General Guidelines to be followed are:

1. Request for space should be made NO LATER than sixty (60) days prior to need. They should be received by RPM at least three (3) weeks before the first Wednesday of each month. Proposals received by the Bureau of Building, Grounds and Real Property Management after this day may not be placed on the next month's Public Procurement Review Board Agenda. It is the responsibility of each Agency to follow a procedure that will insure the necessary forms are received by the Division of Real Property Management far enough in advance of the commencement date of their new lease as to provide for the timely preparation of lease proposals to be submitted to the Public Procurement Review Board.

2. Each Agency may receive a reminder notice from the Division of Real Property Management six (6) months before their lease is scheduled to expire. It is the responsibility of each agency to set a deadline for submitting proposals for that lease. Each Agency is to notify the Division of Real Property Management, in writing, of that deadline within thirty (30) days of receiving the expiration notice.

3. Except for special circumstances, space allocation will be made on the basis of existing positions, not future expectations. All space requested must be accompanied by a narrative report which provides justification for all the space requested.

4. Wherever possible, agencies will be housed in State-owned buildings. However, at all times, moves will be kept to a minimum. It is suggested that each Agency submit more than one lease proposal for space that is acceptable for their use in the order of their preference. In the event the first choice becomes unavailable or is ruled to be unacceptable, the second or another choice can be submitted without repeating the submission process.

5. When examining rental rates, the State will not exceed the rental rate prevailing in the community for comparable facilities. Square foot price limits will be based on current market conditions in a locality and rental rates will vary from city to city within the State.

6. Net usable area will be computed on the basis of the attached criteria.

7. ~~Relocatable buildings and trailers used and occupied by State Agencies are considered leased space. Requests for this type of space should be handled in the same manner as requests for new or additional space.~~

   Relocatable buildings, trailers, and/or modular units used and occupied by State Agencies as leased space fall under the procedures established for "equipment" and should follow the guidelines in the Office of Purchasing, Travel and Fleet Management Procedure Manual for leasing equipment.

8. Information concerning existing leases is public information and may be released to any person making inquiry. However, information concerning a lease under negotiation is confidential and shall not be released to the public until negotiations become final. Release of rental information requires approval of the Executive Director of the Agency.

9. In computing square footage to accommodate an Agency's needs, square footage should be no more than fifteen percent (15%) greater than the space determination shown as "Net Usable Area Required" on **RPM-3**. The "Allowable Space" as shown on **RPM-3** includes this 15% and is the maximum space allowed the agency.

10. Building condition, location, and adaptability will all be factors in determining the most suitable Agency location. The cost of utilities, janitorial services, parking, remodeling, moving expenses, telephone hook-ups, etc., will all be considered in determining the TOTAL COST of the lease.

11. Decisions of the Division of Real Property Management may be contested in the manner described in the Mississippi State Agency Leasing Procedure Manual. Proposals under contest may not receive special consideration for Public Procurement Review Board agenda deadlines and could be delayed from appearing on a Public Procurement Review Board agenda until determined appropriate by the Director of the Office of General Services.