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MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP
REGIONAL REALTY SERVICES OFFICERS

FROM: CHRISTOPHER REUTERSHAN
ASSISTANT COMMISSIONER FOR OFFICE OF
NATIONAL CUSTOMER SERVICES MANAGEMENT - PQ

SUBJECT: Mandatory Use of eLease by GSA Associates and Support
Contractors (Amended)

1. Purpose. This Realty Services Letter (RSL) reissues instructions for mandatory use of eLease by GSA associates and support contractors to clarify instructions on use of eLease related to certification of funds and modify instructions related to services performed by support contractors.

2. Background.

   a. eLease is a major initiative launched by GSA to implement an electronic leasing workflow application that allows the management of a leasing transaction from start to finish. This includes the automation of leasing processes, procedures, tasks, and documents. The eLease application automates GSA business processes, integrates core enterprise applications, and enforces process efficiencies.

   b. eLease version 0.5, released in March 2005 and upgraded to version 0.8 in June 2005, included the core functionality of supporting the National Broker Contract (NBC) initiative, the lease scanning solution, and the traditional leasing processes.

   c. eLease version 1.0, released in November 2005 is a full production release with a comprehensive set of tools to support PBS's realty professionals with their day to day leasing activities. GSA associates and support contractors, upon completion of training, were required to utilize the application to the fullest extent possible.

   d. Single Point of Entry. eLease will become the only official source for lease SPE templates after version 1.2 is released. Thereafter, regional SPE templates will not be authorized.

   e. Administration of Existing leases.

      i. When the lease administration module is completed, eLease will guide all aspects of the administration of existing leases, for example, perform tax and Consumer Price Index escalations, execute Supplemental Lease Agreements, lease enforcement, exercise renewal options or otherwise provide for continuing requirements, effect changes of ownership or payee, terminate leases, notify agencies of expiring leases, and close out leases.

      ii.   Duly authorized GSA associates and support contractors may use eLease to view scanned lease documents and generate reports on the status of existing leases.

3. <u>Effective Date/Expiration Date</u>. These instructions are effective immediately and will expire 12 months from the date of issuance, unless extended or canceled.

4. <u>Cancellation</u>. RSL-2006-01, *Mandatory Use of eLease by GSA Associates and Support Contractors*, dated March 23, 2006, is canceled and reissued with modifications.

5. <u>Applicability</u>. All real property leasing activities and support contractors.

6. <u>Instructions/Procedures</u>. Instructions and procedures are attached.

Attachment:

Mandatory Use of eLease by GSA Associates and Support Contractors (Amended)

Mandatory Use of eLease by GSA Associates and Support Contractors
(Amended)

1. GSA associates and support contractors must use eLease for all activities associated with a) new projects; b) National Broker Contract (NBC) projects in all stages; and c) projects in progress for which a solicitation for offers (SFO) has not been issued. Support contractors requiring access to the application must coordinate their request for access through their appropriate Contracting Officer's Technical Representatives.

2. New projects. There are no exceptions to the requirement to use eLease for new projects.

3. NBC projects. There are no exceptions to the requirement to use eLease for NBC projects. eLease is an essential tool for reporting broker performance and reporting on and tracking of broker projects for senior GSA management, the Office of Management and Budget, the Congress, the Government Accountability Office, the Inspector General, etc.

   a. Broker contractors must follow our established clearance process to be granted access to eLease. This process involves security clearances that are similar to those clearances required for FBI projects, but more comprehensive. Once a broker contractor receives clearance, access to eLease will be granted on an individual basis.

   b. Pending broker contractor clearance, GSA associates must maintain eLease for NBC task orders, including tagging projects to allow tracking of commissions and evaluations. Further, GSA associates must assure that documents generated by brokers are scanned into eLease to provide electronic storage of lease process documents and documentation for task order administration.

4. Projects in progress.

   a. Projects that have not progressed to the issuance of the SFO must be completed in eLease, including use of the Communication Tool. If the SFO has been issued, eLease cannot complete the Abstract of Offers and Price Evaluation of Offers; accordingly, eLease use is not mandatory.

   b. Final documents for all projects in progress must be scanned into eLease for reference.

5. Single Point of Entry/Administration of Existing leases. We will issue instructions regarding completion of Single Point of Entry (SPE) templates and administration of existing leases after release and training on eLease versions 1.2 and 1.5.

6. Certification of Available BA 53 Funds. Use of eLease will be mandatory after changes to the application are completed.

7. Feedback. GSA associates and support contractors may provide feedback on eLease problems to eLease.feedback@gsa.gov or by using the Feedback tab of the website.