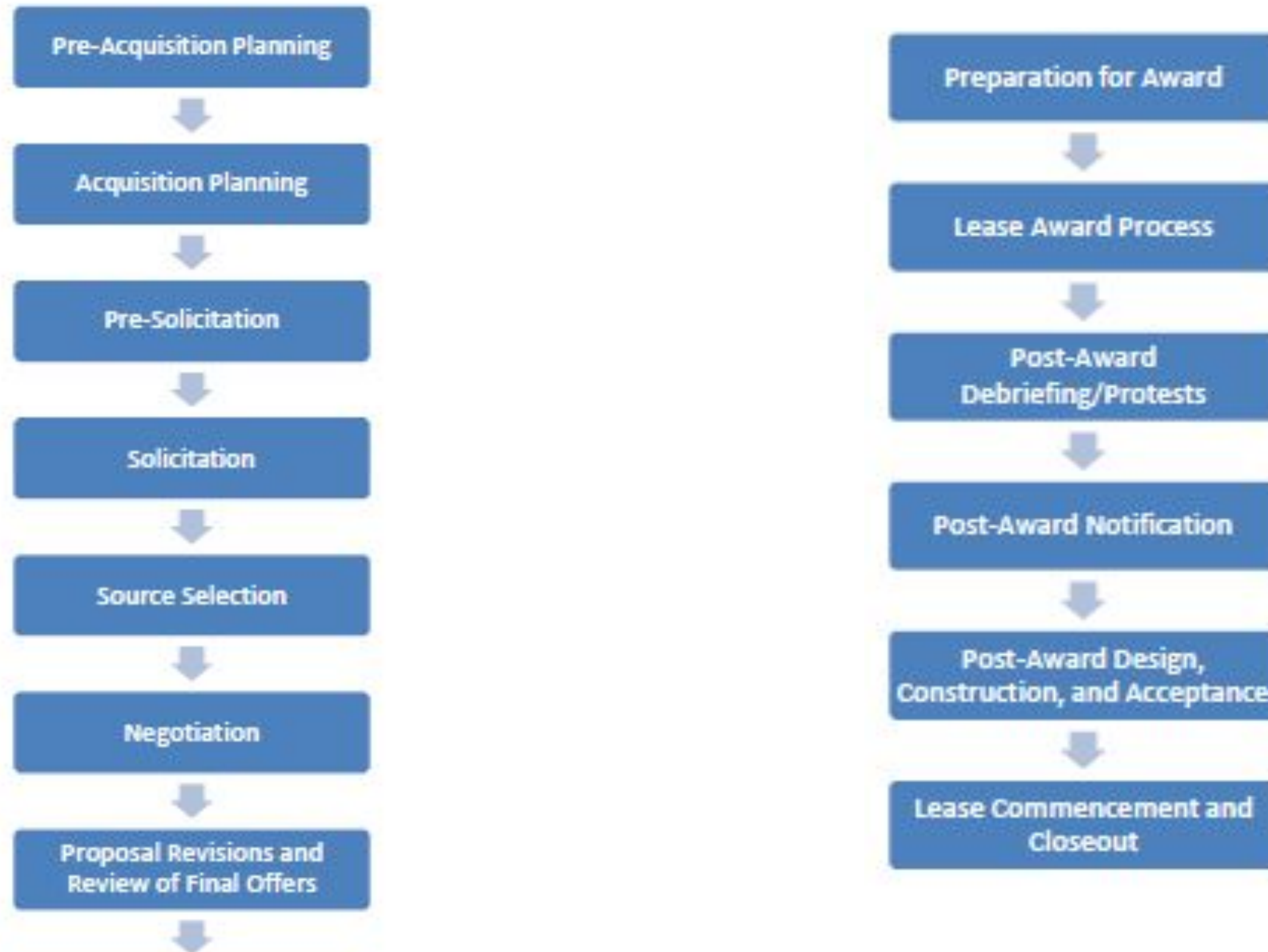


Leasing of Space

January 2021

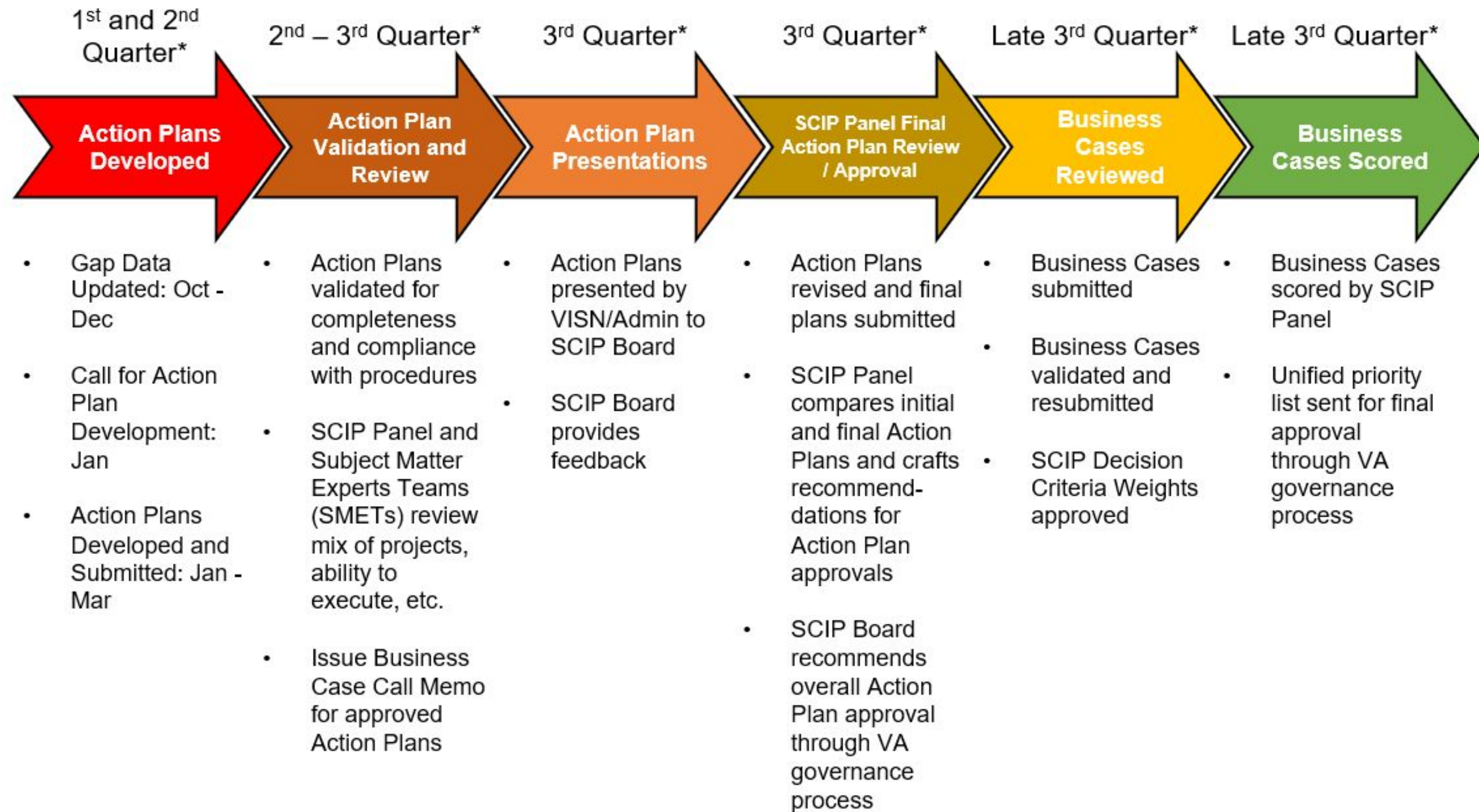
Mission: Buying for those who secured our Freedom.

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

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

