

Limited Delegation of Real Property Authority Procedure

Applies to: State agencies, boards, commissions, and community colleges

Information contact: Real Estate Services Operations Manager, Real Estate Services (RES)

First effective date: January 12, 2022

Last update: N/A

Related Policy No:	RES.01.04 Delegation of Limited Authority for Real Property
Required Form(s) No:	RES.01.04.F1 Delegation Request Form – Acquisition and Disposal of Real Property RES.01.04.F2 Delegation Request Form – Acquisition of New Leased Space RES.01.04.F3 Delegation Request Form – Alteration of Leased Space RES.01.04.F4 Delegation Request Form – Lease Renewal

Background

[RCW 43.82.010\(13\)](#) authorizes the Department of Enterprise Services (DES) to delegate acquisition or disposal of real property, acquisition of leased real property, manage alterations of leased real property, and renew State Leases and Rental Agreements, as the director deems advisable.

This procedure replaces procedures and related processes put in place by the former Department of General Administration.

Summary of Tasks

Action By	Action
Requestor	1. Requestor downloads appropriate delegation request form from the DES Website.
Requestor	2. Requestor completes the delegation request form and submits to RES Contracts via desrescontracts@des.wa.gov .
DES	3. RES Contracts intakes form, acknowledges receipt to Requestor, and initiates request review.
DES	4. RES Operations Manager, and RES Leasing Manager or RES Design & Construction Manager or RES Property & Acquisition Specialist reviews the delegation request forms, as well as conducts outreach to Requestor as necessary, to evaluate project risk. RES responds to Requestor with approval or denial.
DES	5. If approved, RES Contracts assigns a delegation project number and communicates approval and specific requirements through a delegation approval memo. If denied, RES sends denial notice to Requestor and the delegation request process ends. Requestor will be instructed to open a Service Request with RES to continue project.

Action By	Action
Requestor	6. Requestor carries out project consistent with the parameters and conditions of their delegation of approval memo.
DES	7. RES Contracts tracks and monitors compliance with delegation requirements to ensure all requirements and deliverables are met.

History

First effective date: January 12, 2022

Amended: N/A

Do you need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov