



STATEMENT OF REQUIREMENT - SPACE PROJECT

PART A: INFORMATION

Department				PSPC region			
IS Org code		IS ref. code		Tenant			
Type of request				Approved geographic boundaries (N-S-W-E)			
				North	South	West	East
Client region		City					
Office FTE				Type of space		Space allocation standard (m ² u)	
Present		Anticipated growth					
SPS FTE				Length of occupancy			In-Service date
Present		Anticipated growth		Years	Months		
Total SPS requested m ² u				Funding source			
Parking requirements							
Minimum operational requirement (MOR)				Additional parking			
Government fleet vehicles	Shift workers	Visitors or clients					

PART B: CURRENT OCCUPANCY INFORMATION WHEN APPLICABLE

Lease-out contract number		Occupancy start date		Occupancy end date		Lease number	
Does the actual space meet your requirements?	Current location address			Current m ² u		Current m ² r	

PART C: STRATEGY

Client strategy for the requirement (i.e. Short term, bridging and long term strategy, relationship to other space in inventory)							
PSPC's relevant strategies (i.e. Workplace 2.0, ABW, Regional strategy)							
Special considerations (i.e. Current fit-up condition. Any special risk associate with not proceeding or timing. Known building issues. Client cost or description of special requirement associated with a relocation. Type of special purpose space. Functional program status.)							
Space category	Space requested (m ² u)	Space allocation standard (m ² u)	Variance		Funding		Total authorized (m ² u)
			Actual	Approved	PSPC (Non-reimbursing m ² u)	Client (Reimbursing or ECF m ² u)	
Office							
SPS							
Warehouse							
Land							
TOTAL							

STATEMENT OF REQUIREMENT - SPACE PROJECT (CONTINUED)

PART D: FORECAST

Funding	Authorized m ² u	Ratio	Estimate number of m ² r	Estimate rental rate (\$/m ²)	Estimate base rent
PSPC					
Client					
TOTAL					

* The values above are only for forecasting purposes and are subject to change depending on the solution that will be delivered.

PART E: CLIENT APPROVAL

The client representative endorses PSPC to proceed with the Project Identification Stage of this problem/opportunity. In doing so, the client representative agrees to pay for client costs identified in Part C, D and E of this SOR, and agrees to seek funding for their portion of the Project Delivery Phase.

Item	FY1	FY2	FY3	TOTAL
Total client funded				

Client signature(s)

All fit-up components that exceed the standards must be funded by the client department. In addition, the client department is responsible for any client cost associated with this project such as, but not limited to the following horizontal voice and data, approved non-compliant requests, additional security requirements related to the move and fit-up and all associated consultant fees and PSPC-RPB fees related to the client funded portion fit-up, as well as furniture, fixtures and equipment (FFE). Lastly, client departments are financially responsible for both the rent and fit-up of any additional space that is deemed to be ECF reimbursing or fully reimbursing.

Date		Date	
Signature		Signature	
Recommended by		Approved by (authorized client representative with Financial Signing Authority)	

PART F: PSPC APPROVAL

Approval to initiate the documentation relevant to the development of this project to Project Approval (PA) consists of - specify the goal of the project.

Item	FY1	FY2	FY3	TOTAL
Total PSPC funded				

PSPC Signatures

Note: Refer to NPMS directive to identify position and obtain the appropriate approvals in signature block below.

Project			
Date		Date	
Signature		Signature	
Prepared by		Recommended by	

Date	
Signature	
Approved by	

- * Space calculators are to be attached with this document
- * Client Accommodation Requirement Questionnaire
- * Attach SPS approvals documentation