



GSA Public Buildings Service

LAC-2021-02

December 13, 2021

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

FROM:

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ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
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SUBJECT:

LEASE ACQUISITION CIRCULAR (LAC) Revision to Leasing
Desk Guide (LDG), Chapter 3, Simplified Lease Acquisition

1. **Purpose.** This LAC issues revisions to the Leasing Desk Guide (LDG), Chapter 3, Simplified Lease Acquisition.
2. **Background.**
 - a. On May 31, 2011, GSA issued LDG Chapter 3, Simplified Lease Acquisition, via Lease Acquisition Circular (LAC) 2011-07. LDG Chapter 3 originally focused primarily on the use of the Simplified Lease Model, which was issued under Lease Reform.
 - b. On October 8, 2020, GSA issued Leasing Alert LA-20-13, which replaced guidance on the Simplified Lease Model with the SLAT Lease Model. The SLAT Model combines a smaller version of the Global RLP and lease templates with a 2-step bidding process modeled after the process used with the Automated Advanced Acquisition Program (AAP). This updated LDG Chapter 3 replaces the guidance related to the Simplified Lease Model from May 31, 2011, and instead incorporates SLAT model guidance and templates.
3. **Effective Date.** This LAC and attachments are effective as of the date of issuance unless modified, canceled, or reissued.

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- 4. Applicability.** This LAC and its attachments apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
- 5. Cancellation.** LDG Chapter 3 dated May 31, 2011, issued via LAC 2011-07.
- 6. Instructions and Procedures.** Summary and filing instructions are attached.

Attachment 1: LAC-2021-02 Summary and Filing Instructions

Attachment 2: LDG Chapter 3, Simplified Lease Acquisition

LAC-2021-02 Summary and Filing Instructions

LAC-2021-02 issues the policy listed below:

Leasing Desk Guide Chapter 3 (Revised), Simplified Lease Acquisition

This revised Leasing Desk Guide Chapter 3 reflects updated policy and practices for Simplified Lease Acquisitions by incorporating guidance and templates issued under Leasing Alert [LA-20-13 SLAT Model Templates and Instructional Guidance](#), issued October 8, 2020, for lease acquisitions eligible to use simplified lease acquisition procedures.

LDG Filing Instructions

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