

Client Enrichment Series – Q & A



Topic: Automated Advanced Acquisition Program (AAAP)

Date of Presentation: June 16, 2016

Link to Series Information: www.gsa.gov/ces

1. Our Agency is Tier 5. Does that mean we can't use AAAP?

Correct. AAAP can only be used for requirements with a maximum Tier 3 tenant improvement allowance.

2. If we had a bad experience with one of the chosen contractors do we have to accept that contractor on another project?

Unless the lessor was formally found to be unfit (eg. non-responsive, in violation of the contract, etc) the lessor is free to offer properties via AAAP. A final determination, made in consultation with the client, will be up to the GSA Lease Contracting Officer.

3. Will AAAP determine the delineated area for the agency?

No, as in a regular lease procurement, our client agencies continue to determine the delineated area, which is then overlaid on the map of available AAAP offered properties.

4. If the proposed lease term is less than 5 years, is AAAP still applicable?

The shortest term available at this time is 5 years firm term. If you require a shorter term, the AAAP cannot be used.

5. What are the guidelines for drawing the delineated area?

The guidelines when using the AAAP are the same as the traditional lease procurement method. The delineated area should allow for ample competition while meeting your agency's mission.

6. Will AAAP be available in small towns or only in large cities?

All towns, big or small, across the county can utilize the AAAP.

Client Enrichment Series – Q & A

7. Can we run a report to see what the current offers are within an entire area (state, city, zip code)?

No, not using the AAAP. The offers and rates submitted are proprietary to the AAAP and are not shared outside of the AAAP team until a requirement is received and vetted. GSA has other research tools (such as CoStar) that allow you to see what is available in a specific market.

8. With no negotiation, what happens when the space is larger than needed by the agency? Are we limited to accepting all the square footage?

No. Offerors are instructed to submit as much space as they have available. However, the AAAP team will only select the amount of square footage required by our customers.

9. Is AAAP only used for office space? No warehouse or wareyard, correct?

Correct, at this time the AAAP can only be used for office space requirements.

10. I thought the 150 UR was standard for all government leases?

GSA is working with our clients to help to align agencies' space with their established UR rates or a 150 UR when no established rates are available, as appropriate, including through the AAAP process.

11. Is the AAAP process mandatory?

No, the AAAP is only one method GSA can use to satisfy your space needs. In reviewing your requirements, your GSA Lease Contracting Officer may advise you that AAAP's features and benefits are the right fit for your space procurement.

12. Two questions, does the Agency have an option to withdraw from AAAP for standard lease acquisition procedures and why can't Agency reps view multiple buildings under AAAP qualified to meet our Agency's requirements?

If the GSA Lease Contracting Officer agrees that withdrawing from the AAAP process is in the best interest of the Government, then yes, an agency may switch procurement methods. The AAAP is updating its policy to allow agencies to view more than one building in certain circumstances. However, the AAAP is a lowest priced, technically acceptable (LPTA) approach.

13. How long are vendors' offers good for in AAAP?

Offers remain active and in the system until withdrawn by the vendor OR until the AAAP team updates the RLP package which is done around the beginning of every fiscal year (Oct. 1).

Client Enrichment Series – Q & A

14. If we already started the lease procurement process traditionally, can we switch to AAAP?

If the GSA Lease Contracting Officer determines that switching from the traditional process to the AAAP is in the best interest of the government, yes.

15. Is there a time limit for getting the delineated area back to GSA and how does this affect the project?

The delineated area is required to run a procurement through the AAAP. A full agency requirement package is needed to proceed.

16. How do you decide when more than one property is viewed?

The AAAP is a lowest priced, technically acceptable approach. Therefore, the lowest priced offer is revealed and if that property can meet all your requirements, an award will be made. If not, then the next lowest price offer will be up for consideration.

17. In terms of square footage; since there is no negotiation, are the only people submitting bids people who match the exact qualifications?

No, offerors are instructed to submit as much space as they have available, however, the AAAP team will only select the amount required by the agency.

18. Is there a push to put all agencies back into federal buildings and what is the timeline for this to happen?

Federal space is always the first option for fulfilling agency requirements. The AAAP should only be considered after it is determined that there is no available Federal space.

19. If an agency cannot participate in DID workshops (due to union agreements) can they still participate in AAAP?

Yes.

20. Since the field will be limited to AAAP and the lowest price, technically acceptable offeror, what happens if we are posed with a situation in which the "acceptable" vendors actually do not meet agency requirements? For instance, window bays too large/small which would force the agency to take a substantial amount of more space than requested? Or if column spacing is not acceptable - when will the agency be given an opportunity to provide input on selected buildings without having GSA commit to anything?

Client Enrichment Series – Q & A

Once the lowest price offer has been identified, the agency will have a chance to tour the building to ensure it meets all of the agency specific requirements. If there is a bona fide reason why the lowest priced offer will not meet a minimum requirement, we move on to the next lowest priced offer on the list.

21. What will preclude you from meeting the 60 day offer? Can you give an example if there is an exception?

The offeror must have the ability to begin tenant build-out within 60 days. Therefore, the AAAP will not accept proposed or build-to-suit properties.

22. What is the TIA based on?CPI?

The tenant improvement allowance (TIA) in the AAAP RLP is based on the general TI allowance.

23. Is it possible to have the system generate a compiled \$/rsf & \$/usf with each payment line (shell, parking, TI, etc.) for BOTH the owner & GSA to review? Since the offers are in USF but the Lease is in RSF it would assist in transparent rate calculations. Also, R/U factors should be manually inputted as well as many multi-tenant bldgs have differing R/Us per floor.

All offers submitted and evaluated per ABOA (ANSI-BOMA Office Area) SF (where a tenant normally houses personnel, and/or furniture, for which a measurement is to be computed). At the time an offeror is submitted we do not know the exact common area factor since we don't know if we will be leasing a full floor, partial floor or multiple floors. Therefore, we can not calculate an accurate price per RSF until we are completing the lease contract.

24. Does an Agency have an option to withdraw from the AAAP process to the typical lease acquisition process?

See answer to #9.

25. Is the agency able to cancel the use of this procurement approach at any time before award?

If your GSA Lease Contracting Officer determines that is in the best interest of the Government, yes. GSA is not legally obligated until a lease contract is signed by the Government.

26. Does this program only involve commercial space? No federal?

Yes, the system is only for leased office space.

27. If a lease requirement included a need for a separate parking facility which would require a separate, parking OA, would AAAP be used?

The AAAP could not be used for the parking facility. However, the lease for the office space could be procured via AAAP and the parking facility could be procured using a different method.

Client Enrichment Series – Q & A

28. Our agency has multiple offices in one GSA region. What is the determination or criteria that determines if/when AAAP will be used?

GSA will determine the best procurement method based on the specific requirements.

29. Can the TI tier be raised? If so, when? Also, can the TI costs be paid down in the subsequent year?

While not specific to the AAAP, an explanation of agency tiers, and a process to appeal them or request a deviation from the current tier, can be found in the [PBS Pricing Desk Guide - 4th Edition](#), in Section 2.5.5 Customization Component of Tenant Improvement Allowance. For more detailed information, please consult with your local PBS representative.

30. Would you say in simplistic terms that AAAP is like a sharepoint or library the LCO has to identify space for requesting agencies?

Yes, the AAAP is a database of offers in response to the AAAP RLP. Once an agency requirement is received, the LCO can quickly identify the lowest priced, technically acceptable offer that meets an agency specific requirement.

31. If GSA decides to combine two agencies into one lease, will AAAP be used?

Yes, it can be used.

32. If multiple agencies will need space at one site, is it possible for GSA to acquire separate leases in case the agencies later on need to leave the facility before a sister agency leaves?

That will be a decision made by the GSA Lease Contracting Officer.

33. I think you mentioned that a AAAP procurement can be implemented in 62 days, but what is the average?

On average, the AAAP can save 3 - 6 months on the lease cycle time compared to the traditional procurement method.

34. How do I print or save this presentation for future reference?

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Client Enrichment Series – Q & A

35. Referring back to the agency that saw a 36% below market rate drop, how was the market rate determined?

GSA uses numerous industry-recognized sources of real estate intelligence to determine the market rate (i.e. Costar, REIS, CBRE).

36. How does it compare to average traditional procurement?

See #33.

37. Will this power point be available?

See #34

38. How do I print or save this presentation for future reference?

See #34

39. Does this apply to GSA lead leases and Agency lease leases? Please clarify

The AAAP is available to internal GSA procurements. Agencies with delegated authority do not have access to this tool at this time.