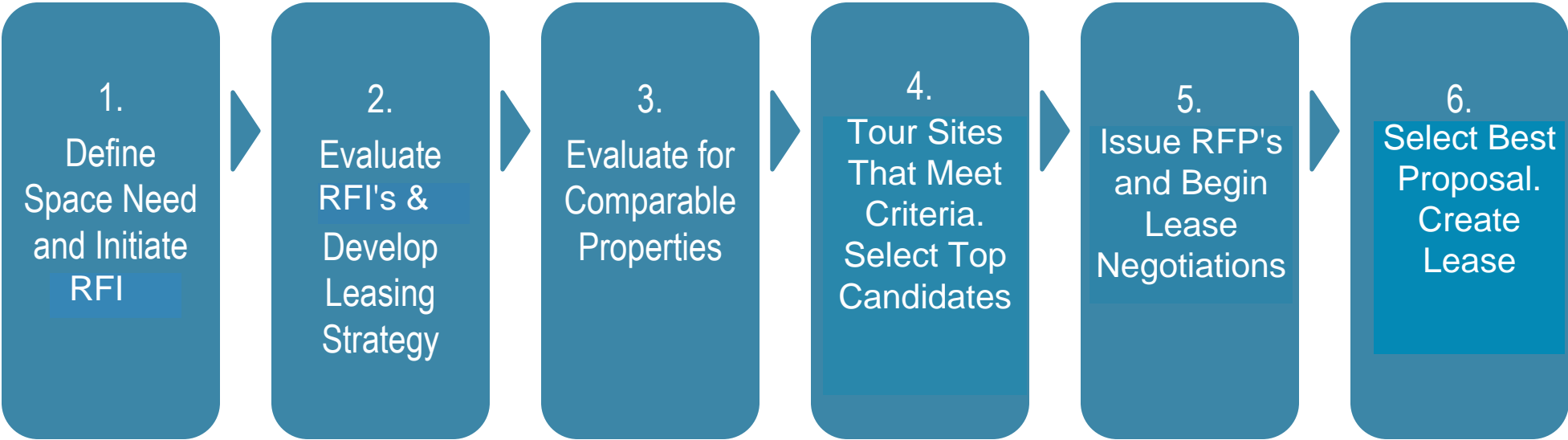


Leasing Process

Siting Private Sector Facilities

DAS' goal is to optimally site to meet agency needs while driving the highest value for the State of Oregon



DAS
Consults
with Client
Agency

End of
DAS
Process



Leasing Process

1. Define Space Need & Initiate RFI

- Tenant Agency submits Office Space Request Form
- Identify staff at Agency, DAS, private brokerage, and others who will comprise the team for this lease
- Tour current space
- Review workspace needs and identify likely components of optimal future space



Leasing Process

2. Evaluate RFI's & Develop Leasing Strategy

- Refine understanding of client's agencies, spatial and financial requirements
- Prepare summary analysis and report
- Identify alternative locations



3. Evaluate for Comparable Properties

- Refine comprehensive market study
- Match potential facilities with Client's requirements
- Evaluate how properties meet agencies requirements



Leasing Process

4. Tour Sites that Meet Criteria. Select Top Candidates

- Evaluate collocation opportunities
- Conduct tours of the most qualified options
- Take into consideration local staff and management input on locations
- Define top locations that meet siting criteria



Leasing Process

5. Issue RFP's and Begin Lease Negotiations

- Prepare and issue Landlord RFP's
- Evaluate proposals
- Formulate negotiation strategies
- Present counter proposals
- Preliminary financial analysis of each option



Leasing Process

6. Select Best Proposal. Create Lease

- Prepare and present final selection recommendation
- Review Lease terms & conditions with Agency and Department of Justice
- Communicate the selected location to all proposers
- Write Lease

