Welcome to today’s presentation:

GSA’s Online Leasing Tools: Changing the Way We Do Business

March 8, 2022

The presentation will start at 2:00 pm Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via the Q&A feature. Our team will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants prior to the next presentation.
GSA’s Online Leasing Tools: Changing the Way We Do Business
March 8, 2022

Host and Presenters

- James Fotopoulos, Regional Planning Manager, Region 6
- Kellie Nolan, Realty Specialist, PBS Office of Leasing
- Kyle Gorey, Program Analyst, PBS Office of Leasing
Agenda

- Lease Offer Platform (LOP) Overview
- Automated Advanced Acquisition Platform (AAAP)
- Requirement Specific Acquisition Platform (RSAP)
GSA’s Lease Offer Platform (LOP) - Introduction

GSA’s Lease Offer Platform

The Lease Offer Platform (LOP) provides the opportunity for building owners and building owner representatives to electronically offer building space to the Federal Government. The offer submission process is completely web-enabled, allowing all registered participants to submit and update offers for lease space to the Federal Government within specified timeframes, in response to a Request for Lease Proposal (RLP) package. The Lease Offer Platform consists of the:

Automated Advanced Acquisition Platform (AAAP)

CLICK HERE to login, learn more, and enter an offer for AAAP if:
- You are responding to an ad that specifies the AAAP as the procurement method

OR
- You want your offered space available for any current or future government requirements targeted to the AAAP

Requirement Specific Acquisition Platform (RSAP)

CLICK HERE to login, learn more, and enter an offer for RSAP if:
- You are submitting an offer in response to a unique Request for Lease Proposals (RLP) issued for a specific agency requirement (not AAAP)

AND
- The RLP requires offers to be submitted through the RSAP application

Who Are We?

The GSA is an independent agency of the United States government, established in 1949 to help manage and support the basic functioning of federal agencies, to include leasing space for federal agencies, so that government employees have space to perform their work. Today’s GSA lease portfolio consists of more than 8,000 leases, consisting of about 192 million RSF with a total contract value exceeding 5.8 billion dollars in annual rent.

Helpful resources are available by clicking the “Help” link at the top of each page. For technical assistance, email LOP.help@gsa.gov or call 1-866-450-6588 and select option 7. For answers to program or policy questions, email LOP.manager@gsa.gov.
GSA’s Lease Offer Platform (LOP) – Two Tools

Online Leasing Tools: AAAP and RSAP

- Site address: lop.gsa.gov
- Offeror access only
- Intuitive workflows
- Data validation
Automated Advanced Acquisition Platform (AAAP)

- Modifies the traditional lease acquisition process to gain efficiencies
- Generic Request for Lease Proposals (RLP)
- Best and final proposals
- Building tour in lieu of market survey
- AAAP lease terms:
  - 10 years, 8 years firm; 8 year amortization
  - 15 years, 13 years firm; 8 year amortization
  - 17 years, 15 years firm; 8 year amortization
  - 10 years, 5 firm (As of FY22)
GSA’s Lease Offer Platform (LOP)- RSAP

**Requirement Specific Acquisition Platform (RSAP)**

- Complements the traditional lease acquisition process to gain efficiencies
- Project-specific Request for Lease Proposals (RLP)
- Single award procurement tool
- Negotiation and multiple iterations of offers
- Any lease term, within 20 year leasing authority
The Automated Advanced Acquisition Platform (AAAP)
Other Unique AAAP Processes...RLP Development

- **Advanced RLP Development**
  - Single RLP used for procurements across the country
  - The Project Specific ad is the opportunity for client agencies to add their unique requirements to supplement this global RLP.
Other Unique AAAP Processes... Offer Collection

- Advanced RLP Development

- Advanced Collection of Offers
  - Leverage Competition by requiring offerors to submit final proposals
  - “Submitted offers in the AAAP Application at the end of the Open Period shall be considered ‘final proposal revisions’ by the Government.” (RLP Section 3.02)
  - “The Government intends to evaluate proposals and award a lease without discussions with offerors, except clarifications as described in FAR 15.306a. Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a cost or price and technical standpoint.” (Solicitation Provisions, Alternate II)
Other Unique AAAP Processes...Advertisements

- Advanced RLP Development
- Advanced Collection of Offers
- **Project Specific Advertisement**
  - Your delineated area
  - The range of ABOA square feet needed
  - The Tenant Improvement Allowance and Building Specific Amortized Capital needed for both new and incumbent offers
  - Can include your Go/No-Go Criteria
Other Unique AAAP Processes...Price Evaluation

- Advanced RLP Development
- Advanced Collection of Offers
- Project Specific Advertisement
- Automated present value evaluation to identify lowest price offer
Other Unique AAAP Processes...Due Diligence

- Advanced RLP Development
- Advanced Collection of Offers
- Project Specific Advertisement
- Automated present value evaluation to identify lowest price offer
- **Streamlined Due Diligence process**
Other Unique AAAP Processes...

- Single Building Tour
- Multiple Building Tour
- Leasing Desk Guide 22
Finding the Right Fit

● Is it the AAAP or something else?
  ○ Restrictive delineated area
  ○ Inventory doesn’t exist to meet certain elements of your requirement
  ○ Consider changing something to enhance competition or fit with the market

● How will shifting procurement methods change the outcome?
AAAP Utilization

AAAP Awards by Fiscal Year

- **Projected Awards**
- **Actual Awards**

<table>
<thead>
<tr>
<th>Fiscal Year of Award</th>
<th>Number of Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18</td>
<td>311</td>
</tr>
<tr>
<td>FY19</td>
<td>233</td>
</tr>
<tr>
<td>FY20</td>
<td>202</td>
</tr>
<tr>
<td>FY21</td>
<td>148</td>
</tr>
<tr>
<td>FY22</td>
<td>161 (22 Actual)</td>
</tr>
</tbody>
</table>
AAAP Utilization – Success Stories

AAAP Success Stories

● Bureau of Labor - Philadelphia, PA: 38k ABOA, $40M in rent savings
● Veterans Benefits Administration - Portland OR: 65k ABOA, $4.4m rent savings
● Office of US Attorneys - White Plains, NY: 15k ABOA, 53 days to award
● Executive Office for Imigration Review - Alexandria, VA: 36k ABOA, 30 months free rent
AAAP Benefits

- Reduced Lease Cycle Time
- Streamlined Procurement Planning
- Improved Supply
- Competitive Pricing
- Improved Customer Satisfaction
  - On scope
  - On time
  - On budget
- Efficient Interaction with GSA
Questions?
The Requirement Specific Acquisition Platform (RSAP)
## GSA’s Traditional Leasing Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>GSA advertises the upcoming requirement for leased space.</td>
</tr>
<tr>
<td>Market survey</td>
<td>GSA conducts a market survey to identify properties that meet the agency’s requirements.</td>
</tr>
<tr>
<td>Request for lease proposal</td>
<td>GSA sends the request package to all prospective bidders identified during the market survey, and building owners submit bids.</td>
</tr>
<tr>
<td>Negotiation and evaluation</td>
<td>GSA internally establishes acceptable ranges for rent rates and costs for tenant improvements, and conducts negotiations with potential lessors who have bid within the competitive range. After negotiating with the bidders, GSA requests that each submit a “best and final offer.”</td>
</tr>
<tr>
<td>Final evaluation and award</td>
<td>GSA reviews and evaluates the final offers and makes an award determination.</td>
</tr>
<tr>
<td>Contract execution</td>
<td>GSA sends the lease document to the winning bidder for signature, and negotiates the final space design with the tenant agency and the lessor.</td>
</tr>
<tr>
<td>Build-out and acceptance</td>
<td>The lessor completes the build-out of the space in accordance with the negotiated design and the requirements of the lease, and GSA inspects and accepts the space when complete.</td>
</tr>
</tbody>
</table>
What is the RSAP?

- An online tool that facilitates:
  - Data gathering
  - Form population
  - Present value analysis of offers
  - Iterative offer collection resulting from negotiations

- Can be used for Global Lease and SLAT Lease non-turnkey procurements

- Intention is to accommodate additional lease types in the future
Will RSAP Projects be Conducted Differently?

- No program changes
- The LCO on the project will determine how offers will be collected
- A procurement that collects offers via RSAP will follow the same process that you are used to with an LCO or broker
- Client agencies do not interact with the platform
What Benefits Does the RSAP Provide?

RSAP is positioned to reduce the cycle time for lease acquisition. This is achieved by reducing the:

- Common errors in paper-based submissions
- Administrative burden associated with making and processing offers
- Operational costs (time & money) of utilizing paper-based submission methods
The RSAP Workflow – 7 Steps

GSA’s Requirement Specific Acquisition Program

Building Information

1. Building Name *
2. Building Street Address*  
3. City *
4. State *  
5. 9-Digit ZIP Code *
6. Has the building received the ENERGY STAR ® Label within the past twelve months? *  
   ○ Yes ○ No
7. Total number of floors in the building: *
# Operating Costs

The worksheet on this page generates a GSA Form 1217, Lessor’s Annual Cost Statement, which becomes an offer document upon submission of your final offer proposal. The column on the left for ‘Entire Building’ represents the total annual amounts for the entire building. The column on the right for ‘Govt Leased Areas’ represents the total annual amounts for the portion of the building offered to the Government for lease. The total square feet of space offered to the Government will be defined in the next few pages of the process.

## Section I: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration

<table>
<thead>
<tr>
<th>Description</th>
<th>For Entire Building</th>
<th>For Govt Leased Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salaries</td>
<td>$000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>2. Supplies (wax, cleaners, cloths, etc.)</td>
<td>$0.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>3. Contract Services (Window washing, waste and snow removal)</td>
<td>$10,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>4. Salaries</td>
<td>$200,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>5. Fuel</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

## Lessor’s Annual Cost Statement

<table>
<thead>
<tr>
<th>Service and Utilities</th>
<th>Lessor’s Annual Cost for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a) Entire Building</td>
</tr>
<tr>
<td><strong>A. Cleaning, Janitor and/or Chair Service</strong></td>
<td><strong>FOR GOVERNMENT USE ONLY</strong></td>
</tr>
<tr>
<td>5. Salaries</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>6. Supplies (Wax, cleaners, cloths, etc.)</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Contract Services (Window washing, waste and snow removal)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>B. Heating</strong></td>
<td></td>
</tr>
<tr>
<td>9. Fuel (kW Horsepower)</td>
<td>Oil [ ]</td>
</tr>
<tr>
<td>11. System Maintenance and Repair</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>12. Replacement of Bulbs, Ties, Starters</td>
<td>$0.00</td>
</tr>
<tr>
<td>15. House for Utility Equipment</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>

**GSA Building**
1800 F Street, NW
Washington, District of Columbia 20405

**OMB Control Number:** 3000-0006
**Expiration Date:** 11/30/2019
The RSAP Workflow - Attachments

Offer Attachments

Auto Generated Forms

<table>
<thead>
<tr>
<th>ATTACHMENT #</th>
<th>ATTACHMENT NAME</th>
<th>DATE UPLOADED</th>
<th>VIEW FILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Core: Proposed To-Eater Space</td>
<td>04/10/2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SST: Escrow's Annual Cost Statement</td>
<td>04/10/2019</td>
<td></td>
</tr>
</tbody>
</table>

Manual Attachment Uploads

Step 1: Select the attachment type.

Step 2: Click the choose file to find the file.

Step 3: Click attach.

Successfully uploaded attachments will appear in the table below. Follow steps 1 through 3 to add additional attachments.

Attachments Ready for Submission

<table>
<thead>
<tr>
<th>NO</th>
<th>ATTACHMENT TYPE</th>
<th>ATTACHMENT NAME</th>
<th>VIEW</th>
<th>DELETE</th>
<th>DATE UPLOADED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SST: Escrow's Annual Cost Statement</td>
<td>Format/Preview</td>
<td><img src="image" alt="Preview" /></td>
<td><img src="image" alt="Delete" /></td>
<td>04/10/2019</td>
</tr>
</tbody>
</table>

Send Offer
Success Story - VHA - Coralville, IA

Core GSA R6 Project Team:
- Joseph Stanley (PM)
- Traun Roberts (LCO)
- Jennifer Genovese (LAM)
- Shenika Kuchar (Post Award LCO)

- 33,540 RSF New Lease
- 20 year (15 year firm) Lease
- 10 Offerors

“...RSAP expedited the procurement process and augmented my capacity to review offers.” - Traun Roberts
Key RSAP Takeaways

- Our client agencies should notice the schedule efficiencies
- GSA defines which projects collect offers via RSAP, and Lease Contracting Officers (LCOs) clearly identify those procurements in their solicitations
- RSAP is used to collect proposals in response to an RLP
  - The RSAP workflow inputs auto-populate GSA Forms 1217 and 1364
  - Offer attachments are also collected via the RSAP (Floorplan, FPLS, etc.)
- RSAP improves the exchange of offer information, reduces offeror errors and omissions, and ultimately creates more efficiency in our leasing processes
Thank you for joining us today for a discussion on **GSA’s Lease Offer Platform**

**Q&A**

*Program Specific Questions:*

*LOP.Manager@gsa.gov*
Join us for our upcoming Virtual CES sessions

Policy and Process Changes for Occupancy Agreement
Tuesday, April 5th 2022 1pm-3pm eastern Register Now!

eRETA Digest
Coming this May!

SAVE THE DATE!!!
PBS Customer Forum
June 14-16, 2022
Virtual Sessions Each Morning

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www.gsa.gov/ces
clientenrichmentseries@gsa.gov