

**NOTE: \*\*This outline is offered as an example of the minimum of information that Offer should include in Offeror's Program Management Plan. Offeror should edit document as applicable. \*\***

### **Program Management Plan**

Work orders, whether written or verbal, placed to the Lessor by the VA shall not incur cost or liability to the VA. Work that obligates the VA cannot begin until Lessor receives a lease modification executed by a warranted Lease Contracting Officer (LCO). If there is an emergency, a warranted LCO may give verbal approval and follow up with a written, properly executed lease modification.

#### **Construction Period:**

Lessor's Single Point of Contact (Name, phone, email)

Lessor's response time

#### **Occupancy/Operational Period:**

Lessor's Single Point of Contact (Name, phone, email)

#### **Non-Emergency Work Order Reporting Process:**

Process (Lessor should attach a reporting form if applicable)

Lessor's response time

#### **Emergency Reporting Process:**

Process (Lessor should attach a reporting form if applicable)

Lessor's response time

#### **After Hours Emergency Reporting Process:**

Process (Lessor should attach a reporting form if applicable)

Lessor's response time

#### **VA Contacts:**

Contracting Officer Representative  
Name:  
Phone:  
Email:

Lease Contracting Officer  
Name:  
Phone:  
Email: