



FLORIDA DEPARTMENT of

management  
SERVICES

We serve those who serve Florida

# TRIRIGA Update

Bob Notman

# What is TRIRIGA?

- Integrated Workplace Management System
- Tracks public, private and other government leases.
- Submit RSNs
- Eventually provide actionable data

# Agencies without active users

**Agency for Persons/Disabilities**

**Auditor General**

**Citizens Property Insurance**

**Department of Business & Professional Regulation**

**Department of Citrus**

**Department of Economic Opportunity**

**Department of Law Enforcement**

**Department of Lottery**

**Department of Military Affairs**

**Department of Transportation**

**Department of Veteran's Affairs**

**Division of Administrative Hearings**

**Executive Office of the Governor**

**Florida Commission on Offender Review**

**Florida Division of Emergency Management**

**Guardian Ad Litem**


**Office of Legislative Services**

**Public Service Commission**

**State Board Administration**

**Volunteer Florida**

# Real Estate Development and Management

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<a href="#">Fleet Management and Federal Property Assistance</a> <a href="#">Private Prison Monitoring</a> <a href="#">Real Estate Development and Management</a> <a href="#">State Purchasing</a> <a href="#">Telecommunications</a>	 <h2 style="text-align: center;">We Serve Those Who Serve Florida</h2> <p style="text-align: center;">We excel in serving state government and its employees so Florida state agencies can focus on their core missions. As the business arm of government, we serve more than 1.1 million customers by providing workforce and business operational support to Florida state government.</p>			
<p>Services? Are you interested in...</p>				
<h3>Doing Business With The State?</h3> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Vendors</b></p> <p><a href="#">View Solicitations</a>, <a href="#">Visit MyFloridaMarketPlace</a></p> <p><a href="#">View Vendor Toolkit</a>, <a href="#">Contact Vendor Ombudsman</a></p> <p><a href="#">MyFloridaMarketPlace Vendor Training</a></p> </div> <div style="width: 45%;"> <p><b>Prospective Vendors</b></p> <p><a href="#">State Purchasing Process</a>, <a href="#">Purchasing Opportunities</a></p> <p><a href="#">Vendor Registration</a>, <a href="#">Contact a Purchasing Professional</a></p> <p><a href="#">Women-, Veteran-, and Minority-Owned Business Certification</a></p> </div> </div>		<h3>Working For The State?</h3> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Current Employees</b></p> <p><a href="#">Visit People First</a>, <a href="#">Health Plan Eligibility</a></p> <p><a href="#">Plan for State Retirement</a>, <a href="#">Change My Health Plan</a></p> <p><a href="#">Estimate my Retirement Benefit</a>, <a href="#">Sign-up for DROP</a></p> </div> <div style="width: 45%;"> <p><b>Prospective Employees</b></p> <p><a href="#">Apply with State of Florida</a>, <a href="#">State Employee Health Benefits</a></p> <p><a href="#">State Employee Retirement Benefits</a></p> </div> </div>		

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- [Sustainable Buildings and Energy Initiatives](#)
- [TRIRIGA Training](#)
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[Florida Department of Management Services](#) > [Business Operations](#) > Real Estate Development and Management

## Real Estate Development and Management

The Department of Management Services (DMS), Division of Real Estate Development and Management (REDM), is responsible for the overall management of the Florida Facilities Pool, as well as other facilities and structures DMS has been given responsibility to manage.

REDM has four bureaus with employees throughout the state: Our [Bureau of Leasing](#) administers public and private leasing, ensuring leases are in the best interest of the state. Additionally, this bureau oversees parking services statewide. Our [Bureau of Business Support Services](#) performs administrative duties that are in direct support of the division including budget, procurement, and contract development. Our [Bureau of Operations and Maintenance](#) is responsible for the daily operations of DMS-managed facilities, providing cost-efficient, accessible, clean, and safe work environments. Our [Bureau of Building Construction](#) oversees the construction of public buildings statewide, supplying project management oversight for DMS-managed facilities and for other agencies that may not employ the technical staff to perform these duties.

**Agency Assistance**

- [Leasing Liaisons](#)
- [Florida State-Owned Lands and Records Information System \(FL-SOLARIS\)](#)
- [Parking Administrators](#)
- [Construction Project Information](#)
- [Customer Work Order Request](#)

**Visitor Assistance**

- [ADA Grievance Procedure & Coordinator](#) (📎 69.44 KB)
- [Capitol Information and Events](#)
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# State Agency Liaisons

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[Capital Construction](#)

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## Lease Management

### For General Public and Interested Private-Sector Parties

The Bureau of Leasing administers public and private leasing statewide, including DMS-managed space. We strive to ensure that leases are in the best interest of the state and that taxpayer dollars are prudently spent.

[Request for Space Needed](#)

[Search for State Leases](#)

[SOLARIS](#)

### State Agency Liaisons

If you are a State of Florida Employee Leasing Professional, enter your account information by linking to the [State Agency Liaisons](#) website.



# Request for Space Need (RSN)

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## State Agency Leasing Liaisons

To aid in the procurement of rental space, this site serves the **State Agency Leasing Liaisons** by providing access to account information. Agency liaisons serve a vital role in the partnership between each state agency, DMS, and the state's tenant broker representatives. Combining the knowledge of state agencies' core service requirements with that of a real estate market expert improves the quality of space procured for delivery of public services and ensures effective use of taxpayer dollars.

[Submit a Request for Space Need \(RSN\)](#)

[Access to TRIRIGA form](#) (📎 669.08 KB)


[TRIRIGA Training](#)

This link allows agencies to request space. Upon DMS' review and approval of the RSN, we will notify the user agency and their tenant broker representative, if applicable. This is the first step towards procuring rental space.

[Adversely Affected/Excess Space List](#) (📎 44.78 KB)



# TRIRIGA Login Screen



## IBM TRIRIGA

User ID:

Password:

[Please click here to reset your password](#)

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**CSI**

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# TRIRIGA Leasing Home Screen

IBM IBM TRIRIGA

[Open In New Window](#)
[My Bookmarks](#)

**Home**

**Request Central**

Select the type of request you would like to make

**Contract**  
Request to add or update a real estate or procurement contract

Request For Space Need (RSN)  
RE Contract Change Request

**Related Links - Lease Liaison**

[Document Manager](#)  
[My Request History](#)  
[Personnel Directory](#)  
[Location Directory](#)

**Last Visited**

Type	Name
Request for Space Need Form	1000126-0 - Modification > 5,000 SF--
Request for Space Need Form	1000012-0
Request for Space Need Form	1000009-0 - New Lease > 5,000 SF--
Request for Space Need Form	1000034-0 - Modification > 5,000 SF--
Request for Space Need Form	1000005-0 - Modification < 5,000 SF--
Request for Space Need Form	1000081-0
External Company	No Broker Used
Group	TRIRIGA Password Change
Request for Space Need Form	1000056-0
Request for	1000025-0 - New Lease > 5,000 SF--

**Reminders - Lease Liaison**

1 - Action Items  
22 - Notifications

**My Active Requests**

Request ID	Request Classification	Description	Created Date/Time
1000126	Modification > 5,000 SF	Looking to go Public	10/15/2015 15:25:53
1000118	New Lease > 5,000 SF	RSN test	09/24/2015 07:34:43
1000056	New Lease > 5,000 SF	TEST - How does it flow??	09/09/2015 15:59:05
1000055	New Lease > 5,000 SF	TEST - Need a big Workshop for building Santa's toys...	09/09/2015 14:30:55
1000038	New Lease > 5,000 SF	It's an odd lease	09/01/2015 08:52:01
1000036	Modification > 5,000 SF	Need more space. Testing Request for Clarification	08/31/2015 17:46:07
1000034	Modification > 5,000 SF	Want to renew Beulas big barn	08/28/2015 15:18:39
1000017	Stay In Place (SIP) > 5,000 SF	As a Lease Specialist, I am going to reject this.	08/13/2015 15:31:53
1000014	New Lease < 5,000 SF	Elder Affairs is getting a new Hospital!	08/13/2015 14:00:53
1000007	Stay In Place (SIP) > 5,000 SF	need lots of space.....	08/11/2015 15:07:41

**My Request History**

Request ID	Created Date/Time	Service Requested	Description	Requested For	Status
1000005	08/11/2015 13:56:54	Modification < 5,000 SF	Pay no attention to this little test...just training. Thanks Kime!	Kimberly Cowling	Review In Progress
1000008	08/11/2015 15:16:25	Lease Expiration	for the rack ball tournament	Lease Liaison	Completed
1000009	08/11/2015 15:23:23	New Lease > 5,000 SF	need to be air conditioned and I don't like to sweat - nor do the horses!	Lease Liaison	Draft
1000011	08/11/2015 21:59:39	Renewal < 5,000 SF	Not sure if we want to stay in place or find a new location...	Lease Liaison	Review In Progress
1000012	08/12/2015 12:09:01	Stay In Place (SIP) > 5,000 SF	Please help us! But know that this only a test...	Lease Liaison	Review In Progress
1000013	08/13/2015 10:29:50	New Lease < 5,000 SF	We would like big windows please!	Lease Liaison	Review In Progress
1000025	08/18/2015 14:26:21	New Lease > 5,000 SF	ITN to replace lease 100:000	Lease Liaison	Completed
1000034	08/28/2015 15:18:39	Modification > 5,000 SF	Want to renew Beulas big barn	Lease Liaison	Issued
1000035	08/28/2015 15:28:02	Renewal > 5,000 SF	need barn for the goats	Lease Liaison	Review In Progress
1000036	08/31/2015 17:46:07	Modification > 5,000 SF	Need more space. Testing Request for Clarification	Lease Liaison	Issued

# TRIRIGA RSN Request Screen

Welcome, Lease Liaison | Sign Out | Support | Help

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IBM. IBM TRIRIGA

Home > Request For Space Need (RSN) Print | Open In New Window | Add to Bookmarks | My Bookmarks

[Create Draft](#) [Submit](#) [x](#)

(Instruction): To submit a Real Estate Action request, complete the form below then click Submit.

### Request For Space Need Form

Request ID  \* Select a Broker

If No Broker Used, Explain

\* Requesting Organization

Department  Division

\* Geography Lookup

City  County

\* Net Useable Square Feet  square-feet \* Type of Action

\* Proposed Term of Lease From  To

\* With An Option To Renew For  \* Years  \* Space Type

\* Proposed Facility Location Space Is An  Proposed Location Type  \* Type Of Solicitation

\* Request is for  Me  Someone Else

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### Information about this lease location may be obtained from

\* Contact Name  \* Title

\* Email Address  \* Work Phone   Show Phone Number

Are there any extenuating circumstances that would preclude the above referenced lease from occupying space in a State owned building?

If yes, please explain

---

### Staffing Information

\* Number of FTE's

\* Total Square Feet Justified  \* Administrative Square Feet

Total Square Feet Per FTEs  Administrative Square Per FTE

If Administrative square feet per FTE exceeds 180 SF, please explain:

\* Current Sq.Ft.  Current FTE  Current Rate per Sq.Ft.

\* Current Lease No  Current Cost Per FTE  Monthly Rent

\* Additional Comment

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## TRIRIGA Training

The Division of Real Estate Development and Management (REDM) received a \$4 million appropriation in fiscal year 2014-2015 to replace our Facilities Accountability and Communications Tool (FACT) system.

The software system selected is IBM TRIRIGA. The new software will provide more stringent and consistent database management among other advantages and upgrades. It also allows the PeopleFirst system to interface with the Facility Inventory Tracking System (FITS) component of the Florida State Owned Lands and Records Information System (FL-SOLARIS). This will allow REDM to better handle the demanding requirements of facilities management and more accurate communications with the Lease Liaisons from sister agencies.

TRIRIGA training videos are available in the table below.

TRIRIGA Training			
Topics	Tutorial Video Links	Training Documents	Go-Live Date
<b>Access TRIRIGA</b>	<a href="#">Access TRIRIGA: How to log-in to TRIRIGA</a>	<a href="#">Access TRIRIGA Guide.pdf</a> (📄 1.86 MB)	9/17/2015
	<a href="#">Access TRIRIGA: How to reset your TRIRIGA password</a>		
<b>Leasing:</b> Request for Space Need (RSN)	<a href="#">How to submit a Request for Space Need (RSN)</a>	<a href="#">Request for Space Need (RSN) Guide.pdf</a> (📄 2.65 MB)	9/17/2015
	<a href="#">How to view submitted RSNs, Action Items and Notifications</a>		
<b>Operations &amp; Maintenance (O &amp; M):</b> TBD	O & M Tutorial: Topics TBD	Operations and Maintenance.pdf	12/15/2015
<b>Paid Parking:</b> TBD	Paid Parking Tutorial: Topic TBD	Paid Parking.pdf	3/26/2016

[AskTRIRIGA@dms.myflorida.com](mailto:AskTRIRIGA@dms.myflorida.com)

# Operations & Maintenance

- Projected Go Live December 21<sup>st</sup>