

Client Enrichment Series – Q & A



Topic: Online Leasing Tools - Changing the Way We Do Business

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Dates of Presentations: March 8, 2022

Additional Resources

Leasing Tools Information on GSA.gov:

<https://www.gsa.gov/real-estate/real-estate-services/leasing/leasing-tools>

CES Session Video - “Online Leasing Tools”

https://gsa.zoomgov.com/rec/share/EqH__Ij7M6RCKervq33jLZOgdDy8gK_6HM-fNohNgGMVH E0hOg2_PhW3BZNOocw.XsrWCpdNS4rSPFfr Passcode: **89+g@86j**

Q1. Do delegated agencies use these tools?

A. No. AAAP and RSAP are tools used for GSA managed projects only, not projects managed by delegated agencies.

Q2. Does AAAP have any minimum or maximum square footage requirements?

A. There are no minimum or maximum square footage requirements for AAAP projects. However, regional personnel must consult with the GSA Office of Leasing (central office) if they think their AAAP project will be a prospectus project. Annual prospectus thresholds are specified in dollars, but the greater the square footage, the more likely it is to be prospectus.

Q3. If an agency’s current building that they’re in now does not win, can they throw out the lowest price offer?

A. No. The only way that a building will be thrown out or not considered is if it is not technically acceptable or if it is not the apparent low priced offeror. The agency's dislike for a building does not play a part in that.

Q4. How many times can offerors step the rent for AAAP projects?

A. They can only step the rent once and that is available after the 8-year amortization period. So they'll be able to step in year 9 and extend that all the way to the end of the lease.

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Q5. What is the AAAP Open Period?

A. To be considered an offer must be submitted by the end of the Open Period which will typically be the 1 st through 7th of each month, as advertised on SAM.gov ([HTTPS://SAM.GOV/](https://SAM.GOV/)) or the AAAP website (<https://aaap.gsa.gov>), ending at 7:30 PM (ET) on the 7th of the month, unless otherwise stated by the Government and unless the 7th falls on a weekend or Federal Holiday. If the 7th falls on a weekend or Federal Holiday, the Open Period will end at 7:30 PM (ET) on the next business day. Offers must be submitted no later than 7:30 PM (ET) on the Offer Due Date. The Government, at its discretion, may modify the time and frequency of the Open Period.

Q6. Who chooses the procurement method?

A. The GSA LCO in consultation with the customer agency.

Q7. Is new construction allowed for AAAP?

A. Offers for new construction, including offers to construct an annex or addition to an existing building, will not be accepted for AAAP requirements. Offers involving complete rehabilitation or reconstruction must meet the schedule requirements of the RLP

Q8. Do GSA brokers assist with AAAP projects?

A. No. AAAP projects are managed in-house with no broker involvement. RSAP projects may include assistance from GSA's broker partners.

Q9. Since there is only one RLP for each region, how will an agency's specific needs be addressed? Given every agency is different, how is that reconciled with AAAP?

A. Agency go/no-go requirements are specified in the AAAP project-specific ad.

Q10. Are these electronic tools used by all GSA regions or are just certain regions using them?

A. GSA's online tools (AAAP and RSAP) are available to all GSA regions.

Q11. Can AAAP be used for non office space such as a warehouse space?

A. No. AAAP is for office space only.

Q12. How many open periods are there?

A. One AAAP open period per month. There may be times where we have to run an ad over multiple open periods, but generally, one is enough.

Q13. When and why did the GSA introduce the ten, five AAAP term?

A. The 10/5 term was launched in FY '22. We saw a need to respond to changes in the market, but it may not be permanent.

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Q14. Where can I find more information on prospectus thresholds?

A. View this link -
<https://www.gsa.gov/real-estate/design-construction/gsa-annual-prospectus-thresholds>

Q15. What are the term options for AAAP?

A. AAAP lease terms: 10 years, 8 years firm; 15 years, 13 years firm; 17 years, 15 years firm; 10 years, 5 firm (As of FY22).

Q16. Do offerors have the ability to withdraw their offers or are they permanent?

A. Offerors can withdraw their offer at any time. Offers remain in AAAP until withdrawn.

Q17. Do customer agencies interact with RSAP?

A. They do not. Offerors submit via RSAP and only GSA has access to the offers.

Q18. At what point will the tenant agency know that this project will be going through the RSAP?

A. You should be notified at requirements development.

Q19. Are there limited terms with RSAP?

A. RSAP allows for any lease term within GSA's 20-year leasing authority.

Q20. For RSAP, how does GSA know if the proposals are received on time?

A. Each time an offeror submits a proposal, the document is immediately transferred to GSA's system where it is timestamped. The LCO can then compare this time against the deadline listed in the RLP, if applicable. The project team also receives a notification via email every time an offer is submitted.

Q21. Can RSAP be used for source selection projects?

A. Yes. Most projects will use the Lowest Price Technically Acceptable (LPTA) method, but RSAP is also capable of handling projects using Best Value Tradeoff (BVTO) method.

Q23. Do GSA brokers assist with RSAP projects?

A. Yes, they can.

Q24. How does GSA communicate requirements with the market for RSAP projects?

A. Through the Request for Lease Proposals (RLP).

Q25. Does RSAP change the procurement process?

A. RSAP compliments the traditional procurement process by allowing electronic offer submission.

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Q26. What is a “step” in rent?

A. An increase or decrease in the rent.

Q27. At what point will the tenant agency know the lease term on the AAAP?

A. The possible lease terms should be determined by GSA in consultation with the agency — so in other words the customer should be informed of the potential lease terms early, in requirements development — before the requirement is advertised on SAM.

Q28. Is there a way to look up AAAP points of contact for each region?

A. Please email LOP.manager@gsa.gov

Q29. Are tenant improvements available with AAAP?

A. Yes, tenant improvements are available with AAAP. These needs are communicated to the leasing team during the requirements phase, and the costs associated with tenant improvements are noted in the project specific ad.

Q30. Do you foresee delegated agencies having access to RSAP down the road?

A. We will note this as a suggestion.

Q31. Can you define what the RLP is?

A. Requests for Lease Proposals (RLPs) specify our requirements to the market.

Q32. Can delegated agencies access the cost price and cost data obtained from offerors competing on AAAP or RSAP?

A. No.