

SLAT Model Guidance and Instructions

Overview

The SLAT Model replaces the current “Simplified” Lease Model. This model provides the flexibility found in the Global Model while adopting time-saving processes from the Automated Advanced Acquisition Platform (AAP) program. The SLAT Model offers a similar process flow to the AAP program while allowing additional options for issuing a tailored RLP package, negotiation with Offerors, and more flexibility concerning development of DIDs. Qualitative feedback and low usage rates for the Simplified Model led to the development of a replacement designed to address the concerns raised while leveraging the new tools and techniques that are available. The new SLAT Model is designed to provide the government and the private sector with a faster and easier method of contracting for smaller leases. The time and documentation burden associated with this model is significantly reduced from the Global Lease Model and the process flow has been redesigned to reduce the time and cost required for the private sector to bid on small leases. Additionally, this model leverages GSA’s online capabilities by using beta.SAM to release the RLP package, the Requirements Specific Acquisition Platform (RSAP) to receive bids, and digital signatures to sign the lease providing a paperless and online interface between the government and the private sector.

The SLAT Model provides users with the option to choose between TI Allowance based negotiations or turn-key pricing when awarding the lease. Additionally, this model features a “bid first” approach based on the AAP process that allows the government to receive price bids online through RSAP, conduct negotiations with the offerors, and determine the apparent lowest priced offer. This Offeror then proceeds to the next step and submits all required due diligence documentation and a copy of the draft lease prepared with their bid. During this due diligence phase, the government will solely focus on whether or not the due diligence documentation meets the government’s requirements, no further discussion may occur with that offeror beyond the first phase. This process will allow the government to focus the time-intensive due diligence portion of the offer review on only this single low Offeror as opposed to all Offerors, greatly reducing the workload associated with these smaller acquisitions. This approach also provides the private sector with a more balanced business arrangement when bidding on small leases-as a significant amount of the cost associated with submitting a bid is limited to only the Offeror who is most likely to receive the award. If, during the due diligence phase, the government determines that the Offeror’s documentation does not meet the government’s requirements, the Offeror will be eliminated from the competition. No further discussions regarding the Offeror’s submittals may take place in the due diligence phase of the procurement. During the due diligence review the LCO will arrange a building tour for that Offeror’s building. If, after the due diligence review is complete and the LCO determines that the Offeror’s proposal is acceptable and the agency confirms that the property meets their requirements, the LCO can proceed to award the lease.

This new process represents a new business minded approach to servicing the SLAT portion of the lease portfolio. This new “business model” focuses on reducing the time and cost required of both the private sector and government resources to create a balanced business

arrangement. Contractually, the documents used in the SLAT Model are smaller than the Global while retaining critical flexibility desired by the regional offices. This model is intended to be a practical alternative to the Global Model for smaller acquisitions which provides a demonstrably different approach to conducting acquisitions designed to free up human capital for larger and more complex work.

Acquisition Guidance

This document provides guidance on the use of the SLAT Model and follows the basic outline of Leasing Desk Guide Chapter 2 while highlighting important areas of difference or specialization that are applicable to acquisitions using the SLAT Model. The SLAT Model features certain key features which are designed to leverage the systems available to the leasing program to reduce the workload burden associated with small acquisitions.

Key Features:

- Online posting of the RLP with the advertisement
- Online submission of bids through RSAP
- Two-phase bidding process
 - Phase 1 - Offer Submission (Negotiations if applicable)
 - Phase 2 - Due Diligence and Building Tour for lowest bidder only (No negotiations)
- Digital Signature for execution of the Lease

Minimum Usage Criteria:

- At or below the current Simplified Lease Acquisition Threshold (SLAT)
- Will not result in new construction
- Must use the Lowest Price Technically Acceptable (LPTA) selection process
- Facility Security Level (FSL) 1 or 2 only

G-REX Integration

Users must select the “SLAT Model” when first entering their project in G-REX. This will provide users with the right lease file checklist for uploading documents and eliminate steps or documents that are not used with this model. This model uses RSAP as the default method to receive offers. To enable RSAP offer submission, the user must follow the same process for enabling RSAP with the Global Model.

- Select “Related Actions” under the project number
- Select “Enter Additional Project Information” from the list of choices
- Under the section for “Requirements Specific Acquisition Program (RSAP)” click the “yes” button and enter the solicitation number in the data field

For more instructions on how to use RSAP, please refer to the Leasing Lite Learning (LLL) sessions on the topic that can be found using this [link](#).

Lease Contracting Officer (LCO) Roles and Responsibilities

This guidance refers to the LCO as conducting the acquisition process. It is understood that some of these responsibilities may be performed by the LCO's designee (Leasing Specialist/Broker). These roles and responsibilities may vary among regions and this designation is not intended to conflict with regional workload divisions and assignments.

Part 1: Acquisition Planning/Pre-Solicitation Requirements

Requirements development does not operate differently from other projects using the Global Model. The process of requirements development produces the information required for the project team/LCO to be able to assess whether the project is a good candidate for this model. To use this model, the expected net average annual rent must be at or below the Simplified Lease Acquisition Threshold.

See LDG Chapter 1 for more information regarding the requirements development process.

Full and Open Competition

Similar to the Global Lease Model, the SLAT Model RLP and Lease templates include flexibility to choose paragraphs that convey either a competitive procurement or the expectation that we will remain at the current location under a justification for other than full and open procurement. Full and Open Competition is the default method used to acquire leases in accordance with the Competition in Contracting Act (CICA). As noted in Part 2, the SLAT model requires the posting of the RLP package on beta.SAM for competitive procurements. Provided that no unreasonably restrictive requirements are used in the RLP package that would unduly restrict competition, posting the RLP allows the model to meet the standard for full and open competition.

If the LCO intends to use these documents to conduct a sole source acquisition, the LCO must consult the practices discussed in LDG Chapter 5. This includes the following changes;

- The LCO must document the file to explain the absence of competition, but formal justification requirements for actions over SLAT do not apply.
- The LCO should not post the RLP online.
- When an advertisement is required, the LCO should post the advertisement template using the "incumbent location" language from LDG Chapter 5, page 12 (re-printed below):

"The U.S. Government currently occupies office and related space in a building under lease in [City, State], that will be expiring. The Government is considering alternative space if economically advantageous. In making this determination, the Government, will consider, among other things, the availability of alternative space that potentially can satisfy the Government's requirements, as well as costs likely to be incurred through relocating, such as physical move costs, replication of tenant improvements and telecommunication infrastructure, and non-productive agency downtime."

Lease Term Strategy

Approximately 60% of the lease portfolio is under SLAT while making up only around 12% of the total annual rent. Smaller leases represent a limited financial risk to the lease portfolio and using longer lease terms can be a useful portfolio and workload management tool by reducing the frequency of lease expiration. GSA should leverage the ability to obtain long term leases with terms up to 20 years in order to reduce the turn-over rate associated with these small leases and free up resources to focus on larger lease acquisitions. The lease term decision for a specific acquisition should incorporate multiple elements of analysis, including:

- Customer intelligence regarding the agency's occupancy plans for this space
- Market cycles
- Workload management

In general, GSA should avoid including termination rights in leases under SLAT as this practice of including a "soft term" leads to an increase in rental rates which far surpasses the value of having early termination rights on a portfolio basis. The market's interest in smaller leases is generally lower than larger contracts and the inclusion of soft-term in small leases can lead to less competition and higher rates.

Source Selection Approach

Lowest Price Technically Acceptable (LPTA) is the only award method supported by this model. This method allows the government to establish the minimum acceptable criteria in the RLP and Lease and the award is given to the space which meets these criteria and represents the lowest price to the government, as determined by net present value. When using this model, it is important to identify all criteria that impact the minimum acceptability of the space and to include these criteria in the RLP. Common elements of minimum acceptability include:

- Square footage
- Minimum length to width ratio of the offered space
- Column spacing
- Floor restrictions (e.g. must be on the first floor or cannot be on the first floor)
- Incompatible adjacencies

Part 2: Market Survey Process

The SLAT Model defaults to posting a competitive RLP package on beta.SAM (see Part 3 below). In addition, another key feature of the SLAT Model is that, in lieu of conducting a pre-solicitation physical market survey tour of all potential locations before issuing the RLP, the building tour occurs after the completion of the due diligence review process (See Part 4 of this guidance). Therefore, under the SLAT model, there is no need to post a pre-solicitation notice on beta.SAM to seek Expressions of Interest (EOIs), unless using these templates to secure a sole source succeeding lease. However, even though there is no presolicitation advertisement or physical market survey conducted at this stage, the Leasing Specialist must still conduct adequate market research in order to prepare his/her negotiation objectives.

Part 3: Solicitation Process

As noted earlier, this model releases the RLP online through beta.SAM and the building tour occurs after the receipt of offers. This means that the RLP will be developed and released prior to the building tour.

How to Build the Solicitation Package

The SLAT Model uses the basic RLP and Lease structure that is used for the Global Model. The LCO can complete the SLAT Model RLP package by following the “blue text” instructional guidance in the RLP and Lease document to select the appropriate paragraphs and subparagraphs based on the project requirements. This includes, but is not limited to, selecting the appropriate paragraphs for using the TI Allowance or Turn-Key negotiation method. The SLAT Model solicitation package contains the following standard documents:

- Request for Lease Proposals (RLP)
- Solicitation Provisions (3516A)
- Lease
- General Clauses for Simplified Leases (3517A)
- Agency Special/Specific Requirements
- Additional documents that may apply to specific projects, such as seismic forms

Critical Items to Consider:

- **TI Allowance or Turn-Key**
The SLAT Model allows for both TI negotiation methods. If the government intends to negotiate a turn-key lease, the LCO should ensure that the agency has biddable Agency Specific Requirements (ASRs). As with the Global Model, the LCO should choose the language options which correspond to the negotiation method selected.
- **RSAP or Paper/Email Bid Submission**
The SLAT Model is intended to default to using RSAP. However, in markets where the LCO determines that RSAP is not a viable method of receiving bids, the LCO may change the bid submission method from RSAP to the more traditional paper/email submission method. To change this option, the “non-electronic method” version of paragraph 3.02(A) is included in the template in blue hidden text at the beginning of the template. Highlight this language and change the font to “clause body” and delete the “electronic method” version of paragraph 3.02(A). This will replace the instructions to use RSAP with the instructions for paper/email submission of offers. The LCO should fill out the “non-electronic” version of this paragraph with the requested information.
- **Design Intent Drawing (DID) Development Method**
The SLAT Model has all of the options for developing a DID that are present in the Global Model with the exception of the pre-award DID workshop method. These include development by the government, development by the Lessor, and post award DID workshop options. Each method has certain use cases which are described in Chapter 2 of the LDG. For SLAT Model projects, some form of DID workshop is encouraged.

SLAT projects are typically smaller and a workshop can be an effective method of developing a DID within a few days as opposed to a lengthy “submission and review” process which can take many months.

- **Construction Drawing (CD) Reviews**

As a performance spec contract, if the Lessor fails to meet any performance requirement of the lease, at any time during the term of the lease, the Lessor is responsible for correcting that performance at their cost. Accordingly, there is minimal risk to the government in not reviewing CDs, especially for smaller spaces without specialized build-out requirements. Reviewing CDs for actions using this model should be a decision made by the GSA Project Manager where there are specific items of concern, such as unique or specialized build-out or at the tenant’s request. If the government team decides to review the construction drawings, the reviews should be limited to agency requested items, such as special requirements or non-standard features.

Publication of the RLP

The SLAT Model utilizes the beta.SAM application to issue the solicitation package to the public. The solicitation package is attached to the notice which invites Offerors to download the solicitation package and submit offers through RSAP. It is recommended that the LCO use other resources, such as CoStar, to locate possible Offerors and contact them to make them aware of the notice. Where possible, invite at least 3 potential Offerors to submit an offer and notate this market outreach in the lease file. As noted under GSAR 570.106(g)(1), the LCO may determine the appropriate amount of time to allow for receipt of initial offers under SLAT. Since this publication time is not only used for initial notification to the public but for Offerors to review the RLP package and submit offers, it is recommended that the LCO allows a minimum of 4 weeks between posting of the RLP online and the deadline for receipt of initial offers. This time may be reduced if the LCO believes, based on market outreach, that competition can be obtained in less time and the offers are likely to result in a fair and reasonable price. Allowing less time may not provide potential Offerors with enough time to obtain reliable estimates for shell costs, operating rent, or other items which may reduce the number of offers received as well as increase the price of offers received by the government. If using the “turn-key” bidding method, where the Offerors are required to provide a bid for the cost of the tenant improvements, the LCO should consider the complexity of the build-out required and allow additional time for Offerors to determine the price of the required tenant improvements.

Part 4: Pre-Negotiation/Negotiations

Pre-negotiation involves reviewing market data to determine what the government’s negotiation objectives will be for the acquisition. Market data can be obtained from multiple sources, including:

- CoStar market reports
- CoStar listings
- Bullseye
- Recently awarded GSA leases in the same market
- Market reports obtained through GSA’s broker contractors

- Independent market research using regionally available resources

The LCO should use this data to determine the negotiation objectives and note those in the file under Negotiation Objectives. When using the SLAT Model, the negotiation objectives are used to determine if the LCO should engage in negotiations or proceed based on the initial offers.

Offer Submission and Negotiation

The SLAT Model uses a two-step bidding process, similar to AAAP. The first step of the bidding process is the price submission and negotiation. Offerors submit their price offer and certain required documents by the deadline in the RLP which is posted online. The LCO may choose to move forward with the initial offers or may elect to conduct negotiations and set a deadline for Final Proposal Revisions (FPR). Once the LCO determines the apparent lowest priced offer from Step 1, that Offeror is notified to submit the additional documentation required in Step 2, due diligence. During this phase of the procurement no further discussions may be had with the apparent lowest priced Offeror. If the additional documentation does not meet the Government's requirements, the LCO may not discuss those deficiencies with the Offeror, nor allow the Offeror to resubmit their documentation to bring the document into conformance with the RLP requirements. This process, if followed correctly, allows the government to focus on the more time-intensive part of the review - the vetting of the apparent lowest priced offer - and eliminates the time and cost required to prepare and submit due diligence paperwork from Offerors who did not have the lowest priced, responsive offer.

Conducting Negotiations - Step 1 Offer Submission (Price)

When using the SLAT Model, the Offerors will submit price data using RSAP as specified in paragraph 3.02 Receipt of Lease Proposals in the RLP. In addition, additional documents are required during Step 1 that may result in, or require, negotiations between the government and the Offeror. The SLAT Model language indicates that the government may award based on initial offers. The LCO should review the offers received in G-REX and determine if engaging in negotiations is in the best interest of the government. If the lowest responsive offer is within the approved negotiation objectives, it may not be cost effective to engage in negotiations as the cost for the lease is within the government's anticipated range and the value of protracted negotiations given the smaller size of SLAT projects may not be in the government's best interest. LCO should conduct negotiations when:

- No offer submitted is fully responsive to the terms of the solicitation and/or is missing required initial documentation as outlined under paragraph 3.03 of the RLP.
- No responsive offer is submitted within the anticipated negotiation range.
- The LCO believes that negotiations are likely to substantially improve the offers received and is in the government's best interest.
- There is an otherwise acceptable offer which contains imbalances, such as an offer element that is exceptionally high or low, and negotiations are required to address the imbalance.

If the LCO intends to conduct negotiations, the LCO must conduct negotiations with all Offerors received within the competitive range and must specify a new deadline for receipt of revised

offers. For information on how to set a competitive range, please refer to LDG Chapter 2, page 2.4-13. When conducting negotiations, the LCO must conduct equal negotiations with all Offerors still in the competition. If an offer has been submitted that cannot meet the requirements of the solicitation, such as space that is outside the delineated area, the LCO does not need to negotiate with that Offeror and must notify them immediately that they have been excluded from further consideration. When final offers are received, the LCO can review all offers submitted timely within G-REX to determine the apparent lowest priced offer. The LCO will then proceed to Step 2 (Due Diligence) and request additional information from this Offeror to verify their ability to meet the requirements of the RLP. The LCO must use the template letter provided in this guidance to notify the Offeror. This template letter clearly states that the award has not been made and provides the Offeror with information on completing the offer process.

IMPORTANT NOTE: Once the LCO proceeds to Step 2, there can be no further negotiations concerning price or any other item or documentation submitted as part of due diligence, nor can the Offeror modify their price in response to any information that may be discovered during the due diligence process. Discussions and/or negotiations may only occur in Step 1. If the documents submitted by the identified lowest priced offeror do not meet the RLP requirements, the LCO must move on to the next lowest priced offeror.

Step 1 Alternative: Paper/Email Submissions:

As noted earlier in this document, the SLAT Model uses RSAP as the default method of accepting bids from Offerors. However, in some remote markets, this method will not be a viable way to accept offers. In these markets, the LCO should replace the “electronic” language version of paragraph 3.02 with the “non-electronic” version using the guidance above. This option should be used to accommodate markets, not specific Offerors, where the LCO does not anticipate being able to receive offers using the RSAP application. RSAP provides significant advantages over the use of paper or email forms and should be utilized to the maximum extent practicable.

Step 2 Due Diligence

The LCO prepares the lease with the details of the apparent lowest priced offer. The LCO sends the Offeror who submitted the apparent lowest priced offer the notification letter which informs the Offeror that they have been selected to proceed to step 2. The letter provides the Offeror with a deadline to submit the documentation required in the “Step 2: Due Diligence Additional Submittals” paragraph of the RLP in addition to signing a copy of the Lease. A link to the digital signature application is included with the letter. The Offeror should digitally sign the lease using the application. The LCO should verify that the Offeror has digitally signed the lease before completing the due diligence reviews. The government will then review the submittals to fully validate that their offer can meet the requirements of the RLP. This method allows the government to focus the time and effort involved in vetting an Offeror’s building to only that Offeror who is poised to win the contract.

IMPORTANT NOTE: During the step 2 process, the government cannot engage in further discussions with the Offeror. The Offeror may submit deliverables as requested by the LCO and the LCO and Offeror may engage in conversations intended to clarify the Offeror's submittals. Clarifications are distinct from negotiations/discussions and the LCO must be careful that discussions and/or negotiations do not occur in Step 2.

The due diligence documentation required will vary based on the RLP; for example, a solicitation occurring in a green seismic zone will not require a seismic form whereas a solicitation in a yellow seismic zone may require one. The LCO will have selected the appropriate paragraphs when preparing the RLP which will then guide the Offeror on the documents required to complete the due diligence process. Once the Offeror submits the due diligence documents the LCO will proceed to complete the evaluation of the offer according to the standard procedures in the Leasing Desk Guide. For example, if a fire safety form is required, the LCO will have the regional fire protection engineer review the form. Using the SLAT Model, the LCO only requests these additional due diligence reviews for the Offeror submitting the apparent lowest priced offer rather than requesting all documents from all Offerors. This limits the time and effort expended by the government in the vetting process to only the probable winner of the solicitation.

Since the building tour occurs later in the process when using this model, during the due diligence review, it is strongly recommended that the LCO use virtual methods to visually verify the quality of the building and the surrounding area if the LCO is not already familiar with it. This cursory review can be done using the "street view" feature contained in most popular online map databases. This can help to validate the building's ability to meet critical minimum criteria identified during the requirements development process and further reduce the likelihood that a building may be found unable to meet the requirements of the solicitation during a building tour.

Unresponsive Offerors

If the Offeror with the apparent lowest priced offer fails to submit the required due diligence documents, including the signed draft lease, by the deadline provided in the notification letter, the LCO can determine if it is in the government's best interest to extend the deadline or to disqualify the Offeror as unresponsive. In this event, the LCO will notify the Offeror of their elimination from further consideration and notify the Offeror with the next lowest priced offer and begin the step 2 process with that Offeror. This exclusion must also happen if the review of the due diligence documents reveals that the Offeror cannot meet the requirements of the solicitation. For example, if the fire safety review demonstrates that the building fails to meet the government's fire safety standards and the Offeror is not willing or able to make the necessary modifications to meet those standards at no additional cost, that Offeror would then be notified of their elimination from further consideration for award, including the reason for the elimination, and the LCO would begin the process with the next lowest responsive Offeror.

Building Tour

Once the Offeror has digitally signed the Lease and due diligence documents have been reviewed and found to be acceptable, the next step is to schedule a physical inspection of the

property with the tenant agency representatives. This building tour follows the same general procedures as a standard market survey but is focused on the space offered by the Offeror with the apparent lowest priced offer, similar to AAAP. The LCO, or their representative walks through the space and completes the AAAP Building Tour template. It is important that the agency have the appropriate representatives available at the survey to accept the building following the tour provided that the tour validates that the building meets the identified requirements. For the SLAT Model, this requirement should be further emphasized with the tenant agency. If there is a particular agency SME who needs to review a space, such as an IT representative, the agency should arrange for that SME to be available for the building tour.

Similar to the building tour process in AAAP procurements, the team should limit the building tour to just the building with the lowest priced offer where at all possible. There are, however, circumstances where limiting the tour to one building is not practical, such as when visiting the delineated area involves significant time or travel costs. At the LCO's discretion, additional spaces can be arranged to be viewed during the building tour. These should be the next lowest offer(s). Even though multiple buildings may be seen during the building tour, GSA should reiterate to the agency that the:

- Building tour is not a pre-solicitation market survey seeking out potential locations
- Final offers have already been received and evaluated, and
- The additional buildings will only be toured if the space with the apparent lowest priced offer is jointly determined to be incapable of meeting the agency's previously established go/no-go minimum criteria

The LCO should not notify the building owners of the additional spaces that the government is touring multiple buildings or their status in the procurement. If the apparent lowest priced offer is found to be acceptable, the LCO may continue to tour the other buildings scheduled in order to increase our knowledge of buildings in the market; however, the agency should not be present for those tours. If the apparent lowest priced offer is found to either not be acceptable or to have previously unidentified issues that the owner is not willing to agree to correct at no additional cost, the agency should continue to tour the additional buildings with the LCO.

Part 5: Awarding the Lease Contract

The SLAT Model uses the digital signature process as the default method of executing the lease contract. At the conclusion of the building tour the agency representative confirms in writing that the building is acceptable by counter-signing the building tour form. The LCO is now able to execute the lease at the conclusion of the building tour. The lease should be executed as quickly as possible afterwards to expedite the transition from the acquisition to post award phase of the project.

* Note that the LCO must complete all usual requirements prior to execution of the lease, including obtaining BA53 fund certification and having a signed OA that is sufficient to cover the cost of the lease.

Lease Award Alternative: Physical Signatures:

Digital signature is the default method for executing a lease when using this model. However, there are some markets where the use of digital signatures may not yet be a viable option. LCOs can use the alternative language in the Offeror notification letter in Attachment A of this guidance to indicate the use of physical (“wet”) signatures. Digital signatures offer many advantages to the LCO over the use of physical signatures. Using digital signatures, the LCO prepares the lease in the government’s digital signature application and transmits the lease electronically to the Offeror to sign. The Offeror can then sign electronically and the application will guide the Offeror through signing all pages and lines as required. Additionally, the Offeror has no ability to manually change anything in the document. When the LCO receives notification that the Offeror has signed the document in the digital application, the LCO does not need to spend the time to manually confirm that every page was properly signed or initiated and that no further modifications were made to the document as with a paper copy.

Part 6: Design, TI, BSAC, and Notice to Proceed

The post award process for leases using the SLAT Model will follow the guidance contained in the LDG Chapter 2. This section provides additional guidance or suggestions applicable to SLAT Model projects.

Design

SLAT Model projects will be typically smaller than those using the Global Model and the build-out requirements should be standard for office space. It is strongly encouraged that the project utilize the DID workshop method for developing DIDs. Projects using the SLAT model will generally be smaller than those using other models and the cost to travel to a DID workshop may be prohibitive. In these instances, a virtual DID workshop can be a successful alternative to an in person workshop. The technology used to host the workshop should allow for a collaborative experience similar to what would be possible in person. This means that participants should be able to see the drawings and the host of the workshop should be able to make real time edits to the drawings based on the review and feedback from the workshop participants. Whether conducted in person or virtually, it is strongly recommended that the basic layout is developed prior to the workshop so that the time in the workshop can be devoted to developing the rest of the details required for a complete DID based on the desired level of DIDs (level 1 or 2). The LCO should review the required elements of the DID with the tenant agency to ensure that the agency is prepared to provide the required information during the workshop.

Construction Drawings

Government review of the construction drawings is optional for this model and is not encouraged. The SLAT Model lease, like the other lease templates used in the leasing program, is a performance spec contract. This means that the government specifies the performance required and it is the responsibility of the Lessor to design the space to achieve that level of performance. If the government does not receive the required level of performance, at any time during the term of the lease, the Lessor must correct the performance issue at their cost.

Tenant Improvement Price Negotiation

The process for negotiating tenant improvements will follow the applicable guidance in Chapter 2 of the Leasing Desk Guide. If the contract was awarded using the TI Allowance process where the actual cost of the TIs are negotiated post award the Lessor will provide their TI bid in the appropriate TICS table format. If the contract was awarded using the “turn-key” process where the actual cost of TIs are negotiated prior to award, there is no post award negotiation except for government driven change orders that occur during design finalization or later.

Part 7: Construction Phase

Following NTP, the Lessor will proceed to construct the necessary improvements to make the space ready for occupancy. This phase does not differ procedurally from the information contained in Chapter 2 of the Leasing Desk Guide. SLAT leases are generally smaller and less complex than those intended for the Global Model. The project team should consider appropriate methods to monitor the Lessor’s performance. This may include requesting a monthly update, with pictures of the job site, and an updated construction schedule. It is recommended that the project team hold a construction kick-off meeting.

Part 8: Lease Commencement and Closeout

These activities do not differ from the procedures contained in Chapter 2 of the Leasing Desk Guide. The GSA project team will accept space when it is substantially complete and then issue a Lease Amendment to establish the actual lease effective date, rent, and any other terms which require modification from the original lease.

Attachment A: Apparent lowest priced offer Notification Letter

A Word document of this letter is available in the Office of Leasing Forms Library located [here](#).

SENT VIA EMAIL

[DATE]
[OFFEROR FULL NAME]
[OFFEROR COMPANY]
[ADDRESS]
[CITY], [STATE] [ZIP]
[EMAIL]

Dear [NAME OF OFFEROR],

In accordance with the terms of Request for Lease Proposal (RLP) number XXXXXXXX, your offer at [BUILDING ADDRESS] has been identified as the lowest priced offer based on our initial review. The purpose of this letter is to notify you that we will now be working with you to determine whether your building meets all of the Government's requirements as detailed in the RLP package.

This notification does not constitute an award. Please also refer to the RLP which states as follows:

"The acceptance of the offer and award of the Lease by the Government occurs upon execution of the Lease by the LCO and mailing or otherwise furnishing written notification of the executed Lease to the successful Offeror."

In accordance with the requirements of the RLP, please submit the information as described in paragraph 3.04 Step 2: Due Diligence: Additional Submittals no later than [DATE].

[\[Optional\]](#) In Addition to the information requested under paragraph 3.04, please submit a test fit layout for the offered space, per RLP section 2.01. Attached to this letter is a Program of Requirements which has sample layouts. Please provide the room name(s) and rentable and ABOA square footage on the drawing.

[Choose either the digital signature or physical signature option](#)

[\[Digital Signature\]](#) You will receive an email with a link to digitally execute the lease contract which has been prepared with the details of your offer. Please electronically sign the lease contract by the date established above for the receipt of the due diligence submittals.

[\[Physical Signature\]](#) Enclosed are two (2) copies of the lease contract which has been prepared with the details of your offer. Please sign both copies of the lease contract by the date established above for the receipt of the due diligence submittals.

If you have questions about what is required in this regard, please feel free to contact me at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

Title

Attachment B: Multiple Building Tour Email

Below is a sample email to arrange a building tour with an Offeror other than the apparent lowest Offeror.

Mr/Ms Offeror,

Thank you for your interest in government solicitation number [solicitation number]. We are interested in touring your space located at [address]. Please note that this building tour should not be inferred as denoting any particular status or ranking in the solicitation.

Attachment C: Companion Guidance

Digital Signature Guidance [LA-19-07](#)

RSAP Guidance [LA-19-07](#)

Training: Leasing Lite Learning sessions conducted 9/9/2019 and 12/17/2019. Slides available at the link below.

[Leasing Lite Learning Presentations](#)