

# **Subpart 570.2 - Simplified Lease Acquisition Procedures**

**Parent topic:** [Part 570 - Acquiring Leasehold Interests in Real Property](#)

## **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.
- (4) State whether all evaluation factors other than cost or price, when combined, are either:
  - (i) Significantly more important than cost or price.
  - (ii) Approximately equal in importance to cost or price.
  - (iii) Significantly less important than cost or price.
- (5) Include either in full text or by reference, applicable FAR provisions and contract clauses required by [570.6](#).
- (6) Include sustainable design requirements.
- (b) As necessary, review with prospective offerors the Government's requirements, pricing matters, evaluation procedures and submission of offers.

#### **570.203-4 Negotiation, evaluation, and award.**

- (a) If the contracting officer needs to conduct negotiations, use the procedures in [570.307](#).
- (b) Evaluate offers in accordance with the solicitation. Evaluate prices and document the lease file to demonstrate whether the proposed contract prices are fair and reasonable. See [570.110](#).
- (c) If the total price, including options, exceeds the amount established by FAR 15.403-4, consider whether the contracting officer needs cost and pricing data to determine that the price is fair and reasonable. In most cases, the exceptions at FAR 15.403-1 will apply.
- (d) Regardless of the process used, the contracting officer must determine whether the price is fair and reasonable.
- (e) If the total contract value of the lease, including options, will exceed the amount established by FAR 19.702(a), the proposed awardee must provide an acceptable small business subcontracting plan. This requirement does not apply if the proposed awardee is a small business concern.
- (f) Make award to the responsible offeror whose proposal represents the best value to the Government considering price and other factors included in the solicitation.