



AUG 12 2009

RSL-2009-06

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM:

for SAMUEL J. MORRIS, III *J. Kenneth Schellert*
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE
ACQUISITION - PR

SUBJECT:

Acquisition Planning for Leases – Revised

1. **Purpose.** This Realty Services Letter (RSL) issues revised instructions for applying acquisition planning within the leasing process. It implements new dollar thresholds and associated approving officials for acquisition plans within GSA and eliminates the distinction between Limited and Comprehensive Acquisition Plans consistent with Acquisition Letter V-09-03 and the General Services Administration Acquisition Manual (GSAM) 507 Rewrite.
2. **Background.**
 - a. The GSA Office of Acquisition Policy issued GSA Order OGP 2800.1, Acquisition Planning, dated January 1, 2004, which required acquisition planning for every procurement action, regardless of dollar value. In addition, this Order required different degrees of documentation and approval of acquisition plans depending on the anticipated dollar value of the procurement action.
 - b. To implement this Order, GSA PBS issued RSL PQ-2005-02, entitled "Acquisition Planning for Leasing," which issued revised instructions for applying acquisition planning within the leasing process. This RSL required GSA Realty Associates complete comprehensive acquisition plans for leases, including lease construction, in excess of \$50 million total contract value, including options, or complex, politically sensitive type projects of any size over the Simplified Lease Acquisition Threshold (SLAT). Limited acquisition plans were necessary when the acquisition was over the SLAT and did not meet the criteria for a comprehensive acquisition plan.
 - c. On May 18, 2009, GSA's Office of the Chief Acquisition Officer issued Acquisition Letter V-09-03 that eliminates the distinction between limited and comprehensive plans and implements new dollar thresholds and associated approving officials for acquisition plans within GSA.

3. **Effective Date/Expiration Date.** This RSL and instructions are effective immediately and

U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405-0002
www.gsa.gov

will expire 5 years after the date of issuance unless modified, canceled, or reissued earlier.

4. Cancellation. Not applicable.

5. Applicability. This RSL applies to all real property leasing activities.

6. Instructions/Procedures. See Attachment 1.

Attachments: Attachment 1 – Acquisition Planning Guidance
Attachment 2 – Lease Acquisition Plan Template