

Client Enrichment Series – Q & A



Topic: *Workplace WIFM Tool*

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Link to Series Information: www.gsa.gov/ces

Question - Are the scenarios discussed in the presentation for leased or federally-owned space?

Answer - The ownership nature of the building, such as being federally-owned or leased, is not a variable considered in the WIFM scenarios. The scenarios are neutral in this regard.

Question - Can my agency's own space tool be imported into WIFM?

Answer - Not at this time. WIFM utilizes preset calculation methodologies with respect to space sizes and allocation ratios. However, GSA may adjust these calculations to meet the needs of a specific agency, including possibly importing existing space tool data. Agencies interested in pursuing a customized version of WIFM should contact Ryan Doerfler with GSA at ryan.doerfler@gsa.gov.

Question - Can all of these screens/sections be exported to one all inclusive list to create an Executive Summary?

Answer - Not at this time. This feature will be explored for possible inclusion in the next version of WIFM.

Question - Is there a move costing tool?

Answer - Moving costs are not included in the calculations. Estimating such costs requires detailed information about the move itself, including an inventory of the covered items, their destination location, and the method of shipping. This type of data is often not readily

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available before the space requirements have been developed, which is when WIFM is intended to be used.

Question - Are costs adjusted for locality?

Answer - Yes. All rough order of magnitude (ROM) tenant improvement cost estimates are adjusted for locality.

Question - Who will have access to the tool?

Answer - Access will be granted to anyone who is interested. The tool is anticipated to be available for download at www.gsa.gov/totalworkplace before December 2018. Until then, agencies can contact Ryan Doerfler (ryan.doerfler@gsa.gov) to receive a copy.