

Key

Building Division

Requesting Agency

New Leases Process Flow Chart

Submit Leasing Requisition Form
(Sample Document "B")

Receive, Review and Analyze Agency Request; Meet with Requesting Agency to Inspect Existing Facility and Discuss Options.

Alternative Solution

Accommodate Request within the Existing Office or at a State Owned Facility

Request Lease

Formulate Recommendation and Request Approval from the Director of Administrative Services.

Request Denied

Works with Lessor; Improve the Current Situation

Request Approved

Complete the Space Requirements Worksheet (Sample Document "C") and the Specification Questionnaire (Sample Document "D")

Acquire Leased Space

Negotiate Lease Terms with Chosen Lessor;
Execute Lease Agreement

Compile Space Needs and Develop Bid Packet.

Advertise RFP, Conduct Pre-Proposal Meeting,
Bid Opening, Check Proposals for Compliance

Compile and Provide a Bid Summary to the Agency

Conduct Site Inspections and Evaluate Proposals

Negotiate Lease Terms with Chosen Lessor;
Execute Lease Agreement

Execute Space Allocation Agreement

Ensure that Tenant Improvements are Complete

Move In