

AAAP Standard Lease File Checklist

Agency:	_____
Location:	_____
Square footage:	_____
Project number:	_____
OA number:	_____
Lease number:	_____
Contracting officer:	_____
Leasing Specialist/RGA:	_____
Project manager:	_____
NBC agent:	Not Applicable
Broker contract number:	_____
Task order number:	_____
Phone number:	_____
Type of lease action:	Standard

I. REQUIREMENTS DEVELOPMENT			Required	Note	Document in File
A.	SF-81 or Other Request for Space	X		Required in AAAP File	
B.	Requirements Development Documentation (TMP, Needs Interview Checklist, qPM Documentation, etc.)	X		Required in AAAP File	
C.	Agency Special Requirements or Agency Specific Requirements (ASR)	X		Required in AAAP File	
D.	Vacant Federal Space Check	X		Required in AAAP File	
E.	Delineated Area	X		Required in AAAP File	
F.	Rural Development Act Compliance	X		Required in AAAP File	
G.	Justification of Delineated Area Outside CBA	X		Required in AAAP File	
H.	Notification to City Official	X		Required in AAAP File	
I.	Notification to Field Office re: Lease Expiration	X		Required in AAAP File	
J.	Notice to FMSP re: Randolph Sheppard	X		Required in AAAP File - For successful offer only	
K.	Notification to FPS to Request the FSL Determination	X		Required in AAAP File	
	—FSL Determination and Security Requirements	X		Required in AAAP File	
L.	Initial Scoring Worksheets or Scoring Memorandum	X		Required in AAAP File	
M.	Prospectus Submission/Approval (House and Senate Resolutions)			Not Applicable	
N.	Draft OA	X		Required in AAAP File	
O.	Combined Project Management & Acquisition Plan	X		Required in AAAP File	
P.	Project Milestone Schedule	X		Required in AAAP File	
Q.	National Broker Contract Task Order Documentation			Not Applicable	
R.	Other				
II. PRE-SOLICITATION PHASE			Required	Note	Document in File
A.	Task Order / Project Orientation Meeting Minutes			Not Applicable	
B.	Procurement Summary/FedBizOpps Advertisement and Responses	X		Required in AAAP File	
C.	Market Survey, Market Survey Report, and Agency Concurrence			Not Applicable	

D.	Justification for Other Than Full and Open Competition		Not Applicable	
E.	Historic Preservation Compliance Check	X	Required in AAAP File - For successful offer only	
F.	Flood Plain Check	X	Required in AAAP File - For successful offer only	
G.	NEPA Compliance	X	Required in AAAP File - For successful offer only	
H.	Source Selection: Plan (Signed) and Related Correspondence		Not Applicable	
I.	Other			
III. SOLICITATION PHASE				Document in File
		Required	Note	
A.	Draft RLP Package, including Lease, Special Requirements, and Security Standards		Not Applicable	
B.	Technical Review of Draft RLP and Draft Lease		Not Applicable	
C.	Agency Approval of Draft RLP and Draft Lease		Not Applicable	
D.	RLP Package Distribution List		Not Applicable	
E.	Final RLP Package with Attachments	X	Required in AAAP File	
F.	Cover Letter and Procurement Summary Form		Not Applicable	
G.	Transmittal of Final RLP Package to Agency, GSA Field Office and FPS		Not Applicable	
H.	Amendments to RLP Package	X	Required in AAAP File, if applicable	
I.	Davis Bacon Wage Rates (Updated at FPR)		Not Applicable	
J.	Correspondence with Offerors Prior to Receipt of Proposals		Not Applicable	
K.	Other			
IV. PRE-NEGOTIATION/EVALUATION OF OFFERS				Document in File
		Required	Note	
A.	Negotiation Objectives		Not Applicable	
B.	Competitive Range Determination/ Notification		Not Applicable	
C.	Seismic Review	X	Required in AAAP File, if applicable	
D.	Fire Protection & Life Safety Review of Prelease Submittals	X	Required in AAAP File - For successful offer only	
E.	Request for Contractor Support Services for Lease Acquisition (e.g. CQM, Furniture Vendors, Etc.)		Not Applicable	
F.	Other			
V. UNSUCCESSFUL OFFER(S)				Document in File
		Required	Note	
A.	Initial Offer and Related Correspondence		Not Applicable	
B.	Abstract of Offers		Not Applicable	
C.	Scaling/Measurement of Offered Space Floor Plans		Not Applicable	
D.	Initial Offer Present Value Analysis (PVA) Evaluation		Not Applicable	
E.	Notice of Deficiencies/Discussions/Negotiations		Not Applicable	
F.	Revised Offer and Related Correspondence		Not Applicable	
G.	Request for Final Proposal Revision		Not Applicable	
H.	Final Offer and Related Correspondence		Not Applicable	
I.	Final Offer Present Value Analysis (PVA) Evaluation		Not Applicable	
J.	Pre-Award Notice and Rejection Letters		Not Applicable	
K.	Post-Award Notice and Rejection Letters		Not Applicable	
L.	Post-Award Debriefings/Protests and Resolution/Congressional Inquiries and Responses		Not Applicable	

M.	Other			
SUCCESSFUL OFFER AND AWARD				Document
VI.	DETERMINATION	Required	Note	in File
A.	Initial Offer and Related Correspondence		Not Applicable	
B.	Abstract of Offers		Not Applicable	
C.	Scaling/Measurement of Offered Space Floor Plans	X	Required in AAAP File	
D.	Initial Offer Present Value Analysis (PVA) Evaluation		Not Applicable	
E.	Notice of Deficiencies/Discussions/Negotiations		Not Applicable	
F.	Revised Offer and Related Correspondence		Not Applicable	
G.	Request for Final Proposal Revision		Not Applicable	
H.	Final Offer and Related Correspondence	X	Required in AAAP File	
I.	Final Offer Present Value Analysis (PVA) Evaluation	X	Required in AAAP File	
J.	Price Negotiation Memorandum	X	Required in AAAP File	
K.	Source Selection: Initial and Final Evaluation Reports		Not Applicable	
L.	Source Selection: Conflict of Interest and Non-Disclosure Documentation		Not Applicable	
M.	Source Selection: Source Selection Authority Decision		Not Applicable	
N.	Revised Scoring Evaluation	X	Required in AAAP File	
O.	Seismic Certification	X	Required in AAAP File, if applicable	
P.	Flood Plain Compliance	X	Required in AAAP File	
Q.	Negotiations of Environmental Remediation		Not Applicable	
R.	Responsibility Check			
	—Central Contractor Registration (CCR) Information via SAM	X	Required in AAAP File	
	—Excluded Parties List Service (EPLS) via SAM	X	Required in AAAP File	
	—Past Performance	X	Required in AAAP File	
	—Financial Responsibility	X	Required in AAAP File	
S.	EEO Compliance Review	X	Required in AAAP File, if applicable	
T.	Energy Star Compliance/ Cost Effective Energy Efficiency Upgrades	X	Required in AAAP File	
U.	Evidence of LEED Compliance	X	Required in AAAP File	
V.	Approved Small Business Subcontracting Plan	X	Required in AAAP File, if applicable	
W.	Offeror's Proof of Authority and Ownership	X	Required in AAAP File	
X.	Other			
VII.	APPROVAL AND FUNDING DOCUMENTS	Required	Note	Document
(A)				in File
A.	Agency Recommendation Letter (From GSA) and Revised OA Signed by Agency	X	Required in AAAP File	
B.	Receipt of RWA and Required Certification	X	Required in AAAP File	
C.	BA 53 Fund Certification	X	Required in AAAP File	
D.	Legal Review and Comment	X	Required in AAAP File	
E.	Other			
VII.	LEASE	Required	Note	Document
(B)				in File
A.	Pre-Award (unsigned) Lease Transmittal Letter	X	Required in AAAP File	
B.	Executed Lease Transmittal Letter (Award)	X	Required in AAAP File	
C.	Fully Executed Lease	X	Required in AAAP File	
D.	Lease Amendment(s)	X	Required in AAAP File	
E.	Delivery Confirmation of Lease to Lessor	X	Required in AAAP File	
F.	Other			

VIII. POST AWARD NOTIFICATIONS		Required	Note	Document in File
A.	Post Award Synopsis	X	Required in AAAP File	
B.	Posting of Redacted Justification for Other Than Full and Open Competition		Not Applicable	
C.	Copy of Correspondence Transmitting Lease to Field Office	X	Required in AAAP File	
D.	Copy of Correspondence Transmitting Lease to Agency	X	Required in AAAP File	
E.	Copy of Correspondence Transmitting Lease to FPS	X	Required in AAAP File	
F.	Request to GSA PMC for Utility Contract	X	Required in AAAP File	
G.	Randolph Sheppard Notification to FMSP	X	Required in AAAP File	
H.	Other			
IX. POST AWARD		Required	Note	Document in File
A.	Drawings/Layouts from Agency/Lessor (Design Intent Drawings (DIDs))	X	Required in AAAP File	
B.	Fire/Safety Approval of Layout Drawings	X	Required in AAAP File	
C.	Construction Drawings from Lessor	X	Required in AAAP File	
D.	Construction Drawing Review by Government	X	Required in AAAP File	
E.	Finish Selections to Lessor	X	Required in AAAP File	
F.	Lessor's TI Construction Bids on TICS Table	X	Required in AAAP File	
G.	Government Review of TI Costs and/or IGE	X	Required in AAAP File	
H.	TI PNM	X	Required in AAAP File	
I.	Receipt of RWA and Required Certification	X	Required in AAAP File	
J.	TI Notice to Proceed Issued	X	Required in AAAP File	
K.	Lessor's BSAC bids on SecUP (FSL III or IV)	X	Required in AAAP File	
L.	Government's review of BSAC pricing and/or IGE (FSL III or IV)	X	Required in AAAP File	
M.	BSAC PNM	X	Required in AAAP File	
N.	BSAC Notice to Proceed issued (FSL III or IV)	X	Required in AAAP File	
O.	Construction Inspection Reports/Meeting Minutes/Green Lease Submittals	X	Required in AAAP File	
P.	Acceptance of Space	X	Required in AAAP File	
	—Measurement of Space	X	Required in AAAP File	
	—Certificate of Occupancy	X	Required in AAAP File	
	—Condition Survey Report (Form 1204) Signed by GSA, Agency and Lessor	X	Required in AAAP File	
	—Punch List and Resolution	X	Required in AAAP File	
Q.	Change Orders Related to Initial Occupancy	X	Required in AAAP File, if applicable	
R.	Request Periodic Services Schedule from Lessor, Provide to Lease Administration Manager	X	Required in AAAP File	
S.	Davis Bacon Interview Forms and Wage Payment		N/Ap	
T.	SBA Reporting Letter	X	Required in AAAP, if applicable	
U.	COR Letter to Designated Agency Representative or Field Office	X	Required in AAAP File	
V.	Notification to Lessor Identifying Designated COR	X	Required in AAAP File	
W.	Final OA and Evidence of Transmittal to Agency	X	Required in AAAP File	
X.	Other			
X. ADMINISTRATION		Required	Note	Document in File
A.	Operating Cost Escalations	X	Required in AAAP File	
B.	Tax Escalations/Appeals	X	Required in AAAP File	

C.	Change of Ownership	X	Required in AAAP File, if applicable	
D.	Lease Digest (R620)	X	Required in AAAP File	
E.	RWA's Properly Certified	X	Required in AAAP File, if applicable	
F.	Miscellaneous Correspondence	X	Required in AAAP File, if applicable	
G.	Appeals/Claims/Disputes	X	Required in AAAP File, if applicable	
	—Correspondence	X	Required in AAAP File, if applicable	
	—Contracting Officer Decision	X	Required in AAAP File, if applicable	
	—Resolution	X	Required in AAAP File, if applicable	
	—Unresolved Claim(s)	X	Required in AAAP File, if applicable	
	—Civilian Board of Contract Appeals or Claims Court Decision	X	Required in AAAP File, if applicable	
	—Payment	X	Required in AAAP File, if applicable	
H.	Task Order Close Out		Not Applicable	
I.	CAD As-Builts to CIFM	X	Required in AAAP File	
J.	Other			