is correct.

2. Jobs

Displays an employee's current job and jobs held in the past. GSA requires only the current position be inputted at this time.

3. Education

Lists an employee's formal education.

4. Development Plan

Displays career objectives and activities developed by manager and employee.

5. Training

Displays an employee's scheduled and/or completed training courses that are not mandatory for a warrant or promotion.

6. Agency Certifications

Lists information on the formal certifications an employee has received from the Federal Government

7. CO Warrants

Lists information on the authority an employee has to purchase goods and services. GSA requires that all current warrants be uploaded into the system.

8. Requirement Waivers

Contains data on waivers issued to an employee.

9. Required mandatory Training

Lists the training required for an employee's group.

10. Permission's

Lists staff granted permission by the employee to view his/her non-sensitive records. All GSA associates will grant permission to their record to their supervisor.

11. Changes to My Records

Provides a summary of edits to an employee's record.

12. Changes to My Employee's Record

Provides a summary of edits to staff records.

13. My Direct Reports

Displays a list of staff supervised by the employee and links to the records. Note that these records belong to staff that are supervised by the employee.

14. My Managed Trainees

Provides links to staff training information. Note that these records belong to staff that have selected the employee as their training manager. This person should be the regional or central office ACMIS point of contact.

15. My Administrators

Lists the Program Administrators who maintain agency information.

For the purpose of registration in the ACMIS system all GSA warrant holders and 1102's will be required to complete section numbers; 1, 2, 3, 5, 6, 7, 9 and 10, and completely fill out the information for the individual's current position.

It is stressed that users do not attempt to try and login and use their password to the system more than two times. The system allows 3 tries, however, if the third try is unsuccessful then the contractor must be notified and reset the entire record.

Filename: Sample Delegation Ltr 11-04-05
Directory: C:\temp\notes6030C8
Template: C:\Documents and
Settings\phyllisdsherrod\Application
Data\Microsoft\Templates\Normal.dot
Title: NOTE: FOR SOME REASON, I CANNOT KEEP
THE HIDDEN TEXT ON VIEW WHEN YOU OPEN THE DOCUMENT
Subject:
Author: LauraHStrohbach
Keywords:
Comments:
Creation Date: 11/4/2005 9:51:00 AM
Change Number: 3
Last Saved On: 11/4/2005 11:10:00 AM
Last Saved By: lhs
Total Editing Time: 40 Minutes
Last Printed On: 11/9/2005 12:46:00 PM
As of Last Complete Printing
Number of Pages: 7
Number of Words: 2,172 (approx.)
Number of Characters: 12,383 (approx.)