



SEP 19 2009

RSL-2009-7

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III 
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE
ACQUISITION - PR

SUBJECT: SFO Reissuance and Award Letter Reminder

1. **Purpose.** This Realty Services Letter (RSL) issues an update to the GSA standard lease solicitation for offers (SFO) to make editorial corrections and clarify several paragraphs and instructions for use of paragraphs as issued in August 2008. This RSL also issues a reminder that lease award letters are no longer authorized.
2. **Background.**
 - a. On August 22, 2008, we issued RSL-2008-04, *Revised Solicitation for Offers Template, Revised GSA Form 1364, Security Unit Price List*. This SFO included the results of a wholesale review and update of the "boilerplate" SFO language and complete reorganization of the SFO sections.
 - b. Regional and Central Office associates have discovered some errors in referencing SFO sections and paragraphs, a subparagraph omitted in error, a few technical specification and procedural errors, unclear requirements on use of seismic safety paragraphs, and other inconsistencies in the hidden instructions which appear as blue text.
 - c. The SFO issued by RSL-2008-04 eliminated the use of award letters. The SFO states in paragraph 2.9, *Award*, "award of the lease occurs upon the execution and mailing or otherwise furnishing notification of execution." The same statement is repeated in RSL Attachment 1, page 5. The change should have been more prominently listed.
3. **Effective Date/Expiration Date.** This RSL and instructions are effective 30 days after the date of issuance and will expire 5 years after the date of issuance unless modified, cancelled, or reissued earlier.
4. **Cancellation.** No RSL is canceled; however, the SFO issued by RSL-2008-04 is replaced by this SFO.
5. **Applicability.** This RSL applies to all real property leasing activities.

6. **Instructions/Procedures.** Explanation of the SFO changes is attached.
- a. The SFO replaces all prior SFOs, except it does not apply to existing national programmatic customer-specific SFOs, such as the FBI field office, Census, and FEMA emergency leasing SFOs. The new SFO, however, must be used when developing new programmatic SFOs.
 - b. Regional revisions and additional paragraphs to Mandatory SFO paragraphs should be reviewed by Regional Counsel for consistency and legal sufficiency prior to inclusion, and must be approved at a level above the Contracting Officer (Branch Chief, Team Lead, etc.).
 - c. Reminder, the use of lease award letters has been eliminated. Lease award "occurs upon the execution and mailing or otherwise furnishing notification of execution."
 - d. The PBS Acting Commissioner has issued GSA Order PBS 3490.1A, Document *security for sensitive but unclassified building information*, which issued a revised contract clause for handling sensitive but unclassified (SBU) information. The new clause replaces the August 2008 SFO SBU paragraph.
 - e. The manual SFO will be available on PBS InSite, on www.gsa.gov/leasing, and in eLease. An eLease release updating the SFO Wizard is in development.
 - f. Where the language in specific paragraphs of this SFO differs from the language provided in prior topic specific RSLs, such as the Green Lease RSL 2007-12, the language of this SFO takes precedence and supersedes the prior language. Otherwise, earlier RSLs remain in force and effect.

Attachment

Concurrences:

Official File PR

cc: jthomas – PRBB
groberts – PRBB
gdavis – LR

File: S:\\Realty Services Letters\\Draft RSLs\\SFO Rewrite\\RSL for SFO Edits 7-29-09

work

PR:garyroberts:202-501-0407:gdr:4-27-09

John D. Thomas
John D. Thomas (PRBB)

8-6-09
Date

for *John D. Thomas*
Chris Wisner, Director (PRB)

8-6-09
Date

G. Davis
Gary F. Davis (LR)

9/14/09
Date

If applicable, other Concurrence Name

Date