



GSA Public Buildings Service

LAC-2021-01

May 20, 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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**John D. Thomas**

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SUBJECT: Revisions to Leasing Desk Guide, Chapter 5, Succeeding Lease,  
Superseding Lease

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide (LDG), Chapter 5, Succeeding Lease, Superseding Lease.
- 2. Background.** FAR 6.304 establishes signature authority for Justifications requiring signature by the Senior Procurement Executive (SPE). In addition, the Office of Leasing (OL) requires a review of Justifications for those procurements involving a prospectus level action, including use of interim leasing authority. Leasing Desk Guide Chapter 5, Succeeding Lease, Superseding lease, revised December 21, 2016, included a brief overview describing these mandatory reviews. However, this overview, which included a reference to a "Zone Manager" review, is both outdated and incomplete. This LAC issues a revised LDG Chapter 5 to incorporate standard operating procedures (SOP) and associated templates to establish clear guidance for national office reviews of Justifications. In addition to incorporating this justification SOP guidance, LGD Chapter 5 is revised to incorporate policy and practice changes that have been implemented since the issuance of the prior 2016 version. See Summary and Filing Instructions for further details on these other revisions.
- 3. Effective Date.** This LAC and attachments are effective immediately.
- 4. Applicability.** This LAC and its attachments are mandatory and 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 5 revised December 21, 2016.
- 6. Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2021-01 Summary and Filing Instructions

Attachment 2, LDG Chapter 5, Succeeding Lease, Superseding Lease

## LAC-2021-01 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2021-01 issues the policy listed below:

### ***Leasing Desk Guide Chapter 5 (Revised), Succeeding Lease, Superseding Lease***

This revised chapter issues a revised Leasing Desk Guide Chapter 5 which reflects updated policy and practices for succeeding and superseding lease actions. Among the changes include the following:

- **Added guidance and templates to use for Justifications requiring national office review (for example, those requiring approval by the Senior Procurement Executive)**
- Replaced references to FedBizOpps or FBO with SAM.gov.
- Removed advertisement/procurement summary template as an attachment.
- Removed references to advertisement thresholds.
- Replaced references to the Succeeding Lease Decision Tool with the Succeeding Lease Analysis Tool; updated relevant guidance to conform to Leasing Alert LA-FY18-03, and added additional guidance to make use of this tool **mandatory**.
- Replaced Succeeding Lease Justification Template Attachment with an updated version.
- Removed Sample Cost Benefit Analysis Attachment.
- Expanded discussion of applicable succeeding lease RLP templates to include reference to SLAT model, which provides many of the same flexibilities as Global.
- Updated the discussion of Energy Independence and Security Act (EISA) to reflect the benchmarking requirements added in 2015.
- Included a reference to succeeding lease language applicable when accepting space prior to completion of TI or BSAC work.
- Deleted outdated references.
- Updated thresholds.

### **LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 5 (Revised), Succeeding Lease, Superseding Lease	<b>5-i – 5-36</b>	<b>5-i – 5-46</b>