
CHAPTER 1 • INTRODUCTION

The Manual for Leasing and State Office Planning (formerly the Real Property Manual: Leasing and State Office Planning) was developed by DCAMM (formerly DCPO) in conjunction with the members of the Real Property Work Group established by the Executive Office for Administration and Finance. The Manual sets forth new, simplified leasing procedures. It explains the framework and provides the tools for facilities planning and space planning. It is designed to be a practical guide and reference for Agency facilities staff and attorneys responsible for the Agency's leases.

In Chapter 2, the Manual provides guidance to agencies in overall facilities planning, options for meeting facilities needs, and determining needs for an individual office or facility. The goal is to enable agencies to plan for facilities in a manner which promotes cost-effective solutions that support Agency program goals and provide adaptability for changes in operations and technology.

In Chapter 3, the Manual describes the role and responsibilities of DCAMM and the Agency in acquiring and managing leased space. It describes roles when the Agency procures space in partnership with DCAMM .

Chapter 4 contains information on procedures and use of standard forms and documents necessary for state office planning, solicitations of lease proposals, and completing and executing a real property lease.