

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

Test 1SD2084 Lease Extension - Above SLAT Request Inbox x

LeasingFormFillerBot
to tayler.moore, LeasingFormFillerBot

Fri, Oct 29, 8:04 AM

Extension documents for Project 1SD2084 created by the Lease Extension Bot are attached to this email.

The Extension BOT provides users with a package of **partially complete** documents based on user supplied data in our systems and the google form. These forms are **NOT** ready for use without further review and completion by the user. Users must review the forms to ensure the accuracy of data entered by the bot and to supply additional information required to complete the forms.

Additionally, while the BOT provides certain forms, such as the Lease Amendment, users must still apply the policy guidance contained in LDG Chapter 7, Lease Extensions and relevant Lease Acquisition Circulars/Leasing Alerts. This includes, but is not limited to, the requirement to receive necessary approvals for justification documents before engaging the Lessor in negotiations.

Please consider submitting your feedback about the generated document after you have had time to review it. [CLICK HERE TO ACCESS THE SURVEY](#)

This is an automated message. Please do not reply.

7 Attachments

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.

Test LWI18686 Lease Extension - Under SLAT Request Inbox x

LeasingFormFillerBot
to joseph.bonk, LeasingFormFillerBot

Thu, Oct 28, 8:10 AM

Lease Extension Bot Could Not Process Request for Project LWI18686.

LWI18686 does not exist in Rexus

Please submit another Extension Bot request after confirming all associated system inputs are complete in REXUS, GREX and OA Tool. Alternatively, you may complete the documents manually.

Please help us troubleshoot the cause of your document generation failure by taking a short survey. [CLICK HERE TO ACCESS THE SURVEY](#)

This is an automated message. Please do not reply.