



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
Real Property Management Division

## REAL PROPERTY MANAGEMENT DIVISION POLICY BULLETIN NUMBER 25

April 17, 2009

Subject: Transactional Support Costs

Category: Lease and Fee Acquisition

Effective immediately, the following document is to be completed at the start of any lease procurement. It is to be provided along with the Acquisition Plan to and approved by CLIENTS requesting any real property service.

The purpose of this form is for RPMD to provide the requestor with a cost estimate for actions required in accordance with 48 CFR 570.203-1, 570.301 & 570.111, GSA Lease Delegation request documentation requirements, and to meet Lease Scoring requirements under OMB Circular A-11 appendix B. Under DOC Real Property Management Manual 2.4.5 a. (7), these costs are wholly the responsibility of the requestor. **These are costs that RPMD is not budgeted for under its CFO allocation for Corporate Services.**

Attachment :

[ESTIMATED TRANSACTIONAL SUPPORT COST FORM](#)

