



Client Enrichment Series

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.





Welcome

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

LOP HELPREGISTRATION

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 tasked 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 5.6 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

GSA's Lease Offer Platform (LOP) - AAAP

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

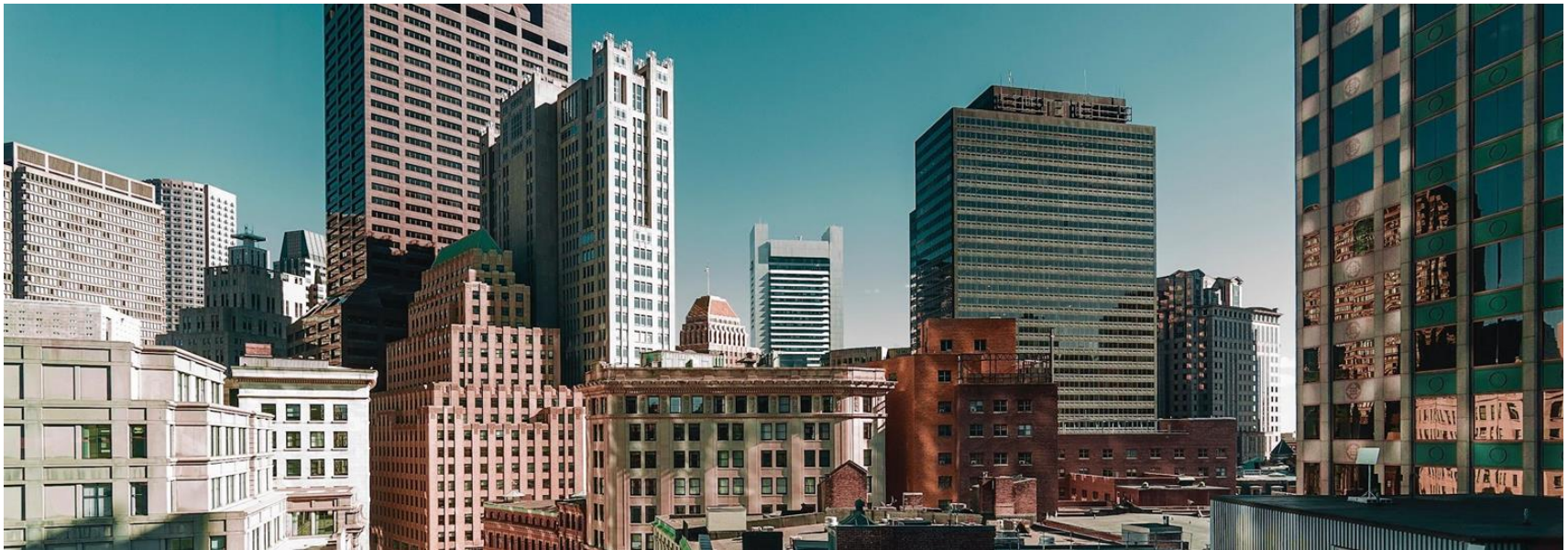
- Advanced RLP Development
- Advanced Collection of Offers
- Project Specific Advertisement
- **Automated present value evaluation to identify lowest price offer**

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...

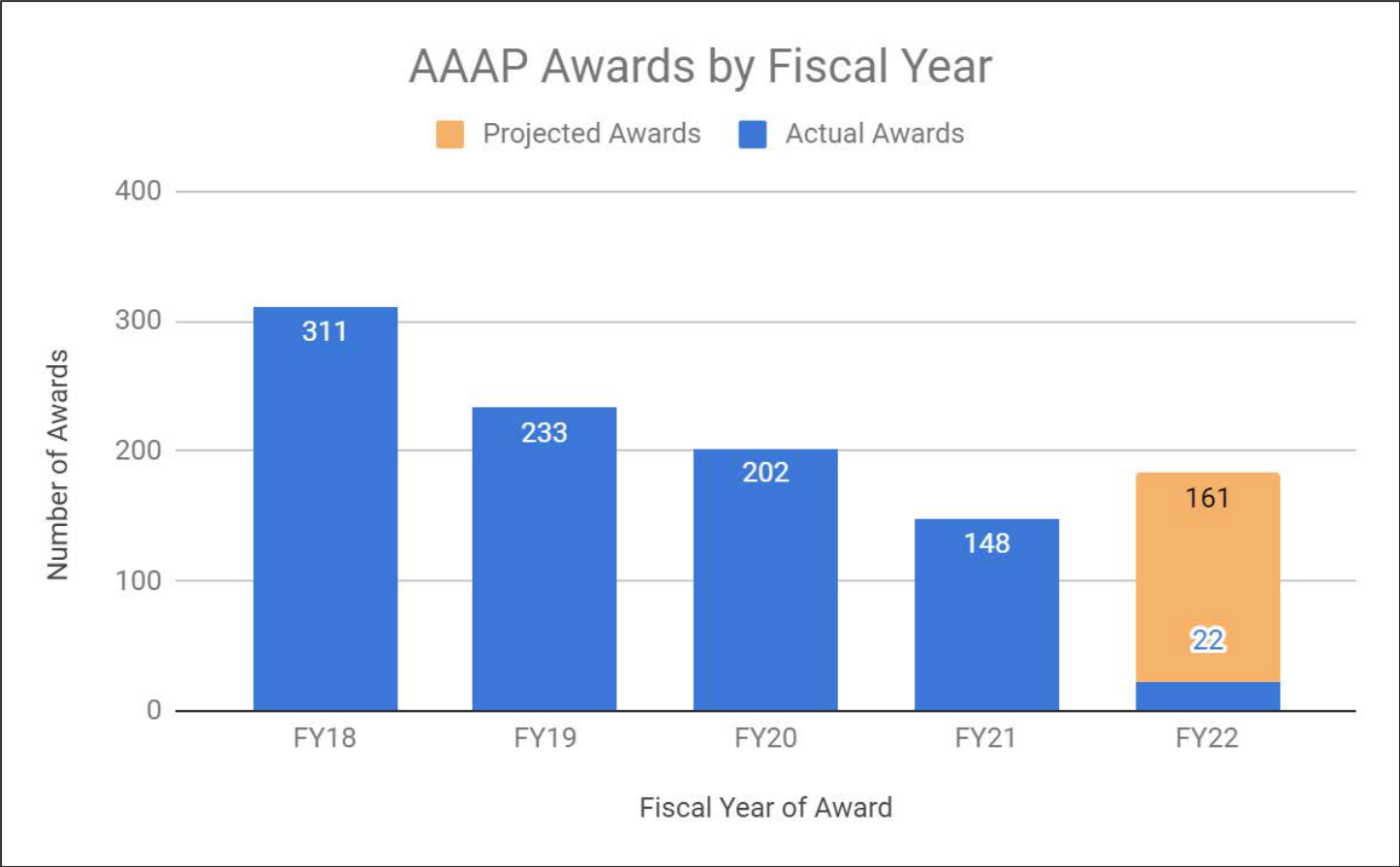
- Single Building Tour
- Multiple Building Tour
- [Leasing Desk Guide 22](#)



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 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 Immigration 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

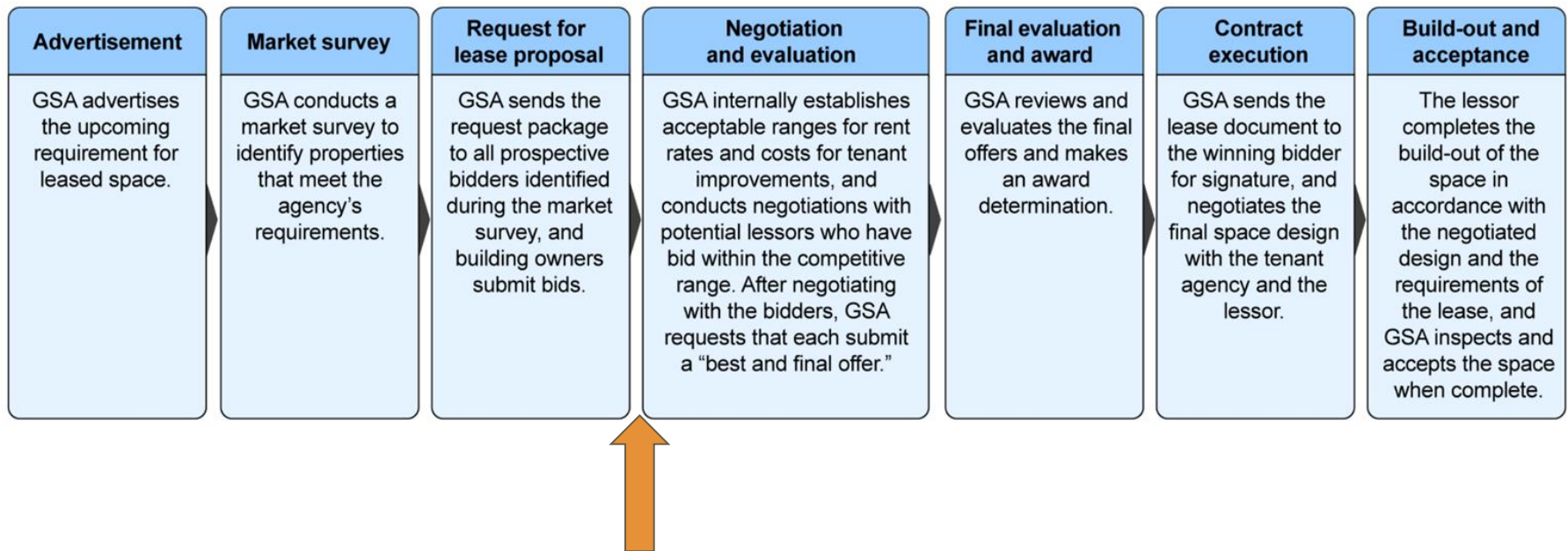


Questions?



The Requirement Specific Acquisition Platform (RSAP)

GSA's Traditional Leasing Process



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

The screenshot displays the GSA's Requirement Specific Acquisition Program (RSAP) workflow. At the top, there is a navigation bar with the GSA logo and links for LEASE OFFER PLATFORM HOME, USER PROFILE, NEWS & UPDATES, and HELP. Below this, the title "GSA's Requirement Specific Acquisition Program" is shown, along with a link to "Click Here To Print This Page".

The workflow is represented by a horizontal sequence of seven steps: BUILDING INFORMATION, PARKING, PROPERTY OWNER, OPERATING & OWNERSHIP COSTS, LEASE TERMS & CONDITIONS, SPACE & RATES, and ATTACHMENTS. The "BUILDING INFORMATION" step is highlighted in blue and pointed to by a large orange arrow.

Below the workflow, the "Building Information" section contains the following form fields:

- 1. Building Name * (text input)
- 2. Building Street Address* ⓘ (text input)
- 3. City * (text input)
- 4. State * (dropdown menu, currently showing "--None--")
- 5. 9-Digit ZIP Code * (text input)
- 6. Has the building received the ENERGY STAR Ⓢ Label within the past twelve months? * ⓘ
 Yes No
- 7. Total number of floors in the building: * (text input)

Auto-Generated Offer Forms

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

	For Entire Building	For Govt Leased Areas
A. Cleaning, Janitor and/or Char Service		
1. Salaries	\$ 100,000.00	\$ 10,000.00
2. Supplies (wax, cleaners, cloths, etc.)	\$ 0.00	\$ 0.00
3. Contract Services (windows washing, waste and snow removal)	\$ 10,000.00	\$ 1,000.00
B. Heating		
4. Salaries	\$ 200,000.00	\$ 20,000.00
5. Fuel <input type="text" value="Gas"/>	\$ 0.00	\$ 0.00



LESSOR'S ANNUAL COST STATEMENT		OMB Control Number: 3090-0086	
Important - Read attached "Instructions"		Expiration Date: 11/30/2019	
<small>Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0086. We estimate that it will take 2 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.</small>			
1. Request for Lease Proposals (RLP)	2. Statement Date		
9IN2256			
3. Rental Area (Square Feet)	3A. Entire Building	3B. Leased by Government	
	100000	12000	
4. Building Name and Address (Number, Street, City, State, and Zip Code)			
GSA Building 1800 F Street, NW Washington, District of Columbia 20405			
SECTION I - ESTIMATED ANNUAL COST OF SERVICES AND UTILITIES FURNISHED BY LESSOR AS PART OF RENTAL CONSIDERATION			
SERVICES AND UTILITIES	LESSOR'S ANNUAL COST FOR		FOR GOVERNMENT USE ONLY
	(a) Entire Building	(b) Government-Leased Area	
A. CLEANING, JANITOR AND/OR CHAR SERVICE			
5. Salaries	\$100,000.00	\$10,000.00	
6. Supplies (Wax, cleaners, cloths, etc.)	\$0.00	\$0.00	
7. Contract Services (Window washing, waste and snow removal)	\$10,000.00	\$1,000.00	
B. HEATING	\$200,000.00	\$20,000.00	
8. Salaries			
9. Fuel ("X" one) <input type="checkbox"/> Oil <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Coal <input type="checkbox"/> Electric	\$0.00	\$0.00	
10. System Maintenance and Repair	\$0.00	\$0.00	
C. ELECTRICAL			
11. Current for Light and Power	\$25,000.00	\$2,500.00	
12. Replacement of Bulbs, Tires, Starters	\$0.00	\$0.00	
13. Power for Special Equipment	\$0.00	\$0.00	

The RSAP Workflow - Attachments

BUILDING INFORMATION
PARKING
PROPERTY OWNER
OPERATING & OWNERSHIP COSTS
LEASE TERMS & CONDITIONS
SPACE & RATES
ATTACHMENTS

Offer Attachments

Auto Generated Forms

ATTACHMENT #	ATTACHMENT NAME	DATE UPLOADED	VIEW FILE
1	1364 - Proposal to Lease Space	09/18/2019	
2	1217 - Lessor's Annual Cost Statement	09/18/2019	

Manual Attachment Uploads

Step 1: Select the attachment type: *

--None--

Step 2: Click the chose file to find the file: *

Choose File
No file chosen

Step 3: Click attach:

Attach

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

Attachments Ready for Submission

NO #	ATTACHMENT TYPE	ATTACHMENT NAME	VIEW	DELETE	DATE UPLOADED
1	Offeror Form 1217- Lessor's Annual Cost Statement	Form1217.pdf		X	07/25/2019

Back

Save Page

Exit Offer

Submit Offer

Success Story - VHA - Coralville, IA



- 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

Core GSA R6 Project Team:

- Joseph Stanley (PM)
- Traun Roberts (LCO)
- Jennifer Genovese (LAM)
- Shenika Kuchar (Post Award LCO)

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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