

Leased Space Planning, Programming, and Procurement



ProPath

Office of Information and Technology

Table of Contents

- Leased Space Planning, Programming, and Procurement Process Maps 1**
- Process: Leased Space Planning, Programming, and Procurement .. 14**
 - Leased Space Planning, Programming, and Procurement Description and Goals..... 18**
 - Description 18**
 - Goals 18**
 - Leased Space Planning, Programming, and Procurement RACI Information .. 19**
 - Leased Space Planning, Programming, and Procurement Associated Artifacts Information 45**
 - Leased Space Planning, Programming, and Procurement Tools and Web Sites Information 45**
 - Leased Space Planning, Programming, and Procurement Standards Information 45**
 - Leased Space Planning, Programming, and Procurement Process 46**
 - Process Activity Name: LSPP-01 Identify Planning Requirements 46**
 - Process Activity Name: LSPP-01.01 Conduct VA Strategic Plan Review 47**
 - Process Activity Name: LSPP-01.02 Complete Portfolio Review..... 48**
 - Process Activity Name: LSPP-01.03 Solicit for Requirements..... 49**
 - Process Activity Name: LSPP-01.04 Alert OALC Office 51**
 - Process Activity Name: LSPP-02 Requires Lease? 52**
 - Process Activity Name: LSPP-03 Define Space Requirements..... 53**
 - Process Activity Name: LSPP-03.01 Assign POC to Gather Preliminary Information 54**
 - Process Activity Name: LSPP-03.02 Gather Information..... 55**
 - Process Activity Name: LSPP-03.03 Validate Utilization Studies 56**
 - Process Activity Name: LSPP-03.04 Create Initial Program of Requirements 57**
 - Process Activity Name: LSPP-03.05 Footprint Increasing or Move Out? 58**
 - Process Activity Name: LSPP-03.06 Write Business Case 59**
 - Process Activity Name: LSPP-03.07 Approve Agreed upon POR..... 60**
 - Process Activity Name: LSPP-03.08 Complete Briefing 61**
 - Process Activity Name: LSPP-03.09 Size or Cost Increase?..... 62**
 - Process Activity Name: LSPP-03.10 Notify Leadership..... 62**
 - Process Activity Name: LSPP-03.11 Approve Business Case 63**
 - Process Activity Name: LSPP-03.12 Approve? 64**
 - Process Activity Name: LSPP-04 Create Program Operating Plan..... 65**
 - Process Activity Name: LSPP-04.01 Create Input into POP 65**

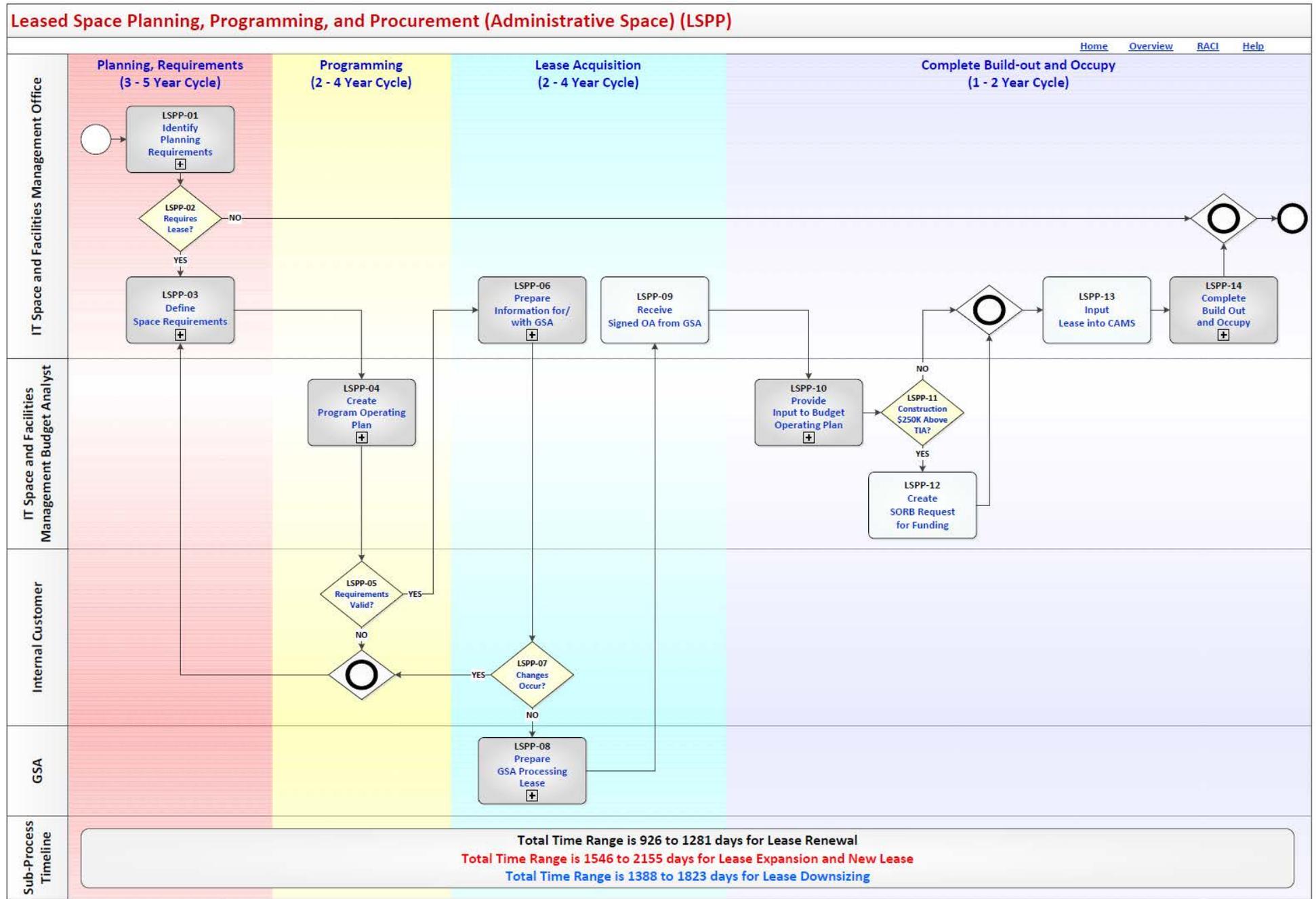
Process Activity Name: LSPP-04.02 Input SCIP Action Plan	66
Process Activity Name: LSPP-04.03 Input SCIP Business Case	68
Process Activity Name: LSPP-05 Requirements Valid?	69
Process Activity Name: LSPP-06 Prepare Information for/with GSA	69
Process Activity Name: LSPP-06.01 Prepare SF-81 Package	70
Process Activity Name: LSPP-06.02 Approve SF-81 Package	72
Process Activity Name: LSPP-06.03 Approve?	73
Process Activity Name: LSPP-06.04 Expansion / New Lease?	74
Process Activity Name: LSPP-06.05 Approve SF-81 Package	75
Process Activity Name: LSPP-06.06 Approve?	76
Process Activity Name: LSPP-06.07 Sign SF-81 Package	76
Process Activity Name: LSPP-06.08 Submit SF-81 Package to GSA	77
Process Activity Name: LSPP-06.09 Prepare Draft Occupancy Agreement ..	78
Process Activity Name: LSPP-06.10 Review Draft Occupancy Agreement ...	79
Process Activity Name: LSPP-06.11 Requirements Still Valid?.....	80
Process Activity Name: LSPP-06.12 Review Changes	81
Process Activity Name: LSPP-06.12.01 Review Space Requirement Changes	81
Process Activity Name: LSPP-06.12.02 Review Financial Requirement Changes.....	82
Process Activity Name: LSPP-06.13 Sign Draft Occupancy Agreement.....	83
Process Activity Name: LSPP-06.14 Submit Signed Draft OA to GSA	84
Process Activity Name: LSPP-06.15 Tenant Improvements?.....	85
Process Activity Name: LSPP-06.16 Create Technical Requirements	86
Process Activity Name: LSPP-06.17 Negotiate for TI Allowance	87
Process Activity Name: LSPP-06.18 Prepare Revised Occupancy Agreement	88
Process Activity Name: LSPP-06.19 Review Revised Occupancy Agreement	89
Process Activity Name: LSPP-06.20 Requirements Still Valid?.....	90
Process Activity Name: LSPP-06.21 Review Changes	91
Process Activity Name: LSPP-06.21.01 Review Space Requirement Changes	91
Process Activity Name: LSPP-06.21.02 Review Technical Requirement Changes.....	93
Process Activity Name: LSPP-06.21.03 Review Financial Requirement Changes.....	94
Process Activity Name: LSPP-06.22 Sign Revised Occupancy Agreement ..	95
Process Activity Name: LSPP-06.23 Submit Approved Revised OA to GSA ..	96
Process Activity Name: LSPP-07 Changes Occur?	97

Process Activity Name: LSPP-08 Prepare GSA Processing Lease	97
Process Activity Name: LSPP-08.01 Assign POC to Gather Information.....	98
Process Activity Name: LSPP-08.02 New Lease / Lease Expansion?	99
Process Activity Name: LSPP-08.03 Complete Review by GSA Senior Executive Review	100
Process Activity Name: LSPP-08.04 Approve?	101
Process Activity Name: LSPP-08.05 Create Technical Requirements	102
Process Activity Name: LSPP-08.06 Finalize Requirements	103
Process Activity Name: LSPP-08.07 Finalize the Acquisition Plan	104
Process Activity Name: LSPP-08.08 Submit Pro-Forma Occupancy Agreement	105
Process Activity Name: LSPP-08.09 Review / Sign Pro-Forma Occupancy Agreement	106
Process Activity Name: LSPP-08.10 Commercial Lease?	107
Process Activity Name: LSPP-08.11 Conduct Presolicitation.....	107
Process Activity Name: LSPP-08.11.01 Place Advertisement for Space	107
Process Activity Name: LSPP-08.11.02 Conduct Market Survey	109
Process Activity Name: LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement.....	110
Process Activity Name: LSPP-08.13 Assign Project Manager	111
Process Activity Name: LSPP-08.14 Submit Floor Plans to IT SFM	112
Process Activity Name: LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement	113
Process Activity Name: LSPP-08.16 Conduct Solicitation	114
Process Activity Name: LSPP-08.17 Commercial Lease?	115
Process Activity Name: LSPP-08.18 Award Lease.....	115
Process Activity Name: LSPP-08.19 TI Needed?.....	116
Process Activity Name: LSPP-08.20 Negotiate Tenant Improvements	117
Process Activity Name: LSPP-08.20.01 Complete Design Intent Drawing...	118
Process Activity Name: LSPP-08.20.02 New Lease or Lease Expansion? ..	119
Process Activity Name: LSPP-08.20.03 Prepare Construction Drawings	119
Process Activity Name: LSPP-08.20.04 Concur Construction Drawings	120
Process Activity Name: LSPP-08.20.05 Concur Construction Drawings	121
Process Activity Name: LSPP-08.20.06 Concur?	122
Process Activity Name: LSPP-08.20.07 Complete Design Intent Drawing...	123
Process Activity Name: LSPP-08.20.08 Concur with TI Bids	124
Process Activity Name: LSPP-08.20.09 Concur?	125
Process Activity Name: LSPP-08.20.10 Provide Notice to Proceed	126
Process Activity Name: LSPP-08.20.11 Oversee Refresh	126

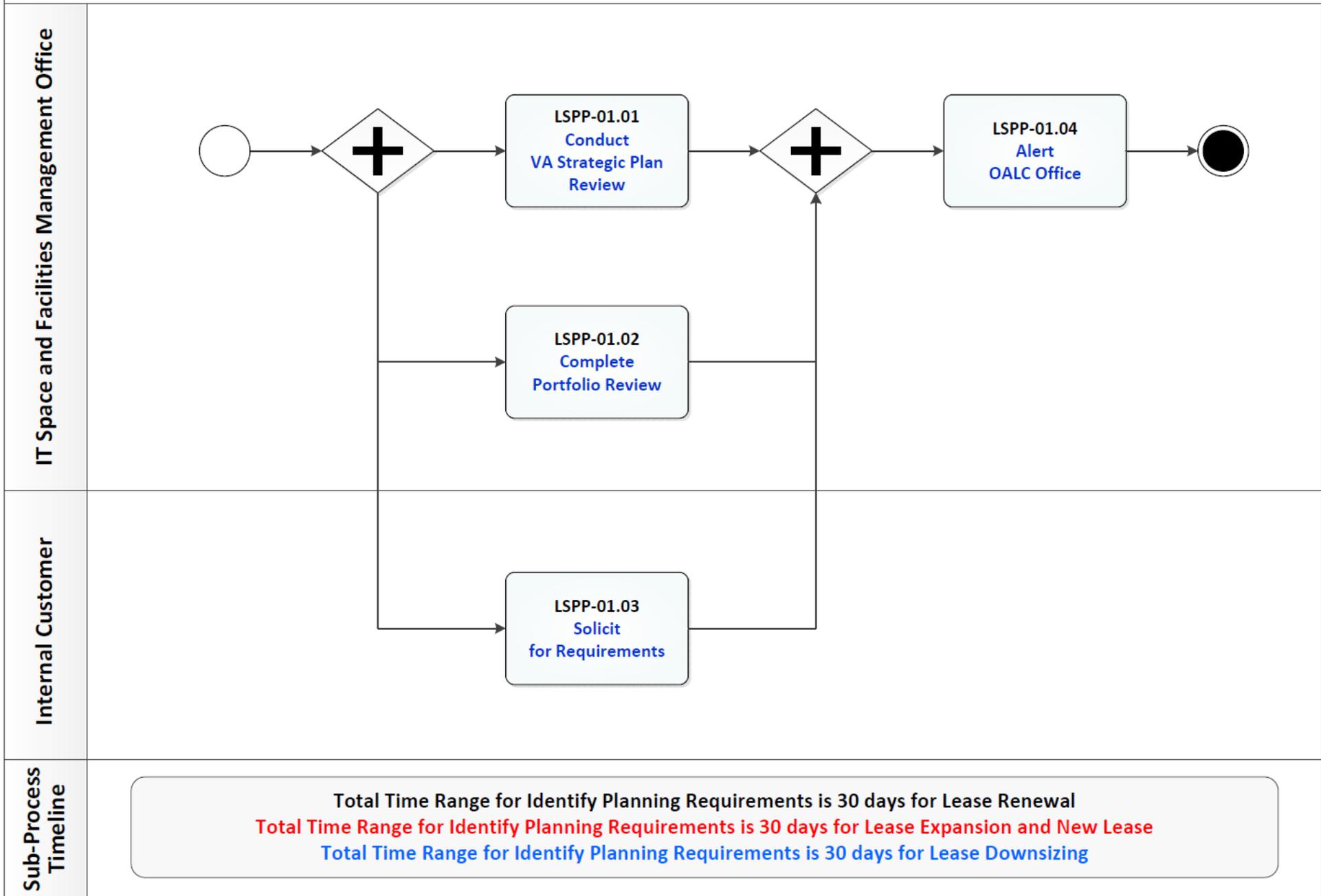
Process Activity Name: LSPP-08.20.12 Conduct Walk-thru of Refresh	127
Process Activity Name: LSPP-08.20.13 Inspect with VA Representative.....	129
Process Activity Name: LSPP-08.20.14 Approve?	130
Process Activity Name: LSPP-08.21 Submit Revised OA for Signature	130
Process Activity Name: LSPP-08.22 Sign/Submit Revised Occupancy Agreement	131
Process Activity Name: LSPP-08.23 Sign Revised Occupancy Agreement	132
Process Activity Name: LSPP-09 Receive Signed OA from GSA	133
Process Activity Name: LSPP-10 Provide Input to Budget Operating Plan.	134
Process Activity Name: LSPP-10.01 Provide Input into BOP.....	134
Process Activity Name: LSPP-10.02 Update Information in CAI.....	135
Process Activity Name: LSPP-11 Construction \$250K Above TIA?	137
Process Activity Name: LSPP-12 Create SORB Request for Funding	137
Process Activity Name: LSPP-13 Input Lease into CAMS.....	138
Process Activity Name: LSPP-14 Complete Build Out and Occupy	139
Process Activity Name: LSPP-14.01 Expansion or Downsize?.....	140
Process Activity Name: LSPP-14.02 Refine Requirements?	140
Process Activity Name: LSPP-14.03 Update Requirements to the OA.....	141
Process Activity Name: LSPP-14.04 Complete Construction Phase.....	142
Process Activity Name: LSPP-14.05 Complete Furniture Requirements	143
Process Activity Name: LSPP-14.06 Complete Telecom LAN/WAN Requirements	144
Process Activity Name: LSPP-14.07 Complete Telephone Requirements...	145
Process Activity Name: LSPP-14.08 Cable Required?	147
Process Activity Name: LSPP-14.09 Complete Cable TV Requirements	147
Process Activity Name: LSPP-14.10 Accept Space	148
Process Activity Name: LSPP-14.11 Complete Administrative Tasks.....	149
Process Activity Name: LSPP-14.11.01 Create Funding Documents	150
Process Activity Name: LSPP-14.11.02 Fund Overtime Utilities, as Required	151
Process Activity Name: LSPP-14.11.03 Complete IT Support Plan	153
Process Activity Name: LSPP-14.11.04 Validate Telephone Directory.....	153
Process Activity Name: LSPP-14.11.05 Document Space Policy	154
Process Activity Name: LSPP-14.11.06 Document Security Policy.....	155
Process Activity Name: LSPP-14.11.07 Document Safety Policy	156
Process Activity Name: LSPP-14.11.08 Document Access Control and Key Plans	157
Process Activity Name: LSPP-14.11.09 Identify Building POCs	158

Process Activity Name: LSPP-14.11.10 Document and Post Fire and Life Safety Plans.....	159
Process Activity Name: LSPP-14.11.11 Post Safety and EEO Information..	160
Process Activity Name: LSPP-14.11.12 Document Signage and Room Numbering	161
Process Activity Name: LSPP-14.11.13 Assign Seating Plan.....	163
Process Activity Name: LSPP-14.11.14 Post Parking Plan Locations.....	164
Process Activity Name: LSPP-14.12 Expansion/Downsize?	165
Process Activity Name: LSPP-14.13 Complete Move-In	165
Process Activity Name: LSPP-14.14 Sign Final Occupancy Agreement.....	166
Process Activity Name: LSPP-14.15 Close-out Project	167
Process Activity Name: LSPP-14.16 Sign Final OA	168
Process Activity Name: LSPP-14.17 Sign Final OA	169

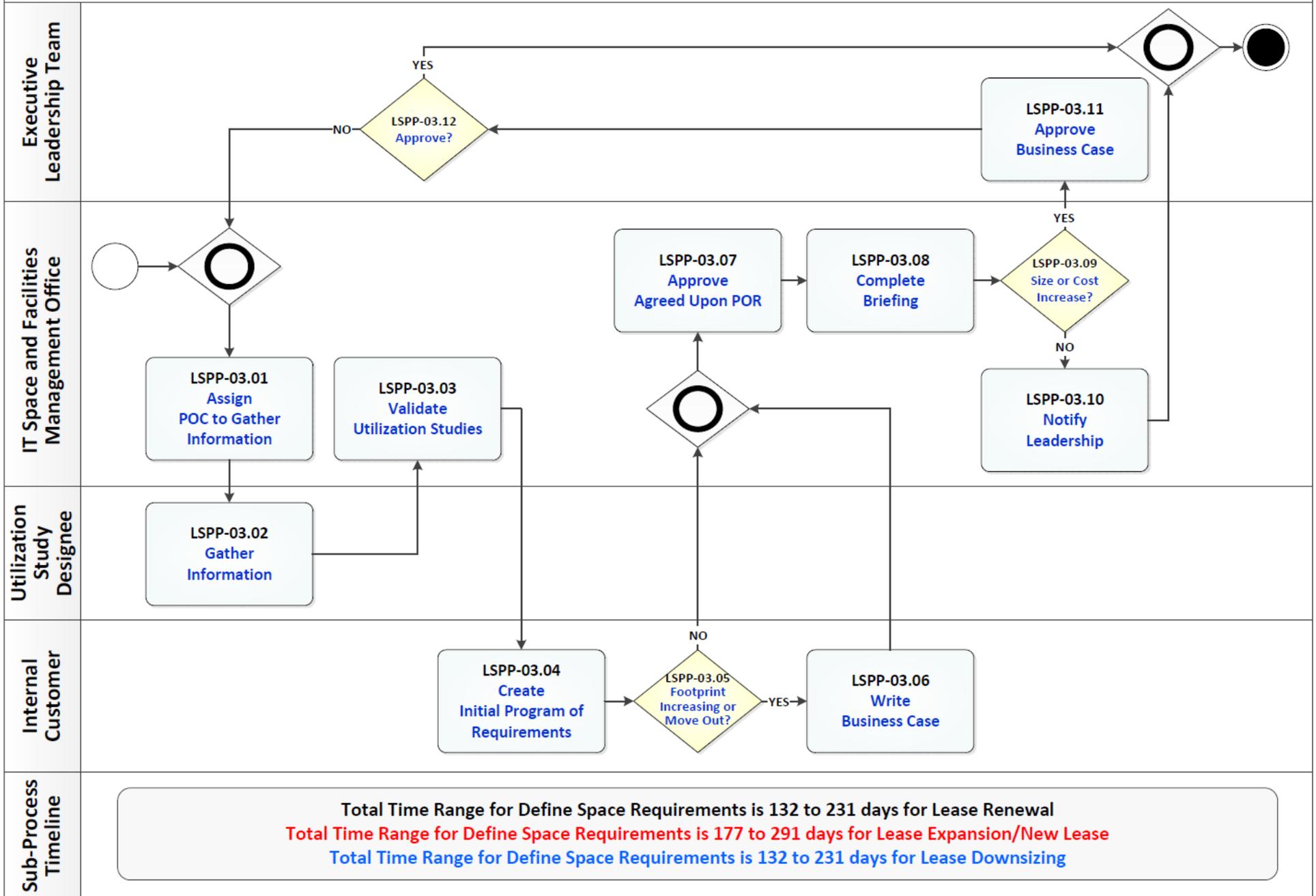
Leased Space Planning, Programming, and Procurement Process Maps



Leased Space Planning, Programming, and Procurement: LSPP-01 Identify Planning Requirements



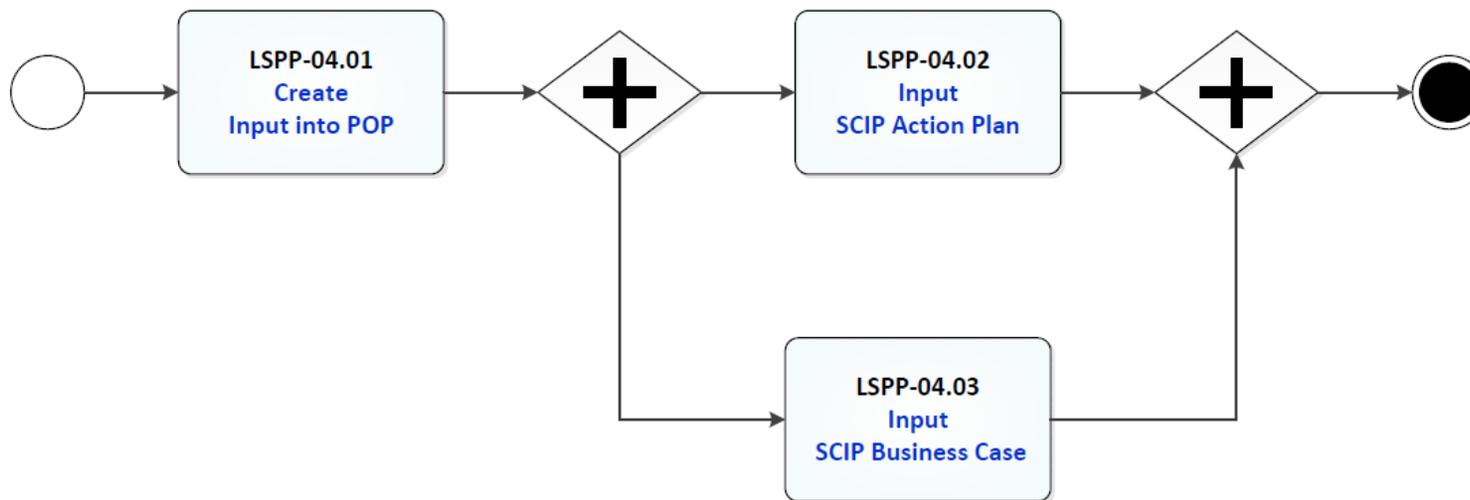
Leased Space Planning, Programming, and Procurement: LSPP-03 Define Space Requirements



Leased Space Planning, Programming, and Procurement: LSPP-04 Create Program Operating Plan

[Home](#) [Back](#) [Overview](#) [RACI](#) [Help](#)

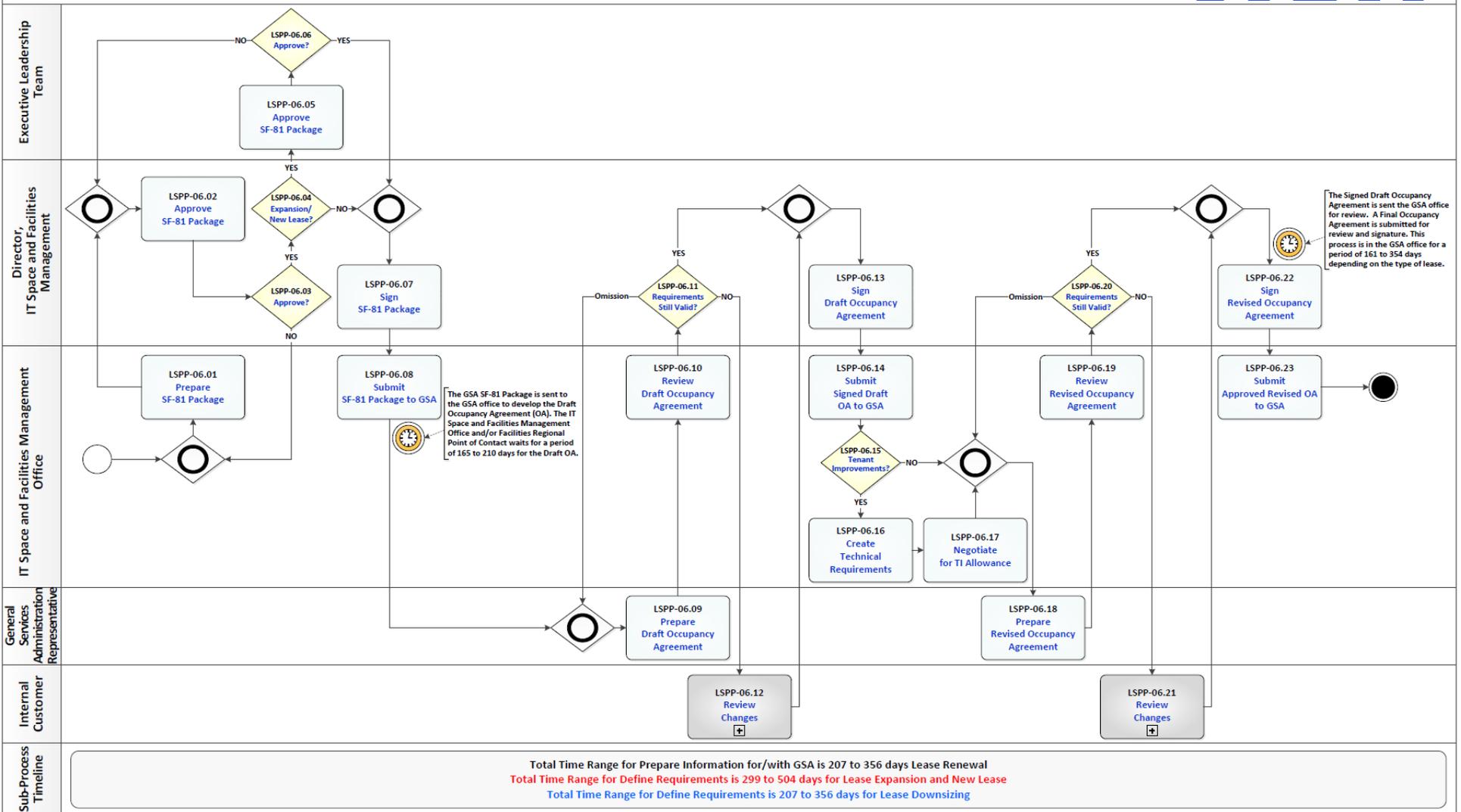
IT Space and Facilities Management Office Budget Analyst



Sub-Process
Timeline

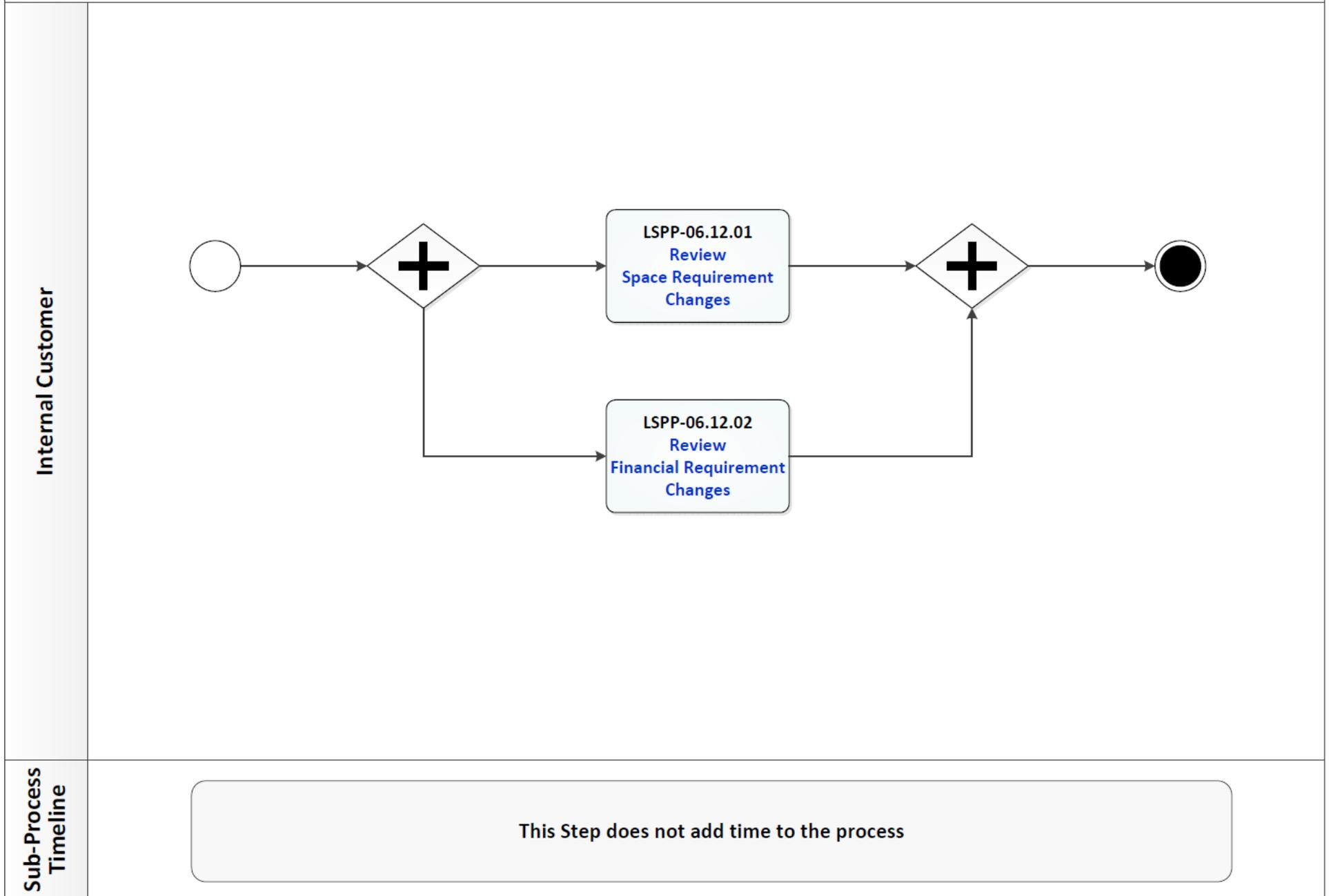
This Step does not add time to the process

Leased Space Planning, Programming, and Procurement: LSPP-06 Prepare Information for/with GSA

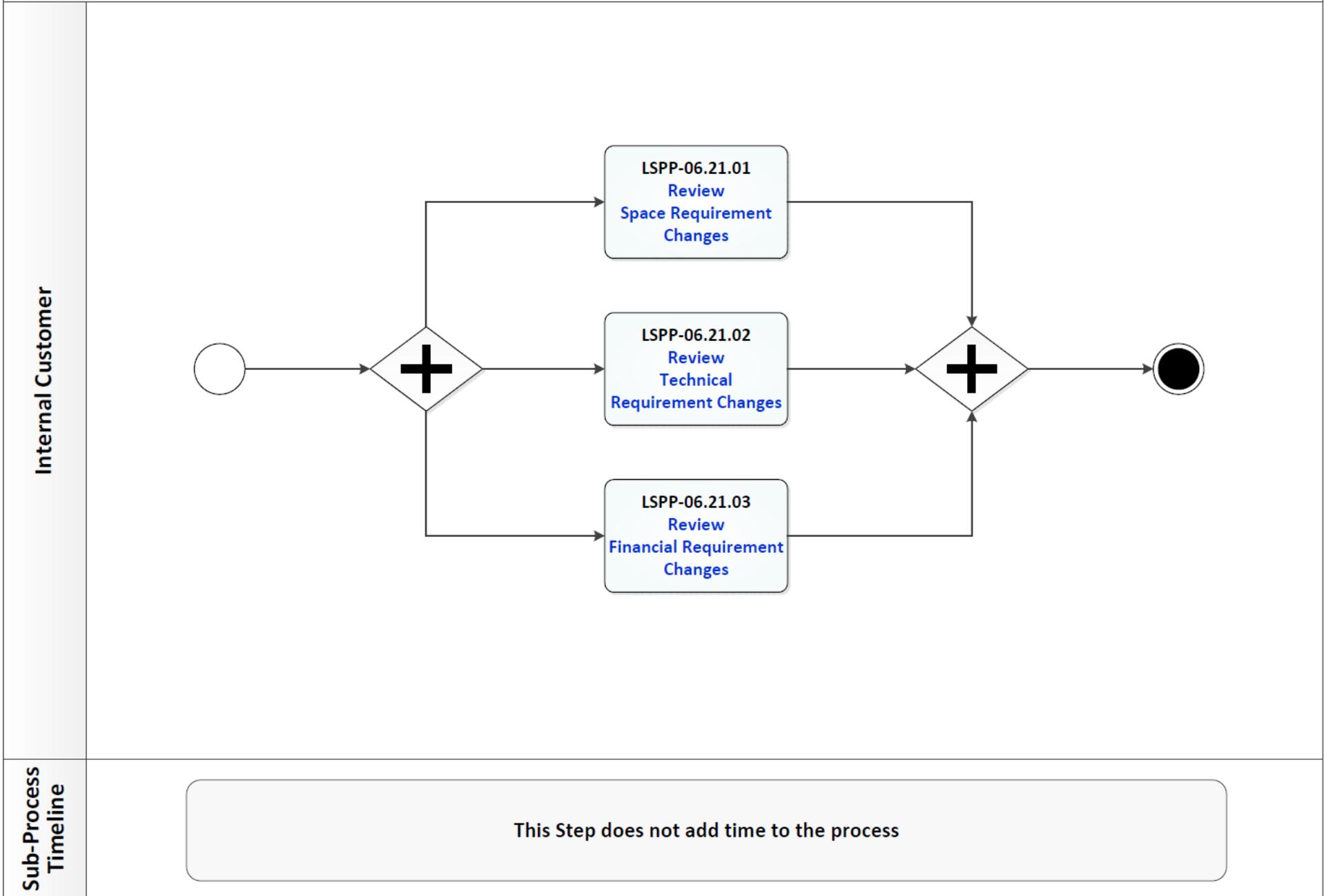


Leased Space Planning, Programming, and Procurement: LSPP-06.12 Review Changes

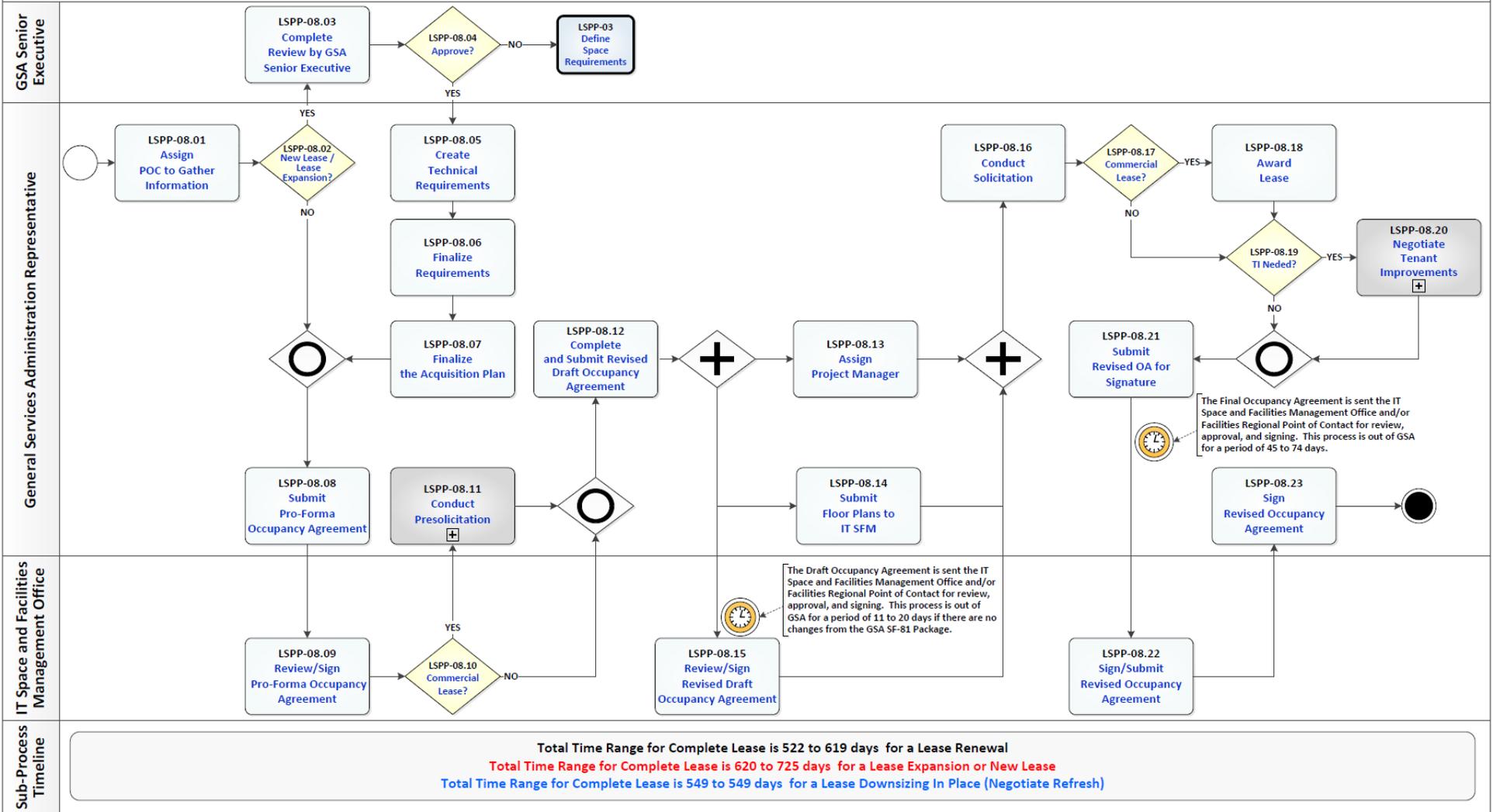
[Home](#) [Main](#) [Back](#) [Overview](#) [RACI](#) [Help](#)



Leased Space Planning, Programming, and Procurement: LSPP-06.21 Review Changes

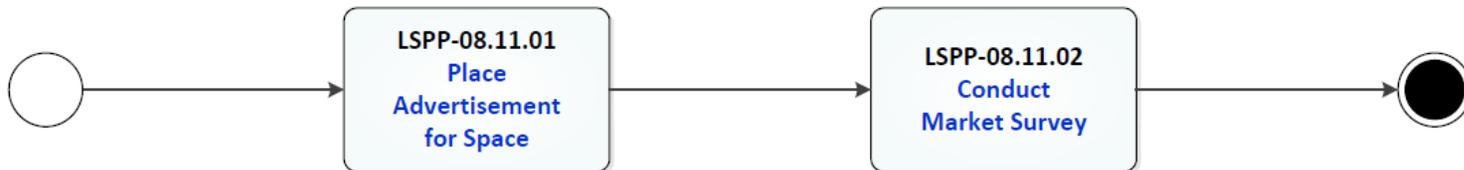


Leased Space Planning, Programming, and Procurement: LSPP-08 Prepare GSA Processing Lease



Leased Space Planning, Programming, and Procurement: LSPP-08.11 Conduct Presolicitation

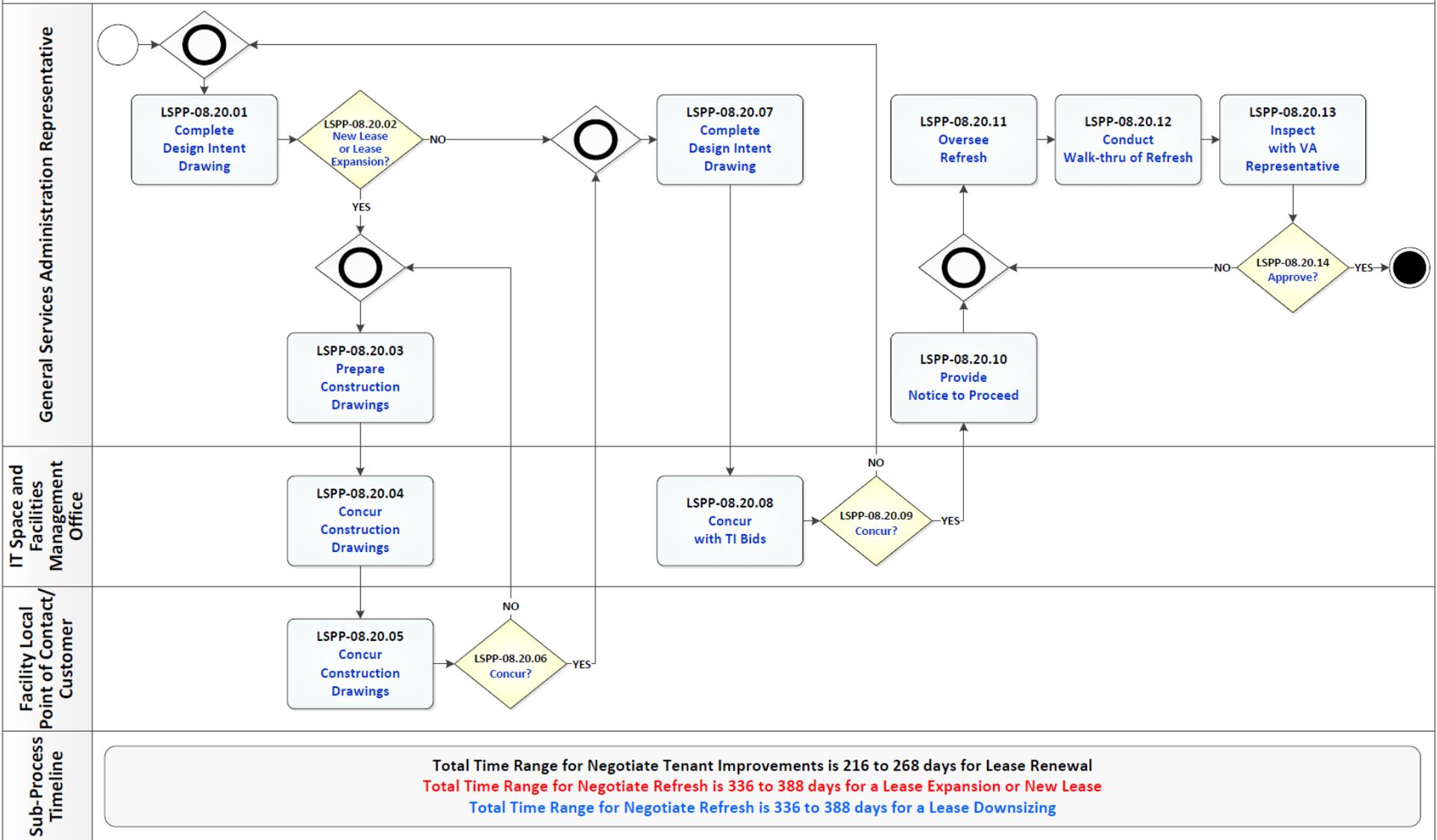
General Services Administration Representative



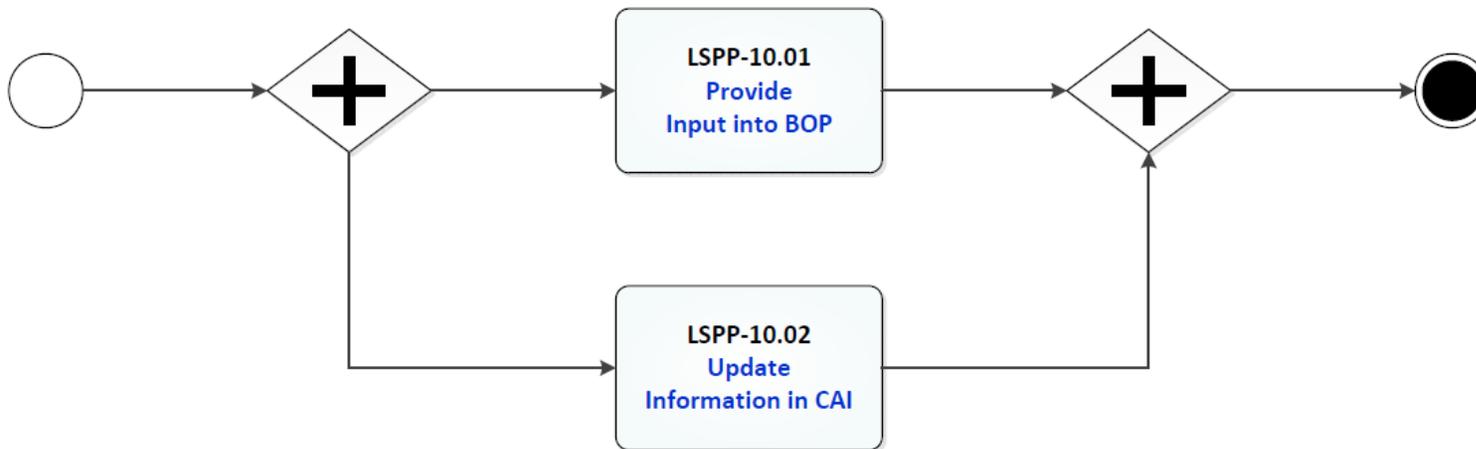
Sub-Process
Timeline

Total Time Range for Conduct PreSolicitation is 230 days Lease Expansion and New Lease

Leased Space Planning, Programming, and Procurement: LSPP-08.20 Negotiate Tenant Improvements



IT Space and Facilities Management Office Budget Analyst

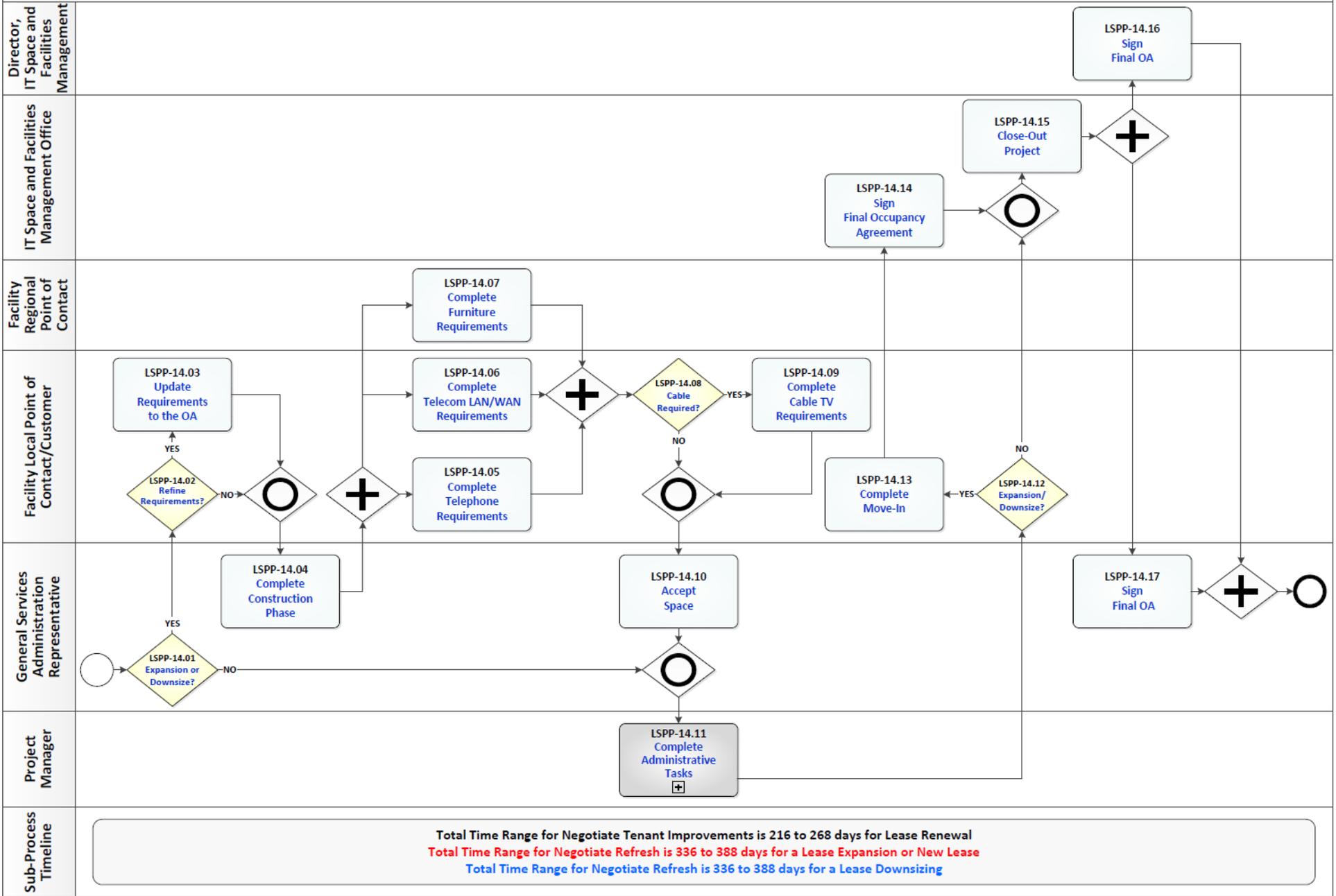


Sub-Process Timeline

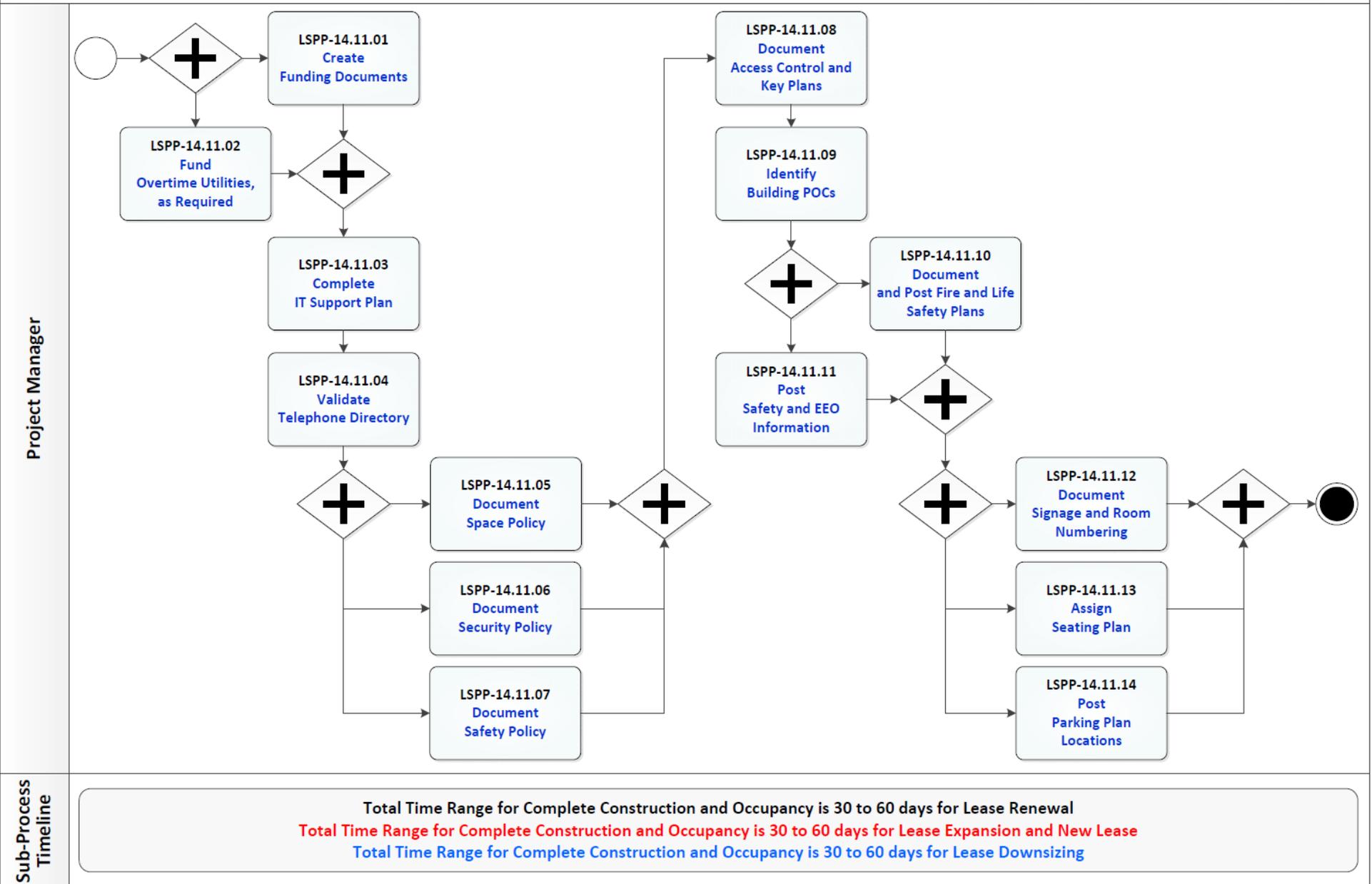
This Step does not add time to the process

Leased Space Planning, Programming, and Procurement: LSPP-14 Complete Build Out and Occupy

[Home](#) [Back](#) [Overview](#) [RACI](#) [Help](#)



Leased Space Planning, Programming, and Procurement: LSPP-14.11 Complete Administrative Tasks



Process: Leased Space Planning, Programming, and Procurement

Overview: The process map for Leased Space Planning, Programming, and Procurement cycles through the following process and review activities:

- LSPP-01 Identify Planning Requirements
 - LSPP-01.01 Conduct VA Strategic Plan Review
 - LSPP-01.02 Complete Portfolio Review
 - LSPP-01.03 Solicit for Requirements
 - LSPP-01.04 Alert OALC Office
- LSPP-02 Requires Lease?
- LSPP-03 Define Space Requirements
 - LSPP-03.01 Assign POC to Gather Preliminary Information
 - LSPP-03.02 Gather Information
 - LSPP-03.03 Validate Utilization Studies
 - LSPP-03.04 Create Initial Program of Requirements
 - LSPP-03.05 Footprint Increasing or Move Out?
 - LSPP-03.06 Write Business Case
 - LSPP-03.07 Approve Agreed upon POR
 - LSPP-03.08 Complete Briefing
 - LSPP-03.09 Size or Cost Increase?
 - LSPP-03.10 Notify Leadership
 - LSPP-03.11 Approve Business Case
 - LSPP-03.12 Approve?
- LSPP-04 Create Program Operating Plan
 - LSPP-04.01 Create Input into POP
 - LSPP-04.02 Input SCIP Action Plan
 - LSPP-04.03 Input SCIP Business Case
- LSPP-05 Requirements Valid?
- LSPP-06 Prepare Information for/with GSA
 - LSPP-06.01 Prepare SF-81 Package
 - LSPP-06.02 Approve SF-81 Package
 - LSPP-06.03 Approve?
 - LSPP-06.04 Expansion / New Lease?
 - LSPP-06.05 Approve SF-81 Package
 - LSPP-06.06 Approve?
 - LSPP-06.07 Sign SF-81 Package
 - LSPP-06.08 Submit SF-81 Package to GSA
 - LSPP-06.09 Prepare Draft Occupancy Agreement
 - LSPP-06.10 Review Draft Occupancy Agreement
 - LSPP-06.11 Requirements Still Valid?
 - LSPP-06.12 Review Changes
 - LSPP-06.12.01 Review Space Requirement Changes
 - LSPP-06.12.02 Review Financial Requirement Changes
 - LSPP-06.13 Sign Draft Occupancy Agreement
 - LSPP-06.14 Submit Signed Draft OA to GSA

LSPP-06.15 Tenant Improvements?
LSPP-06.16 Create Technical Requirements
LSPP-06.17 Negotiate for TI Allowance
LSPP-06.18 Prepare Revised Occupancy Agreement
LSPP-06.19 Review Revised Occupancy Agreement
LSPP-06.20 Requirements Still Valid?
LSPP-06.21 Review Changes
LSPP-06.21.01 Review Space Requirement Changes
LSPP-06.21.02 Review Technical Requirement Changes
LSPP-06.21.03 Review Financial Requirement Changes
LSPP-06.22 Sign Revised Occupancy Agreement
LSPP-06.23 Submit Approved Revised OA to GSA
LSPP-07 Changes Occur?
LSPP-08 Prepare GSA Processing Lease
LSPP-08.01 Assign POC to Gather Information
LSPP-08.02 New Lease / Lease Expansion?
LSPP-08.03 Complete Review by GSA Senior Executive Review
LSPP-08.04 Approve?
LSPP-08.05 Create Technical Requirements
LSPP-08.06 Finalize Requirements
LSPP-08.07 Finalize the Acquisition Plan
LSPP-08.08 Submit Pro-Forma Occupancy Agreement
LSPP-08.09 Review / Sign Pro-Forma Occupancy Agreement
LSPP-08.10 Commercial Lease?
LSPP-08.11 Conduct Presolicitation
LSPP-08.11.01 Place Advertisement for Space
LSPP-08.11.02 Conduct Market Survey
LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement
LSPP-08.13 Assign Project Manager
LSPP-08.14 Submit Floor Plans to IT SFM
LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement
LSPP-08.16 Conduct Solicitation
LSPP-08.17 Commercial Lease?
LSPP-08.18 Award Lease
LSPP-08.19 TI Needed?
LSPP-08.20 Negotiate Tenant Improvements
LSPP-08.20.01 Complete Design Intent Drawing
LSPP-08.20.02 New Lease or Lease Expansion?
LSPP-08.20.03 Prepare Construction Drawings
LSPP-08.20.04 Concur Construction Drawings
LSPP-08.20.05 Concur Construction Drawings
LSPP-08.20.06 Concur?
LSPP-08.20.07 Complete Design Intent Drawing
LSPP-08.20.08 Concur with TI Bids
LSPP-08.20.09 Concur?
LSPP-08.20.10 Provide Notice to Proceed

- LSPP-08.20.11 Oversee Refresh
- LSPP-08.20.12 Conduct Walk-thru of Refresh
- LSPP-08.20.13 Inspect with VA Representative
- LSPP-08.20.14 Approve?
- LSPP-08.21 Submit Revised OA for Signature
- LSPP-08.22 Sign/Submit Revised Occupancy Agreement
- LSPP-08.23 Sign Revised Occupancy Agreement
- LSPP-09 Receive Signed OA from GSA
- LSPP-10 Provide Input to Budget Operating Plan
- LSPP-10.01 Provide Input into BOP
- LSPP-10.02 Update Information in CAI
- LSPP-11 Construction \$250K Above TIA?
- LSPP-12 Create SORB Request for Funding
- LSPP-13 Input Lease into CAMS
- LSPP-14 Complete Build Out and Occupy
- LSPP-14.01 Expansion or Downsize?
- LSPP-14.02 Refine Requirements?
- LSPP-14.03 Update Requirements to the OA
- LSPP-14.04 Complete Construction Phase
- LSPP-14.05 Complete Furniture Requirements
- LSPP-14.06 Complete Telecom LAN/WAN Requirements
- LSPP-14.07 Complete Telephone Requirements
- LSPP-14.08 Cable Required?
- LSPP-14.09 Complete Cable TV Requirements
- LSPP-14.10 Accept Space
- LSPP-14.11 Complete Administrative Tasks
- LSPP-14.11.01 Create Funding Documents
- LSPP-14.11.02 Fund Overtime Utilities, as Required
- LSPP-14.11.03 Complete IT Support Plan
- LSPP-14.11.04 Validate Telephone Directory
- LSPP-14.11.05 Document Space Policy
- LSPP-14.11.06 Document Security Policy
- LSPP-14.11.07 Document Safety Policy
- LSPP-14.11.08 Document Access Control and Key Plans
- LSPP-14.11.09 Identify Building POCs
- LSPP-14.11.10 Document and Post Fire and Life Safety Plans
- LSPP-14.11.11 Post Safety and EEO Information
- LSPP-14.11.12 Document Signage and Room Numbering
- LSPP-14.11.13 Assign Seating Plan
- LSPP-14.11.14 Post Parking Plan Locations
- LSPP-14.12 Expansion/Downsize?
- LSPP-14.13 Complete Move-In
- LSPP-14.14 Sign Final Occupancy Agreement
- LSPP-14.15 Close-out Project
- LSPP-14.16 Sign Final OA

LSPP-14.17 Sign Final OA

Leased Space Planning, Programming, and Procurement Description and Goals

Description

The Leased Space Planning, Programming, and Procurement Process is the Lease Renewal process that shows the collaborative effort of the IT Space and Facilities Management Office, Regional POC, Local POC and GSA working with the appropriate Occupancy Agreements in completing a Lease Renewals, Lease Expansions, Lease Downsizing, New Lease Acquisition, and Lease Cancellations.

Goals

The Goals of Leased Space Planning, Programming, and Procurement Process are as follows:

- To document the process and decrease the amount of time it takes for a Lease Renewal
- To provide/define objectives for each hand off
- To standardize internal forms (e.g., Program of Requirements (POR))
- To establish formal, standardized processes, procedures, and timelines for lease procurement (new requirement, renewal, addition, deletion, other as applicable)
- To define required planning steps and gateways for lease procurement actions
- To provide formal definition of responsibility for (ownership of) the lease procurement process and process steps
- To publish and propagate the VA-internal lease procurement standard

Leased Space Planning, Programming, and Procurement RACI Information

The following describes the RACI information for this process:

LSPP-01.01 Conduct VA Strategic Plan Review

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-01.02 Complete Portfolio Review

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-01.03 Solicit for Requirements

Responsible Role: Internal Customer

Accountable Role: Deputy Assistant Secretary/Deputy Chief Information Officer

Consulted Role: IT Space and Facilities Management Budget Analyst; Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-01.04 Alert OALC Office

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-02 Requires Lease?

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: None Listed

Informed Role: None Listed

LSPP-03.01 Assign POC to Gather Preliminary Information

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: Utilization Study Designee

LSPP-03.02 Gather Information

Responsible Role: Utilization Study Designee

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: Director, IT Space and Facilities Management

LSPP-03.03 Validate Utilization Studies

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: OI&T Organizational Pillar Point of Contact

LSPP-03.04 Create Initial Program of Requirements

Responsible Role: Internal Customer

Accountable Role: Deputy Assistant Secretary/Deputy Chief Information Officer

Consulted Role: IT Space and Facilities Management Budget Analyst; Facility Local Point of Contact; Facility Regional Point of Contact; OI&T Organizational Pillar Point of Contact

Informed Role: None Listed

LSPP-03.05 Footprint Increasing or Move Out?

Responsible Role: Internal Customer

Accountable Role: Facility Regional Point of Contact

Consulted Role: None Listed

Informed Role: None Listed

LSPP-03.06 Write Business Case

Responsible Role: Internal Customer

Accountable Role: Deputy Assistant Secretary/Deputy Chief Information Officer

Consulted Role: IT Space and Facilities Management Budget Analyst; Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: Director, IT Space and Facilities Management

LSPP-03.07 Approve Agreed upon POR

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: OI&T Organizational Pillar Point of Contact

LSPP-03.08 Complete Briefing

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-03.09 Size or Cost Increase?

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: None Listed

Informed Role: None Listed

LSPP-03.10 Notify Leadership

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Regional Point of Contact

Informed Role: Facility Local Point of Contact

LSPP-03.11 Approve Business Case

Responsible Role: Executive Leadership Team

Accountable Role: Assistant Secretary for Information and Technology

Consulted Role: Deputy Assistant Secretary/Deputy Chief Information Officer; Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Budget Analyst

Informed Role: Director, IT Space and Facilities Management

LSPP-03.12 Approve?

Responsible Role: Executive Leadership Team

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-04.01 Create Input into POP

Responsible Role: IT Space and Facilities Management Budget Analyst

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-04.02 Input SCIP Action Plan

Responsible Role: IT Space and Facilities Management Budget Analyst

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-04.03 Input SCIP Business Case

Responsible Role: IT Space and Facilities Management Budget Analyst

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Director, IT Space and Facilities Management; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-05 Requirements Valid?

Responsible Role: Internal Customer

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-06.01 Prepare SF-81 Package

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-06.02 Approve SF-81 Package

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Executive Leadership Team

Consulted Role: IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.03 Approve?

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

LSPP-06.04 Expansion / New Lease?

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Executive Leadership Team

Consulted Role: None Listed

Informed Role: None Listed

LSPP-06.05 Approve SF-81 Package

Responsible Role: Executive Leadership Team

Accountable Role: Assistant Secretary for Information and Technology

Consulted Role: IT Space and Facilities Management Office; Facility Local Point of Contact;
Facility Regional Point of Contact

Informed Role: Director, IT Space and Facilities Management

LSPP-06.06 Approve?

Responsible Role: Executive Leadership Team

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: None Listed

Informed Role: None Listed

LSPP-06.07 Sign SF-81 Package

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Executive Leadership Team

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Office

Informed Role: None Listed

LSPP-06.08 Submit SF-81 Package to GSA

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.09 Prepare Draft Occupancy Agreement

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: Facility Local Point of Contact; Facility Regional Point of Contact

LSPP-06.10 Review Draft Occupancy Agreement

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.11 Requirements Still Valid?

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Facility Regional Point of Contact

Consulted Role: None Listed

Informed Role: None Listed

LSP-06.12.01 Review Space Requirement Changes

Responsible Role: Internal Customer

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSP-06.12.02 Review Financial Requirement Changes

Responsible Role: Internal Customer

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSP-06.13 Sign Draft Occupancy Agreement

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Executive Leadership Team

Consulted Role: Facility Regional Point of Contact

Informed Role: None Listed

LSP-06.14 Submit Signed Draft OA to GSA

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Regional Point of Contact

Informed Role: General Services Administration Senior Executive

LSP-06.15 Tenant Improvements?

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: None Listed

Informed Role: None Listed

LSPP-06.16 Create Technical Requirements

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Internal Customer; Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.17 Negotiate for TI Allowance

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.18 Prepare Revised Occupancy Agreement

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-06.19 Review Revised Occupancy Agreement

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.20 Requirements Still Valid?

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: None Listed

Informed Role: None Listed

LSPP-06.21.01 Review Space Requirement Changes

Responsible Role: Internal Customer

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.21.02 Review Technical Requirement Changes

Responsible Role: Internal Customer

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-06.21.03 Review Financial Requirement Changes

Responsible Role: Internal Customer

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: General Services Administration Representative

LSPP-06.22 Sign Revised Occupancy Agreement

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: Executive Leadership Team

Consulted Role: None Listed

Informed Role: Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Office

LSPP-06.23 Submit Approved Revised OA to GSA

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Regional Point of Contact

Informed Role: None Listed

LSPP-07 Changes Occur?

Responsible Role: Internal Customer

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.01 Assign POC to Gather Information

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.02 New Lease / Lease Expansion?

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.03 Complete Review by GSA Senior Executive Review

Responsible Role: General Services Administration Senior Executive

Accountable Role: Executive Leadership Team

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.04 Approve?

Responsible Role: General Services Administration Senior Executive

Accountable Role: General Services Administration Representative

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.05 Create Technical Requirements

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Internal Customer; Facility Regional Point of Contact; Facility Local Point of Contact

Informed Role: None Listed

LSPP-08.06 Finalize Requirements

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.07 Finalize the Acquisition Plan

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.08 Submit Pro-Forma Occupancy Agreement

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact
Informed Role: None Listed

LSPP-08.09 Review / Sign Pro-Forma Occupancy Agreement

Responsible Role: IT Space and Facilities Management Office
Accountable Role: Director, IT Space and Facilities Management
Consulted Role: None Listed
Informed Role: None Listed

LSPP-08.10 Commercial Lease?

Responsible Role: General Services Administration Representative
Accountable Role: IT Space and Facilities Management Office
Consulted Role: None Listed
Informed Role: None Listed

LSPP-08.11.01 Place Advertisement for Space

Responsible Role: General Services Administration Representative
Accountable Role: IT Space and Facilities Management Office
Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact
Informed Role: None Listed

LSPP-08.11.02 Conduct Market Survey

Responsible Role: General Services Administration Representative
Accountable Role: IT Space and Facilities Management Office
Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer
Informed Role: None Listed

LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.13 Assign Project Manager

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer; Project Manager

LSPP-08.14 Submit Floor Plans to IT SFM

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.16 Conduct Solicitation

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.17 Commercial Lease?

Responsible Role: General Services Administration Representative

Accountable Role: General Services Administration Senior Executive

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.18 Award Lease

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-08.19 TI Needed?

Responsible Role: General Services Administration Representative

Accountable Role: General Services Administration Senior Executive

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.20.01 Complete Design Intent Drawing

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-08.20.02 New Lease or Lease Expansion?

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.20.03 Prepare Construction Drawings

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.20.04 Concur Construction Drawings

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Regional Point of Contact; General Services Administration Representative

Informed Role: Facility Local Point of Contact

LSPP-08.20.05 Concur Construction Drawings

Responsible Role: Facility Local Point of Contact

Accountable Role: General Services Administration Representative

Consulted Role: IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.20.06 Concur?

Responsible Role: Facility Local Point of Contact

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Internal Customer

Informed Role: Internal Customer

LSPP-08.20.07 Complete Design Intent Drawing

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.20.08 Concur with TI Bids

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; General Services Administration Representative

Informed Role: General Services Administration Representative

LSPP-08.20.09 Concur?

Responsible Role: IT Space and Facilities Management Office

Accountable Role: General Services Administration Representative

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.20.10 Provide Notice to Proceed

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.20.11 Oversee Refresh

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-08.20.12 Conduct Walk-thru of Refresh

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.20.13 Inspect with VA Representative

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-08.20.14 Approve?

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Internal Customer

Informed Role: None Listed

LSPP-08.21 Submit Revised OA for Signature

Responsible Role: General Services Administration Representative

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Office

Informed Role: None Listed

LSPP-08.22 Sign/Submit Revised Occupancy Agreement

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: None Listed

Informed Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

LSP-08.23 Sign Revised Occupancy Agreement

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSP-09 Receive Signed OA from GSA

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Regional Point of Contact; General Services Administration Representative

Informed Role: None Listed

LSP-10.01 Provide Input into BOP

Responsible Role: IT Space and Facilities Management Budget Analyst

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Regional Point of Contact

Informed Role: Director, IT Space and Facilities Management

LSP-10.02 Update Information in CAI

Responsible Role: IT Space and Facilities Management Budget Analyst

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Regional Point of Contact

Informed Role: Director, IT Space and Facilities Management

LSP-11 Construction \$250K Above TIA?

Responsible Role: IT Space and Facilities Management Budget Analyst

Accountable Role: IT Space and Facilities Management Office

Consulted Role: None Listed

Informed Role: None Listed

LSPP-12 Create SORB Request for Funding

Responsible Role: IT Space and Facilities Management Budget Analyst

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: Office of Management and Budget

LSPP-13 Input Lease into CAMS

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role: None Listed

LSPP-14.01 Expansion or Downsize?

Responsible Role: General Services Administration Representative

Accountable Role: General Services Administration Senior Executive

Consulted Role: None Listed

Informed Role: None Listed

LSPP-14.02 Refine Requirements?

Responsible Role: Facility Local Point of Contact

Accountable Role: Facility Regional Point of Contact

Consulted Role: Customer

Informed Role: None Listed

LSPP-14.03 Update Requirements to the OA

Responsible Role: Facility Local Point of Contact
Accountable Role: Facility Regional Point of Contact
Consulted Role: Customer
Informed Role: IT Space and Facilities Management Office

LSPP-14.04 Complete Construction Phase

Responsible Role: General Services Administration Representative
Accountable Role: IT Space and Facilities Management Office
Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer
Informed Role: Director, IT Space and Facilities Management

LSPP-14.05 Complete Furniture Requirements

Responsible Role: Facility Regional Point of Contact
Accountable Role: IT Space and Facilities Management Office
Consulted Role: Internal Customer; Facility Local Point of Contact
Informed Role: Director, IT Space and Facilities Management

LSPP-14.06 Complete Telecom LAN/WAN Requirements

Responsible Role: Facility Local Point of Contact
Accountable Role: IT Space and Facilities Management Office
Consulted Role: Facility Regional Point of Contact; Internal Customer; IT Staff
Informed Role: Director, IT Space and Facilities Management

LSPP-14.07 Complete Telephone Requirements

Responsible Role: Facility Local Point of Contact
Accountable Role: IT Space and Facilities Management Office
Consulted Role: Facility Regional Point of Contact; Internal Customer; IT Staff
Informed Role: Director, IT Space and Facilities Management

LSPP-14.08 Cable Required?

Responsible Role: Facility Local Point of Contact

Accountable Role: None Listed

Consulted Role: Internal Customer

Informed Role: None Listed

LSPP-14.09 Complete Cable TV Requirements

Responsible Role: Facility Local Point of Contact

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Regional Point of Contact; Internal Customer

Informed Role: Director, IT Space and Facilities Management

LSPP-14.10 Accept Space

Responsible Role: General Services Administration Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer; OI&T Organizational Pillar Point of Contact

Informed Role: None Listed

LSPP-14.11.01 Create Funding Documents

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.02 Fund Overtime Utilities, as Required

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.03 Complete IT Support Plan

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.04 Validate Telephone Directory

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.05 Document Space Policy

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.06 Document Security Policy

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.07 Document Safety Policy

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.08 Document Access Control and Key Plans

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.09 Identify Building POCs

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact; General Services Administration Representative

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.10 Document and Post Fire and Life Safety Plans

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.11 Post Safety and EEO Information

Responsible Role: Project Manager

Accountable Role: Facility Local Point of Contact

Consulted Role: Facility Regional Point of Contact

Informed Role: IT Space and Facilities Management Office

LSPP-14.11.12 Document Signage and Room Numbering

Responsible Role: Project Manager
Accountable Role: Facility Local Point of Contact
Consulted Role: Facility Regional Point of Contact
Informed Role: IT Space and Facilities Management Office

LSPP-14.11.13 Assign Seating Plan

Responsible Role: Project Manager
Accountable Role: Facility Local Point of Contact
Consulted Role: Facility Regional Point of Contact
Informed Role: IT Space and Facilities Management Office

LSPP-14.11.14 Post Parking Plan Locations

Responsible Role: Project Manager
Accountable Role: Facility Local Point of Contact
Consulted Role: Facility Regional Point of Contact
Informed Role: IT Space and Facilities Management Office

LSPP-14.12 Expansion/Downsize?

Responsible Role: Facility Local Point of Contact
Accountable Role: None Listed
Consulted Role: Internal Customer
Informed Role: None Listed

LSPP-14.13 Complete Move-In

Responsible Role: Facility Local Point of Contact
Accountable Role: IT Space and Facilities Management Office
Consulted Role: Facility Regional Point of Contact; Internal Customer
Informed Role: Director, IT Space and Facilities Management

LSPP-14.14 Sign Final Occupancy Agreement

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: None Listed

Informed Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

LSPP-14.15 Close-out Project

Responsible Role: IT Space and Facilities Management Office

Accountable Role: Director, IT Space and Facilities Management

Consulted Role: Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role: None Listed

LSPP-14.16 Sign Final OA

Responsible Role: Director, IT Space and Facilities Management

Accountable Role: General Services Administration Senior Executive

Consulted Role: General Services Administration Representative

Informed Role: None Listed

LSPP-14.17 Sign Final OA

Responsible Role: General Services Administration Representative

Accountable Role: General Services Administration Senior Executive

Consulted Role: Director, IT Space and Facilities Management

Informed Role: None Listed

Leased Space Planning, Programming, and Procurement Associated Artifacts Information

Associated Artifacts information (including hyperlinks) for this process includes:

Acquisition Plan Template

Building Lease Information

Business Case Template (Space and Facilities)

Customer Requirements Questionnaire

GSA SF-81 Request for Space

Obligation or Change in Obligation

Program of Requirements (POR)

Space Utilization Study

Spend Plan Identification (SPI) Number

VA Form 2237-Request Turn-In and Receipt for Property or Services Template

Leased Space Planning, Programming, and Procurement Tools and Web Sites Information

The Tools and Web Sites associated with this process (including hyperlinks) include:

Budget Tracking Tool (BTT)

GSA Forms Library

LoopNet

Office of Construction & Facilities Management - Real Property

Office of Construction and Facilities Management - Manual

Strategic Capital Investment Process

U.S. Department of Veterans Affairs

U.S. General Services Administration

VA Capital Asset Inventory

Leased Space Planning, Programming, and Procurement Standards Information

Standards associated with this process (including hyperlinks) include:

American National Standards Institute (ANSI)

Building Industry Consulting Service International (BICSI)

Federal Acquisition Regulation (FAR)

Guide to Telework in the Federal Government

Office of Information and Technology Design Guide

Office of Information and Technology Space Standards (VAIQ 7282835)

Office of Information Security, Accreditation Requirements Guide Standard Operating Procedures

OMB Blog: Freezing the Federal Footprint

OMB Memorandum (M-12-12), Promoting Efficient Spending to Support Agency Operations, (MAY 11 2012)

OMB Memorandum, M-11-22, Realignment of Federal Real Estate

Telecommunications Industry Association (TIA)

US General Servicing Administration Leasing Desk Guide

VA Acquisition Regulation (VAAR)

VA Handbook 5011/5, Hours of Duty and Leave

Leased Space Planning, Programming, and Procurement Process

Process Activity Name: LSPP-01 Identify Planning Requirements

Previous Activities

Process Begins

Next Activities

LSPP-01.01 Conduct VA Strategic Plan Review

And

LSPP-01.02 Complete Portfolio Review

And

LSPP-01.03 Solicit for Requirements

Description

The sub-process map Identify Planning Requirements cycles through the following dependent activities:

- Conduct VA Strategic Plan Review
- Complete Portfolio Review
- Solicit for Requirements
- Alert OALC Office

Process Activity Name: LSPP-01.01 Conduct VA Strategic Plan Review

Concurrent Activities

LSPP-01.02 Complete Portfolio Review

And

LSPP-01.03 Solicit for Requirements

Previous Activities

LSPP-01 Identify Planning Requirements

Next Activities

LSPP-01.04 Alert OALC Office

Description

The IT Space and Facilities Management Office will review the VA Strategic Plan to identify changes that will affect the type of lease to complete for sites. The VA Strategic Plan Review is to look out a minimum of 3 to 5 years for types of Leases to complete, Lease Renewal, Lease Expansion or New Lease, Lease Downsizing, or Lease Cancellation.

Input

VA Strategic Plan

Output

VA Strategic Plan Review

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

U.S. Department of Veterans Affairs

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

The estimated time to complete this activity is 30 days.

If a new data center is being considered the time frame can go beyond the 3 to 5 year time frame.

This activity is done concurrently with the Local Customer to solicit requirements for the type of lease to complete.

Process Activity Name: LSPP-01.02 Complete Portfolio Review

Concurrent Activities

LSPP-01.01 Conduct VA Strategic Plan Review

And

LSPP-01.03 Solicit for Requirements

Previous Activities

LSPP-01 Identify Planning Requirements

Next Activities

LSPP-01.04 Alert OALC Office

Description

The IT Space and Facilities Management Office conducts annual reviews to document all leases that are to expire within the next 3 to 5 years. This activity enables the IT Space and Facilities Management Office to begin steps for Lease Renewal, Lease Expansion or New Lease, Lease Downsizing, or Lease Cancellation.

The IT Space and Facilities Management Office solicits input from the National Points of Contact to report on projected growth or downsizing over the next 3 to five years.

Input

Annual Review of Customer Requirements (NEW)

Annual Space Portfolio Validation

Monthly Progress Report

Building Lease Information

Output

Updated Annual Review of Customer Requirements (NEW) Updated Building Lease Information

Updated Monthly Progress Report

Associated Artifacts

Building Lease Information

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

LoopNet

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

The lease reviews are conducted on an ongoing basis, but annually the information is captured for all upcoming leases to expire within the next 3 to 5 years

This activity takes approximately one day to complete.

This activity is done concurrently with the Local Customer to solicit requirements for the type of lease to complete.

Process Activity Name: LSPP-01.03 Solicit for Requirements**Concurrent Activities**

LSPP-01.01 Conduct VA Strategic Plan Review

And

LSPP-01.02 Complete Portfolio Review

Previous Activities

LSPP-01 Identify Planning Requirements

Next Activities

LSPP-01.04 Alert OALC Office

Description

The Internal Customer provides feedback to the IT Space and Facilities Management Office on the types of lease needed based on their requirements for a Lease Renewal, Lease Expansion or New Lease, Lease Downsizing, or Lease Cancellation.

Internal Customer includes the Facilities National Point of Contact, Facilities Regional Point of Contact, Facilities Local Point of Contact, and the end Customer as well as Management.

Input

Annual Review of Customer Requirements

Building Lease Information

Monthly Progress Report (History)

Monthly/Quarterly Space Survey

Rules of Engagement e.g. Passive Market Research

Output

Customer Requirements Questionnaire

Facilities Regional Point of Contact Listing

Local Facilities Point of Contact Listing

Updated Monthly Progress Report

Updated Building Lease Information

Associated Artifacts

Building Lease Information

Customer Requirements Questionnaire

Responsible Role

Internal Customer

Accountable Role

Deputy Assistant Secretary/Deputy Chief Information Officer

Consulted Role

IT Space and Facilities Management Budget Analyst; Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

The lease reviews are conducted on an ongoing basis, but annually the information is captured for all upcoming leases to expire within the next 3 to 5 years

This activity takes approximately 30 days to complete.

This activity is done concurrently with IT Space and Facilities Management Office Planning Efforts that looks out 3 -5 years.

Process Activity Name: LSPP-01.04 Alert OALC Office

Previous Activities

LSPP-01.01 Conduct VA Strategic Plan Review

AND

LSPP-01.02 Complete Portfolio Review

AND

LSPP-01.03 Solicit for Requirements

Next Activities

LSPP-02 Requires Lease?

Description

The IT Space and Facilities Management Office alerts the Office of Acquisition, Logistics and Construction (OALC), also known as Real Property, via email of all upcoming lease renewals, lease expansions, or lease downsizing. If Lease Costs are estimated to be greater than \$1M annually the OALC Representative alerts Congress to gain approval to proceed with the Lease.

Input

Building Lease Information

Monthly Progress Report

Monthly/Quarterly Space Survey

Output

OALC Alert email

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. Department of Veterans Affairs

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

The lease reviews are conducted on an ongoing basis, but annually the information is captured for all upcoming leases to expire within the next 3 to 5 years

This activity takes approximately 30 days to complete.

This activity is done concurrently with IT Space and Facilities Management Office Planning Efforts that looks out 3 -5 years.

Process Activity Name: LSPP-02 Requires Lease?**Previous Activities**

LSPP-01.04 Alert OALC Office

Next Activities

If "Yes":

LSPP-03 Define Space Requirements

Or

If "No":

Process Ends

Description

The IT Space and Facilities Management Office determines if a lease is required from the planning process (Yes) or not (No).

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-03 Define Space Requirements**Previous Activities**

LSPP-02 Requires Lease?

Or

LSPP-05 Requirements Valid?

Or

LSPP-07 Changes Occur?

Or

LSPP-08.04 Approve?

Next Activities

LSPP-03.01 Assign POC to Gather Preliminary Information

Description

The sub-process map Define Space Requirements cycles through the following dependent activities:

- Assign POC to Gather Preliminary Information
- Gather Information
- Validate Utilization Study
- Create Internal Program of Requirements
- Footprint Increasing or Moving Out?
- Write Business Case
- Approve Agreed upon POR
- Complete Briefing
- Size or Cost Increase?
- Notify Leadership
- Approve Business Case

- Approve?

Process Activity Name: LSPP-03.01 Assign POC to Gather Preliminary Information

Previous Activities

LSPP-03 Define Space Requirements

Or

LSPP-03.12 Approve?

Next Activities

LSPP-03.02 Gather Information

Description

The IT Space and Facilities Management Office and/or Facilities Regional Point of Contact identifies a Utilization Study Designee Point of Contact, if one has not already been identified, to gather information.

Input

Facilities Regional Point of Contact Listing

Local Facilities Point of Contact Listing

Output

Assigned Regional Points of Contact

Pillar Point of Contact Notification

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

Utilization Study Designee

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 1 day to complete.

Process Activity Name: LSPP-03.02 Gather Information

Previous Activities

LSPP-03.01 Assign POC to Gather Preliminary Information

Next Activities

LSPP-03.03 Validate Utilization Studies

Description

The Utilization Study Designee, works in conjunction with Facilities Local Point of Contact and Local Staff, to gather all necessary information including, but not limited to, Utilization Study, Full Time Employee (FTE), Contractors, Seating Plan, any repairs, and or maintenance needed in the space. The purpose of the information gathered is to determine the type of lease to complete, for example, Lease Renewal, Lease Expansion, New Lease, Lease Downsizing, or Lease Cancellation.

Input

Conference Calls

Email correspondence

Output

Utilization Study Form

Associated Artifacts

Space Utilization Study

Responsible Role

Utilization Study Designee

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

None Listed

Standards

Guide to Telework in the Federal Government

Office of Information and Technology Space Standards (VAIQ 7282835)

VA Handbook 5011/5, Hours of Duty and Leave

More Info

This activity takes between 90 and 120 days to complete.

Process Activity Name: LSPP-03.03 Validate Utilization Studies

Previous Activities

LSPP-03.02 Gather Information

Next Activities

LSPP-03.04 Create Initial Program of Requirements

Description

The IT Space and Facilities Management Office and/or Facilities Regional Point of Contact, works in conjunction with Utilization Study Designee, to validate all information including, but not limited to, Utilization Study, Full Time Employee (FTE), Contractors, Seating Plan, any repairs, and or maintenance needed in the space.

Input

Utilization Study Form

Output

Validated Utilization Study Form

Associated Artifacts

Space Utilization Study

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

OI&T Organizational Pillar Point of Contact

Tools and Websites

None Listed

Standards

Guide to Telework in the Federal Government

Office of Information and Technology Space Standards (VAIQ 7282835)

VA Handbook 5011/5, Hours of Duty and Leave

More Info

This activity takes between 90 and 120 days to complete.

Process Activity Name: LSPP-03.04 Create Initial Program of Requirements

Previous Activities

LSPP-03.03 Validate Utilization Studies

Next Activities

LSPP-03.05 Footprint Increasing or Move Out?

Description

The Internal Customer creates the Program of Requirements (POR) that summarizes the results of the Utilization Studies and other forms of analysis.

This is a collaborative and negotiation effort with the IT Space and Facilities Management Office, Pillar POC (Assigned by the DAS/DCIO), Facilities Regional POC, and Facilities Local POC.

Input

Utilization Studies

Actual FTE

Actual Contractors

Rooms/Storage Space Dimensions

Questionnaire Survey

Output

Cost Estimates

Program of Requirements

Space POR Memorandum

POR Guidance Checklist

Associated Artifacts

Program of Requirements (POR)

Responsible Role

Internal Customer

Accountable Role

Deputy Assistant Secretary/Deputy Chief Information Officer

Consulted Role

IT Space and Facilities Management Budget Analyst; Facility Local Point of Contact; Facility Regional Point of Contact; OI&T Organizational Pillar Point of Contact

Informed Role

None Listed

Tools and Websites

None Listed

Standards

Guide to Telework in the Federal Government

Office of Information and Technology Space Standards (VAIQ 7282835)

VA Handbook 5011/5, Hours of Duty and Leave

More Info

This activity takes 30 to 90 to complete. (In some instances, this activity has taken over 1 year to complete)

Process Activity Name: LSPP-03.05 Footprint Increasing or Move Out?**Previous Activities**

LSPP-03.04 Create Initial Program of Requirements

Next Activities

If "Yes":

LSPP-03.06 Write Business Case

Or

If "No":

LSPP-03.07 Approve Agreed upon POR

Description

The Internal Customer determines if the lease is causing an increase in the space required or if they are moving out of the site (Yes) or not (No).

Responsible Role

Internal Customer

Accountable Role

Facility Regional Point of Contact

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-03.06 Write Business Case**Previous Activities**

LSPP-03.05 Footprint Increasing or Move Out?

Next Activities

LSPP-03.07 Approve Agreed upon POR

Description

The Internal Customer works with the National Point of Contact to author a Business Case with Justification for the need for the new lease or expansion. The development of the Business Case is a collaborative effort between the Internal Customer and National Point of Contact and submitted to the IT Space and Facilities Management Office.

Input

Program of Requirements

Space POR Memorandum

Output

Business Case

Associated Artifacts

Business Case Template (Space and Facilities)

Responsible Role

Internal Customer

Accountable Role

Deputy Assistant Secretary/Deputy Chief Information Officer

Consulted Role

IT Space and Facilities Management Budget Analyst; Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 45 and 60 days to complete.

Process Activity Name: LSPP-03.07 Approve Agreed upon POR

Previous Activities

LSPP-03.05 Footprint Increasing or Move Out?

Or

LSPP-03.06 Write Business Case

Next Activities

LSPP-03.08 Complete Briefing

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact approves the agreed upon Program of Requirements (POR) for the type of lease; Lease Renewal, Lease Expansion, New Lease, Lease Downsizing, or Lease Cancellation.

Input

Cost Estimate

Program of Requirements

Space POR Memorandum

Output

Approved Cost Estimate

Approved Program of Requirements

Signed Space POR Memorandum

Associated Artifacts

Program of Requirements (POR)

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

OI&T Organizational Pillar Point of Contact

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

OMB Memorandum, M-11-22, Realignment of Federal Real Estate

OMB Blog: Freezing the Federal Footprint

More Info

This activity takes between 30 and 90 days to complete.

Process Activity Name: LSPP-03.08 Complete Briefing

Previous Activities

LSPP-03.07 Approve Agreed upon POR

Next Activities

LSPP-03.09 Size or Cost Increase?

Description

The IT Space and Facilities Management Office and/or Facilities Regional Point of Contact, working in conjunction with the Facilities Regional Point of Contact, Facilities Point of Contact, and the Internal Customer prepares the Briefing for Leadership

Input

Cost Estimate

Program of Requirements

Space POR Memorandum

Output

Briefing Document

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-03.09 Size or Cost Increase?**Previous Activities**

LSPP-03.08 Complete Briefing

Next Activities

If "Yes":

LSPP-03.11 Approve Business Case

Or

If "No":

LSPP-03.10 Notify Leadership

Description

The IT Space and Facilities Management Office and/or Facilities Regional Point of Contact reviews the POR and Briefing to determine if the Size or Cost of the Lease is increasing (Yes) or not (No).

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-03.10 Notify Leadership**Previous Activities**

LSPP-03.09 Size or Cost Increase?

Next Activities

LSPP-04 Create Program Operating Plan

Description

If this is not a Lease Expansion or New Lease, the IT Space and Facilities Management Office and/or Facilities Regional Point of Contact notifies Leadership, via email, of the Lease Renewal and Lease Downsizing.

Input

Business Case

Program of Requirements
Space POR Memorandum

Output

Notification to Leadership via the MPR

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Regional Point of Contact

Informed Role

Facility Local Point of Contact

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

OMB Blog: Freezing the Federal Footprint

OMB Memorandum, M-11-22, Realignment of Federal Real Estate

More Info

This activity takes 1 day to complete.

Process Activity Name: LSPP-03.11 Approve Business Case

Previous Activities

LSPP-03.09 Size or Cost Increase?

Next Activities

LSPP-03.12 Approve?

Description

The Executive Leadership Team reviews and the Chief Information Officer approves the Business Case for the Lease Expansion or New Lease and either approves the recommendation or sends back to the Director, IT Space and Facilities Management for clarification.

Input

Business Case

Cost Estimate

Program of Requirements

Space POR Memorandum

Output

Approved Business Case

Approved Cost Estimate

Approved Program of Requirements

Approved Space POR Memorandum

Associated Artifacts

Business Case Template (Space and Facilities)

Program of Requirements (POR)

Responsible Role

Executive Leadership Team

Accountable Role

Assistant Secretary for Information and Technology

Consulted Role

Deputy Assistant Secretary/Deputy Chief Information Officer; Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Budget Analyst

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

OMB Blog: Freezing the Federal Footprint

OMB Memorandum, M-11-22, Realignment of Federal Real Estate

More Info

This activity takes between 45 -60 days to complete.

Build the Business Case Package to include POR Signed Memorandum, and Business Case

Process Activity Name: LSPP-03.12 Approve?

Previous Activities

LSPP-03.11 Approve Business Case

Next Activities

If "Yes":

LSPP-04 Create Program Operating Plan

Or

If "No":

LSPP-03.01 Assign POC to Gather Preliminary Information

Description

The Executive Leadership Team to Chief Information Officer reviews the Business Case for size or cost increase for approval (Yes) or disapproval (No).

Responsible Role

Executive Leadership Team

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-04 Create Program Operating Plan**Previous Activities**

LSPP-03.12 Approve?

Next Activities

LSPP-04.01 Create Input into POP

Description

The sub-process Create Program Operating Plan cycles through the following dependent activities:

- Create Input to POP
- Input SCIP Action Plan
- Input SCIP Business Case

Process Activity Name: LSPP-04.01 Create Input into POP**Previous Activities**

LSPP-03 Define Space Requirements

Next Activities

LSPP-04.02 Input SCIP Action Plan

And

LSPP-04.03 Input SCIP Business Case

Description

The IT Space and Facilities Management Office Budget Representative, working collaboratively with the IT Space and Facilities Management Office and/or Facilities Regional Point of Contact, provides input into the Program Operating Plan (POP).

Input

Cost Estimate

Program of Requirements

Output

Planning Module of BTT

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Budget Analyst

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

Budget Tracking Tool (BTT)

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 7 to 14 days to complete.

Process Activity Name: LSPP-04.02 Input SCIP Action Plan

Concurrent Activities

LSPP-04.03 Input SCIP Business Case

Previous Activities

LSPP-04.01 Create Input into POP

Next Activities

LSPP-05 Requirements Valid?

Description

The IT Space and Facilities Management Office Budget Analyst, working collaboratively with the IT Space and Facilities Management Office and or Facilities Regional Point of Contact, inputs preliminary information into the Strategic Capital Investment Process Database (SCIP) as a place holder in reference to the site via the Capital Asset Management System.

Input

Cost Estimate

Program of Requirements

Output

SCIP Action Plan

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Budget Analyst

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

Strategic Capital Investment Process

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

There are limitations as to when you can input information into SCIP. The work for the new portfolios starts in February of each year.

The SCIP Automated tool to create the Business Case is located in the SCIP Process Database that is accessible in Tools and Websites.

This activity takes between 3 to 5 days to complete.

Process Activity Name: LSPP-04.03 Input SCIP Business Case

Concurrent Activities

LSPP-04.02 Input SCIP Action Plan

Previous Activities

LSPP-04.01 Create Input into POP

Next Activities

LSPP-05 Requirements Valid?

Description

The IT Space and Facilities Management Office Budget Analyst, working collaboratively with the IT Space and Facilities Management Office and or Facilities Regional Point of Contact, inputs preliminary information into the Strategic Capital Investment Process Database (SCIP) as a place holder in reference to the SCIP Business Case.

Input

Cost Estimate

Program of Requirements

Output

SCIP Business Case

Associated Artifacts

Business Case Template (Space and Facilities)

Responsible Role

IT Space and Facilities Management Budget Analyst

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Director, IT Space and Facilities Management; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

Strategic Capital Investment Process

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

There are limitations as to when you can input information into SCIP. The work for the new portfolios starts in February of each year.

The SCIP Automated tool to create the Business Case is located in the SCIP Process Database that is accessible in Tools and Websites.

This activity takes between 3 to 5 days to complete.

Process Activity Name: LSPP-05 Requirements Valid?

Previous Activities

LSPP-04.02 Input SCIP Action Plan

AND

LSPP-04.03 Input SCIP Business Case

Next Activities

If "Yes":

LSPP-06 Prepare Information for/with GSA

Or

If "No":

LSPP-03 Define Space Requirements

Description

The Internal Customer confirms that the requirements from the POR are still valid (Yes) or not (No).

Responsible Role

Internal Customer

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-06 Prepare Information for/with GSA

Previous Activities

LSPP-05 Requirements Valid?

Next Activities

LSPP-06.01 Prepare SF-81 Package

Description

The sub-process Prepare Information for/with GSA cycles through the following dependent activities:

- Prepare SF-81 Package
- Approve SF-81 Package
- Approve?
- Expansion New Lease?
- Approve SF-81 Package
- Approve?
- Sign SF-81 Package
- Submit SF-81 Package to GSA
- Prepare Draft Occupancy Agreement
 - Review Draft Occupancy Agreement
- Requirements Still Valid?
- Review Changes
- Draft Occupancy Agreement
- Submit Signed Draft OA to GSA
- Tenant Improvements?
- Create Technical Requirements
- Negotiate for TI Allowance
- Prepare Revised Occupancy Agreement
- Review Revised Occupancy Agreement
- Requirements Valid?
- Review Changes
- Sign Revised Occupancy Agreement
- Submit Approved Revised OA to GSA

Process Activity Name: LSPP-06.01 Prepare SF-81 Package

Previous Activities

LSPP-06 Prepare Information for/with GSA

Or

LSPP-06.03 Approve?

Next Activities

LSPP-06.02 Approve SF-81 Package

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact working in conjunction with the Internal Customer, Facility Local Point of Contact/Customer, prepares the GSA Form SF-81, Request for Space and submits to the Director, IT Space and Facilities Management for approval.

If this is an Expansion, or new Lease, a Business Case is supplied by the Internal Customer and submitted to the Director, IT Space and Facilities Management. A Briefing is developed from the Business Case.

Input

Briefing

Business Case

Delineated Area

Justifications

Program of Requirements

Space POR Validations Memorandum

Statement of General Space & Facility Requirements

Statement of Specialized Space & Facility Requirements

Supporting Documents

Output

GSA Form SF-81, Request for Space Package

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 5 to 7 days to complete.

The GSA Form SF-81, Request for Space Package includes the following attachments, Program of Requirements, Staten of General Requirements, Staten of Specialized Requirements, Delineated Area, Business Case, Justifications including but not limited to Parking and all supporting documents.

Process Activity Name: LSPP-06.02 Approve SF-81 Package

Previous Activities

LSPP-06.01 Prepare SF-81 Package

Or

LSPP-06.06 Approve?

Next Activities

LSPP-06.03 Approve?

Description

The Director, IT Space and Facilities Management reviews the GSA Form SF-81, Request for Space package to confirm all information prior to submittal to GSA.

If this is a New Lease or Lease Expansion the Director, IT Space and Facilities Management sends the GSA Form SF-81, Request for Space package through Executive Leadership to the CIO for signature.

If this is a Lease Renewal or Lease Downsizing the Director, IT Space and Facilities Management either approve or send back or additional clarification.

Input

GSA Form SF-81, Request for Space

Briefing

Business Case, if applicable

Delineated Area

Justifications

Program of Requirements

Statement of General Space & Facility Requirements

Statement of Specialized Space & Facility Requirements

Supporting Documents

Output

Approved GSA Form SF-81, Request for Space Package

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Executive Leadership Team

Consulted Role

IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 7 to 14 days.

The GSA Form SF-81, Request for Space Package includes the following attachments, Program of Requirements, Statement of General Requirements, Statement of Specialized Requirements, Delineated Area, Business Case, Justifications including but not limited to Parking and all supporting documents.

Process Activity Name: LSPP-06.03 Approve?

Previous Activities

LSPP-06.02 Approve SF-81 Package

Next Activities

If "Yes":

LSPP-06.04 Expansion / New Lease?

Or

If "No":

LSPP-06.01 Prepare SF-81 Package

Description

The Director, IT Space and Facilities Management decides whether to approve the SF-81 Package (Yes) or not (No).

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Assistant Secretary for Information and Technology

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-06.04 Expansion / New Lease?**Previous Activities**

LSPP-06.03 Approve?

Next Activities

If "Yes":

LSPP-06.05 Approve SF-81 Package

Or

If "No":

LSPP-06.07 Sign SF-81 Package

Description

The Director, IT Space and Facilities Management reviews the SF-81 Package and determines if the package is requesting an expansion or new lease (Yes) or not (No).

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Executive Leadership Team

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-06.05 Approve SF-81 Package

Previous Activities

LSPP-06.04 Expansion / New Lease?

Next Activities

LSPP-06.06 Approve?

Description

The Executive Leadership Team reviews and the Chief Information Officer (Assistant Secretary for Information and Technology) approves the GSA Form SF-81, Request for Space package for the Lease Expansion or new Lease to ensure guidelines for the Lease Expansion or New Lease are in accordance with VA Standards.

If approved, the Executive Leadership Team sends to the Director, IT Space and Facilities Management to execute the package.

If not approved, Executive Leadership Team sends pack to the Director, IT Space and Facilities Management with recommendations.

Input

GSA Form SF-81, Request for Space Package

Output

Approved GSA Form SF-81, Request for Space Package

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

Executive Leadership Team

Accountable Role

Assistant Secretary for Information and Technology

Consulted Role

IT Space and Facilities Management Office; Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 30 to 60 days.

Process Activity Name: LSPP-06.06 Approve?

Previous Activities

LSPP-06.05 Approve SF-81 Package

Next Activities

If "Yes":

LSPP-06.07 Sign SF-81 Package

Or

If "No":

LSPP-06.02 Approve SF-81 Package

Description

The Executive Leadership Team to Chief Information Officer reviews and approves (Yes) or disapproves (No) the SF-81 package requesting a Lease Expansion or New Lease.

Responsible Role

Executive Leadership Team

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-06.07 Sign SF-81 Package

Previous Activities

LSPP-06.06 Approve?

Or

LSPP-06.04 Expansion / New Lease?

Next Activities

LSPP-06.08 Submit SF-81 Package to GSA

Description

The Director IT Space and Facilities Management signs the GSA Form SF-81, Request for Space Package for the Lease Expansion or New Lease by submitting to the IT Space and Facilities Management Office designee for routing to GSA.

Input

GSA Form SF-81, Request for Space Package

Output

Approved GSA Form SF-81, Request for Space Package

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Executive Leadership Team

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Office

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 00 to 00 days.

Process Activity Name: LSPP-06.08 Submit SF-81 Package to GSA

Previous Activities

LSPP-06.07 Sign SF-81 Package

Next Activities

LSPP-06.09 Prepare Draft Occupancy Agreement

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact submits the GSA Form SF-81, Request for Space to the GSA Office for review.

Input

GSA Form SF-81, Request for Space Package

Output

Submitted GSA Form SF-81, Request for Space Package

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 1 day to complete.

Process Activity Name: LSPP-06.09 Prepare Draft Occupancy Agreement**Previous Activities**

LSPP-06.08 Submit SF-81 Package to GSA

Or

LSPP-06.11 Requirements Still Valid?

Next Activities

LSPP-06.10 Review Draft Occupancy Agreement

Description

The General Services Administration Representative uses the SF-81 Package and prepares a Draft Occupancy Agreement with all Requirements listed in the package.

Input

GSA Form SF-81 Request for Space Template

Output

Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

Facility Local Point of Contact; Facility Regional Point of Contact

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-06.10 Review Draft Occupancy Agreement**Previous Activities**

LSPP-06.09 Prepare Draft Occupancy Agreement

Next Activities

LSPP-06.11 Requirements Still Valid?

Description

The IT Space and Facilities Management Office and/or Facilities Regional Point of Contact, when appropriate, work in collaboration with the Facility Local Point of Contact, and reviews the Draft Occupancy Agreement (OA) sent from the GSA for approval.

If the IT Space and Facilities Management Office and/or Facilities Regional Point of Contact do not agree with the Draft OA, they send the Draft OA back to the GSA with recommendations.

Input

Draft Occupancy Agreement

Output

Reviewed Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 3 - 5 days to complete.

Process Activity Name: LSPP-06.11 Requirements Still Valid?**Previous Activities**

LSPP-06.10 Review Draft Occupancy Agreement

Next Activities

If "Yes":

LSPP-06.13 Sign Draft Occupancy Agreement

Or

If "No":

LSPP-06.12 Review Changes

Or

If "Omission":

LSPP-06.09 Prepare Draft Occupancy Agreement

Description

The Director, IT Space and Facilities Management reviews and Draft Occupancy Report to ensure the requirements are still valid (Yes) or not (No) or if requirement(s) are missing (Omission).

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Facility Regional Point of Contact

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-06.12 Review Changes**Previous Activities**

LSPP-06.11 Requirements Still Valid?

Next Activities

LSPP-06.12.01 Review Space Requirement Changes

And

LSPP-06.12.02 Review Financial Requirement Changes

Description

The sub-process Review Changes cycles through the following dependent activities:

- Review Space Requirement Changes
- Review Financial Requirement Changes

Process Activity Name: LSPP-06.12.01 Review Space Requirement Changes**Concurrent Activities**

LSPP-06.12.02 Review Financial Requirement Changes

Previous Activities

LSPP-06.12 Review Changes

Next Activities

LSPP-06.13 Sign Draft Occupancy Agreement

Description

The Internal Customer, working collaboratively with the IT Space and Facilities Management Office and/or Facility Regional Point of Contact, reviews the Space Requirement Changes on the Draft Occupancy Agreement for approval.

If the Internal Customer does not agree with the Space Requirement Changes, they send the draft OA back to the GSA with recommendations.

Input

Draft Occupancy Agreement

Output

Reviewed Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Internal Customer

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This takes 3 - 5 days to complete.

Process Activity Name: LSPP-06.12.02 Review Financial Requirement Changes

Concurrent Activities

LSPP-06.12.01 Review Space Requirement Changes

Previous Activities

LSPP-06.12 Review Changes

Next Activities

LSPP-06.13 Sign Draft Occupancy Agreement

Description

The Internal Customer, working collaboratively with the IT Space and Facilities Management Office and/or Facility Regional Point of Contact, reviews the Financial Requirement Changes on the Draft Occupancy Agreement for approval.

If the Internal Customer does not agree with the Financial Requirement Changes, they send the Draft OA back to the GSA with recommendations.

Input

Draft Occupancy Agreement

Output

Reviewed Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Internal Customer

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 3 - 5 days to complete.

Process Activity Name: LSPP-06.13 Sign Draft Occupancy Agreement

Previous Activities

LSPP-06.11 Requirements Still Valid?

Or

LSPP-06.12 Review Changes

Next Activities

LSPP-06.14 Submit Signed Draft OA to GSA

Description

The Director, IT Space and Facilities Management reviews and signs the Draft Occupancy Agreement as is or with recommendations.

Input

Draft Occupancy Agreement

Output

Signed Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Executive Leadership Team

Consulted Role

Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 7 - 14 days to complete.

Process Activity Name: LSPP-06.14 Submit Signed Draft OA to GSA

Previous Activities

LSPP-06.13 Sign Draft Occupancy Agreement

Next Activities

LSPP-06.15 Tenant Improvements?

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact submits the Signed Draft Occupancy Agreement (OA) to the GSA.

Input

Draft Occupancy Agreement

Output

Submitted Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Regional Point of Contact

Informed Role

General Services Administration Senior Executive

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 1 day to complete.

Process Activity Name: LSPP-06.15 Tenant Improvements?**Previous Activities**

LSPP-06.14 Submit Signed Draft OA to GSA

Next Activities

If "Yes":

LSPP-06.16 Create Technical Requirements

Or

If "No":

LSPP-06.18 Prepare Revised Occupancy Agreement

Description

The IT Space and Facilities Management Office determines whether tenant improvements are required (Yes) or not (No).

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-06.16 Create Technical Requirements**Previous Activities**

LSPP-06.15 Tenant Improvements?

Next Activities

LSPP-06.17 Negotiate for TI Allowance

Description

The IT Space and Facilities Management Office (ITSFMO), working with the Internal Customer, Facilities Regional Point of Contact (RPOC), and Facilities Local Point of Contact (FLPOC) create the technical requirements for the final lease to include:

If this is a GSA Owned building the ITSFMO, Internal Customer, RPOC and FLPOC and GSA creates the Statement of Work.

If this is a GSA Leased Space the ITSFMO, Internal Customer, RPOC and FLPOC and GSA creates the Solicitation for Offer

Input

Program of Requirements

SF-81 Package

Output

Statement of Work or Solicitation for Offer

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Internal Customer; Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

Office of Information and Technology Design Guide

Office of Information Security, Accreditation Requirements Guide Standard Operating Procedures

American National Standards Institute (ANSI)

More Info

None Listed

Process Activity Name: LSPP-06.17 Negotiate for TI Allowance**Previous Activities**

LSPP-06.16 Create Technical Requirements

Next Activities

LSPP-06.18 Prepare Revised Occupancy Agreement

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact negotiates with the GSA for Tenant Improvements (TI) if needed. The IT Space and Facilities Management Office and/or Facility Regional Point of Contact negotiates with GSA for a reasonable IT Allowance to cover the cost of the refresh. If there are mechanical issues and or repairs needed within the space, the IT Space and Facilities Management Office and/or Facility Regional Point of Contact negotiates with GSA to repair all issues during this time.

Input

Draft Occupancy Agreement

Output

Tenant Improvements List

Tenant Improvements Allowance

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 30 to 45 days to complete.

Process Activity Name: LSPP-06.18 Prepare Revised Occupancy Agreement

Previous Activities

LSPP-06.15 Tenant Improvements?

Or

LSPP-06.17 Negotiate for TI Allowance

Or

LSPP-06.20 Requirements Still Valid?

Next Activities

LSPP-06.19 Review Revised Occupancy Agreement

Description

The General Services Administration Representative uses the Draft Occupancy Agreement along with input from the Facility Local and Regional Points of Contact and the IT Space and Facilities Management Office and prepares a Revised Occupancy Agreement.

Input

Draft Occupancy Agreement

Output

Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-06.19 Review Revised Occupancy Agreement**Previous Activities**

LSPP-06.18 Prepare Revised Occupancy Agreement

Next Activities

LSPP-06.20 Requirements Still Valid?

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact and reviews the Revised Occupancy Agreement (OA) sent from the GSA for approval.

If the IT Space and Facilities Management Office and/or Facility Regional Point of Contact does not agree with the Revised OA, they send a briefing with recommendations to the Director, IT Space and Facilities Management.

Input

Revised Occupancy Agreement

Output

Reviewed Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 7 to 14 days to complete.

Process Activity Name: LSPP-06.20 Requirements Still Valid?**Previous Activities**

LSPP-06.19 Review Revised Occupancy Agreement

Next Activities

If "Yes":

LSPP-06.22 Sign Revised Occupancy Agreement

Or

If "No":

LSPP-06.21 Review Changes

Or

If "Omission":

LSPP-06.18 Prepare Revised Occupancy Agreement

Description

The Director, IT Space and Facilities Management reviews the requirements for the lease including space, technical and financial requirements and determines if the requirements are still valid for the lease (Yes) or not (No) or if requirement(s) are missing (Omission).

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-06.21 Review Changes

Previous Activities

LSPP-06.20 Requirements Still Valid?

Next Activities

LSPP-06.21.01 Review Space Requirement Changes

And

LSPP-06.21.02 Review Technical Requirement Changes

And

LSPP-06.21.03 Review Financial Requirement Changes

Description

The sub-process Review Changes cycles through the following dependent activities:

- Review Space Requirement Changes
- Review Technical Requirement Changes
- Review Financial Requirement Changes

Process Activity Name: LSPP-06.21.01 Review Space Requirement Changes

Concurrent Activities

LSPP-06.21.02 Review Technical Requirement Changes

And

LSPP-06.21.03 Review Financial Requirement Changes

Previous Activities

LSPP-06.20 Requirements Still Valid?

Next Activities

LSPP-06.22 Sign Revised Occupancy Agreement

Description

The Internal Customer, working collaboratively with the IT Space and Facilities Management Office and/or Facility Regional Point of Contact, reviews the Space Requirement Changes on the Revised Occupancy Agreement (OA) for approval.

If the Internal Customer does not agree with the Space Requirement Changes, they send the revised OA back to the GSA with recommendations.

Input

Revised Occupancy Agreement

Output

Reviewed Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Internal Customer

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity is performed concurrently with the Regional Point of Contact and takes 3 - 5 days to complete.

Process Activity Name: LSPP-06.21.02 Review Technical Requirement Changes

Concurrent Activities

LSPP-06.21.01 Review Space Requirement Changes

And

LSPP-06.21.03 Review Financial Requirement Changes

Previous Activities

LSPP-06.20 Requirements Still Valid?

Next Activities

LSPP-06.22 Sign Revised Occupancy Agreement

Description

The Internal Customer, working collaboratively with the IT Space and Facilities Management Office and/or Facility Regional Point of Contact, reviews the Technical Requirement Changes on the Revised Occupancy Agreement (OA) for approval.

If the Internal Customer does not agree with the Technical Requirement Changes they send the Revised OA back to the GSA with recommendations.

Input

Revised Occupancy Agreement

Output

Reviewed Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Internal Customer

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity is performed concurrently with the Regional Point of Contact and takes 3 - 5 days to complete.

Process Activity Name: LSPP-06.21.03 Review Financial Requirement Changes

Concurrent Activities

LSPP-06.21.01 Review Space Requirement Changes

And

LSPP-06.21.02 Review Technical Requirement Changes

Previous Activities

LSPP-06.20 Requirements Still Valid?

Next Activities

LSPP-06.22 Sign Revised Occupancy Agreement

Description

The Internal Customer, working collaboratively with the IT Space and Facilities Management Office and/or Facility Regional Point of Contact, reviews the Financial Requirement Changes on the Revised Occupancy Agreement (OA) for approval.

If the Internal Customer does not agree with the Financial Requirement Changes, they send the revised OA back to the General Services Administration (GSA) with recommendations.

Input

Revised Occupancy Agreement

Output

Reviewed Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Internal Customer

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

General Services Administration Representative

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity is performed concurrently with the Regional Point of Contact and takes 3 - 5 days to complete.

Process Activity Name: LSPP-06.22 Sign Revised Occupancy Agreement**Previous Activities**

LSPP-06.20 Requirements Still Valid?

Or

LSPP-06.21 Review Changes

Next Activities

LSPP-06.23 Submit Approved Revised OA to GSA

Description

The Director, IT Space and Facilities Management reviews and signs the Revised Occupancy Agreement as is or with recommendations.

Input

Revised Occupancy Agreement

Output

Signed Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

Executive Leadership Team

Consulted Role

None Listed

Informed Role

Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Office

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 7 to 14 days to complete.

Process Activity Name: LSPP-06.23 Submit Approved Revised OA to GSA**Previous Activities**

LSPP-06.22 Sign Revised Occupancy Agreement

Next Activities

LSPP-07 Changes Occur?

Description

The IT Space and Facilities Management Office and or Facility Regional Point of Contact submits the Signed Revised Occupancy Agreement (OA) to the GSA.

Input

Revised Occupancy Agreement

Output

Submitted Signed Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 1 day to complete.

Process Activity Name: LSPP-07 Changes Occur?

Previous Activities

LSPP-06.23 Submit Approved Revised OA to GSA

Next Activities

If "Yes":

LSPP-03 Define Space Requirements

Or

If "No":

LSPP-08 Prepare GSA Processing Lease

Description

The Internal Customer reviews the information prepared for GSA and makes a determination if changes to space requirements have occurred since the POR was originally created (Yes) or have not occurred (No).

Responsible Role

Internal Customer

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08 Prepare GSA Processing Lease

Previous Activities

LSPP-07 Changes Occur?

Next Activities

LSPP-08.01 Assign POC to Gather Information

Description

The sub-process Prepare GSA Processing Lease cycles through the following dependent activities:

- Assign POC to Gather Information
- New Lease or Lease Expansion?
- Complete Review by GSA Senior Executive
- Approve?
- Create Technical Requirements
- Finalize Requirements
- Finalize the Acquisition Plan
- Submit Pro-Forma Occupancy Agreement
- Review/Sign Pro Forma Occupancy Agreement
- Commercial Lease?
- Conduct Presolicitation
- Complete and Submit Revised Draft Occupancy Agreement
- Assign Project Manager
- Submit Floor Plans to IT SFM
- Review/Sign Revised Draft Occupancy Agreement
- Conduct Solicitation
- Commercial Lease?
- Award Lease
- TI Needed?
- Negotiate Tenant Improvements
- Submit Revised OA for Signature
- Sign/Submit Revised Occupancy Agreement
- Sign Revised Occupancy Agreement

Process Activity Name: LSPP-08.01 Assign POC to Gather Information

Previous Activities

LSPP-08 Prepare GSA Processing Lease

Next Activities

LSPP-08.02 New Lease / Lease Expansion?

Description

The General Services Administration (GSA) Representative reviews the GSA Form SF-81, Request for Space and assigns a Realty Specialist to review the lease in place. If the Realty Specialist identifies any issues the Realty Specialist works with the IT Space and Facilities Management Office, Facility Regional Point of Contact, and Facility Local Point of Contacts to resolve and negotiate final requirements.

Input

GSA Form SF-81, Request for Space Package

Output

Reviewed GSA Form SF-81, Request for Space Package

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes between 45 to 90 days to complete.

Process Activity Name: LSPP-08.02 New Lease / Lease Expansion?

Previous Activities

LSPP-08.01 Assign POC to Gather Information

Next Activities

If "Yes":

LSPP-08.03 Complete Review by GSA Senior Executive Review

Or

If "No":

LSPP-08.08 Submit Pro-Forma Occupancy Agreement

Description

The General Services Administration Representative determines if this is a new lease/lease expansion (Yes) or not (No).

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08.03 Complete Review by GSA Senior Executive Review

Previous Activities

LSPP-08.02 New Lease / Lease Expansion?

Next Activities

LSPP-08.04 Approve?

Description

The General Services Administration (GSA) Senior Executive reviews the GSA Form SF-81, Request for Space package for a Lease Expansion or New Lease.

If the GSA Senior Executive approves the Lease Expansion or New Lease, the GSA Form SF-81, Request for Space package is sent to the GSA Representative to negotiate the process.

If the GSA Senior Executive does not approve the Lease Expansion or new Lease, the GSA Form SF-81, Request for Space package is sent back to the IT Space and Facilities Management Office for clarification.

Input

GSA Form SF-81, Request for Space Package

Output

Reviewed GSA Form SF-81, Request for Space Package

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

General Services Administration Senior Executive

Accountable Role

Executive Leadership Team

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

No time estimate given for this activity.

Process Activity Name: LSPP-08.04 Approve?**Previous Activities**

LSPP-08.03 Complete Review by GSA Senior Executive Review

Next Activities

If "Yes":

LSPP-08.05 Create Technical Requirements

Or

If "No":

LSPP-03 Define Space Requirements

Description

The General Services Administration (GSA) Executive reviews and approves the SF-81 Package (Yes) or does not approve the SF-81 Package (No). If the GSA Executive does not approve the SF-81 Package, the process reverts to LSPP-03 Define Space Requirements sub-process where space requirements will be updated and/or re-validated.

Responsible Role

General Services Administration Senior Executive

Accountable Role

General Services Administration Representative

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08.05 Create Technical Requirements**Previous Activities**

LSPP-08.04 Approve?

Next Activities

LSPP-08.06 Finalize Requirements

Description

The General Services Administration Representative, working with the IT Space and Facilities Management Office, Internal Customer, Facility Regional POC and Facility Local POC to create the technical requirements for the lease.

If this is a federally owned lease, the Scope of Work is created.

If this is a commercial lease, the Solicitation for Offer is created.

Input

GSA Form SF-81, Request for Space

Program of Requirements

Output

Scope of Work or Solicitation for Offer

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Internal Customer; Facility Regional Point of Contact; Facility Local Point of Contact

Informed Role

None Listed

Tools and Websites

None Listed

Standards

US General Servicing Administration Leasing Desk Guide

More Info

None Listed

Process Activity Name: LSPP-08.06 Finalize Requirements**Previous Activities**

LSPP-08.05 Create Technical Requirements

Next Activities

LSPP-08.07 Finalize the Acquisition Plan

Description

The General Services Administration (GSA) Representative, working in conjunction with the IT Space and Facilities Management Office, Facility Regional Point of Contact, and Facility Local Point of Contact negotiates and finalizes requirements for the lease renewal.

Input

GSA Form SF-81, Request for Space

Output

Updated GSA Form SF-81, Request for Space

Associated Artifacts

GSA SF-81 Request for Space

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 90 days to complete.

There is a good deal of back and forth communication that takes place between the GSA Representative and IT Space and Facilities Management, FRPOC, and FLPOC and the estimated 90 days could go well beyond this estimate. The workload of any group will also impact the timeframe to complete.

Process Activity Name: LSPP-08.07 Finalize the Acquisition Plan

Previous Activities

LSPP-08.06 Finalize Requirements

Next Activities

LSPP-08.08 Submit Pro-Forma Occupancy Agreement

Description

The General Services Administration (GSA) Representative, working in conjunction with the IT Space and Facilities Management Office, Facility Regional Point of Contact, and Facility Local Point of Contact finalizes the Acquisition Plan for the lease renewal.

Input

GSA Form SF-81, Request for Space

Statement of Work or Solicitation for Offer

Output

Acquisition Plan

Associated Artifacts

Acquisition Plan Template

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 15 days to complete.

Process Activity Name: LSPP-08.08 Submit Pro-Forma Occupancy Agreement

Previous Activities

LSPP-08.02 New Lease / Lease Expansion?

Or

LSPP-08.07 Finalize the Acquisition Plan

Next Activities

LSPP-08.09 Review / Sign Pro-Forma Occupancy Agreement

Description

The General Services Administration (GSA) Representative sends a Pro-Forma Occupancy Agreement to the IT Space and Facilities Management Office for signature to commit to the requirements for the space and the initial lease costs.

Input

GSA Form SF-81, Request for Space

Output

Pro-Forma Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 15 days to complete.

Process Activity Name: LSPP-08.09 Review / Sign Pro-Forma Occupancy Agreement

Previous Activities

LSPP-08.08 Submit Pro-Forma Occupancy Agreement

Next Activities

LSPP-08.10 Commercial Lease?

Description

The IT Space and Facilities Management Office reviews and signs the Pro-Forma Occupancy Agreement.

Input

GSA-SF81 Package

Program of Requirements

Pro-Forma Occupancy Agreement

Output

Signed Pro-Forma Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-08.10 Commercial Lease?

Previous Activities

LSPP-08.09 Review / Sign Pro-Forma Occupancy Agreement

Next Activities

If "Yes":

LSPP-08.11 Conduct Presolicitation

Or

If "No":

LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement

Description

The IT Space and Facilities Management Office reviews the Pro-Forma Occupancy Agreement to see if it is a Commercial Lease (Yes) or using Federal Leased Space (No).

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08.11 Conduct Presolicitation

Previous Activities

LSPP-08.10 Commercial Lease?

Next Activities

LSPP-08.11.01 Place Advertisement for Space

Description

The sub-process Conduct Presolicitation cycles through the following dependent activities.

- Place Advertisement for Space
- Conduct Market Survey

Process Activity Name: LSPP-08.11.01 Place Advertisement for Space

Previous Activities

LSPP-08.11 Conduct Presolicitation

Next Activities

LSP-08.11.02 Conduct Market Survey

Description

The General Services Administration (GSA) Representative places an advertisement for space in different avenues, such as FedBizOpps.gov and evaluates responses.

Input

Briefing

Business Case

Delineated Area

GSA Form SF-81, Request for Space

Justifications

Program of Requirements

Statement of General Requirements

Statement of Specialized Requirements

Supporting Documents

Output

Advertisements

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 30 days to complete.

Process Activity Name: LSPP-08.11.02 Conduct Market Survey

Previous Activities

LSPP-08.11.01 Place Advertisement for Space

Next Activities

LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement

Description

The General Services Administration (GSA) Representative, along with the Internal Customer, IT Space and Facilities Management and/or Facility Regional Points of Contact and Facility Local Points of Contact and Pillar Representatives, if applicable, conducts a market survey for the new lease or lease expansion to include transmitting a solicitation package, and receiving and reviewing all offers.

Input

Advertisements

Output

Advertisements

Review Offices

Solicitation Package

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 66 days to complete.

Process Activity Name: LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement

Previous Activities

LSPP-08.10 Commercial Lease?

Or

LSPP-08.11 Conduct Presolicitation

Next Activities

LSPP-08.13 Assign Project Manager

And

LSPP-08.14 Submit Floor Plans to IT SFM

And

LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement

Description

The General Services Administration Representative reviews the signed Pro-Forma Occupancy Agreement and completes a Draft Occupancy Agreement for the IT Space and Facilities Management Office for review and signature.

The Pro-Forma Office Agreement is the first draft of the Occupancy Agreement and all subsequent drafts will be noted as versions.

Input

Signed Pro-Forma Occupancy Agreement

Output

Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-08.13 Assign Project Manager**Concurrent Activities**

LSPP-08.14 Submit Floor Plans to IT SFM

And

LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement

Previous Activities

LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement

Next Activities

LSPP-08.16 Conduct Solicitation

Description

The General Services Administration Representative assigns a Project Manager to the Lease to work with the IT Space and Facilities Management Office, Internal Customer, Facility Local Point of Contact and Regional Local Point of Contact.

Input

Project Manager Request

Output

Assigned Project Manager

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer; Project Manager

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-08.14 Submit Floor Plans to IT SFM**Concurrent Activities**

LSPP-08.13 Assign Project Manager

And

LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement

Previous Activities

LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement

Next Activities

LSPP-08.16 Conduct Solicitation

Description

The General Services Administration Representative submits floor plans to the IT Space and Facilities Management (IT SFM) Office for review.

Input

Revised Draft Occupancy Agreement

Output

Floor Plans

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement**Concurrent Activities**

LSPP-08.13 Assign Project Manager

And

LSPP-08.14 Submit Floor Plans to IT SFM

Previous Activities

LSPP-08.12 Complete and Submit Revised Draft Occupancy Agreement

Next Activities

LSPP-08.16 Conduct Solicitation

Description

The IT Space and Facilities Management Office reviews and signs the Revised Draft Occupancy Agreement to confirm Space Availability and refine ad hoc requirements.

Input

Revised Occupancy Agreement

Pre-Solicitation Results

Output

Signed Revised Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-08.16 Conduct Solicitation**Previous Activities**

LSPP-08.13 Assign Project Manager

AND

LSPP-08.14 Submit Floor Plans to IT SFM

AND

LSPP-08.15 Review/Sign Revised Draft Occupancy Agreement

Next Activities

LSPP-08.17 Commercial Lease?

Description

The General Services Administration (GSA) Representative prepares a solicitation and receives initial offers.

Input

Signed Revised Draft Occupancy Agreement

Output

Solicitation and Intent Document

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 21 days to complete.

Process Activity Name: LSPP-08.17 Commercial Lease?**Previous Activities**

LSPP-08.16 Conduct Solicitation

Next Activities

If "Yes":

LSPP-08.18 Award Lease

Or

If "No":

LSPP-08.19 TI Needed?

Description

The General Services Administration Representative determines if it is a Commercial Lease (Yes) or a Lease using Federal Leased Space (No).

Responsible Role

General Services Administration Representative

Accountable Role

General Services Administration Senior Executive

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08.18 Award Lease**Previous Activities**

LSPP-08.17 Commercial Lease?

Next Activities

LSPP-08.19 TI Needed?

Description

The General Services Administration (GSA) Representative, working in conjunction with the IT Space and Facilities Management Office, Facility Regional Point of Contact, and Facility Local Point of Contact awards the lease to the Lessor after all requirements have been determined.

If this is a Lease downsizing, the GSA works with the Facility Local Point of Contact/Internal Customer to finalize the start date and confirm new costs for the space.

Input

Revised Occupancy Agreement

Output

Awarded Lease

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 1 day to complete. If this is Lease Downsizing, an additional 14 days is added for the coordination of the start date and new costs.

Process Activity Name: LSPP-08.19 TI Needed?

Previous Activities

LSPP-08.17 Commercial Lease?

Or

LSPP-08.18 Award Lease

Next Activities

If "Yes":

LSPP-08.20 Negotiate Tenant Improvements

Or

If "No":

LSPP-08.21 Submit Revised OA for Signature

Description

The General Services Administration Representative reviews the Lease Award and makes a determination if Tenant Improvements are needed (Yes) or not (No).

Responsible Role

General Services Administration Representative

Accountable Role

General Services Administration Senior Executive

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08.20 Negotiate Tenant Improvements

Previous Activities

LSPP-08.19 TI Needed?

Next Activities

LSPP-08.20.01 Complete Design Intent Drawing

Description

The sub-process Negotiate Tenant Improvements cycles through the following dependent activities:

- Complete Design Intent Drawing
- New Lease or Lease Expansion?
- Prepare Construction Drawings
- Concur Construction Drawings
- Concur?
- Complete Design Intent Drawing
- Concur with TI Bids

- Concur?
- Provide Notice to Proceed
- Oversee Refresh
- Conduct Walk-thru of Refresh
- Inspect with VA Representative

Process Activity Name: LSPP-08.20.01 Complete Design Intent Drawing

Previous Activities

LSPP-08.20 Negotiate Tenant Improvements

Or

LSPP-08.20.09 Concur?

Next Activities

LSPP-08.20.02 New Lease or Lease Expansion?

Description

The General Services Administration (GSA) Representative, working collaboratively with IT Space and Facilities Management Office designee, Facility Regional Point of Contact and Facility Local Point of Contact, Internal Customer, negotiates and completes Design Intent Drawings.

Input

Revised Occupancy Agreement

Tenant Improvements

Output

Design Intent Drawing

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 60 days to complete.

Process Activity Name: LSPP-08.20.02 New Lease or Lease Expansion?

Previous Activities

LSPP-08.20.01 Complete Design Intent Drawing

Next Activities

If "Yes":

LSPP-08.20.03 Prepare Construction Drawings

Or

If "No":

LSPP-08.20.07 Complete Design Intent Drawing

Description

The General Services Administration Representative reviews the type of lease to determine if it is a new lease or lease expansion (Yes) or not (No).

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08.20.03 Prepare Construction Drawings

Previous Activities

LSPP-08.20.02 New Lease or Lease Expansion?

Or

LSPP-08.20.06 Concur?

Next Activities

LSPP-08.20.04 Concur Construction Drawings

Description

The General Services Administration (GSA) Representative, working in conjunction with the IT Space and Facilities Management Office, Facility Regional Point of Contact and Facility Local Point of Contact prepares construction drawings for the new lease or lease expansion.

Input

Revised Occupancy Agreement

Output

Construction Drawing

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 60 days to complete.

Process Activity Name: LSPP-08.20.04 Concur Construction Drawings**Previous Activities**

LSPP-08.20.03 Prepare Construction Drawings

Next Activities

LSPP-08.20.05 Concur Construction Drawings

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact, working in conjunction with the General Services Administration (GSA) Representative, concurs on the construction drawings for the new lease or lease expansion.

Input

Construction Drawing

Revised Occupancy Agreement

Output

Concurred Construction Drawing

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Regional Point of Contact; General Services Administration Representative

Informed Role

Facility Local Point of Contact

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 60 days to complete and the time is included with the concurrence from the Facility Local Point of Contact and Internal Customer.

Process Activity Name: LSPP-08.20.05 Concur Construction Drawings

Previous Activities

LSPP-08.20.04 Concur Construction Drawings

Next Activities

LSPP-08.20.06 Concur?

Description

The Facility Local Point of Contact/Customer, working in conjunction with the General Services Administration (GSA) Representative, concurs on the construction drawings for the new lease or lease expansion.

Input

Construction Drawing

Revised Occupancy Agreement

Output

Concurred Construction Drawing

Associated Artifacts

None Listed

Responsible Role

Facility Local Point of Contact

Accountable Role

General Services Administration Representative

Consulted Role

IT Space and Facilities Management Office; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 60 days to complete.

Process Activity Name: LSPP-08.20.06 Concur?

Previous Activities

LSPP-08.20.05 Concur Construction Drawings

Next Activities

If "Yes":

LSPP-08.20.07 Complete Design Intent Drawing

Or

If "No":

LSPP-08.20.03 Prepare Construction Drawings

Description

The Facility Local Point of Contact makes a determination to either concur with the Construction Drawings (Yes) or sends them back for revisions (No).

Responsible Role

Facility Local Point of Contact

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Internal Customer

Informed Role

Internal Customer

Process Activity Name: LSPP-08.20.07 Complete Design Intent Drawing

Previous Activities

LSPP-08.20.02 New Lease or Lease Expansion?

Or

LSPP-08.20.06 Concur?

Next Activities

LSPP-08.20.08 Concur with TI Bids

Description

The General Services Administration (GSA) Representative receives and approves bids on all requested Tenant Improvements such as carpet, paint, etc. for the lease.

Input

Design Intent Drawing

Revised Occupancy Agreement

Tenant Improvements

Output

Received Bids

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 30 days to complete.

Process Activity Name: LSPP-08.20.08 Concur with TI Bids**Previous Activities**

LSPP-08.20.07 Complete Design Intent Drawing

Next Activities

LSPP-08.20.09 Concur?

Description

The IT Space and Facilities Management Office and/or the Facility Regional Point of Contact, working in conjunction with the General Services Administration (GSA) Representative, concurs on the Tenant Improvement (TI) Bids for the new lease or lease expansion.

Input

Received Bids

Output

Concurrence of Received Bids

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; General Services Administration Representative

Informed Role

General Services Administration Representative

Tools and Websites

U.S. General Services Administration

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-08.20.09 Concur?**Previous Activities**

LSPP-08.20.08 Concur with TI Bids

Next Activities

If "Yes":

LSPP-08.20.10 Provide Notice to Proceed

Or

If "No":

LSPP-08.20.01 Complete Design Intent Drawing

Description

The IT Space and Facilities Management Office makes a determination to concur with the Tenant Improvement Bids (Yes) or sends the bids back to GSA for revisions (No).

Responsible Role

IT Space and Facilities Management Office

Accountable Role

General Services Administration Representative

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-08.20.10 Provide Notice to Proceed

Previous Activities

LSPP-08.20.09 Concur?

Next Activities

LSPP-08.20.11 Oversee Refresh

Description

The General Services Administration (GSA) Representative sends the Notice to Proceed to the Lessor or to the General Contractor.

Input

Revised Draft Occupancy Agreement

Output

Notice to Proceed

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 60 days to complete

Process Activity Name: LSPP-08.20.11 Oversee Refresh

Previous Activities

LSPP-08.20.10 Provide Notice to Proceed

Or

LSPP-08.20.14 Approve?

Next Activities

LSPP-08.20.12 Conduct Walk-thru of Refresh

Description

The General Services Administration (GSA) Representative oversees the Tenant Improvements through the course of the refresh to ensure they comply with the agreed upon requirements.

Input

Design Intent Drawing

Revised Draft Occupancy Agreement

Tenant Improvements

Output

Oversee Refresh

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 45 to 90 days to complete.

Process Activity Name: LSPP-08.20.12 Conduct Walk-thru of Refresh**Previous Activities**

LSPP-08.20.11 Oversee Refresh

Next Activities

LSPP-08.20.13 Inspect with VA Representative

Description

The General Services Administration (GSA) Representative contacts the Facility Local and Regional Point of Contacts, Space and Facilities Management and designee, and Internal Customer and conducts a walk-through of the refresh to ensure all Tenant Improvements have been completed to the customer's satisfaction. (Punch List walk-through)

If this is a Lease Downsizing, the GSA works with Facility Regional and Local Points of Contact and Space and Facilities Management and designee to coordinate and schedule walk-throughs to ensure the downsized space meets customer requirements.

Input

Design Intent Drawing

Revised Draft Occupancy Agreement

Tenant Improvements List

Output

Punch List Walk-Through Checklist

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 7 and 24 days to complete. If this is a Lease Downsizing, the time to complete increases to 120 days to allow additional time for the walk-throughs to be completed to ensure the locations agree with the new space.

Process Activity Name: LSPP-08.20.13 Inspect with VA Representative

Previous Activities

LSPP-08.20.12 Conduct Walk-thru of Refresh

Next Activities

LSPP-08.20.14 Approve?

Description

The General Services Administration (GSA) Representative with the Facility Local and Regional Points of Contact, Space and Facilities Management and designee, and Local Customer conducts a final walk through of the site after all Tenant Improvements are completed and the site is ready.

- If the Local Point of Contact has no objections, the GSA Representative accepts the work on behalf of the VA.

- If the Local Point of Contact finds issues, the GSA Representative will work with the Lessor or General Contractor to correct.

Input

Design Intent Drawing

Revised Draft Occupancy Agreement

Tenant Improvements List

Output

Final Inspection/Walk Through

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 14 days to complete.

Process Activity Name: LSPP-08.20.14 Approve?

Previous Activities

LSPP-08.20.13 Inspect with VA Representative

Next Activities

If "Yes":

LSPP-08.21 Submit Revised OA for Signature

Or

If "No":

LSPP-08.20.11 Oversee Refresh

Description

The General Services Administration (GSA) Representative makes a determination to approve the refresh with the IT Space and Facilities Management Office, and Internal Customer (Yes) or not to approve the refresh (No).

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Internal Customer

Informed Role

None Listed

Process Activity Name: LSPP-08.21 Submit Revised OA for Signature

Previous Activities

LSPP-08.19 TI Needed?

Or

LSPP-08.20.14 Approve?

Next Activities

LSPP-08.22 Sign/Submit Revised Occupancy Agreement

Description

The General Services Administration (GSA) Representative, working in conjunction with the IT Space and Facilities Management Office and designee, Facility Regional Point of Contact, and Facility Local Point of Contact negotiates with the Lessor on the Lease Renewal, awards the

lease renewal on behalf of the VA, and submits a Revised Occupancy Agreement for signature to the Director, IT Space and Facilities Management.

Input

Solicitation and Intent Document

Output

Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; IT Space and Facilities Management Office

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 75 days to complete.

Process Activity Name: LSPP-08.22 Sign/Submit Revised Occupancy Agreement

Previous Activities

LSPP-08.21 Submit Revised OA for Signature

Next Activities

LSPP-08.23 Sign Revised Occupancy Agreement

Description

The IT Space and Facilities Management Office signs and submits the Revised Draft Occupancy Agreement to confirm Space Availability and refine ad hoc requirements.

Input

Revised Draft Occupancy Agreement

Output

Signed and Submitted Revised Draft Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

Process Activity Name: LSPP-08.23 Sign Revised Occupancy Agreement**Previous Activities**

LSPP-08.22 Sign/Submit Revised Occupancy Agreement

Next Activities

LSPP-09 Receive Signed OA from GSA

Description

The General Services Administration (GSA) Representative, working in conjunction with the IT Space and Facilities Management Office, Facility Regional Point of Contact, and Facility Local Point of Contact signs the Revised Occupancy Agreement.

Input

Revised Occupancy Agreement

Output

Signed Revised Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes approximately 14 days to complete.

Process Activity Name: LSPP-09 Receive Signed OA from GSA**Previous Activities**

LSPP-08.23 Sign Revised Occupancy Agreement

Next Activities

LSPP-10 Provide Input to Budget Operating Plan

Description

The IT Space and Facilities Management Office and/or Facility Regional Point of Contact receives the Lease and the signed final OA from the General Services Administration (GSA) Office.

Input

Final Occupancy Agreement

Output

Received Signed Final Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Regional Point of Contact; General Services Administration Representative

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

No time estimate given for this activity.

Process Activity Name: LSPP-10 Provide Input to Budget Operating Plan**Previous Activities**

LSPP-09 Receive Signed OA from GSA

Next Activities

LSPP-10.01 Provide Input into BOP

And

LSPP-10.02 Update Information in CAI

Description

The sub-process Provide Input to Budget Operating Plan cycles through the following dependent activities:

- Provide Input into BOP
- Update Information in CAI

Process Activity Name: LSPP-10.01 Provide Input into BOP**Concurrent Activities**

LSPP-10.02 Update Information in CAI

Previous Activities

LSPP-10 Provide Input to Budget Operating Plan

Next Activities

LSPP-11 Construction \$250K Above TIA?

Description

The IT Space and Facilities Management Office Budget Analyst, working collaboratively with the IT Space and Facilities Management Office and/or Facility Regional Point of Contact, provides input into the Budget Operating Plan by identifying all costs for the type of lease to complete.

Input

Action Plan

Final Occupancy Agreement

Space POR Memorandum

Output

Budget Operating Plan

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Budget Analyst

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Regional Point of Contact

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

Strategic Capital Investment Process

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

OMB Blog: Freezing the Federal Footprint

OMB Memorandum, M-11-22, Realignment of Federal Real Estate

More Info

This activity is completed concurrently with Update Information in CAI and takes 30 to 60 days to complete for a Lease Renewal or Lease Downsizing.

Process Activity Name: LSPP-10.02 Update Information in CAI

Concurrent Activities

LSPP-10.01 Provide Input into BOP

Previous Activities

LSPP-10 Provide Input to Budget Operating Plan

Next Activities

LSPP-11 Construction \$250K Above TIA?

Description

The IT Space and Facilities Management Office Budget Analyst, working collaboratively with the IT Space and Facilities Management Office and/or Facility Regional Point of Contact, updates VA Capital Asset Inventory (VA CAI) for the type of lease to complete.

Input

Draft Budget

Output

Briefing

SCIP Business Case

Associated Artifacts

Business Case Template (Space and Facilities)

Responsible Role

IT Space and Facilities Management Budget Analyst

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Regional Point of Contact

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

VA Capital Asset Inventory

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

OMB Memorandum, M-11-22, Realignment of Federal Real Estate

OMB Blog: Freezing the Federal Footprint

More Info

The VA Capital Asset Inventory website requires permission from the administrator.

This activity is completed concurrently with Provide Input into BOP and takes 7 - 10 days to complete.

Process Activity Name: LSPP-11 Construction \$250K Above TIA?

Previous Activities

LSPP-10 Provide Input to Budget Operating Plan

Next Activities

If "Yes":

LSPP-12 Create SORB Request for Funding

Or

If "No":

LSPP-13 Input Lease into CAMS

Description

The IT Space and Facilities Management Budget Analyst reviews the construction costs to determine if the total construction cost is \$250K over the Tenant Improvement Allowance (TIA) (Yes) or not (No).

Responsible Role

IT Space and Facilities Management Budget Analyst

Accountable Role

IT Space and Facilities Management Office

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-12 Create SORB Request for Funding

Previous Activities

LSPP-11 Construction \$250K Above TIA?

Next Activities

LSPP-13 Input Lease into CAMS

Description

The IT Space and Facilities Management Budget Analyst creates the Staff Office Resource Board (SORB) Request for Funding and submits to the Office of Management and Budget.

Input

Final Occupancy Agreement

Output

Reimburse for Work Authorization, if applicable

SORB Request for Funding

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Budget Analyst

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

Office of Management and Budget

Tools and Websites

VA Capital Asset Inventory

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

No time estimate given for this activity.

Process Activity Name: LSPP-13 Input Lease into CAMS**Previous Activities**

LSPP-11 Construction \$250K Above TIA?

Or

LSPP-12 Create SORB Request for Funding

Next Activities

LSPP-14 Complete Build Out and Occupy

Description

The IT Space and Facilities Management Office and/or the Facility Regional Point of Contact updates the lease information into the Capital Asset Management System (CAMS).

Input

Final Occupancy Agreement

Output

Updated CAMS

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact

Informed Role

None Listed

Tools and Websites

VA Capital Asset Inventory

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

No time estimate given for this activity.

Process Activity Name: LSPP-14 Complete Build Out and Occupy**Previous Activities**

LSPP-13 Input Lease into CAMS

Next Activities

LSPP-14.01 Expansion or Downsize?

Description

The Sub-process activity Complete Build Out and Occupy cycles through the following dependent activities:

- Expansion or Downsize?
- Refine Requirements?
- Update Requirements to the OA
- Complete Construction Phase
- Complete Telephone Requirements
- Complete Telecom LAN/WAN Requirements
- Complete Furniture Requirements
- Cable Required?
- Complete Cable TV Requirements

- Accept Space
- Complete Administrative Tasks
- Expansion or Downsize?
- Complete Move-in
- Sign Final Occupancy Agreement
- Close-out Project

Process Activity Name: LSPP-14.01 Expansion or Downsize?

Previous Activities

LSPP-14 Complete Build Out and Occupy

Next Activities

If "Yes":

LSPP-14.02 Refine Requirements?

Or

If "No":

LSPP-14.11 Complete Administrative Tasks

Description

The General Services Administration Representative determines if the lease is an expansion or downsize (Yes) or not (No).

Responsible Role

General Services Administration Representative

Accountable Role

General Services Administration Senior Executive

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: LSPP-14.02 Refine Requirements?

Previous Activities

LSPP-14.01 Expansion or Downsize?

Next Activities

If "Yes":

LSPP-14.03 Update Requirements to the OA

Or

If "No":

LSPP-14.04 Complete Construction Phase

Description

The Facility Local Point of Contact/Customer determines if requirements need to be refined to meet the Occupancy Agreement (OA) (Yes) or not (No).

Responsible Role

Facility Local Point of Contact

Accountable Role

Facility Regional Point of Contact

Consulted Role

Customer

Informed Role

None Listed

Process Activity Name: LSPP-14.03 Update Requirements to the OA

Previous Activities

LSPP-14.02 Refine Requirements?

Next Activities

LSPP-14.04 Complete Construction Phase

Description

The Facility Local Point of Contact working in conjunction with the Customer and Facility Regional Point of Contact update requirements to meet the signed Occupancy Agreement to ensure no changes will take place during the build out and occupy phase of the lease.

Input

Occupancy Agreement

Output

Refined Requirements

Associated Artifacts

None Listed

Responsible Role

Facility Local Point of Contact

Accountable Role

Facility Regional Point of Contact

Consulted Role

Customer

Informed Role

IT Space and Facilities Management Office

Tools and Websites

None Listed

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.04 Complete Construction Phase**Previous Activities**

LSPP-14.02 Refine Requirements?

Or

LSPP-14.03 Update Requirements to the OA

Next Activities

LSPP-14.05 Complete Furniture Requirements

And

LSPP-14.06 Complete Telecom LAN/WAN Requirements

And

LSPP-14.07 Complete Telephone Requirements

Description

The GSA Representative works in conjunction with the Lessor, Space and Facilities Management and designee, Facility Local Point of Contact, and at times the Facility Regional Point of Contact to complete the Construction phase for the Lease Renewal, Lease Expansion, or Lease Downsizing.

Input

Final Occupancy Agreement

Lease Renewal

Output

Statement of Work

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

Lease Renewal Construction Phase: 45 - 90 days (Simple construction)

Lease Expansion or Lease Contraction Construction: 100 - 150 days after Notice to Proceed

Process Activity Name: LSPP-14.05 Complete Furniture Requirements**Concurrent Activities**

LSPP-14.06 Complete Telecom LAN/WAN Requirements

And

LSPP-14.07 Complete Telephone Requirements

Previous Activities

LSPP-14.04 Complete Construction Phase

Next Activities

LSPP-14.08 Cable Required?

Description

The Facility Regional Point of Contact works in conjunction with the, IT Space and Facilities Management Office designee, and the Facility Local Point of Contact/Customer (FLPOCC) to initiate the purchase of furniture. The Facility Regional Point of Contact develops requirements, submits VA Form 2237 Request, Turn-In and Receipt for Property or Services, submits the Statement of Work (SOW), works with the Contracting Officer (CO) on Vendor Selection, works with the Facility Local Point of Contact/Customer on layout for furniture, orders furniture, installs the furniture at the leased site, works with the FLPOCC on final acceptance and completes minor ergonomic adjustments, as required.

Input

Final Occupancy Agreement

Lease Renewal

Output

VA Form 2237 Request, Turn-In and Receipt for Property or Services

Statement of Work

Associated Artifacts

VA Form 2237-Request Turn-In and Receipt for Property or Services Template

Responsible Role

Facility Regional Point of Contact

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Internal Customer; Facility Local Point of Contact

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

If this is Lease Expansion or Lease Contraction this activity takes between 180 to 270 days to complete.

Process Activity Name: LSPP-14.06 Complete Telecom LAN/WAN Requirements**Concurrent Activities**

LSPP-14.05 Complete Furniture Requirements

And

LSPP-14.07 Complete Telephone Requirements

Previous Activities

LSPP-14.04 Complete Construction Phase

Next Activities

LSPP-14.08 Cable Required?

Description

The Facility Local Point of Contact/Internal Customer works in conjunction with, IT Staff (Local Support), to complete the purchase of Telecom LAN/WAN equipment. The IT Staff defines requirements/service and equipment, defines scope of requirements, orders, installs, and tests equipment, and completes activation.

Input

Final Occupancy Agreement

Lease Renewal

Statement of Work

Output

Updated Statement of Work

Associated Artifacts

None Listed

Responsible Role

Facility Local Point of Contact

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Regional Point of Contact; Internal Customer; IT Staff

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

If this is Lease Expansion or Lease Contraction this activity takes between 180 to 270 days to complete.

Process Activity Name: LSPP-14.07 Complete Telephone Requirements

Concurrent Activities

LSPP-14.05 Complete Furniture Requirements

And

LSPP-14.06 Complete Telecom LAN/WAN Requirements

Previous Activities

LSPP-14.04 Complete Construction Phase

Next Activities

LSPP-14.08 Cable Required?

Description

The Facility Local Point of Contact/Internal Customer works in conjunction with IT Staff (Local Support) to complete the purchase of telephone equipment. The IT Staff defines requirements/service and equipment, defines service options, selects vendors, orders, installs, and tests equipment, and completes activation.

Input

Final Occupancy Agreement

Lease Renewal

Statement of Work

Output

Updated Statement of Work

Associated Artifacts

None Listed

Responsible Role

Facility Local Point of Contact

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Regional Point of Contact; Internal Customer; IT Staff

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Guide to Telework in the Federal Government

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

If this is Lease Expansion or Lease Contraction this activity takes between 180 to 270 days to complete.

Process Activity Name: LSPP-14.08 Cable Required?

Previous Activities

LSPP-14.05 Complete Furniture Requirements

AND

LSPP-14.06 Complete Telecom LAN/WAN Requirements

AND

LSPP-14.07 Complete Telephone Requirements

Next Activities

If "Yes":

LSPP-14.09 Complete Cable TV Requirements

Or

If "No":

LSPP-14.10 Accept Space

Description

The Facility Local Point of Contact/Local Customer determines if cable is required on site (Yes) or not (No).

Responsible Role

Facility Local Point of Contact

Accountable Role

None Listed

Consulted Role

Internal Customer

Informed Role

None Listed

Process Activity Name: LSPP-14.09 Complete Cable TV Requirements

Previous Activities

LSPP-14.08 Cable Required?

Next Activities

LSPP-14.10 Accept Space

Description

The Facility Local Point of Contact/Internal Customer works in conjunction with, IT Space and Facilities Management Office designee, and the Facility Regional Point of Contact to initiate the purchase of Cable TV equipment, if required. The Facility Local Point of Contact defines

requirements/services and equipment, defines service options, selects vendors, orders, installs, and tests equipment, and completes activation.

Input

Final Occupancy Agreement

Lease Renewal

Statement of Work

Output

Updated Statement of Work

Associated Artifacts

None Listed

Responsible Role

Facility Local Point of Contact

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Regional Point of Contact; Internal Customer

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

If this is Lease Expansion or Lease Contraction this activity takes between 30 to 60 days to complete.

If this activity is required the work will be completed concurrently with Complete Furniture Requirements, Complete Telecom LAN/WAN, and Complete Telephone Requirements.

Process Activity Name: LSPP-14.10 Accept Space

Previous Activities

LSPP-14.08 Cable Required?

Or

LSPP-14.09 Complete Cable TV Requirements

Next Activities

LSPP-14.11 Complete Administrative Tasks

Description

The General Services Agency (GSA) Representative working collaboratively with IT Space and Facilities Management Office and designee, the Facility Regional Point of Contact, the Facility Local Point of Contact/Internal Customer, and the Pillar Point of Contact, conducts a Punch List Walk-through to accept the space.

Input

Final Occupancy Agreement

Lease Renewal

Output

Completed Punch List Walk-Through Checklist

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer; OI&T Organizational Pillar Point of Contact

Informed Role

None Listed

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

There is no time associated with this activity.

Process Activity Name: LSPP-14.11 Complete Administrative Tasks

Previous Activities

LSPP-14.10 Accept Space

Or

LSPP-14.01 Expansion or Downsize?

Next Activities

LSPP-14.11.01 Create Funding Documents

And

LSPP-14.11.02 Fund Overtime Utilities, as Required

Description

The Sub-process activity Complete Administrative Tasks cycles through the following dependent activities:

- Create Funding Documents
- Fund Overtime Utilities, as Required
- Complete IT Support Plan
- Validate Telephone Directory
- Document Space Policy
- Document Security Policy
- Document Safety Policy
- Document Access Control and Keys Plan
- Identify Building POCs
- Document and Post Fire and Life Safety Plans
- Post Safety and EEO Information
- Document Signage and Room Numbering
- Assign Seating Plan
- Post Parking Plan Locations

Process Activity Name: LSPP-14.11.01 Create Funding Documents

Concurrent Activities

LSPP-14.11.02 Fund Overtime Utilities, as Required

Previous Activities

LSPP-14.11 Complete Administrative Tasks

Next Activities

LSPP-14.11.03 Complete IT Support Plan

Description

The Project Manager, or designee, creates Funding Documents consisting of the Department of Homeland Security (DHS) and Overtime Utilities, where applicable, for the leased space. A Spend Plan Identification (SPI) number is required prior to creating the VA Form 2237, and VA Form 1358.

Input

Budget Tracking Tool Entry

Lease Renewal

SPI Number

Output

VA Form 1358 Obligation or Change in Obligation

VA Form 2237 Request, Turn-In and Receipt for Property or Services

Reimbursable Work Authorization (RWA)

Associated Artifacts

Obligation or Change in Obligation

Spend Plan Identification (SPI) Number

VA Form 2237-Request Turn-In and Receipt for Property or Services Template

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

VA Capital Asset Inventory

Budget Tracking Tool (BTT)

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.02 Fund Overtime Utilities, as Required**Concurrent Activities**

LSPP-14.11.01 Create Funding Documents

Previous Activities

LSPP-14.11 Complete Administrative Tasks

Next Activities

LSPP-14.11.03 Complete IT Support Plan

Description

The Project Manager, or designee, creates the funding transactions, as applicable, for overtime utilities.

Input

Budget Tracking Tool Entry

Lease Renewal

Output

VA Form 2237 Request, Turn-In and Receipt for Property or Services or

Reimbursable Work Authorization (RWA)

Associated Artifacts

VA Form 2237-Request Turn-In and Receipt for Property or Services Template

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

VA Capital Asset Inventory

Budget Tracking Tool (BTT)

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

A VA Form 2237 is required for each spend plan.

Process Activity Name: LSPP-14.11.03 Complete IT Support Plan

Previous Activities

LSPP-14.11.01 Create Funding Documents

AND

LSPP-14.11.02 Fund Overtime Utilities, as Required

Next Activities

LSPP-14.11.04 Validate Telephone Directory

Description

The Project Manager, or designee, completes the IT Support Plan for the Leased Space that consists of developing a plan for IT Desktop support.

Input

Lease Renewal

Output

IT Support Plan

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.04 Validate Telephone Directory

Previous Activities

LSPP-14.11.03 Complete IT Support Plan

Next Activities

LSPP-14.11.05 Document Space Policy

And

LSPP-14.11.06 Document Security Policy

And

LSPP-14.11.07 Document Safety Policy

Description

The Project Manager, or designee, validates the Telephone Directory by completing a checklist that shows all telephone numbers are correct.

Input

Lease Renewal

Output

Validated Telephone Directory Checklist

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.05 Document Space Policy**Concurrent Activities**

LSPP-14.11.06 Document Security Policy

And

LSPP-14.11.07 Document Safety Policy

Previous Activities

LSPP-14.11.04 Validate Telephone Directory

Next Activities

LSPP-14.11.08 Document Access Control and Key Plans

Description

The Project Manager, or designee, documents the Space Policy is in place for the Leased Space in accordance with OI&T Space Standards.

Input

Lease Renewal

Output

Documented Space Policy

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.06 Document Security Policy

Concurrent Activities

LSPP-14.11.05 Document Space Policy

And

LSPP-14.11.07 Document Safety Policy

Previous Activities

LSPP-14.11.04 Validate Telephone Directory

Next Activities

LSPP-14.11.08 Document Access Control and Key Plans

Description

The Project Manager, or designee, documents that the Security Policy is in place for the Leased Space.

Input

Department of Homeland Security Guidelines

VA Information Security (Federal Information Security Act)

Output

Documented Security Policy

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.07 Document Safety Policy**Concurrent Activities**

LSPP-14.11.05 Document Space Policy

And

LSPP-14.11.06 Document Security Policy

Previous Activities

LSPP-14.11.04 Validate Telephone Directory

Next Activities

LSPP-14.11.08 Document Access Control and Key Plans

Description

The Project Manager, or designee, documents that the Safety Policy for the Leased Space that are in compliance with VA wide safety policies.

Input

National Safety Guidelines

Output

Documented Safety Policy

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.08 Document Access Control and Key Plans**Previous Activities**

LSPP-14.11.05 Document Space Policy

AND

LSPP-14.11.06 Document Security Policy

AND

LSPP-14.11.07 Document Safety Policy

Next Activities

LSPP-14.11.09 Identify Building POCs

Description

The Project Manager, or designee, confirms the documentation for Access Control and Key Plans for the Leased Space.

Input

Lease Renewal

Output

Documented Access Control and Key Plans

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.09 Identify Building POCs

Previous Activities

LSPP-14.11.08 Document Access Control and Key Plans

Next Activities

LSPP-14.11.10 Document and Post Fire and Life Safety Plans

And

LSPP-14.11.11 Post Safety and EEO Information

Description

The Project Manager, or designee, confirms the Building Points of Contact (POC's) list is created to include the GSA Property Manager POC, DHS POC, Federal Protective Service, and Internal POC for Occupancy Emergency Plan contact information for the Leased Space to the Building and Property Managers.

Input

Lease Renewal

Output

Building Points of Contact

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact; General Services Administration Representative

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.10 Document and Post Fire and Life Safety Plans

Concurrent Activities

LSPP-14.11.11 Post Safety and EEO Information

Previous Activities

LSPP-14.11.09 Identify Building POCs

Next Activities

LSPP-14.11.12 Document Signage and Room Numbering

And

LSPP-14.11.13 Assign Seating Plan

And

LSPP-14.11.14 Post Parking Plan Locations

Description

The Project Manager, or designee, confirms the documents have been posted for the Fire and Life Safety Plan for the Leased Space.

Input

Lease Renewal

Output

Posted Fire and Life Safety Plans

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.11 Post Safety and EEO Information

Concurrent Activities

LSPP-14.11.10 Document and Post Fire and Life Safety Plans

Previous Activities

LSPP-14.11.09 Identify Building POCs

Next Activities

LSPP-14.11.12 Document Signage and Room Numbering

And

LSPP-14.11.13 Assign Seating Plan

And

LSPP-14.11.14 Post Parking Plan Locations

Description

The Project Manager, or designee, confirms the Safety and Equal Employment Opportunity (EEO) information is posted for the Leased Space.

Input

Lease Renewal

Output

Posted Safety and Equal Employment Opportunity information

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.12 Document Signage and Room Numbering

Concurrent Activities

LSPP-14.11.13 Assign Seating Plan

And

LSPP-14.11.14 Post Parking Plan Locations

Previous Activities

LSPP-14.11.10 Document and Post Fire and Life Safety Plans

AND

LSPP-14.11.11 Post Safety and EEO Information

Next Activities

LSPP-14.12 Expansion/Downsize?

Description

The Project Manager, or designee, confirms that the Signage and Room Numbering is posted for the Leased Space.

Input

Lease Renewal

Output

Documented Signage and Room Numbering

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.13 Assign Seating Plan

Concurrent Activities

LSPP-14.11.12 Document Signage and Room Numbering

And

LSPP-14.11.14 Post Parking Plan Locations

Previous Activities

LSPP-14.11.10 Document and Post Fire and Life Safety Plans

AND

LSPP-14.11.11 Post Safety and EEO Information

Next Activities

LSPP-14.12 Expansion/Downsize?

Description

The Project Manager, or designee, confirms the Administrative Officer or Building Manager has completed a Seating Plan for the Leased Space in accordance with the guidance from the Office of Information and Technology Space Standards.

Input

Lease Renewal

Output

Assigned Seating Plan

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.11.14 Post Parking Plan Locations**Concurrent Activities**

LSPP-14.11.12 Document Signage and Room Numbering

And

LSPP-14.11.13 Assign Seating Plan

Previous Activities

LSPP-14.11.10 Document and Post Fire and Life Safety Plans

AND

LSPP-14.11.11 Post Safety and EEO Information

Next Activities

LSPP-14.12 Expansion/Downsize?

Description

The Project Manager, or designee, confirms the Administrative Officer or Building Manager has completed a Parking Plan for the Leased Space.

Input

Lease Renewal

Output

Parking Plan

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Facility Local Point of Contact

Consulted Role

Facility Regional Point of Contact

Informed Role

IT Space and Facilities Management Office

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.12 Expansion/Downsize?**Previous Activities**

LSPP-14.11.12 Document Signage and Room Numbering

AND

LSPP-14.11.13 Assign Seating Plan

AND

LSPP-14.11.14 Post Parking Plan Locations

Next Activities

If "Yes":

LSPP-14.13 Complete Move-In

Or

If "No":

LSPP-14.15 Close-out Project

Description

The Facility Local Point of Contact/Internal Customer makes a determination if this is an Expansion/Downsize of a Lease (Yes) or not (No).

Responsible Role

Facility Local Point of Contact

Accountable Role

None Listed

Consulted Role

Internal Customer

Informed Role

None Listed

Process Activity Name: LSPP-14.13 Complete Move-In**Previous Activities**

LSPP-14.12 Expansion/Downsize?

Next Activities

LSPP-14.14 Sign Final Occupancy Agreement

Description

The Facility Local Point of Contact (FLPOCC)/Internal Customer works in conjunction with, IT Space and Facilities Management Office and designee, and the Facility Regional Point of Contact to complete move-in. The Facilities Local Point of Contact/Internal Customer works with the Facility Regional Point of Contact to plan the physical move, select a mover, determine who moves into specific locations, and manages the physical move.

Input

Lease Renewal

Statement of Work

Output

Updated Statement of Work

Associated Artifacts

None Listed

Responsible Role

Facility Local Point of Contact

Accountable Role

IT Space and Facilities Management Office

Consulted Role

Facility Regional Point of Contact; Internal Customer

Informed Role

Director, IT Space and Facilities Management

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

If this is Lease Expansion or Lease Contraction this activity takes approximately 30 days to complete.

Process Activity Name: LSPP-14.14 Sign Final Occupancy Agreement

Previous Activities

LSPP-14.13 Complete Move-In

Next Activities

LSPP-14.15 Close-out Project

Description

The IT Space and Facilities Management Office signs the Final Occupancy Agreement as the move-in is being completed.

Input

Final Occupancy Agreement

Output

Signed Final Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

None Listed

Informed Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.15 Close-out Project**Previous Activities**

LSPP-14.12 Expansion/Downsize?

Or

LSPP-14.14 Sign Final Occupancy Agreement

Next Activities

LSPP-14.16 Sign Final OA

And

LSPP-14.17 Sign Final OA

Description

The IT Space and Facilities Management Office at times will support the Facility Regional Point of Contact, and the Facility Local Point of Contact/Internal Customer to close out the project.

Input

Lease Renewal

Statement of Work

Output

Updated Statement of Work

Associated Artifacts

None Listed

Responsible Role

IT Space and Facilities Management Office

Accountable Role

Director, IT Space and Facilities Management

Consulted Role

Facility Local Point of Contact; Facility Regional Point of Contact; Internal Customer

Informed Role

None Listed

Tools and Websites

Office of Construction and Facilities Management - Manual

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

This activity takes 5 days to complete.

Process Activity Name: LSPP-14.16 Sign Final OA**Concurrent Activities**

LSPP-14.17 Sign Final OA

Previous Activities

LSPP-14.15 Close-out Project

Next Activities

Process Ends

Description

The Director, IT Space and Facilities Management (with the General Services Administration Representative) signs the Final Occupancy Agreement (OA).

Input

Closed-out Project

Output

Completed Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

Director, IT Space and Facilities Management

Accountable Role

General Services Administration Senior Executive

Consulted Role

General Services Administration Representative

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

Process Activity Name: LSPP-14.17 Sign Final OA**Concurrent Activities**

LSPP-14.16 Sign Final OA

Previous Activities

LSPP-14.15 Close-out Project

Next Activities

Process Ends

Description

The General Services Administration Representative (with the Director, IT Space and Facilities Management) signs the Final Occupancy Agreement (OA).

Input

Closed-out Project

Output

Completed Occupancy Agreement

Associated Artifacts

None Listed

Responsible Role

General Services Administration Representative

Accountable Role

General Services Administration Senior Executive

Consulted Role

Director, IT Space and Facilities Management

Informed Role

None Listed

Tools and Websites

U.S. General Services Administration

Standards

Office of Information and Technology Space Standards (VAIQ 7282835)

More Info

None Listed

END OF PROCESS