



The Real Estate and Leasing Services (REALS) section of the Office of Management and Enterprise Services (OMES) is responsible for oversight of real property acquisitions for all state agencies, boards, commissions and public trusts with the State of Oklahoma as a beneficiary. Real property acquisition includes the lease or purchase of real property, including space, and the construction of new state buildings.

The purpose of this document is to provide assistance in completing the Space Request Form and determining an agency's space allocation in accordance with OAC 260:95-1-4. Prior to beginning a space search, agencies must prepare the form, submit it to REALS and receive an authorized space allocation from REALS for leased space, purchasing space or constructing space.

Agencies must have specific legislative authority to purchase real property. OMES cannot grant authority allowing an agency to own or purchase real property; the role of OMES is oversight of the process and as an agent of the state in the purchase. The agency is responsible for providing OMES with the agency's authority to purchase real property prior to the purchase. No action will be taken by OMES until documentation of the legal authority is provided.

Acquisitions for additional office space are required to receive certification from the Governmental Technology Applications Review Board (GTARB) prior to acquiring the additional office space, regardless of the method of acquisition. Agencies procuring additional office space must submit the GTARB certification with the Space Request Form or the space request cannot be considered by REALS.

The Space Request Form is designed to calculate the space allocation with a minimum of effort on the part of the customer completing the form. For additional information on space allocation, see OAC 260:95-1-4.

DATE: 10/30/2015

Instructions:

The areas in white in the Space Request Form will be completed by the user agency. Areas in grey contain information and instructions for assistance in completing the form and calculations of space allocation based on the information entered by the user agency.

1. Agency Information:

- a) The first section contains information on the agency requesting the space, including contact information, current location and the date the space is needed. Requests for additional storage will not be considered unless the information for "Records Management Coordinator" is provided.
- b) "Required Location" is the city or town where space will be procured.
- c) "Special Location Requirements" can include proximity to a certain area, such as the State Capitol or a business partner, a specific area such as the northwestern part of the city, or proximity to certain amenities such as public transportation.
- d) "Action Requested" provides information on the type of acquisition or the reason the form is being submitted. A "4-Year Space Review" is only required when requested by REALS, but may be used by an agency if the agency would like an analysis of their current space needs.
- e) "Reason for Request" provides information on the reason new or additional space is being procured. "Lease will be terminated by Lessor" should be used only if the property owner/lessor for the current lease has indicated that the lease will not be renewed.
- f) "Type of Space Requested" provides information on the space type being procured. If the required space type is not one of the options provided, "Other" should be selected, and the type of space required should be indicated in the blank provided.
- g) "Type of Acquisition Requested" should be used to indicate if the acquisition is for lease, purchase or construction (build).
- h) "Agency Statutory Authority to Purchase/Build" must be used to provide citation of the statutory authority to construct or purchase real property. The field is mandatory if the space will be constructed or purchased. This section may be left blank if space will be leased.

2. Current Occupancy Status of Agency/Division: This section provides information on the current lease of the agency/division that will be occupying the requested space.
 - a) "Effect of Request on Current Lease" provides information about the effect the space acquisition will have on the agency's existing lease.
 - i. "No Change" may be used if agency growth, statutory changes, mission changes or other factors have created a need for an additional location, but the current location will not be changed by the acquisition.
 - ii. "Lease will be terminated" should be used if the agency is relocating or down-sizing, and the current lease will be terminated when the new space is occupied.
 - iii. "Other" may be used if the current lease may be modified or amended as a result of the new lease.
 - b) "Initial Date of Occupancy of Current Space" is the date the agency initially moved into the current space.
 - c) "Current Square Feet" should be completed with the net usable square feet at the current location. If the space is leased, the current square feet will be in the current contract or most recent amendment to the current contract.
 - d) Indicate the monthly rate for the current lease and the current cost per square foot in the "Current Rate" section. If the current cost per square foot is not known, it can be obtained by dividing the total annual rent by the total square feet in the contract.
 - e) For "Current Rate Includes" indicate the services that are included in the current rate. Check all that apply.
3. Parking:
 - a. This section contains information on parking requirements. Enter number of spaces needed for each type of parking. The form will automatically calculate the total parking requirement.
4. Special Space Types:
 - a. The "Conference/Meetings" section is designed to calculate the total space requirement for multiple conference rooms of multiple sizes. Enter the average number of occupants in the conference room in the first blank provided and the total number of rooms required of that size in the second blank provided. Lines are provided to calculate up to three sizes of conference rooms and a training room. Documentation of a 3-month history of usage may be required for each conference or training room requested.
 - b. The "General Support" section contains information on special space types. Any space besides personnel space is considered special space.
 - i. In the "Reception" blank, indicate the average number of visitors in the reception area(s) at any given time. The form will automatically calculate the space allocation.
 - ii. Indicate the total number of bookcases in the "Libraries" section. The form will automatically calculate the space allocation once the staff information has been completed in the "Personnel Space Requirements" section.
 - iii. Enter the total number of file cabinets for the location in the "File Cabinets" blank. The form will automatically calculate the space allocation. Do not make deductions for FTE. The form will automatically include the deduction as part of the calculations.
 - iv. The "Storage, Copier, Mail" allocation will populate automatically with the space allocation based on the personnel information entered in the "Personnel Space Requirements" section.
 - v. In the "Employee Break Room" blank, enter the average number of employees using the break room at the peak usage time during a normal day.
 - vi. If teleworking has been adopted by user agency, enter the amount of square feet needed for docking stations, hoteling space, team space or other types of space to accommodate teleworking, field staff or mobile staff's "in office" time in the "Telework Shared Space" blank. An explanation of the space requirements must be included in the "Additional Information" section of the Space Request Form or included as an attachment. If assistance is needed in calculating the "Telework Shared Space" requirement, please contact REALS for assistance in planning and calculating the space needs.
 - vii. Enter the amount of space required for a recycling center in the "Recycle Center" blank. Explanation of the need may be required if it exceeds .1 percent of the total space allocation.
 - viii. The "Other" blank is provided to accommodate any special space needs not addressed in the "General Support" section. Enter the total square feet for any type(s) of special space required by the user agency, excluding conference and training rooms, which will be addressed in 4.b. Other special space types include, but are not limited to, areas for specialized equipment, evidence storage and intake rooms.
5. Personnel Space Requirements: This section calculates the space required for employees at the requested location.

- a. "State employees with physical workstations at the location." Enter the total number of full-time or full-time equivalent employees with workstations at the location. The form will automatically calculate the space allocation. Do not include field staff, contracted employees, teleworking staff, staff with a workstation at another location, interns or volunteers. Each of these categories will be addressed separately.
 - b. "Part-time employees." Enter the total number of part-time employees. For the purpose of the Space Request Form, a part-time employee is an employee working 20 hours or less per week.
 - c. "Field staff." Enter the total number of field staff. No space allocation will be automatically calculated for field staff. Field staff's space requirements must be included in the "Teleworking Shared Space" information in the "General Support" section. Supporting information or documentation must be included in "Additional Information" or attached.
 - d. "Telework." Enter the total number of teleworking employees that will be assigned to this location. No space allocation will be automatically calculated for teleworking staff. Teleworking staff's space requirements must be included in the "Teleworking Shared Space" information in the "General Support" section. Supporting information or documentation must be included in "Additional Information" or attached.
 - e. "Student volunteer." Enter the total number of student interns or volunteers that will be at this location. No space allocation will be automatically calculated for students or volunteers. Student intern and volunteer space requirements must be included in the "Teleworking Shared Space" information in the "General Support" section. Supporting information or documentation must be included in "Additional Information" or attached.
 - f. "Contracted employees." Enter the total number of contracted employees that will be assigned to this location. The form will automatically calculate the space allocation. Do not duplicate entries from other sections of the "Personnel Space Requirements." Supporting information or documentation must be included in "Additional Information" or attached.
6. Space Allocation:
 - a. The form will provide the subtotals based on the information entered in the form for the personnel space and special space.
 - b. The "Total Estimated Space Allocation" will automatically calculate based on the information provided in the form.
 - c. Enter the total amount of space the agency is requesting in the "Total Square Footage Requested" blank. If this differs from the "Total Estimated Space Allocation," an explanation must be included in the "Additional Information" section of the Space Request Form.
7. Additional Information:
 - a. Provide any additional information that may assist REALS in analyzing the space request. If the space is insufficient, an additional attachment providing documentation or explanation may be submitted with the Space Request Form.
8. Requesting Agency Authorization:
 - a. The Space Request Form must be signed by the agency director/chief executive officer unless otherwise authorized by REALS. The form may be signed electronically.
9. Action by Real Estate and Leasing Services:
 - a. Real Estate and Leasing Services will complete this section of the form and return the form to the agency with the information on any additional information required, approval or denial of request, or the space allocation and authorized space acquisition process. The form will be returned electronically to the agency contact listed in the "Agency Information" section of the Space Request Form.