

## Exhibit 300: Capital Asset Plan and Business Case Summary

### Part I: Summary Information And Justification (All Capital Assets)

#### Section A: Overview (All Capital Assets)

1. **Date of Submission:** 2009-06-15 16:49:14

2. **Agency:** 023

3. **Bureau:** 05

4. **Name of this Investment:** eLease - Dashboard

5. **Unique Project (Investment) Identifier:** 023-05-01-08-01-1290-00

6. **What kind of investment will this be in FY 2011?:** Mixed Life Cycle

- Planning
- Full Acquisition
- Operations and Maintenance
- Mixed Life Cycle
- Multi-Agency Collaboration

7. **What was the first budget year this investment was submitted to OMB?** FY2007

8. **Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap; this description may include links to relevant information which should include relevant GAO reports, and links to relevant findings of independent audits.**

eLease was initiated to address the problematic areas identified in the Inspector General's FY00 audit. The audit revealed process and template inconsistencies across 11 GSA regions as well as missing legal documents and leasing files. The PBS eLease goal is standardization of leasing processes and automated templates as well as management of electronic leasing documents. eLease is a framework application supporting the PBS leasing process across 11 GSA regions. Its workflow mechanism manages the lifecycle of a leasing transaction from identification of customer space requirements through the closing of the lease. eLease provides consistency in the customer requirements development process and project delivery while enabling improved efficiency and customer satisfaction. eLease is structured into the following seven phases: Requirements, Pre-Solicitation, Space Procurement, Build-Out, Occupancy, Lease Administration, and Close-Out. Through these phases, eLease automates the realty specialist's daily activities and facilitates their interactions with individuals involved in leasing transactions, such as broker contractors and budget analysts. eLease capitalizes on existing PBS IT assets with the integration of information systems, primarily the System for Tracking and Administering Real Property (STAR), for seamless data exchange, reduction in data entry, and data consistency. eLease is undergoing significant development to meet customer needs and improve operational efficiencies. Customer-centric enhancements are incorporated into successive releases and include additional and expanded module functionality. Development and enhancements have proven a success and continue to improve leasing lifecycle workflow processes. The basic functionality established with release 1.0 has undergone major enhancements with the development of release 1.5 during FY07. Release 2.0 planned for FY08 will incorporate continued development to provide customer and user business functionality. eLease supports the electronic Transaction Management Playbook (eTMP) initiative. eTMP provides an interactive, online tool for gathering agency space requirements while interfacing with other project tools resulting in a consistent and transparent transaction with the customer, regardless of which region handles the transaction.

- a. **Provide here the date of any approved rebaselining within the past year, the date for the most recent (or planned) alternatives analysis for this investment, and whether this investment has a risk management plan and risk register.**

**9. Did the Agency’s Executive/Investment Committee approve this request? \***

a. If "yes," what was the date of this approval? \*

**10. Contact information of Program/Project Manager?**

- Name: \*
- Phone Number: \*
- Email: \*

**11. What project management qualifications does the Project Manager have? (per FAC-P/PM)? \***

- Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment.
- Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
- Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria.
- Project manager assigned but qualification status review has not yet started.
- No project manager has yet been assigned to this investment.

**12. If this investment is a financial management system, then please fill out the following as reported in the most recent financial systems inventory (FMSI):**

Financial management system name(s)	System acronym	Unique Project Identifier (UPI) number
*	*	*

**a. If this investment is a financial management system AND the investment is part of the core financial system then select the primary FFMIA compliance area that this investment addresses (choose only one): \***

- computer system security requirement;
- internal control system requirement;
- core financial system requirement according to FSIO standards;
- Federal accounting standard;
- U.S. Government Standard General Ledger at the Transaction Level;
- this is a core financial system, but does not address a FFMIA compliance area;
- Not a core financial system; does not need to comply with FFMIA

Section B: Summary of Funding (Budget Authority for Capital Assets)

**1.**

Table 1: SUMMARY OF FUNDING FOR PROJECT PHASES (REPORTED IN MILLIONS) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY1 and earlier	PY 2009	CY 2010	BY 2011	BY+1 2012	BY+2 2013	BY+3 2014	BY+4 and beyond	Total
Planning:	*	\$0.0	\$0.0	\$0.0	*	*	*	*	*
Acquisition:	*	\$2.6	\$2.9	\$3.8	*	*	*	*	*
Subtotal Planning & Acquisition:	*	\$2.6	\$2.9	\$3.8	*	*	*	*	*
Operations & Maintenance:	*	\$3.6	\$3.9	\$3.6	*	*	*	*	*
Disposition Costs (optional):	*	\$0.0	\$0.0	\$0.0	*	*	*	*	*
<b>SUBTOTAL:</b>	*	\$6.2	\$6.8	\$7.4	*	*	*	*	*
<b>Government FTE Costs should not be included in the amounts provided above.</b>									
Government FTE Costs	*	\$0.1	\$0.1	\$0.1	*	*	*	*	*
Number of FTE represented by Costs:	*	\$3.0	\$3.0	\$3.0	*	*	*	*	*
<b>TOTAL(including FTE costs)</b>	*	\$9.3	\$9.9	\$10.5	*	*	*	*	*

**2. If the summary of funding has changed from the FY 2010 President’s Budget request, briefly explain those changes:**

\*

Section C: Acquisition/Contract Strategy (All Capital Assets)

1. **Table 1: Contracts/Task Orders Table**

Contract or Task Order Number	Type of Contract/ Task Order (In accordance with FAR Part 16)	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start date of Contract/ Task Order	End date of Contract/ Task Order	Total Value of Contract/ Task Order (M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (Y/N)
GS09Q08 BH0034-I DV-GS35 F0339J F0339J	Firm Fixed Price (9T8ZDW IS04R0/A 07S47T0 085)	Y	2007-07-27	2007-07-29	2012-07-28	\$37.3	N	Y	Y	*	*
GS09Q08 BH0023-I DV-GS35 F0339J	Firm Fixed Price (9T8ZABIS004)	Y	2008-05-30	2008-06-01	2010-05-31	\$4.9	N	Y	Y	*	*
GSP0007 CY0237-I DV-GS35 F0883R	Time and Materials (T&M) with a ceiling limit	Y	2007-08-24	2007-09-15	2012-09-14	\$1.0	N	Y	Y	*	*

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

\*

3. Is there an acquisition plan which reflects the requirements of FAR Subpart 7.1 and has been approved in accordance with agency requirements? \*

a.If "yes," what is the date? \*

Section D: Performance Information (All Capital Assets)

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
2006	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY05 is 70%.	Achieve 72% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Achieved 77.5% customer satisfaction.
2006	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	Central Property Management	Increases the delivery of lease space to customer.	The current baseline for FY05 is 75%.	Deliver lease space when the customer needs it 82% of the time or better.	Customer reported timely delivery of leased space 67% of the time. An increased emphasis on data accuracy in surveying and transition of survey implementation from in-house to contract may have contributed to the lower result of this PBS BL survey.
2006	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Processes and Activities	Innovation and Improvement	Utilization of National Brokers BPA for lease process.	No baseline available. New process incorporated in FY06.	Use National Broker Contract for at least 60% of expiring leases.	Used the NBC for 47.73% of expiring leases. Due to HSPD-12 security requirements as well as Regional integration of the NBC process into the business process, the metric result was suboptimal. Use of NBC is expected to increase in FY07.
2006	3.Best Value:Develop and deliver timely, accurate, and cost-effective	Technology	Availability	eLease system availability.	No Baseline Available. Application rolled out in FY06.	Achieve 98% eLease system availability.	Achieved 98% system availability.

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	acquisition services and business solutions.						
2007	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY05 is 70%.	Achieve 74% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Achieved 78% customer satisfaction level.
2007	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	Central Property Management	Increase in delivery of lease space to customer.	The current baseline for FY05 is 75%.	Deliver lease space to the customer 84% of the time or better.	Achieved 82% delivery of lease space to customer.
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Costs	Operations and Maintenance Cost.	Baseline for FY05 is -8.25%	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	0.0%
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Efficiency	Decrease amount of vacant space on leased buildings.	Baseline for FY05 is 1.5%.	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Achieved 1.1% of vacant space in leased buildings.
2007	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and	Processes and Activities	Efficiency	Productivity and Effectiveness.	Completely (100%) manual leasing processes in FY05.	Maintain a leasing process in a consistent unified way across PBS and thereby achieve consistent practices whereby documents generated by	Incorporated and maintained uniform business processes and templates whereby the client agencies experience the same support and

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
						eLease look the same to all client agencies regardless of Region or Realty Specialist.	documentation across all PBS regions.
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Technology	Availability	eLease system availability.	No Baseline Available. Application rolled out in FY06.	Maintain eLease system availability at 98%.	Currently achieving 98% system availability.
2008	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY06 is 77.5%	Achieve 76% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Q4 FY08 Update: Customer Satisfaction currently being delivered at 78%.
2008	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	Access to Care	Increases the delivery of lease space to customer.	The current baseline for FY06 is 67%.	Deliver lease space when the customer needs it 86% of the time or better by FY08.	Q4 FY08 Update: Lease space currently being delivered to customers at 76% of the time when needed. Final validation and Completion now scheduled to follow under the same FY08 goal. No further updates.
2008	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Costs	Operations and Maintenance Cost.	Baseline for FY06 is 1.5%	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Q4 FY08 Update: Costs of administering leased space are currently equivalent to 0.6% of the leased inventory revenue.
2008	2.Superior Workplaces:Deliver and maintain productive workplaces	Processes and Activities	Innovation and Improvement	Utilization of National Brokers BPA for lease process.	Baseline for FY06 is 47.73%.	Use National Broker Contract for at least 80% of expiring leases by FY08.	Q4 FY08 Update: National Broker Contract usage now at 79% of expiring leases

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	consisting of office space, furnishings, technology, supplies, and related services.						by FY08. Final validation and Completion now scheduled to follow under the same FY08 goal. No further updates.
2008	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Complaints	Decrease amount of vacant space on leased buildings.	Baseline for FY06 is 1.5%	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Q4 FY08 Update: Percentage of vacant space in leased buildings currently at 1.3%. No further updates.
2008	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Technology	Accessibility	Eliminate the need to scan signed lease agreements.	Baseline for FY06 is signed lease agreements are scanned into eLease.	Implementation of electronic signature eliminating the need to scan signed lease agreements.	An interim goal of implementing automated approval for BA53 was delivered in September 2008 with release 1.81. No further updates.
2009	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY08 is 78%	Achieve 80% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Q1 FY09 Update: the customer satisfaction measure is an annual measure; there are no interim or to date results for FY2009.
2009	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	Central Property Management	Increases the delivery of lease space to customer.	The current baseline for FY08 is 76%.	Deliver lease space when the customer needs it 88% of the time or better in FY 2009.	Q1 FY09 Update: results are not available because the contract has not been awarded. Q2 FY09 Update: 80%
2009	3.Best Value:Develop and deliver timely, accurate, and	Processes and Activities	Costs	Operations and Maintenance Cost.	Baseline for FY08 is 0.6%	Manage the costs of administering leased space at no less than 0%	Q1 FY09 Update: 0% Q2 FY09 Update:-1.6%



Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	cost-effective acquisition services and business solutions.					and no more than 2% of the leased inventory revenue.	
2009	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Processes and Activities	Innovation and Improvement	Utilization of National Brokers BPA for lease process.	Baseline for FY08 is 79%	Use National Broker Contract for at least 90% of expiring leases by FY08.	Q1 FY09 Update: 49% Q2 FY09 Update: 49%
2009	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Efficiency	Decrease amount of vacant space on leased buildings.	Baseline for FY08 is 1.3%	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Q1 FY09 Update: 1.90% Q2 FY09 Update: 2.1%
2009	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Technology	Technology Improvement	Provide only the pertinent tasks for each project type.	All 700+ leasing tasks are available in the leasing process for all project types.	Implementation of Dynamic Tasks to streamline the Lease Management process.	Q2 FY09 Update: implementation of dynamic tasks is on schedule for August 2009.
2010	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY07 is 78%	Achieve 80% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Actual results will be available in FY10.
2010	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space,	Mission and Business Results	Central Property Management	Increases the delivery of lease space to customer.	The current baseline for FY07 is 82%.	Deliver lease space when the customer needs it 90% of the time or better.	Actual results will be available in FY10.

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	furnishings, technology, supplies, and related services.						
2010	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Costs	Operations and Maintenance Cost.	Baseline for FY07 is 0.0%	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Actual results will be available in FY10.
2010	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Processes and Activities	Innovation and Improvement	Utilization of National Brokers BPA for lease process.	Baseline for FY07 is 58%	Use National Broker Contract for at least 90% of expiring leases.	Actual results will be available in FY10.
2010	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Efficiency	Decrease amount of vacant space on leased buildings.	Baseline for FY07 is 1.1%	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Actual results will be available in FY10.
2010	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Technology	External Data Sharing	Customers can obtain leasing information via a secure internet website.	Customers must directly and manually contact a GSA representative to be provided requested information.	Implementation of a customer module which provides client agencies with 100% leasing information over a secure internet website.	Actual results will be available in FY10.

## Part II: Planning, Acquisition And Performance Information

### Section A: Cost and Schedule Performance (All Capital Assets)

#### 1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline

Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
eLease FY06 DME	\$5.5	\$5.5	2005-10-01	2005-10-01	2007-03-31	2007-03-30	100.00%	100.00%
eLease FY10 O&M	\$3.5	\$0.9	2009-10-01	2009-10-01	2010-09-30		25.00%	25.00%
eLease FY11 DME	*	*	2010-10-01		2011-09-30		0.00%	0.00%
eLease FY11 O&M	*	*	2010-10-01		2011-09-30		0.00%	0.00%
eLease FY12 DME	*	*	2011-10-01		2012-09-30		0.00%	0.00%
eLease FY12 O&M	*	*	2011-10-01		2012-09-30		0.00%	0.00%
eLease FY13 DME	*	*	2012-10-01		2013-09-30		0.00%	0.00%
eLease FY13 O&M	*	*	2012-10-01		2013-09-30		0.00%	0.00%
eLease FY14 DME	*	*	2013-10-01		2014-09-30		0.00%	0.00%
eLease FY14 O&M	*	*	2013-10-01		2014-09-30		0.00%	0.00%
eLease FY06 O&M	\$1.6	\$1.6	2005-10-01	2005-10-01	2007-02-13	2007-02-21	100.00%	100.00%
eLease FY07 DME	\$5.1	\$5.1	2006-10-01	2006-10-01	2009-03-30	2008-07-28	100.00%	100.00%
eLease FY07 O&M	\$4.2	\$4.2	2006-10-01	2006-10-01	2008-06-22	2008-06-22	100.00%	100.00%
eLease FY08 DME	\$2.6	\$2.6	2007-10-01	2007-10-01	2009-07-28	2009-07-31	100.00%	100.00%
eLease FY08 O&M	\$3.6	\$3.6	2007-10-01	2007-10-01	2009-09-30	2009-06-22	100.00%	100.00%
eLease FY09 DME	\$0.2	\$0.2	2008-10-01	2008-10-01	2010-09-30	2009-09-30	100.00%	100.00%
eLease FY09 O&M	\$4.0	\$4.1	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
eLease FY10 DME	\$2.2	\$0.5	2009-10-01	2009-09-24	2010-09-30		22.00%	22.00%

\* - Indicates data is redacted.