Welcome to today’s presentation:

GSA’s Lease Offer Platform

20 February 2020

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 your Chat pane. 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.
Our Presenters

GSA’s Lease Offer Platform
20 February 2020

Hosted by:
James Fotopoulos
Regional Planning Manager
PBS Heartland Region, R6

Presented by:
Sophie Holmes and Heather Weaver
Program Analysts
Center for Lease Applications and Analysis
PBS Office of Leasing
Agenda

- Overview of GSA Leasing
- The Lease Offer Platform
  - The Requirement Specific Acquisition Platform
  - The Automated Advanced Acquisition Program
GSA Leasing
About the GSA Leasing Program

- GSA is the largest tenant in the U.S.
- 8,000+ leases nationwide
- ~192 million rentable square feet
- Over $5.6B in annual rent
- AAA Credit Rating
About the GSA Leasing Program, con’t

● Multiple lease procurement methods
  ○ Traditional
  ○ Traditional - broker
  ○ AAAP

● The Lease Offer Platform facilitates the collection of offers for **Traditional** and **AAAP** procurements
The Lease Offer Platform
GSA’s Lease Offer Platform (LOP)

**RSAP**
- Requirement Specific Acquisition Platform

- Offerors respond to a specific space requirement
- Single award lease procurement tool
- Allows for negotiation and multiple iterations of offers
- Allows for any lease term

**AAAP**
- Automated Advanced Acquisition Platform

- Offerors respond to generic office space requirements
- Multiple award lease procurement tool
- Leverages competition and requires offerors to submit best and final proposals
- Only allows for lease terms of:
  - 10 years, 8 years firm;
  - 15 years, 13 years firm; and
  - 17 years, 15 years firm
The Requirement Specific Acquisition Platform (RSAP)
GSA’s Traditional Leasing Process

**Advertisement**
GSA advertises the upcoming requirement for leased space.

**Market survey**
GSA conducts a market survey to identify properties that meet the agency’s requirements.

**Request for lease proposal**
GSA sends the request package to all prospective bidders identified during the market survey, and building owners submit bids.

**Negotiation and evaluation**
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.”

**Final evaluation and award**
GSA reviews and evaluates the final offers and makes an award determination.

**Contract execution**
GSA sends the lease document to the winning bidder for signature, and negotiates the final space design with the tenant agency and the lessor.

**Build-out and acceptance**
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.

**RSAP**
Requirement Specific Acquisition Platform
What is the RSAP?

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

- Currently used for “Global Lease” 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 the 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 – Building Information

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>Service Description</th>
<th>For Entire Building</th>
<th>For Govt. Leased Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Cleaning, Janitor and/or Char Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Salaries</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Supplies (wax, cleaners, cloth, etc.)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Contract Services (windows washing, waste and snow removal)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>B. Heating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Salaries</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Fuel</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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### Lessor's Annual Cost Statement

<table>
<thead>
<tr>
<th>Item</th>
<th>For Entire Building</th>
<th>For Govt. Leased Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Request for Lease Proposals (RLP)</td>
<td>98N2256</td>
<td></td>
</tr>
<tr>
<td>2. Statement Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Rental Area (Square Feet)</td>
<td>3A. Entire Building</td>
<td>100000</td>
</tr>
<tr>
<td>4. Building Name and Address (Number, Street, City, State, and Zip Code)</td>
<td>GSA Building 1800 F Street, NW Washington, District of Columbia 20405</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services and Utilities</th>
<th>Lessor's Annual Cost For</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a) Entire Building</td>
</tr>
<tr>
<td>A. Cleaning, Janitor and/or Char Service</td>
<td></td>
</tr>
<tr>
<td>5. Salaries</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>7. Contract Services (windows washing, waste and snow removal)</td>
<td></td>
</tr>
<tr>
<td>B. Heating</td>
<td></td>
</tr>
<tr>
<td>9. Fuel (kWh)</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>C. Electrical</td>
<td></td>
</tr>
<tr>
<td>11. Current for Light and Power</td>
<td></td>
</tr>
<tr>
<td>12. Replacement of Bulbs, Trees, Starters</td>
<td></td>
</tr>
<tr>
<td>13. Dues for Energy Conservation</td>
<td></td>
</tr>
</tbody>
</table>
The RSAP Workflow – Offer 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>TSOA Request for Lease Space</td>
<td>04/10/2010</td>
<td><img src="attachment.png" alt="file" /></td>
</tr>
<tr>
<td>2</td>
<td>TSOA Tenant’s Annual Cost Statement</td>
<td>04/16/2016</td>
<td><img src="attachment.png" alt="file" /></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>Offer Form</td>
<td>TSOA Tenant’s Annual Cost Statement</td>
<td><img src="attachment.png" alt="file" /></td>
<td>✗</td>
<td>[DELETE]</td>
</tr>
</tbody>
</table>

Send Offer
Help Resources Available

- The RSAP team at GSA:
  - Handles all questions about the platform
  - Addresses any technical issues that arise
- Help documents are available to all offerors on our website
- Help videos will be available soon

**RSAP Help Documents/Videos and Frequently Asked Questions**

**Registration**
How to Register for Lease Offer Platform

**RSAP Overview:**
How to Create and Submit an Offer Questions and Helper Text

**RSAP Video Tutorials:**
Coming Soon...

**Browse RSAP FAQ**

**GSA Leasing Video Tutorials:**
“Breaking Down the Rates” - Intro Video
- Shell Rent
- Base Operating Rent
- Tenant Improvement Rent
- Building Specific Amortized Capital Rent
Key RSAP Takeaways

- Our client agencies should notice the schedule efficiencies
- Lease Contracting Officers (LCOs) define which projects collect offers via the RSAP and clearly identify those procurements in their solicitations
- RSAP is used to collect initial, revised, and final proposals
  - 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
Questions?
The Automated Advanced Acquisition Program (AAAP)
AAAP is a Unique Program

RSAP
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AAAP
Automated Advanced Acquisition Platform

Owners submit bids
Interested building owners file offers for their available space to GSA’s database.

Advertisement
GSA posts a project-specific advertisement and performs outreach so building owners have an opportunity to submit or refine offers.

Evaluation
GSA evaluates all of the offers in its database and selects the lowest priced offer that meets the space requirements.

Award
GSA performs due diligence on the selected offer and prepares a final, non-negotiable lease for the winning bidder.

Contract execution
The winning bidder signs the lease, and GSA negotiates the final space design with the tenant agency and the lessor.

Build-out and acceptance
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.
Other Unique AAAP Processes...

- 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...Project Specific

- 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...Present Value

- 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...Tours

- Single Building Tour
- Multiple Building Tour
- Leasing Desk Guide 22
Why are we using the AAAP?

- Traditional (in-house) - RSAP option
- Traditional (broker) - RSAP option
- AAAP

AAAP Awards per Fiscal Year

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Number of AAAP Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14</td>
<td>15</td>
</tr>
<tr>
<td>FY15</td>
<td>26</td>
</tr>
<tr>
<td>FY16</td>
<td>44</td>
</tr>
<tr>
<td>FY17</td>
<td>128</td>
</tr>
<tr>
<td>FY18</td>
<td>310</td>
</tr>
<tr>
<td>FY19</td>
<td>232</td>
</tr>
</tbody>
</table>
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 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
Our website: lop.gsa.gov
Our email: lop.manager@gsa.gov
Thank you for joining us today for a discussion on **GSA’s Lease Offer Platform**

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_Heather Weaver_

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(202) 320-9564

Questions/Comments
Join us for our upcoming Virtual CES sessions

eRETA Digest
Tuesday, March 10th 2020 1pm-2:30pm Eastern  Register Now!

Exploring the Capital Planning and Budgeting Process
Thursday, March 19th 2020 1p-2:30pm Eastern  Register Now!

SAVE THE DATE!!!
PBS Customer Forum
June 25, 2020 @ GSA Headquarters
Washington, DC

PBS Customer Forum 2020

Watch us on YouTube

Bookmark and binge watch all your favorite CES sessions!

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