

TABLE OF CONTENTS

CHAPTER 1 AUTHORITY AND PURPOSE

1.A. General.....	1-1
1.B. Guiding Principles	1-3
1.C. Delegations of Authority.....	1-5
1.D. FDIC Roles and Responsibilities.....	1-6
1.E. Acronyms and Associated Documents	1-9

CHAPTER 2 OVERALL LEASING POLICY

2.A. Overview.....	2-1
2.B. Leasing Process.....	2-2
2.C. Time Frames for Lease Acquisition.....	2-5
2.D. General Policies	2-7
2.E. Filing and Record Retention	2-13
2.F. Automated Tools.....	2-15
2.G. Waivers.....	2-16

CHAPTER 3 DETERMINING REQUIREMENTS FOR HEADQUARTERS AND REGIONAL OFFICE LEASES

3.A. General.....	3-1
3.B. Roles and Responsibilities	3-2
3.C. Gathering Information	3-4
3.D. Determination of Geographic Boundaries	3-6
3.E. Documentation of Need	3-8

CHAPTER 4 ACQUIRING HEADQUARTERS AND REGIONAL OFFICE LEASES

4.A. General.....	4-1
4.B. Roles and Responsibilities	4-2
4.C. Solicitation for New Leased Space.....	4-7
4.D. Advertisement of Requirements	4-8
4.E. Identification of Potential Offerors.....	4-10
4.F. Preparing and Distributing the RFP	4-11
4.G. Pre-Proposal Conference.....	4-14
4.H. Receipt of Proposals	4-15

4.I.	Screening Proposals	4-16
4.J.	Solicitation of Revised Proposals.....	4-18
4.K.	Evaluation of Revised Proposals	4-20
4.L.	Case Preparation and Approval.....	4-23
4.M.	Negotiation and Lease Award.....	4-25
4.N.	Notification to Unsuccessful Offerors and Debriefings	4-27
4.O.	Negotiation and Award of Work Letter	4-28

CHAPTER 5 DETERMINING REQUIREMENTS FOR FIELD OFFICE AND WAREHOUSE LEASES

5.A.	General.....	5-1
5.B.	Roles and Responsibilities	5-2
5.C.	Gathering Information	5-4
5.D.	Space Availability.....	5-6
5.E.	Documentation of Need	5-7

CHAPTER 6 ACQUIRING FIELD OFFICE AND WAREHOUSE LEASES

6.A.	General.....	6-1
6.B.	Roles and Responsibilities	6-3
6.C.	Renegotiation with Existing Landlord.....	6-6
6.D.	Solicitation for New Leased Space.....	6-8
6.E.	Identification of Potential Offerors.....	6-9
6.F.	Preparing and Distributing the RFP	6-10
6.G.	Receipt of Proposals	6-13
6.H.	Screening Proposals	6-14
6.I.	Evaluation of Proposals	6-16
6.J.	Case Preparation and Approval.....	6-19
6.K.	Negotiation and Lease Award.....	6-21
6.L.	Negotiation and Award of Work Letter	6-23

CHAPTER 7 LEASE ADMINISTRATION

7.A.	General.....	7-1
7.B.	Roles and Responsibilities	7-3
7.C.	Startup Functions	7-5
7.D.	Rent Payments.....	7-7
7.E.	Rent Payment Adjustments	7-8
7.F.	Monitoring	7-10

7.G.	Nonperformance Issues	7-11
7.H.	Additional Functions.....	7-12
7.I.	Expiration.....	7-14
7.J.	Closeout	7-15

CHAPTER 8 LEASE RENEWAL AND EXTENSION

8.A.	General.....	8-1
8.B.	Roles and Responsibilities	8-3
8.C.	Procedures for Lease Renewals	8-5
8.D.	Procedures for Extensions	8-8

CHAPTER 9 LEASE EXPANSION

9.A.	General.....	9-1
9.B.	Roles and Responsibilities	9-2
9.C.	Procedures.....	9-3

CHAPTER 10 VACATING LEASED SPACE BEFORE EXPIRATION

10.A.	General.....	10-1
10.B.	Roles and Responsibilities	10-3
10.C.	Contraction or Termination Provided for in the Lease.....	10-6
10.D.	Termination or Contraction Not Provided for in the Lease.....	10-8
10.E.	Termination or Contraction for Cause or Untenantability	10-11
10.F.	Subleasing	10-12

APPENDICES

Acronyms	Appendix A
Glossary of Terms.....	Appendix B

EXHIBITS

Exhibit A	<i>Delegation of Authority and Division of Administration Redegulations of Authority</i>
Exhibit B	<i>Abbreviated Fitness and Integrity Certification</i>
Exhibit C	<i>FDIC Leasing Representations and Certifications</i>
Exhibit D	<i>Sample Documentation of Need for Headquarters and Regional Office Leases</i>
Exhibit E	<i>Sample Format for Building Elimination Matrix</i>
Exhibit F	<i>Sample RFP for Headquarters and Regional Office Leases</i>
Exhibit G	<i>Sample Format for the Financial Analysis</i>
Exhibit H	<i>Sample Format for the Best Value Matrix</i>
Exhibit I	<i>Sample Documentation of Need for Field Office and Warehouse Leases</i>

Exhibit J *Sample RFP for Field Office and Warehouse Leases*

This Page Intentionally Left Blank