



March 6, 2019

MEMORANDUM FOR REGIONAL COMMISSIONERS
PBS REGIONAL LEASING DIRECTORS, AND
PBS REGIONAL LEASE ACQUISITION OFFICERS

FROM: ALLISON H. AZEVEDO
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
- PR

SUBJECT: Leasing Alert (LA-19-01) - Mandatory Use of GSA Real Estate Exchange (G-REX)

- 1. Purpose.** This Leasing Alert issues instructions for mandatory use of GSA Real Estate Exchange (G-REX).
- 2. Background.** G-REX was launched by GSA in August 2013 as a replacement to eLease to implement an electronic leasing workflow application that allows the management of a lease transaction from start to finish. This includes the automation of lease processes, procedures, tasks, and documents. The original version of the G-REX application utilized a workflow approach in an effort to automate GSA business processes and enforce process consistencies.

Effective on or about March 25, 2019, a new version of G-REX (G-REX 4.0) will be launched which removes many of the "linear" aspects of the workflow in favor of a more flexible "document management" approach.

G-REX improvements are implemented via bi-weekly releases which are outlined on the G-REX Website, <https://sites.google.com/a/gsa.gov/trex/home>.
- 3. Effective Date.** This Leasing Alert and attachment are effective immediately upon the release of G-REX 4.0.
- 4. Applicability.** This Leasing Alert and its attachment are mandatory and apply to PBS employees responsible for lease transactions or managing federal occupancies, agencies utilizing delegated leasing authority, and designated PBS and agency support contractors.
- 5. Cancellation.** None.

6. **Instructions and Procedures.** Instructions and procedures are outlined in Attachment 1, Summary of Leasing Alert 19-01.

Attachments:

- Attachment 1 – Summary of Leasing Alert 19-01
- Attachment 2 – G-REX Project Milestone Schedule
- Attachment 3 – G-REX Project Contact Management

LEASING ALERT 19-01 SUMMARY

Instructions for Mandatory use of G-REX:

A. *Leased Projects*

- i. PBS employees responsible for lease transactions, agencies utilizing delegated leasing authority, and designated PBS and agency support contractors are required to utilize the G-REX application to manage and document lease projects for lease actions, including but not limited to; new, new/replacing, succeeding, superseding, renewal, extension, expansion, reduction, alterations issued via a Lease Amendment, backfill and termination. All lease project file documentation required in accordance with lease acquisition policies and as outlined in the applicable lease file checklist, must be uploaded into G-REX. Project data, including project milestone schedules and project contacts, must be entered and maintained in the G-REX application (see Attachments 2 and 3). There are no exceptions to the requirement to use G-REX for leased projects.
 - a. G-REX is required to manage National Broker Contract (NBC), GSA Leasing Support Services (GLS), and any future broker contract projects. There are no exceptions to the requirement to use G-REX for managing Task Orders. G-REX is an essential tool for reporting broker performance and reporting on and tracking of broker projects for senior GSA management, the Office of Management and Budget, Congress, Government Accountability Office, Inspector General. The responsible PBS employee must complete related G-REX tasks (e.g. entering task order information, completing Evaluations, and entering Commission Credits).
 - b. Brokers must manage project and lease documentation, complete tasks and obtain necessary approvals in the G-REX system.
 - c. Leasing Specialists and Lease Contracting Officers must ensure that all project and lease documents, including project-related emails generated by brokers, are located in G-REX to provide electronic storage of lease process documents and documentation for task order administration.

B. *Owned Occupancies*

- i. PBS employees and support contractors that manage federally owned occupancies will use the Manage Building functionality in G-REX to manage documentation (e.g., Signed Occupancy Agreements, Square Footage Certification, Notice to Release Space) associated with Federal agency

occupancies in Federally-owned buildings. Documentation will be loaded to and viewable in the "Manage Federal ASA" module of the G-REX system. There are no exceptions to using G-REX for Federal Occupancies.

C. Administration of Existing Leases

- i. PBS employees and support contractors must use G-REX to maintain and view documentation impacting the Lease to the Lease module of G-REX.
- ii. PBS employees and support contractors must use G-REX to manage lease administration documentation (e.g., Change of Ownerships, Operating Cost Adjustments, Real Estate Tax Adjustments, etc.)
- iii. Reviews of lease documents and documentation for billing and audit purposes must occur in the G-REX application.

D. Delegated Lease Types

- i. PBS employees must use G-REX to authorize and review the Delegated Agency lease procurement.
- ii. Delegated Agencies will use G-REX to request Lease Delegated Authority and upload Lease Documentation.

LEASING ALERT 19-01 G-REX Project Milestone Schedule

G-REX is the source system for managing project schedules for new, new/replacing, succeeding and superseding Lease procurement projects. PBS employees responsible for lease transactions and designated PBS and agency support contractors are required to manage and maintain schedules for these projects in the G-REX application.

G-REX includes the following comprehensive list of project milestones for new, new replacing, succeeding and superseding lease actions. Users are required to either fill out all applicable Baseline and Actual Milestone dates or mark as Not Applicable ("N/A"). Those milestones that are marked as N/A require a comment explaining why the Milestone does not apply. After Baseline Milestone dates are established, updates to schedule dates are made via the Estimated Milestone date fields.

Customer Request Received
Draft Client Project Agreement Sent
Signed Client Project Agreement Received
Functional and Technical Requirements Finalized
Broker Task Order Awarded
Acquisition Plan Approved
Signed Customer Draft OA Received
Prospectus Returned from OMB
Prospectus Transmitted to Congress
Advertisement Posted/AAAP Project Specific Ad
Market Survey Completed/AAAP Market Outreach Conducted
Solicitation Package Issued
Initial Offers Received
Final Proposal Revisions Received
AAAP Building Tour Completed
Price Negotiation Memorandum Approved/AAAP Award Determination Approved
Signed OA Document for Award Received
Prospectus Approved by House
Prospectus Approved by Senate
RWA Funds Received/Certified
Lease Awarded
Design Intent Drawings Approved
Design Intent Drawings Issued to Lessor
Construction Drawings Received
Construction Drawings Completed
TI Costs Received

TI Costs Approved and NTP Provided
Construction Kick-off Meeting Completed
Space Accepted/Lease Effective
Occupancy
Punch List Completed
Broker Task Order Completion (RDD)

LEASING ALERT 19-01 G-REX Project Contact Management

G-REX is the source system for maintaining internal and external project contacts on Lease procurement projects. PBS employees responsible for lease transactions or managing federal occupancies and designated PBS and agency support contractors involved in lease transactions are required to manage and maintain accurate project contact information in the G-REX application.

The following project contacts must be entered on all G-REX projects:

- Lease Contracting Officer
- Leasing Specialist (if applicable)
- Project Manager
- Leasing Supervisor
- Local Agency POC
- National Agency POC