

Date:

Memorandum for The File

From: Contracting Officer

Subject: Lease GS-xxx-xxxxx
 Determination of Operating Lease
 Classification for Lease Extension

The Government intends to extend the above lease effective [] through []. This memo verifies that the lease for the extension period remains an operating lease as further defined in Appendix B of OMB Circular No. A-11 (2008). A review of the lease project file indicates the following conditions have been met:

- 1) The base (original) lease now being extended underwent a full Lease Scoring evaluation (in accordance with criteria set forth in Appendix B of OMB Circular No. A-11) and scored as an operating lease, with the lease file containing all required scoring evaluation documentation.
- 2) The term of the lease extension does not exceed 3 years.
- 3) The annual rent of the lease extension term either remains unchanged or decreases.
- 4) All terms of the base (original) lease remain unchanged, and no additional terms are included, either in a prior SLA or as part of the lease extension, that would become applicable during the term of the lease extension, causing the lease to score as a capital lease.
- 5) This rent to be paid under the extension is below the prospectus threshold applicable at the effective date of the extension.

GSA Contracting Officer / Date