

Extension Bot User Guidance and Instructions

Overview

This leasing alert issues the Extension Bot, a new automated process which provides users with a package of documents required to complete lease extensions. Use of this new Bot is strongly encouraged to leverage the time saving advantages of this automated tool as well as to promote consistency within the leasing program. The Extension Bot works similar to the current “Fred the Form Filler” Bot, but with important enhancements that expedite the extension process by using system and user supplied information to generate a package of documents with a single request. The Extension Bot offers two different packages of documents, one for actions above the Simplified Lease Acquisition Threshold (SLAT), and another for actions within SLAT.

The Extension Bot offers the following documents:

Above SLAT Document Package

Acquisition Plan
 Justification for Other Than Full and Open Competition
 Negotiation Objectives
 Price Negotiation Memorandum
 Lease Administration Manager Notification Letter
 Lease Amendment

At or Below SLAT Document Package

Negotiation Objectives
 Absence of Competition Memo
 Price Negotiation Memorandum
 Lease Administration Manager Notification Letter
 Lease Amendment

Step by Step Instructions:

Step 1: Access the Office of Leasing google site and click on “BOTS”



Step 2: Click on the Extension Bot

[Form Filler Bot - Link to Request Form](#)

Click the link above to request a specific lease project document, pre-populated with available lease application data and emailed to your Inbox. Available document types include the Initial Scoring, Acquisition Plan, Justification for Other Than Full and Open Competition, Price Negotiation Memorandum, TI/BSAC PNM, AAAP Award Determination Memorandum, and coming soon, AAAP Due Diligence Letter.

[Contractor Responsibility Bot](#)

Send an email to gsa.crbot@gsa.gov to facilitate the leasing offer/lessor checks in SAM.gov. Use the training resources below for a refresher on how to format the Subject Line and Body Text of your email to get a proper response. A successful request for a valid public record will return the full FAR report, core data, corporate relationships, and FAPIIS data attachments, as well as key entity SAM check data in the body of an email sent to your inbox.

[Extension Bot - Link to Request Form](#)

Click the link above to request a suite of project documents supporting a lease extension, pre-populated with available lease application data and emailed to your Inbox. Document types delivered include extension-tailored versions of the Acquisition Plan, Negotiation Objectives, Absence of Competition Memo, Justification for Other Than Full and Open Competition, Lease Amendment, and Lease Administration Manager Letter. The final combination of documents delivered depends on your selection of an 'Under SLAT' or 'Above SLAT' extension effort.

Step 3: Complete the google form

Lease Extension Bot Intake Form

It is highly recommended that market research supporting this extension is complete and available for reference before filling out this request. There are 16 questions, and more than half request market research data points.

Select 'Under SLAT extension' for extensions under SLAT once final extension terms have been negotiated with the Lessor. Produces Negotiation Objectives, Absence of Competition Memo, Lease Amendment, Lease Administration Manager Letter, and Price Negotiation Memorandum.

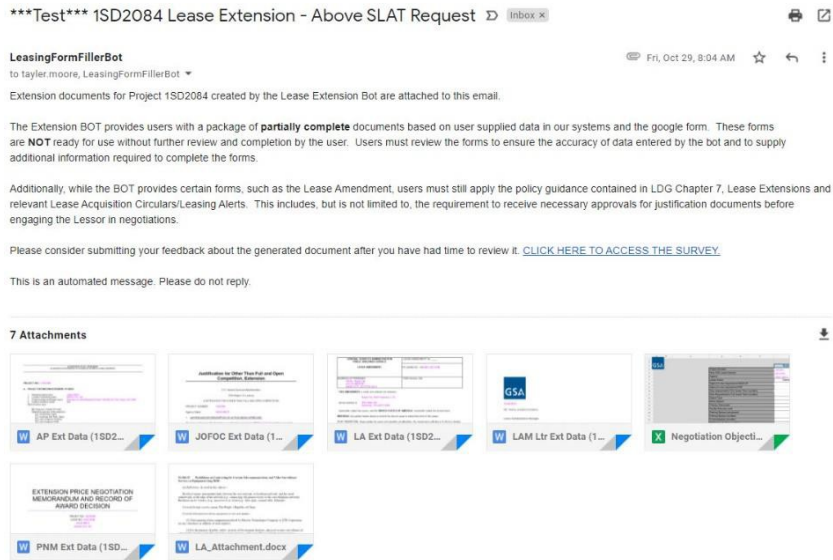
Select 'Above SLAT extension,' when market research for an above SLAT extension has been completed. Produces Acquisition Plan, Negotiation Objectives, Justification for Other Than Full and Open Competition, Lease Amendment, Lease Administration Manager Letter, and Price Negotiation Memorandum.

charlesb.johnson@gsa.gov [Switch account](#)

Your email will be recorded when you submit this form

* Required

Step 4: Receive the completed documents in your email and review for accuracy prior to sending



Note: If the Extension Bot is unable to complete your request, you will receive an email with an error message. Common reasons for this error include using an incorrect REXUS project number or other mismatching identification when submitting the request. At this point, users may review their project information and submit another request.

