



JUL 07 2006

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: Lease SFO Revisions for National Broker Contract

1. Purpose. This Realty Services Letter (RSL) revises paragraphs in the Solicitation for Offers and issues guidance to ensure that broker commissions are evaluated appropriately under the National Broker Contract (NBC).
2. Background.
 - a. The NBC is a major PBS initiative to develop partnership between PBS and commercial real estate companies to provide space procurement services to GSA. It allows PBS to leverage in house work force capacity.
 - b. The NBC provides highly skilled real estate support to the Realty Specialist who is tasked to manage lease projects that are increasingly complex in nature. Success of the leverage gained by utilizing the NBC is directly tied to the Realty Specialist/Project Manager oversight and administration of the contract.
 - c. The NBC entered its second year of performance on April 1, 2006. During the first performance year, issues regarding commission management became evident. Accordingly, this RSL issues guidance for the appropriate administration of the contract with respect to commission management.
3. Effective Date/Expiration Date. This RSL and the attached instructions are effective immediately and will expire 12 months from the date of issuance unless extended. Immediate implementation, for purposes of this RSL, means all solicitations for offers (SFOs) that have been issued under the NBC must be modified to include the attached SFO paragraphs unless final proposal revisions have been requested.
4. Cancellation. None
5. Applicability. All real property leasing activities.
6. Instructions/Procedures. GSA associates using the NBC must follow the instructions and guidance set forth in the attachments below:

Attachments:

Attachment 1 – Lease SFO and Price Reasonable Guidance for NBC Commission

Attachment 2 – Approved Commission Agreement

Attachment 3 – NBC Revised SFO Paragraphs

Attachment 4 – Notice to Proceed