



# **NCO 17 – Leasing of Space**

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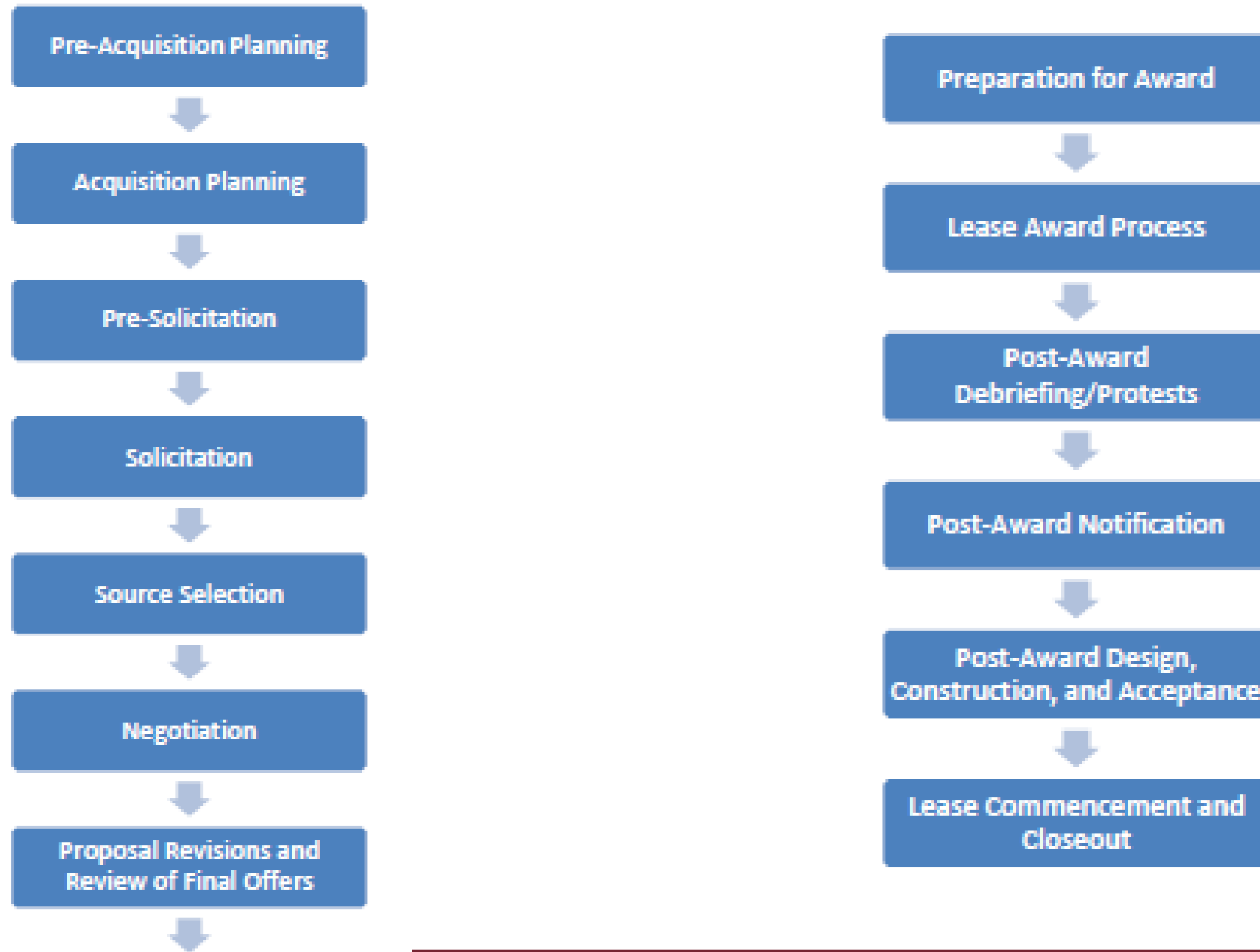
**January 2021**

**Mission: Buying for those who secured our Freedom.**

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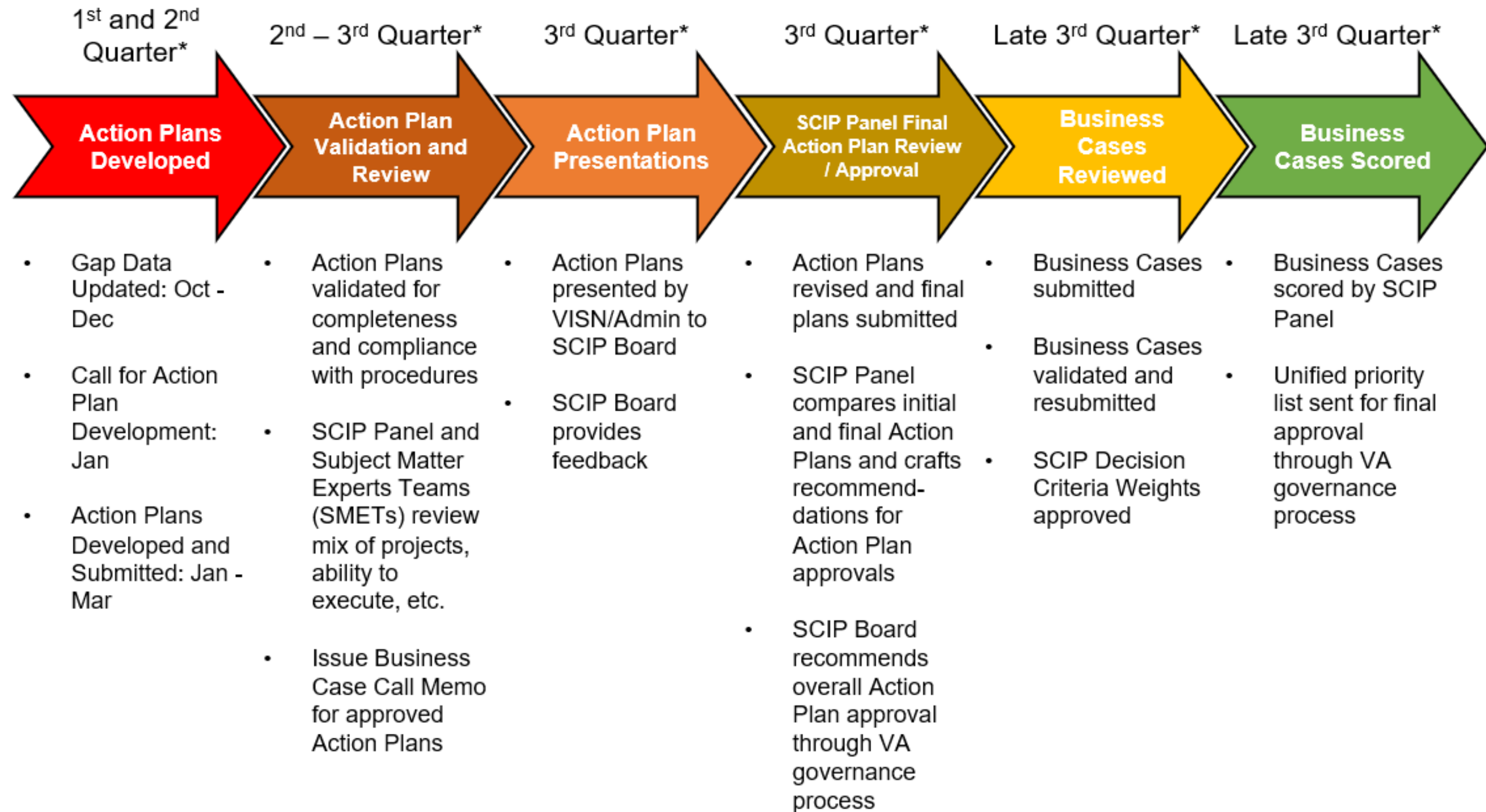
# Lease Procurement Process





# Pre-Acquisition

## • Strategic Capital Investment Planning (SCIP)





# Acquisition Planning

Contracting  
receives  
package



Development of  
Acquisition Plan



Establishment  
of Acquisition  
Team



Establishing of  
the  
requirement

Includes:

- Receipt of complete procurement package to include:
- SCIP Approval Document
- SF81
- Needs Assessment Questionnaire
- Conceptual Drawing, if applicable
- IGCE for rent and tenant improvement allowance (TIA)
- Delineated Area with a map
- Rural Development Act memo
- Purchase Request 2237 for TIA
- Copy of ACC request with LG#
- JOTFOC or SLAT memo, if applicable
- Cost Benefit Analysis, if applicable
- Draft of Agency Specific Requirements (ASR) and SOW/SOO (VA Staff involved in Planning)

Includes:

- Review of package
- Request for additional documents / corrections
- Confirmation of SCIP Approval / Submission
- Include Medical Staff in Procurement Process

Includes:

- LCO/LCS
- Facility Planner
- COR for VAMC Leased Space
- Engineer Service Member
- Budget Analyst
- AO for Leased Space
- Accounting / Fiscal Member
- AUS Member
- VISN CAI Engineer

Includes:

- Federal management regulation review
- ASR
- Statement of Work/Objectives (SOW) (SOO)
- VAMC Staff Support for Space (Buy-In)
- Technical Evaluation Board Assembly for Procurement / Memo
- Establish Market Survey Team
- Preparation of Package for GSA Lease Delegation



# Contracting

Pre-Solicitation → Post-Award Notification

| <b>NEW &amp; NEW REPLACING LEASES</b>             |                             |
|---|-----------------------------|
| <b>Estimated Net Usable Square footage (NUSF)</b> | <b>Estimated Lead Time*</b> |
| Up to 10,000                                      | 27 months                   |
| Greater than 10,000, but less than 19,999         |                             |
| <b>SUCCEEDING &amp; SUPERSEDING LEASES</b>        |                             |
| <b>Estimated Net Usable Square footage (NUSF)</b> | <b>Estimated Lead Time*</b> |
| Up to 10,000                                      | 19 months                   |
| Greater than 10,000, but less than 19,999         | 27 months                   |
| <b>LEASE EXPANSIONS</b>                           |                             |
| <b>Estimated Net Usable Square footage (NUSF)</b> | <b>Estimated Lead Time*</b> |
| Up to 10% of the existing NUSF                    | 10 months                   |
| <b>LEASE EXTENSIONS</b>                           |                             |
| <b>Estimated Net Usable Square footage (NUSF)</b> | <b>Estimated Lead Time*</b> |
| Up to 10,000                                      | 7 months                    |
| Greater than 10,000, but less than 19,999         |                             |
| <b>LEASE RENEWALS</b>                             |                             |
| <b>Estimated Net Usable Square footage (NUSF)</b> | <b>Estimated Lead Time*</b> |
| Up to 10,000                                      | 7 months                    |
| Greater than 10,000, but less than 19,999         | 10 months                   |
| <b>LEASE ALTERATIONS</b>                          |                             |
| <b>Estimated Net Usable Square footage (NUSF)</b> | <b>Estimated Lead Time*</b> |
| Up to 10,000                                      | 7 months                    |
| Greater than 10,000, but less than 19,999         | 10 months                   |



# Post –Award

## Design



## Construction



## Acceptance

Includes:

- LCO Awards Lease to Offeror
- Establishment of Activations Team
- Kick-Off Meeting with Offeror
- Interface w/Offeror Architect & Engineering
- Design drawings approval process
- Confirm Construction Schedule
- City approvals
- Furniture layout
- Equipment acquisition
- Final Drawing Approval & NTP

**Approx. 4-6 months**

Includes:

- Build out – minimum 120 days
- COR site visits
- Inspection Process
- City approvals
- Ordering/delivery furniture
- OI&T activation team
- Change Orders, if applicable

**Minimum 120 days**

Includes:

- Initial Inspections
- Final Inspections
- COR and LCO Punch checklist completion
- Certificate of Occupancy
- Lease Signed and Funding (TIA & Rent) finalized and executed
- COR Certificate and Training Document for Space

**30 Days**



# Activation

## Furniture Install



## Equipment Install



## Staffing Activation

Includes:

- All Non-medical furniture
  - Desk
  - Waiting Chairs
  - Desk Chairs
  - Conference tables
  - Lockers

Includes:

- Medical Equipment
- Printers/Copiers
- Computers
- Phones
- Telehealth equipment
- V-Tel equipment

Includes:

- Movement of people
- Files
- Documents

**Approximately 3 months**



# Sites of Veteran Care

