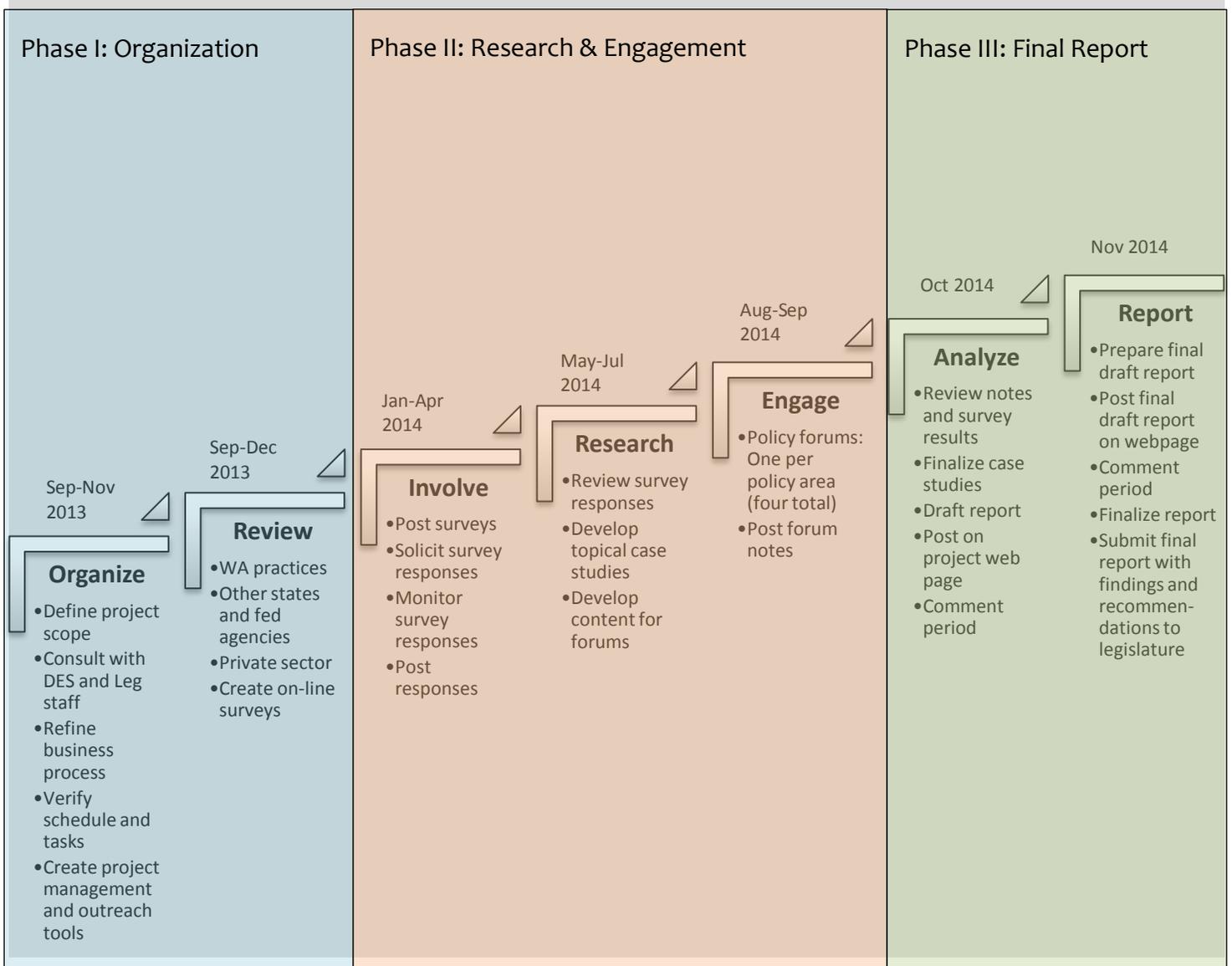




REAL ESTATE LEASE POLICIES PROJECT

Section 1085 of the enacted 2013-15 capital budget ([ESSB 5035](#)) calls for the Office of Financial Management (OFM) to review and recommend real estate policies related to lease renewals, requests for proposals, cancellation clauses, backfill policies and other related items. The study must document improvements to the state's real estate policies that ensure that cancellation clauses are used in a financially advantageous way and renewal practices minimize unnecessary relocation costs.

PURPOSE	The purpose of this project is to implement current state law which requires OFM to study and report findings and recommendations related to real estate policies.
GOAL	The goal of this project is to consult with the Department of Enterprise Services and legislative staff, and engage public and private sector stakeholders in a review of policies related to lease renewals, requests for proposals, cancellation clauses, backfill policy, and other related issues to inform recommendations OFM may make to improve these policies.
SCOPE	<p>OFM must study and make recommendations to state policies related to lease renewals, requests for proposals, cancellation clauses, backfill policies and other related issues. OFM must recommend improvements that are financially advantageous and minimize relocation costs for the State. Other related items may include: non-appropriation language and preferred leasing areas.</p> <p>In addition to gathering stakeholder feedback, the state's policies will be compared to other state's policies and practices and private sector policies and practices.</p>
STAKEHOLDER ENGAGEMENT	<p>Stakeholders include:</p> <ul style="list-style-type: none">• state agencies, departments, boards, commissions and institutions,• public and private developers and managers.• State legislative fiscal committee members and staff.
PROJECT APPROACH	<p>OFM intends on reporting its findings and recommendations by December 30, 2014.</p> <p>The project takes place over three phases: organization, stakeholder engagement, and final report, as indicated below. The project schedule and work elements are detailed on the following page.</p>



PROJECT TOOLS

The project will utilize a variety of tools and processes and create several products:

- Communication tools—project website, LISTSERV.
- Project processes—online survey, topical forums, and small group discussions.
- Project products—survey results, case studies, final report containing findings and recommendations.

BUDGET PROVISIO

Click [here](#) to link to ESSB 5035 enacted July 1, 2013. Scroll to Section 1085 for bill language specific to this project.

PROJECT CONTACT INFORMATION

Karin Berkholtz
 Facilities Policy Coordinator
 OFM State Facilities Oversight Program
 360.902.7437
karin.berkholtz@ofm.wa.gov