

## Use Case 020.RPM.L2.03 Lease of Non-Domestic Building Accommodating Special Needs

**End-to-End Business Process:** 020.Acquire-to-Dispose

### Business Scenario(s) Covered

- L2.01 Non-Domestic Real Property
- L2.04 Real Property Accommodation of Special Needs

### Business Actor(s):

Agency Real Property Office, Finance Office, Procurement Office, Bureau of Overseas Building Operation (OBO)

### Synopsis

A request for a real property space solution at a non-domestic location for residential space that must accommodate the special needs of a Federal employee (e.g., door motion sensors) is developed, approved, and provided. A business needs statement, including a description of the special needs of the Federal employee, is developed, and provided. The business needs statement is evaluated against real property inventory information in the non-domestic location, and a determination is made that no existing sites at the location can meet the needs. Market research is conducted, and alternative acquisition approaches for fulfilling the real property needs are evaluated based on risks, costs, and funding. A determination is made that the plausible acquisition approach for meeting the real property needs is to lease existing real property from a private entity in the non-domestic location and make alterations as needed, and a preferred property is identified. Project management documents are developed and routed for review and approval. A determination is made that the preferred property would meet the requirements of a major lease action. A request for Bureau of Overseas Building Operations (OBO) support for a major lease action, detailing both the new space requirement, a justification for the request, and market research information concerning preferred property to be leased, is developed, and provided to OBO. The request for assistance with the major lease action, including justification for the action, preferred property, and other supporting information, is evaluated and the major lease action is approved. A notification of approval of the major lease action is developed and provided to the agency.

A year later, procurement request documents are developed and routed for review. Lease negotiations are conducted, and a lease amount, including a lump-sum payment amount for the alterations necessary to accommodate the special needs of an employee, are documented. Input on lease terms and conditions is developed and provided. The lease agreement is received, reviewed, and approved. A schedule of lease payments, showing amount to be applied to interest and amount to be applied to principal, is developed. The lease between the landlord and the Federal government is executed. Inspections and tests of the building and its components are completed satisfactorily, the alterations to the building are accepted, and the lump-sum payment is disbursed to the landlord. Information about the building is added to the OMB-designated repository. Lease payments are disbursed to the landlord.

### Assumptions and Dependencies

#### General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events required to trigger the Initiating Event have been completed.

#### Business Use Case Specific

- 2.1 Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) 54 will be implemented for reporting periods beginning after September 2023.
- 2.2 Any of the business actors performing an RPM event have access to the RPM solution/service.
- 2.3 Any of the business actors performing an ACQ event have access to the ACQ solution/service.
- 2.4 Any of the business actors performing an FFM event have access to the FFM solution/service.
- 2.5 Government-wide and organization-specific real property regulations, policies, guidance, and standards have been established.
- 2.6 Benchmark cost information for alternative acquisition methods exists.
- 2.7 The real property program strategy and plans have been established.
- 2.8 The agency possesses the necessary authority to lease space overseas.
- 2.9 The landlord is able and willing to carry out the necessary alterations to the space.

#### Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during RPM events (Business Use Case Inputs or Outputs) that are considered RPM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).
- 3.2 For each type of RPM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of an RPM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the

litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).	
3.4 Once an RPM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).	
Initiating Event	An agency identifies a need for real property in a non-domestic location that must accommodate the special needs of an employee.

**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Develop and document draft request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors) (RPM.020.010 Real Property Asset Needs Determination)</p> <p>b. Request funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>Real property strategy and program plans</li> <li>Mission program business needs and justification information for residential space, including special needs of an employee</li> <li>Amount budgeted for real property space solution</li> </ul>	<ul style="list-style-type: none"> <li>Draft request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors)<sup>(FR)</sup></li> <li>Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure</li> </ul>
2		<p>a. Receive and process request for funds availability check for funds commitment for real property space solution</p> <p>c. Provide response to funds availability check for funds commitment for real property space solution (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> <li>Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for funds commitment for real property space solution</li> </ul>

**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
3	<p>a. Receive response to funds availability check for funds commitment for real property space solution (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>d. Submit request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors) (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> <li>Response to funds availability check for funds commitment for real property space solution</li> <li>Draft request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors)<sup>(FR)</sup></li> </ul>
4	<p>Receive, review, and approve request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors) (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> <li>Request for real property space to fulfill the real property needs of a new mission program, including real property business needs information and required services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approved request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors)<sup>(FR)</sup></li> </ul>
5	<p>Request funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>Approved request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure</li> </ul>

# USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS

## Typical Flow of Events

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
6		Receive and process request for funds commitment for real property space solution and commit funds (FFM.010.020 Fund Allocation and Control)	<ul style="list-style-type: none"> <li>Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure and government trading partner</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate funds commitment entries created with reference to source information</li> </ul>
7	Develop and document business needs statement for the request for real property space solution at a non-domestic location, including special needs accommodation requirements (e.g., door motion sensors) (RPM.020.020 Real Property Project Feasibility Analysis)		<ul style="list-style-type: none"> <li>Approved request for a real property space solution at a non-domestic location, including real property business needs and special needs accommodation requirements (e.g., door motion sensors) information<sup>(FR)</sup></li> <li>Information concerning previous real property projects that fulfilled needs similar to current request</li> </ul>	<ul style="list-style-type: none"> <li>Business needs statement for the request for real property space solution at a non-domestic location, including special needs accommodation requirements (e.g., door motion sensors)</li> </ul>

**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
8	<p>a. Retrieve and evaluate real property inventory information against business needs statement for the request for a real property space solution at a non-domestic location, including special needs accommodation requirements (e.g., door motion sensors), and record results</p> <p>b. Determine that none of the existing sites from the current real property inventory can meet the real property project business needs and document results</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution at a non-domestic location, including special needs accommodation requirements (e.g., door motion sensors)<sup>(FR)</sup></li> <li>• Real property inventory information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation results for real property inventory information<sup>(FR)</sup></li> <li>• Determination that that none of the existing sites from the current real property inventory can meet the real property project business needs<sup>(FR)</sup></li> </ul>
9	<p>a. Determine and document potential alternative acquisition approaches for meeting the real property project business needs</p> <p>b. Develop, document, and provide evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Determination that that none of the existing facilities from the current real property inventory can meet the real property project business needs<sup>(FR)</sup></li> <li>• Evaluation criteria information used for similar real property projects<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Evaluation criteria for potential alternative acquisition approaches for meeting the real property needs<sup>(FR)</sup></li> </ul>

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
10	<p>a. Evaluate market research information against evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs, identify potential property(s) for meeting the business need, and record results</p> <p>e. Determine and document risks and risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs</p> <p>f. Develop and document high-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>● Potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>● Evaluation criteria for potential alternative acquisition approaches for meeting the real property needs<sup>(FR)</sup></li> <li>● Cost information from similar real property projects</li> <li>● Labor and other direct costs information<sup>(FR)</sup></li> <li>● Market research information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>● Market research information evaluation results<sup>(FR)</sup></li> <li>● Potential property(s) for meeting the business need<sup>(FR)</sup></li> <li>● Risks and risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>● High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs</li> </ul>

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
11	<p>a. Evaluate potential alternative acquisition approaches against evaluation criteria and supporting information to determine plausible acquisition approach and record results</p> <p>g. Determine and document that the plausible acquisition approach for meeting the real property project business needs is to lease real property from a private entity with some alterations</p> <p>h. Determine and document preferred property to be leased and necessary alterations</p> <p>i. Provide plausible acquisition approach for meeting the real property project business needs, including preferred property to be leased and necessary alterations</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>Potential property(s) for meeting the business need<sup>(FR)</sup></li> <li>Risks and risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs</li> <li>Types and sources of available funding and resources for potential alternative acquisition approaches</li> </ul>	<ul style="list-style-type: none"> <li>Potential alternative acquisition approaches against evaluation criteria and supporting information evaluation results<sup>(FR)</sup></li> <li>Preferred property to be leased and necessary alterations</li> <li>Plausible acquisition approach for meeting the real property project business needs, including preferred property to be leased and necessary alterations<sup>(FR)</sup></li> </ul>
12	<p>a. Capture impact information associated with plausible real property project acquisition approach</p> <p>j. Evaluate impacts of plausible real property project acquisition approach, develop impact mitigation strategies, and record results</p> <p>k. Develop, document, and provide viability information concerning plausible real property project acquisition approach</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>Impact information associated with plausible real property project acquisition approach</li> </ul>	<ul style="list-style-type: none"> <li>Impact information associated with plausible real property project acquisition approach evaluation results<sup>(FR)</sup></li> <li>Impact mitigation strategies for plausible real property project acquisition approach<sup>(FR)</sup></li> <li>Viability information concerning plausible real property project acquisition approach<sup>(FR)</sup></li> </ul>



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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
13	<p>a. Capture feasibility assessment and supporting information for plausible real property project acquisition approach</p> <p>l. Evaluate feasibility assessment and supporting information for plausible real property project acquisition approach, determine viability, and record results</p> <p>m. Determine and document that the selected acquisition approach for meeting the real property project business needs is to lease housing space from a private entity and make alterations as needed</p> <p>n. Determine and document that the selected acquisition approach qualifies as a major lease action due to estimated lease costs and necessary alterations</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>Feasibility assessment and supporting information for plausible real property project acquisition approach<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Viability of plausible real property project acquisition approach<sup>(FR)</sup></li> <li>Feasibility assessment and supporting information for plausible real property project acquisition approach evaluation results<sup>(FR)</sup></li> <li>Selected acquisition approach for meeting the real property project business needs, including preferred property to be leased and necessary alterations<sup>(FR)</sup></li> <li>Determination document that the selected acquisition approach qualifies as a major lease due to estimated lease costs and necessary alterations<sup>(FR)</sup></li> </ul>

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
14	a. Develop and document refined cost estimates and financial analyses for the major lease action, including costs of the lease for the preferred property and any necessary alterations b. Develop and document business case for the major lease action c. Develop, document, and provide project management documents for the major lease action d. Develop, document, and provide program of requirements for the major lease action (RPM.020.030 Real Property Project Planning)		<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution</li> <li>• Real property project stakeholder roles and communications needs</li> </ul>	<ul style="list-style-type: none"> <li>• Refined cost estimates and financial analyses for the major lease action, including costs of the lease and any necessary alterations<sup>(FR)</sup></li> <li>• Business case for the major lease action<sup>(FR)</sup></li> <li>• Project management documents for the major lease action<sup>(FR)</sup></li> <li>• Program of requirements for the major lease action<sup>(FR)</sup></li> </ul>

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
15	<p>a. Develop and document justification for pursuing the major lease action</p> <p>b. Develop, document, and provide a request for support with a major lease action and supporting documentation (e.g., business case and justification for pursuing the major lease action, market research information concerning preferred property to be leased and necessary alterations, cost estimates), to the Bureau of Overseas Building Operation (OBO)</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Mission program business needs and justification information for residential space, including special needs of an employee</li> <li>• Market research information<sup>(FR)</sup></li> <li>• Selected acquisition approach for meeting the real property project business needs, including preferred property to be leased and necessary alterations<sup>(FR)</sup></li> <li>• Refined cost estimates and financial analyses for the major lease action, including costs of the lease and any necessary alterations<sup>(FR)</sup></li> <li>• Preferred property to be leased and necessary alterations</li> <li>• Business case for the major lease action<sup>(FR)</sup></li> <li>• Project management documents for the major lease action<sup>(FR)</sup></li> <li>• Program of requirements for the major lease action<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Justification for the major lease action, including information about the selected acquisition approach and preferred property to be leased and necessary alterations<sup>(FR)</sup></li> <li>• Request for support with a major lease action, including supporting documentation (e.g., business case and justification for pursuing the major lease action, market research information concerning preferred property to be leased and necessary alterations, cost estimates)<sup>(FR)</sup></li> </ul>

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
16	<p>a. Receive request for support with a major lease action, including supporting documentation (e.g., business case and justification for the major lease action, market research information concerning preferred property to be leased and necessary alterations, cost estimates, business needs)</p> <p>b. Evaluate major lease action request and supporting information, determine actions necessary for due diligence, and record results</p> <p>c. Determine and document that fire, life, safety, security, and other related requirements can be met at the proposed property</p> <p>d. Determine that the business case and justification for the major lease action is valid and document results</p> <p>e. Evaluate market research information concerning preferred property to be leased and necessary alterations, approve property, and record results</p> <p>f. Determine and document approval of the major lease</p> <p>g. Develop, document, and provide notification of approval of major lease action, including approval of preferred property to be leased and necessary alterations</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>Request for support with a major lease action, including supporting documentation (e.g., business case and justification for pursuing the major lease action, market research information concerning preferred property to be leased and necessary alterations, cost estimates)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Major lease action request evaluation results<sup>(FR)</sup></li> <li>Actions necessary for due diligence<sup>(FR)</sup></li> <li>Determination that fire, life, safety, security, and other related requirements can be met at the proposed property<sup>(FR)</sup></li> <li>Determination that the business case and justification for the major lease action is valid<sup>(FR)</sup></li> <li>Approval of preferred property to be leased and necessary alterations</li> <li>Major lease action approval<sup>(FR)</sup></li> <li>Notification of approval of major lease action, including approval of preferred property to be leased and necessary alterations<sup>(FR)</sup></li> </ul>

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
17	Determine and provide input for procurement request, including supporting documentation (e.g., project management documents, program of requirements) for the lease with alterations (RPM.020.050 Real Property Acquisition Preparation)		<ul style="list-style-type: none"> <li>Notification of approval of major lease action, including approval of preferred property to be leased and necessary alterations<sup>(FR)</sup></li> <li>Project management documents for the lease with alterations<sup>(FR)</sup></li> <li>Program of requirements for the lease with alterations<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Input for procurement request, including supporting documentation, for the lease with alterations<sup>(FR)</sup></li> </ul>
18		a. Develop and submit procurement request with supporting documentation for the lease with alterations  o. Receive procurement request with supporting documentation for the lease, route for review and approval, and verify availability of and request commitment of funds  (ACQ.030.040 Procurement Request & Funding)	<ul style="list-style-type: none"> <li>Input for procurement request, including supporting documentation, for the lease<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approved procurement request with supporting documentation<sup>(FR)</sup></li> <li>Request commitment of funds for the lease</li> </ul>

**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
19		<ul style="list-style-type: none"> <li>a. Receive approved procurement request with supporting documentation<sup>(FR)</sup> (ACQ.030.050 Solicitation)</li> <li>b. Issue solicitation for lease (ACQ.030.050 Solicitation)</li> <li>c. Receive and evaluate offeror lease proposals, including offer for preferred property, for consistency with solicitation submission instructions and record results (ACQ.040.010 Proposal Evaluation)</li> <li>d. Provide validated offeror lease proposals, including offer for preferred property, for technical and cost evaluation (ACQ.040.010 Proposal Evaluation)</li> </ul>	<ul style="list-style-type: none"> <li>● Approved procurement request with supporting documentation<sup>(FR)</sup></li> <li>● Offeror lease proposals, including offer for preferred property</li> </ul>	<ul style="list-style-type: none"> <li>● Lease solicitation information</li> <li>● Validated offeror lease proposals, including offer for preferred property<sup>(FR)</sup></li> </ul>
20	<ul style="list-style-type: none"> <li>a. Evaluate offeror lease proposals against evaluation criteria, determine that preferred property to be leased is the best candidate for fulfilling real property business needs, and record results</li> <li>p. Determine and document alterations needed to the plausible offeror's site to meet real property project business needs</li> <li>q. Develop, document, and provide recommendations for plausible offeror and negotiations (RPM.030.010 Real Property Asset Acquisition)</li> </ul>		<ul style="list-style-type: none"> <li>● Validated offeror lease proposals, including offer for preferred property<sup>(FR)</sup></li> <li>● Evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs<sup>(FR)</sup></li> <li>● Preferred property to be leased and necessary alterations</li> </ul>	<ul style="list-style-type: none"> <li>● Validated offeror lease proposals evaluation results<sup>(FR)</sup></li> <li>● Determination that preferred property to be leased is the best candidate for fulfilling real property business needs<sup>(FR)</sup></li> <li>● Alterations needed to the plausible offeror's site to meet real property project business needs<sup>(FR)</sup></li> <li>● Recommendations for plausible offeror and negotiations<sup>(FR)</sup></li> </ul>

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
21		<p>a. Develop, document, and provide negotiation information to plausible offeror (ACQ.030.040 Negotiations/Proposal Revisions)</p> <p>b. Receive plausible offeror updated lease proposal, evaluate technical and cost information, and record results (ACQ.040.010 Proposal Evaluation)</p> <p>c. Provide plausible offeror updated lease proposal for technical and cost evaluation (ACQ.040.010 Proposal Evaluation)</p>	<ul style="list-style-type: none"> <li>Recommendations for plausible offeror and negotiations<sup>(FR)</sup></li> <li>Market rates for similar properties in location</li> </ul>	<ul style="list-style-type: none"> <li>Plausible offeror updated lease proposal for technical and cost evaluation<sup>(FR)</sup></li> </ul>
22	<p>a. Evaluate offeror updated lease proposal against evaluation criteria and record results</p> <p>r. Develop, document, and provide recommendation for acceptance of plausible offeror updated lease proposal (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Plausible offeror updated lease proposal for technical and cost evaluation<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Recommendation for acceptance of plausible offeror updated lease proposal<sup>(FR)</sup></li> </ul>
23	<p>a. Determine, document, and provide lease costs, including lease agreement amount and lump-sum payment amount for the alterations necessary to accommodate the special needs of an employee</p> <p>s. Develop, document, and provide input on lease agreement terms and conditions and other supporting information (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Lease agreement amount</li> <li>Project management documents for the lease with alterations<sup>(FR)</sup></li> <li>Notification of approval of major lease, including major lease assistance information (e.g., appraisals information, refined cost estimates)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Lease costs for the use of storage equipment space, including lease agreement amount and cost estimates for the alterations<sup>(FR)</sup></li> <li>Input on lease agreement terms and conditions and other supporting information<sup>(FR)</sup></li> </ul>

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**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
24		Develop, document, and provide lease agreement award, including terms and conditions (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> <li>Input on lease agreement terms and conditions and other supporting information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Lease agreement award, including terms and conditions<sup>(FR)</sup></li> </ul>
25	a. Receive and review lease agreement award, including terms and conditions t. Determine and document schedule of payments for full term of lease, including the amount for interest and principal (e.g., time value of money) and lease incentive adjustments if applicable u. Develop, document, and provide approval of lease agreement award (RPM.030.010 Real Property Asset Acquisition)		<ul style="list-style-type: none"> <li>Lease agreement award, including terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approval of lease agreement award<sup>(FR)</sup></li> <li>Schedule of payments for full term of lease, including the amount for interest and principal payment<sup>(FR)</sup></li> </ul>
26		Verify availability of and request obligation of funds for first year of lease, issue lease agreement award, and execute lease (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> <li>Approval of lease agreement award<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for obligation of funds for first year of lease agreement<sup>(FR)</sup></li> <li>Executed lease<sup>(FR)</sup></li> </ul>



**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
27	<p>a. Receive and review fulfillment information for alterations to the building from the landlord (RPM.030.020 Real Property Asset Design and Execution)</p> <p>b. Conduct physical inspection of the alterations to the building, verify completion of alterations, and document results (RPM.030.030 Real Property Asset Acceptance and Commissioning)</p> <p>c. Determine, document, and provide acceptance information for alterations to the building to the landlord (RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>Fulfillment information for alterations to the building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Inspection information for alterations to the building<sup>(FR)</sup></li> <li>Verification information concerning completion of alterations to building<sup>(FR)</sup></li> <li>Acceptance information for alterations to the building<sup>(FR)</sup></li> </ul>
28	<p>a. Receive and review landlord invoice for lump-sum payment for alterations from OMB-approved electronic invoicing solution</p> <p>b. Request funds availability check for landlord lump-sum payment to landlord, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>Landlord lump-sum payment invoice information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for funds availability check for lump-sum payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>
29		<p>a. Receive and process request for funds availability check for lump-sum payment to landlord</p> <p>b. Provide response to funds availability check for lump-sum payment to landlord (FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> <li>Request for funds availability check for lump-sum payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for lump-sum payment to landlord</li> </ul>

**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
30	a. Receive response to funds availability check for lump-sum payment to landlord b. Approve landlord lump-sum payment invoice information c. Submit disbursement request for lump-sum payment to landlord, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> <li>Response to funds availability check for lump-sum payment to landlord</li> </ul>	<ul style="list-style-type: none"> <li>Approved landlord lump-sum payment invoice<sup>(FR)</sup></li> <li>Disbursement request for lump-sum payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>
31		Receive and process disbursement request for lump-sum payment to landlord (FFM.030.070 Payment Processing – Commercial Payments)	<ul style="list-style-type: none"> <li>Disbursement request for lump-sum payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Disbursement to landlord</li> </ul>
32	Develop, document, and provide request for unique identifier for site (RPM.040.010 Real Property Asset Information Management)		<ul style="list-style-type: none"> <li>Executed lease<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for unique identifier for site<sup>(FR)</sup></li> </ul>
33	a. Determine unique identifier for site, update real property asset record v. Determine lease amortization schedule w. Provide real property asset record and supporting information to the government-wide federal real property profile (FRPP) x. Request to record financial asset information, including line of accounting information using standard accounting code structure (RPM.040.010 Real Property Asset Information Management)		<ul style="list-style-type: none"> <li>Request for unique identifier for site<sup>(FR)</sup></li> <li>Real property asset record</li> </ul>	<ul style="list-style-type: none"> <li>Unique Identifier for site<sup>(FR)</sup></li> <li>Lease amortization schedule</li> <li>Updates to the real property asset record<sup>(FR)</sup></li> <li>Request to record financial information for the GSA PBS leased space including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>

**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
35		<p>Receive and process request to record financial information for the leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, and record information</p> <p>(FFM.020.060 Financial Asset Information Reporting)</p>	<ul style="list-style-type: none"> <li>Request to record financial information for the leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Appropriate leased space financial management information entries, including expected real property asset life, value, depreciation, and amortization information, created with reference to source information</li> </ul>
36	<p>a. Receive and review landlord lease invoice from OMB-approved electronic invoicing solution</p> <p>y. Request funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>Landlord lease invoice information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>
37		<p>a. Receive and process request for funds availability check for lease payment to landlord</p> <p>z. Provide response to funds availability check for lease payment to landlord</p> <p>(FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> <li>Request for funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for lease payment to landlord</li> </ul>

**USE CASE 020.RPM.L2.03 LEASE OF NON-DOMESTIC BUILDING ACCOMMODATING SPECIAL NEEDS**
**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
38	a. Receive response to funds availability check for lease payment to landlord aa. Approve landlord lease invoice information bb. Submit disbursement request for lease payment to landlord, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> <li>Response to funds availability check for lease payment to landlord</li> </ul>	<ul style="list-style-type: none"> <li>Approved landlord lease invoice<sup>(FR)</sup></li> <li>Disbursement request for lease payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>
39		Receive and process disbursement request for lease payment to landlord (FFM.030.070 Payment Processing – Commercial Payments)	<ul style="list-style-type: none"> <li>Disbursement request for payment for lease payment to landlord, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Disbursement to landlord</li> </ul>