

# You are Invited to Attend *Communication Tower 2004*

## A Conference for PBS Customers



Designed for all levels of Government officials who make important real estate and workplace decisions.

Presented by Realty, Procurement, Project Management, Financial, Security, and Technology experts dedicated to bringing you high caliber services.

Filled with opportunities to help you keep pace with the changes that impact your Agency.

| City     | Date            | Location  | Phone Number   |
|----------|-----------------|---|----------------|
| Albany   | October 14      | Desmond Hotel<br>660 Albany Shaker Road   | (518) 869-8100 |
| Syracuse | October 19      | Sheraton Hotel<br>801 University Avenue   | (315) 475-3000 |
| Buffalo  | October 21      | Buffalo Conference Center<br>Six Fountain Plaza                                       | (716) 855-4800 |
| New York | October 26 & 28 | Ted Weiss Federal Building<br>290 Broadway  | (212) 637-2970 |
| Newark   | November 3      | Washington Square Conference Center<br>520 Broad Street                               | (888) 999-4389 |
| Islip    | November 4      | Alfonse D'Amato U. S. Courthouse<br>Federal Plaza                                     | (631) 715-3090 |
| San Juan | November 9      | InterContinental San Juan Resort<br>5961 Isla Verde Avenue                            | (787) 791-6100 |
| Brooklyn | November 16     | GSA Brooklyn, Queens, Long Island<br>Service Center<br>10 Metrotech 625 Fulton Street | (718) 254-7101 |

**All Conferences are from 9am until 4pm**  
(sessions are approximately one hour in length)

**E**xplore

workplace offerings from the **Public Buildings Service** and from special guests from GSA's Federal Supply Service and Federal Technology Service

**L**earn

better ways to manage projects and help your bottom line

**M**eeet

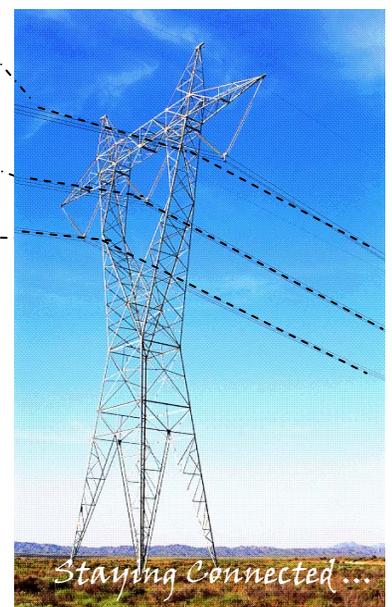
the new Department of Homeland Security's Federal Protective Service

**To Reserve Your Place at the Conference,**  
Please contact: Jennifer Brunner or Vincent Scalcione  
(212) 264-9154 (212) 264-1547

Fax: (212) 264-1478

E-mail: [jennifer.brunner@gsa.gov](mailto:jennifer.brunner@gsa.gov) / [vincent.scalcione@gsa.gov](mailto:vincent.scalcione@gsa.gov)

Note: Please see attached registration form on the e-mail





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### *Space Acquisition and Property Management*

Learn how GSA works with your agency to deliver space solutions to power your business. Our Realty Specialists will cover all phases of requirements development, occupancy agreements, space procurement, construction of space, space delivery and final occupancy. Regional Property Managers will address such areas as building services, operation standards, and contract management efforts that keep your office humming.

### *Procurement Solutions*

Time, Budget, Scope - each one of your projects is unique, and GSA has the procurement expertise to help you select the right solution for your job. Discussions will include dollar thresholds for procurements, mandatory source vendors, small business set-asides, term contracts, and multiple award schedules.

### *Reimbursable Work Authorizations (RWA's)*

Keep current with changes in policies and processes in the world of RWA work. Specific topics will include the new forms (DUNS number requirements), RWA options available to your organization, behind the scenes GSA services covered by RWA pricing, and tracking RWA's using our Customer RWA Search.

### *Occupancy Agreements, Pricing Policy, Your PBS Bill and Rent on the Web*

This session is devoted to the exploration of all the services customers receive when occupying PBS-procured space, and how prices are structured. Detailed information will be provided on Occupancy Agreements, differences in pricing for Federal and Leased space, the components of your agency's bill, and a helpful management tool, Rent on the Web.

### *Emergency Preparedness*

Keep the lines of communication open. Learn about Occupant Emergency Plans and the Continuity of Operations Plan (COOP). Discussions will include the partnerships GSA has with other Federal, State, and local authorities to share intelligence and resources to help individuals and the Federal community prepare to perform their duties and provide public services in the event of an emergency.

### *GSA's Federal Supply Service and Federal Technology Service*

GSA's **Federal Supply Service** will discuss outfitting your workplace with furniture and related office products as well as the electronic purchasing tools available to obtain them and the myriad of other supplies and services FSS offers. **Federal Technology Service** information technology and network services experts will be on hand to discuss solutions to deliver the best value to your organization.

### *Department of Homeland Security – Federal Protective Service (DHS/FPS)*

Our friends from FPS will discuss building security services available to the Federal community, and the new ways DHS will provide these services to your agency. Topics will include building and threat assessment programs, security surveys, building security committees, security requirements and countermeasures.