

Memo to File

Project Number: <Project Number>

Documentation to Explain the Absence of Competition – Lease Extension Within SLAT

Lease number <Lease Number> occupied by <Agency Name>, located at <Building Address>, <City>, <State> will expire on <Lease Expiration Date>. It has been determined that the government requires an extension for <Extension Term> months as noted in the Acquisition Plan located in the lease file.

The estimated net annual rent of this action is \$<Net Annual Rent>, which is within the Simplified Lease Acquisition Threshold (SLAT).

The decision to pursue a lease extension is supported by GSAR 570.405.

- The agency occupying the leased space is scheduled to move into other Federally controlled space, but encounters unexpected delays in preparing the new space for occupancy
- The government encounters unexpected delays outside of its control in acquiring replacement space
- The government is consolidating various agencies and the contracting officer needs to extend the terms of some leases to establish a common expiration date
- The agency occupying the space has encountered delays in planning for a potential relocation to other federally controlled space due to documented organizational, financial, or other uncertainties

This extension for a lease below the simplified lease acquisition threshold is necessary as:

- Cost based rationale

Lease extensions represent short-term contracting actions which are necessary to protect the occupancy rights of the government when the government cannot vacate the premises by the expiration of the existing contract term. Extensions avoid the costs associated with holdover tenancies. Additionally, the government cannot reasonably expect to recover the costs associated with relocation of the tenant agency through full and open competition of a separate short-term lease to cover the term of this extension.

- Mission based rationale

The agency's mission for this location requires a unique location and cannot be satisfied through any alternative locations. The agency's mission and justification for a unique location is summarized below:

Prepared By:

<Leasing Specialist>

Date

Approved:

<Lease Contracting Officer>

Date