



Client Enrichment Series – Q & A



Topic: Commercial Coworking

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Additional Commercial Coworking Related Resources:

[Commercial Coworking Session](#) - A recording of our 1/10/23 CES event

[Commercial Coworking Slides](#) - Presentation deck

[Commercial Coworking Fact Sheet](#) - Key program points

[GSA's Workplace Website](#) - a hub for offerings, insights and discussions on the future of work

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Q1. *It was mentioned that Commercial Coworking space contract is for "short-term" needs. What is the usual duration of "short term"?*

A. Your term can be anywhere from 1 day up to 12 months in duration.

Q2. *Are there specific nuances / criteria for the coworking space? For example -- safety guidelines? Healthy air? etc.*

A. The vendor adheres to industry standards and commercial codes related to safety guidelines. All commercial accessibility codes apply.

Q3. *Are Federal agencies integrated with non-federal users in a Commercial Coworking site?*

A. One of the key differences between our currently available Commercial Coworking and GSA's upcoming offering of Federal Coworking is who is working in the space. In commercial space, private companies, non-profits, etc. may be working in the same space as a federal agency. In Federal Coworking, it will be only federal agencies.



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- Q4. Does this also include conference rooms and meeting spaces that are not in open areas within the IDIQ contract vehicle?**
- A. Yes, conference and meeting spaces can be part of an agency's requirements for Commercial Coworking alongside workspace/workstation requirements. Meeting spaces cannot be the sole or majority requirement. Conference and meeting space availability will vary across vendors and markets.
- Q5. It would seem that Government security (both physical and cyber) would be an issue. How is that addressed?**
- A. Access to space is controlled by the vendor. Agencies should use a VPN when using the internet provided.
- Q6. What is the baseline security level of the space?**
- A. Access to space is controlled by the vendor. Agencies should use a VPN when using the internet provided. There is no baseline security level.
- Q7. If it is turn-key space, what does the RWA represent (rent/other)?**
- A. The RWA is for the service contract, as this is not a lease. The RWA pays for the service of accessing and using space. It will fall under miscellaneous overtime utilities.
- Q8. Are lockers or storage spaces available to allow participants to store materials used by multiple individuals?**
- A. Lockers may or may not be available. This is determined by the specific vendor's offerings and is not covered under the IDIQ contract.
- Q9. How are different security level requirements / access restrictions managed or is this not appropriate space for those requirements?**
- A. Access to space is controlled by the vendor. Typically users/visitors must check in with a concierge before being allowed into coworking space.
- Q10. How would FRPP reporting for personnel data in these short-term coworking spaces work? Formal guidance on this may be helpful.**
- A. This would be up to the agency. I'm not certain what FRPP is. It would be similar to telework policies perhaps.
- Q11. What type of security is offered in these spaces?**



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- A. Access to space is controlled by the vendor. Agencies should use a VPN when using the internet provided.

Q12. *Will you be sharing the locations of the coworking spaces under the IDIQs?*

- A. Yes! Our 5 vendors on contract can provide commercial coworking space anywhere they have it in the continental U.S. There are locations in large and small markets. To inquire about a specific area to meet a specific need, agencies will work with PBS client leads and workplace strategists.

Q13. *Can this IDIQ contract be utilized in rural areas?*

- A. Yes, it is potentially available in rural areas in the continental United States.

Q14. *Are there occupant maximums? Can we request spaces with an anticipated amount of people to work out of the space?*

- A. Yes, both the number of people and number of times the space will be accessed per month will be a part of the contract. There are no known maximums.

Q15. *With so much unoccupied federally owned space (and low-priced, vacant, commercial sublet + regular space in the market), was there ever any thought to applying a 'coworking' model to the vast amount of underutilized federally owned space?*

- A. Great point! GSA is working to develop an offering called Federal Coworking to operate coworking environments in existing federally owned and leased locations.

Q16. *How does the agency account for employees actually arriving at the workplace? Will they need to scan PIV IDs upon entering the space? Or is this an honor system?*

- A. Access to space is controlled by the vendor. Prior to entering the coworking space, users must check-in with a concierge. Specific processes will vary from vendor to vendor, however each vendor must keep track of space usage for billing purposes.

Q17. *Is printing available, and if so, how would personal PII security, (and documents printed), be handled?*

- A. Communal printing is provided, however users will need to protect PII and printing material on a case-by-case basis.

Q18. *Can contractors to federal businesses use the space?*

- A. Yes, as long as the federal agency is the requestor, contractors can use the spaces.



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- Q19. Can you share some agency success stories for using this contract? It would help to hear the type of agency and work that is able to use the contract within these constraints.**
- A. We have issued one task order so far. This offering best serves not necessarily a type of agency, but a type of work activity. General office work, non-PII/non-secure work and collaboration are served well in coworking space.
- Q20. Is this only available to federal entities, or is it potentially also available to National Laboratories, such as Sandia National Laboratories?**
- A. This may require further investigation. Please reach out to us. IF the lab is able to provide an RWA, this may be possible.
- Q21. Can you provide a rough range of per seat pricing assuming not-reserved by city? Understanding this might be on a per month per person basis. I am assuming this is not likely priced on a PSF basis.**
- A. There is a wide range nationally, as well as various discounts and location-based pricing. It is based on the number of people using the space, the types of workspaces, and times per month. Cost is not a function of square footage.
- Q22. If we want to get out of our lease in favor of coworking, what would the process be?**
- A. The commercial coworking contract is not meant to replace a lease. It is for short-term needs up to one year. GSA's future federal coworking offering will be available for long-term needs.
- Q23. Are there security guards on location?**
- A. Access to space is controlled by the vendor. It will vary by location.
- Q24. If a plotter or certain equipment is needed, will this be an issue?**
- A. Amenities are controlled by the vendor. Generally, standard office printers and equipment are available. Specialty equipment will need to be investigated.
- Q25. Can I tour the GSA Workplace Innovation Lab? How can I apply to work there and "kick the tires"?**
- A. Tours of the Workplace Innovation Lab can be scheduled by emailing wiltour1800f@gsa.gov. Tours will be scheduled on Tuesdays and Thursdays between 9:30 and 3:00 pm. To make a reservation or learn more about the lab, visit gsa.gov/workplace/offerings/innovation-lab.



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Q26. *What locations are available for Commercial Coworking? How about the Federal Coworking options on the horizon?*

A. Commercial Coworking is available throughout the continental USA. PBS is working to develop Federal Coworking options in regional locations around the country; look for an announcement later this year. Our first federal coworking location is our [Workplace Innovation Lab](#), now open at GSA Headquarters at 18th and F Street in Washington, DC.

Q27. *Is there someone I can speak to offline regarding a current situation for my organization?*

A. Yes, you can discuss location-specific issues with your building manager or lease administration manager. Or feel free to reach out to your agency's regional or national customer lead - contacts available at www.gsa.gov/nams.

Q28. *Will mail be received at the coworking site?*

A. Mail is not a service covered under this IDIQ contract.

Q29. *Is there a phone number that can be used on site for the duration of the coworking?*

A. This is not offered through the contract.

Q30. *As to the pricing issue, I understand that it varies. Would you say there is a 10%, 15% or 20%+ premium over traditional space? Having some idea of the premium for this flexibility is helpful for agencies.*

A. We would need information about an agency's requirements to conduct a comparative analysis between the cost for a traditional occupancy and leveraging space as a service in a given market. Even then, it would not be an equivalent comparison as coworking is priced per person per day vs. per square foot.

Q31. *Will GSA be adding additional vendors to the IDIQ as more enter the market?*

A. The current IDIQ is a five-year contract and we have completed year one of the contract. One year prior to expiration, the acquisition team will re-compete the solicitation. If there are additional vendors available in the market, they will have the option of competing for the IDIQ service contract.

Q32. *I'm not clear on the separation of fed spaces and non-fed spaces - can you elaborate?*

A. Commercial spaces offered through our IDIQ service contract are not controlled or managed by GSA or the federal government. Private companies operate the coworking locations available through our commercial coworking offering, and agencies use our IDIQ to gain temporary access to those spaces. GSA is working to develop and build-out coworking spaces within our federally



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controlled inventory (in existing GSA owned and leased buildings) for an emerging offering called federal coworking.