General Services Administration

Subpart 570.2—Simplified Lease Acquisition Procedures

570.201 Purpose.
This subpart prescribes simplified procedures for small leases. These procedures reduce administrative costs, while improving efficiency and economy, when acquiring small leasehold interests in real property.

570.202 Policy.
Use simplified lease acquisition procedures to the maximum extent practicable for actions at or below the simplified lease acquisition threshold.

570.203 Procedures.

570.203–1 Market survey.
Conduct a market survey to identify potential sources. Use information available in GSA or from other sources to identify locations that will meet the Government’s requirements.

570.203–2 Competition.
(a) To the maximum extent practicable, the contracting officer must solicit at least three sources to promote competition. If there are repeated requirements for space in the same market, invite two sources, if practicable, that are not included in the most recent solicitation to submit offers.
(b) If the contracting officer solicits only one source, document the file to explain the lack of competition.

570.203–3 Soliciting offers.
(a) The contracting officer must solicit offers by providing each prospective offeror a proposed short form lease GSA Form 3626 or SFO. The short form lease or SFO must:
(1) Describe the Government’s requirements.
(2) List all award factors, including price or cost, and any significant subfactors that the contracting officer will consider in awarding the lease.
(3) State the relative importance of the evaluation factors and subfactors.