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CHAPTER 22:

# Automated Advanced Acquisition Program (AAP)

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## Part 1: AAAP Overview

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## 1. What is the AAAP

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The General Services Administration's (GSA) Automated Advanced Acquisition Program (AAAP) consists of a procurement process and online application that provides building owners and their authorized representatives with the opportunity to offer general purpose office space for lease to the Federal Government. By way of the AAAP application, building owners, or their authorized representatives, submit their final proposals with consideration to GSA minimum requirements outlined in a AAAP Request for Lease Proposals (RLP) package. The RLP package is issued on the AAAP application in advance of an identified client agency requirement. When PBS identifies an agency requirement that would meet the criteria for the AAAP RLP, the requirement is matched against the submitted offers stored in the AAAP application. Those offers that meet the basic requirements, which include delineated area, square footage, lease term, and number of parking spaces for Government Owned Vehicles, are ranked by net present value and the lowest priced offer is identified. If the identified offer passes the Government's due diligence review of the space and is determined to meet all the Government agency's unique minimum requirements, an award is made to that offeror. This process is outlined in more detail in the following paragraphs of this chapter.

### a. AAAP Background

In 1991, the National Capital Region (NCR) developed the first paper-based Advanced Acquisition Program (AAP). The AAP was a multiple-award platform where, from one Solicitation for Offers (SFO) issued, GSA would make numerous lease contract awards. Over a period of time, various enhancements were made to the platform to streamline the processes further.

In 2005, the AAP process was automated, changing its name to the Automated Advanced Acquisition Program (AAAP). This was achieved through an online application that, today, manages the workflow and stores and evaluates offers electronically, making the program and submission of offers to the Government paperless. Lessors, building owners, and building owner representatives are able to register, login, follow prompts, and submit offers directly to the Government.

Between 2012 and 2015, the AAAP expanded its use to metropolitan areas in GSA regions outside of NCR. By the end of fiscal year 2015, the AAAP was active in 31 markets, three (3) major cities in each GSA region plus NCR. Each market had its own AAAP RLP package and Lessors in those areas tailored their offers to those RLPs. At the start of fiscal year 2016, the AAAP was expanded further through the creation of one (1) AAAP RLP per GSA region, which allows Lessors nationwide the opportunity to submit their competitive offers to GSA for potential award.

### b. The AAAP Process vs. The AAAP Application

The AAAP is a lease process, which, as further described under Part 2 of this chapter, provides for the collection of offers in response to a generic RLP, in advance of a known client agency requirement. As requirements are identified, GSA may make multiple awards from this generic RLP.

The AAAP application is an online platform which supports the AAAP process. The AAAP application facilitates the workflow for publishing of the AAAP RLP package, receiving offers, entering basic and agency unique requirements information, identifying the lowest price offer meeting the agency requirements, and awarding a lease. The information that is entered by a

building owner is stored in the application and auto populates GSA offer forms with the required offer data. The AAAP National Program Manager works with regional AAAP teams to develop policies associated with the AAAP process and is responsible for the maintenance and integrity of the AAAP application.

#### **d. The AAAP RLP and Agency Requirements**

The Government's basic space requirements are articulated in the AAAP RLP package, with each GSA region having its own AAAP RLP package which covers the entire geographic territory for that specific region. Building owners or their authorized representatives can submit offers for available space based on the AAAP RLP that covers the geographic area where their buildings are located. As previously mentioned, the eleven (11) GSA regional AAAP RLPs are issued in advance of a specific client agency requirement in order to allow for collection of offers from the market by GSA. Owners with available space have the opportunity to submit offers for all available space in a given GSA region for consideration by GSA in all future AAAP procurements. Offers are stored in the AAAP application until an offer is withdrawn or a new AAAP RLP is issued.

An agency requirement is received by GSA after the AAAP RLP has been issued. GSA reviews the agency requirement to determine whether the AAAP procurement method is an appropriate leasing tool to meet the client agency's needs, using such criteria as are discussed under Section 2, "When to Use the AAAP." Once an agency requirement has been identified for AAAP, GSA issues a project-specific advertisement to communicate that agency's unique minimum requirements to the market and generate additional offers in the application.

#### **e. The AAAP vs. Traditional Lease Procurement Methods**

In many ways the AAAP process is similar to traditional lease procurement methods. The general lease process is the same and is facilitated by the workflow in GSA's Real Estate Exchange (G-REX). The AAAP relies on the same basic forms and contracting vehicles to produce an award. Similar to the traditional methods, the AAAP must also review offers for technical acceptability and conduct a price evaluation to determine the best value.

Nonetheless, the differences between the AAAP and traditional lease procurement methods, while few, are significant and require understanding. Those differences are reflected in the chart below:



Figure 22-1  
Comparison Between AAAP and Traditional Process

|  | AAAP Process   | Traditional Process   |
|--|--|---|
| <b>Request for Lease Proposals (RLP)</b> | One RLP per region   | One RLP per requirement (including co-location requirements)  |
|  | Addresses multiple client agency's basic requirements  | Addresses one specific requirement (including co-location requirements)                                   |
|  | Posted at the beginning of each fiscal year, unless amended  | Issued per client agency requirement  |
|  | Addresses office space needs   | Addresses office, warehouse, laboratories, parking, on-airport, conference centers, data centers, etc.    |
| <b>Requirements</b>                      | May receive offers regardless if the requirement is known or not   | Only receives offers for known requirements   |
| <b>Competitive Procedures</b>            | Every transaction is Full and Open Competition   | Transactions can be either Full and Open Competition or non-competitive                                   |
| <b>Advertisement</b>                     | AAAP advertisement is posted for each region on FBO to announce the open period which begins on the 1 <sup>st</sup> of every month<br><br>Also supplemented by project specific advertisement on FBO | Advertisement is posted on FBO for each specific agency requirement                                       |
| <b>Offers</b>                            | Open to building owners within the area covered by a GSA region*   | Limited to building owners within a specific delineated area  |
|  | Unsuccessful offers retained in AAAP database for future requirements  | Unsuccessful offerors eliminated after award, and must resubmit for every new traditional RLP/requirement |



1. What is the AAAP ↗

|                     |  |   |
|---------------------|--|---|
|                     | Submitted offers are Final Proposals     | Commonly require negotiations from initial offers to Final Proposals  |
| <b>Negotiations</b> | No negotiations                          | Commonly requires multiple rounds of negotiations conducted with offerors to achieve Final Proposal revisions |
| <b>Awards</b>       | Multiple awards can be made from one RLP | One award can be made from one RLP  |

\*Offerors can submit their full inventory of buildings in a given GSA region in response to the one AAAP RLP for consideration against multiple requirements and are able to update those offers during the open period to stay current with their market. Specific delineated areas are identified in the project specific ads.

**f. Benefits**

The AAAP may provide:

- Reduced lease cycle time;
- Streamlined procurement planning;
- Improved supply;
- Competitive pricing;
- Improved customer satisfaction; and
- Efficient interaction with GSA.

**Reduced Lease Cycle Time**

Lease cycle time is reduced through advanced RLP development, advertising, and collection of lease offers prior to receiving an agency requirement. The AAAP RLP for office space is advertised and offerors respond to the standard requirements outlined in the AAAP RLP. When GSA receives a suitable requirement from a client agency, GSA is able to respond quickly by posting a project-specific advertisement, matching the offers received in the AAAP application to the agency requirement, evaluating and ranking those offers based on net present value, and identifying the lowest priced offer.

**Streamlined Portfolio/Project Planning**

Giving consideration to the workload of GSA Lease Contracting Officers (LCOs) and Leasing Specialists (LSs) nationwide, the AAAP procurement method will reduce the time LCO and LSs traditionally dedicate to the solicitation processes, thus enabling the PBS leasing team to more efficiently manage a broader portfolio of lease projects. Ultimately, the goal in procurement planning should be to consider what is in the best interest of the Government, balancing priorities such as time, budget, and scope.

**Improved Supply**

The AAAP allows building owners or their authorized representatives to submit building data one-time and update that submission during open periods. The offer resides in the AAAP application until removed by the offeror or until the AAAP RLP is replaced. Offers accumulate in the system and are eligible for future requirements, without having to be resubmitted.

**Pricing from Competitive Offers**

The AAAP offers pricing for space offered for lease to the Government through full and open competition and by requiring offerors to submit their final proposal at the onset. Offerors are required to submit their most competitive offer up front, resulting in competitive shell and operating rates in a given market. There are no negotiations on the offers submitted to AAAP.

**Improved Customer Satisfaction**

From a customer service perspective, the AAAP improves customer satisfaction by delivering space according to the agency requirements (on scope), often faster than traditional procurement methods (on time), and at competitive rates (on budget).

**Efficient Interaction with PBS**

AAAP offers efficient interaction with the Government through use of a dedicated, online application which enables online lease offer submission. Through this platform, building owners and their authorized representatives are able to sign-in, select RLPs from one or multiple GSA regions, and respond with their offer through a series of prompts and required fields.

By generating complete offers through required fields and data validation, the AAAP eliminates math and other errors that are commonly present in offers received through the traditional paper submission process. The application also offers help tutorials for offerors to better understand the entire submission process as well as the information required in each field. Upon submission by an offeror through the AAAP application, the offers are instantly available to GSA to view in the internal AAAP application. No additional paperwork is required by the offeror to submit a valid offer at that time. If selected as the lowest priced offeror, additional paperwork will be required during the Due Diligence phase as outlined later in this chapter.

**g. Organizational Structure**

The success of the AAAP relies on a partnership between the National Office of Leasing (NOL) and regional Leasing Divisions for national implementation and consistency. While NOL will provide oversight and support, regions have the responsibility and autonomy to assign personnel resources as they find necessary.

The AAAP team within the region was primarily established to control access, and appropriately manage, the proprietary data collected through the AAAP application. At a minimum, there should be a regional AAAP manager to maintain and manage the workflow and data collected by the AAAP application for offers and agency requirements. Additional AAAP duties are listed in the box below. The additional duties do not need to be accomplished by a dedicated resource if the region so chooses; the individual(s) assigned to each role within the AAAP team will be responsible for coordinating AAAP policies and procedures, and reporting back to NOL.



**The AAAP Team in each region should include:**

- Regional AAAP Manager
  - ensure proper dissemination, interpretation and implementation of AAAP policies and procedures within regional AAAP teams
  - provide feedback (e.g., suggested improvements, best practices, etc.) to NOL and the AAAP National Program Manager
- AAAP Team Members or Subject Matter Experts to:
  - maintain and manage the application
  - help resolve issues
  - provide regional (internal) oversight and training
  - provide property owners (external) outreach and training
  - educate client agencies
- a role to establish and track regional AAAP metrics
- a role to identify projects that are appropriate for the AAAP

Note: The non-AAAP team, consisting of the LCO, LS, Space Management Specialist, etc., work with the AAAP team to complete many of the lease procurement tasks described under Part 2.

## 2. When to Use the AAAP

The LCO and Leasing Specialist should consider the use of the AAAP for new and new replacing (continuing need) requirements for office and related space when the following criteria are met:

1. The requirement is greater than 500 ANSI/BOMA Office Area (ABOA) square feet (SF)
2. Client agency does not require new construction
3. The requirement is for office and related type space
4. The procurement is a full and open competition
5. The required lease term matches one of the lease term alternatives identified in the AAAP RLP
6. Generally, when the requirement is below the prospectus threshold.\*

### Best Fit

NOL encourages regions to use AAAP when there is potential for market churn (multiple procurements in a given market) and/or robust competition. Since there is no opportunity for price negotiation under AAAP, churn and competition drive the market to submit their most competitive rates.

AAAP should not be used for the following:

1. Requirements below 500 ABOA SF
2. New Construction
3. Warehouse and specialty-type spaces such as laboratories, conference centers, computer/data centers, parking and on-airport leases as these would impact both shell and operating rates
4. Sole source procurements
5. Lease terms that do not match one of the alternatives identified in the AAAP RLP
6. Best Value Trade-Off procurements
7. Tenant Improvement (TI) Turnkey pricing
8. Projects with complex build-out requirements or unique features that could impact the pricing of shell or operating rent
9. Generally, projects over the prospectus threshold, except as authorized by NOL\*

\*GSA regions may only select AAAP as the procurement tool for an individual prospectus lease project after obtaining written approval from the Assistant Commissioner of the Office of Leasing (by way of the NOL Zone Manager) for that specific project. Note that this revises the guidance issued under LAC-2014-01 which had previously stated that the AAAP is not to be used for lease projects above the prospectus threshold.

### a. Requirements Development & Procurement Planning

Once the requirements are well defined, the Leasing team can determine if those projects originally identified during the Workload Planning stage still meet the criteria for using AAAP. If met, the AAAP should be considered as the procurement method. Ultimately, the goal of GSA during the procurement planning phase is to determine the best acquisition strategy to efficiently fulfill the client agency's requirement and realize best value for the Government. The AAAP helps GSA meet this goal of efficiently fulfilling the agency's requirement, doing so through an automated, competitive platform.

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## 2. When to Use the AAAP ↗

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As with any space need, it is critical that the requirements for a proposed lease procurement are comprehensive and reflect all elements that will influence the award. These requirements will determine if the AAAP is the best procurement platform to use. Please reference Chapter 1 of the Leasing Desk Guide for information about the requirements development process.

### **b. AAAP and Continuing Need Requirements**

When deciding whether to use AAAP for a continuing need requirement, it is important to keep in mind that offers received under AAAP are considered “Final Proposal Revisions.” While this has the benefit of driving the market to submit competitive rates and streamlining the offer/evaluation process, this also means that AAAP may not be the best solution for complex transactions where negotiations are warranted. If there are issues at the current location that need to be addressed by discussions, or if the procurement will benefit from rounds of price negotiation, then AAAP may not be the optimum tool for a replacement lease action.

Remember, GSA can still do traditional procurements, including succeeding lease actions, when it makes sense and is in the best interest of the Government.



## Part 2: The AAAP Process

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## CHAPTER 22: New or Replacing Lease



Part 2: The AAAP Process

↳ 2. When to Use the AAAP

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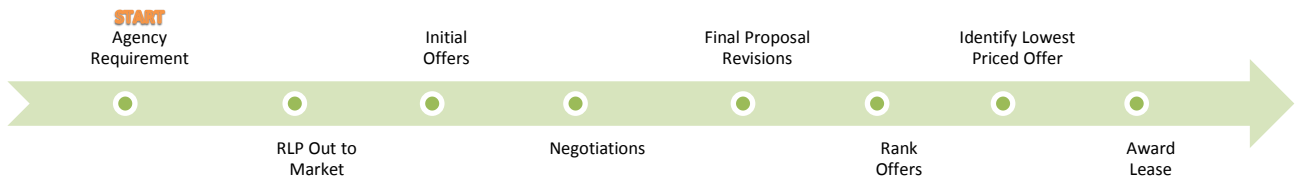
**9. Post-Award Design, TI Bidding, Construction and Acceptance Process..... 22.2-20**

# 1. Overview

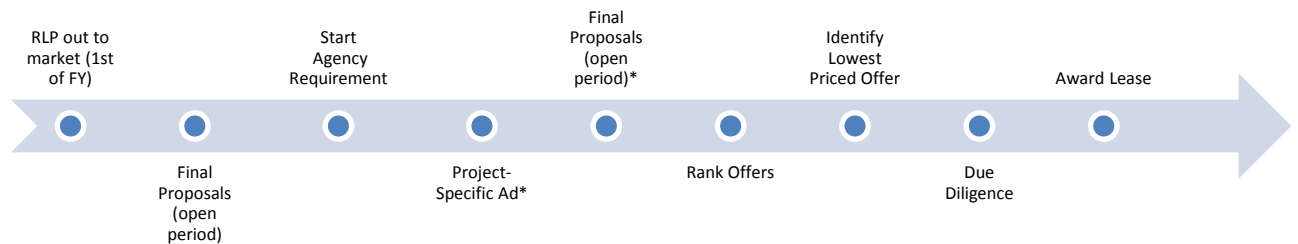
The order of events in which the procurement takes place is unique to the AAAP. In a traditional procurement, the lease process starts when the GSA leasing professional receives a client agency requirement. In an AAAP procurement the AAAP RLP is already posted, the region wide ad has already been placed, and final proposals are obtained in the application prior to receiving a client agency requirement. Upon receipt of an agency requirement, a project-specific ad is placed to list the agency unique requirements and potentially generate additional proposals, then a lowest priced offer is identified and the process towards award begins immediately. From the point of award, the process continues along the same path as the traditional method. This process is reflected in the diagram below.

Figure 22-2  
Process Diagrams

## Traditional Process



## AAAP Process



*\*Note that the project specific advertisement (after receipt of a requirement) lists the agency's unique requirements and may also generate additional offers in the application.*

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## 2. AAAP RLP Issuance

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### a. RLP Package Preparation and Posting

The AAAP National Program Manager in the NOL prepares the regional AAAP RLP packages (one for each of the eleven (11) regions) and posts them on the AAAP Application at the beginning of each fiscal year. See figure 22-3 for AAAP RLP package contents. Once posted, the RLPs shall remain open for the entire fiscal year, unless amended or cancelled by the AAAP National Program Manager.

*Figure 22-3 RLP Package Contents*

**The AAAP RLP Package consists of:**

- AAAP Global RLP (tailored for each region)
- AAAP Global Lease (tailored for each region)
- GSA Form 1364, Proposal to Lease Space
- GSA Form 1217, Lessor's Annual Cost Statement
- GSA Form 3516, Solicitation Provisions (using 552.270- 1 Alternate II)
- GSA Form 3518-SAM, Representations and Certifications
- GSA Form 3517, General Clauses
- GSA Form 12000, Fire Protection and Life Safety Evaluation
- Seismic Offer Forms A-F with instructions
- AAAP Construction Schedule
- Federal Security Requirements Attachments Level I-IV

### b. Regional AAAP RLP Variations

Unlike traditional lease procurements, where the RLP package reflects the unique requirements of individual client agencies, the AAAP RLP only contains generic requirements (e.g., ABAAS, fire and life safety, EISA) which apply to all lease procurements. Therefore, each of the regional AAAP packages is alike, except for the following differences:

- Delineated areas reflecting regional boundaries
- Names and addresses of the regional AAAP LCO and his/her alternate contact
- Tenant Improvement Allowance (TIA) ranges (see Section 7 for further discussion of the TIA ranges)
- Minor regional variations



## 3. Federal Business Opportunities (FBO) Advertisements

Every fiscal year, the regional AAAP team will post a general AAAP advertisement in FBO for their regional AAAP RLP. The initial advertisement and collection of offers must be open for 20 days, in order to provide offerors no less than 20 calendar days between solicitation issuance and the date established for receipt of offers, as required under GSAM 570.106. Thereafter, in an effort to drive competition to the AAAP application from month to month, the regional AAAP team shall place an advertisement in FBO prior to the first day of every month, announcing a seven-day (7 day) open period for receipt of offers (see Section 4.a for more details regarding the open period). The national AAAP team sends out monthly email communication to all contacts in the AAAP application, informing them of the open period with links to project-specific advertisements (discussed below).

The AAAP FBO advertisement refers offerors to the AAAP application (<https://lop.gsa.gov/>) and informs the public that they can create, submit, and modify their online offers using this tool, and that an award will be made without negotiations; all submitted offers are considered final proposals. See *Attachment 1, Monthly AAAP FedBizOpps Advertisement*.

### Notify Existing Lessor

Similar to traditional procurements, if the requirement involves a continuing need, the existing Lessor must be notified because Lessors do not often check FedBizOpps regarding their properties.

As part of market research and outreach discussed under section 6 below, it is also necessary to post an additional AAAP FBO advertisement for an agency-specific requirement, to list the unique agency requirements and to help drive traffic to the AAAP application and spur competition. *Note that project specific advertisements must also allow a minimum of 20 calendar days from the date of posting until the final date of the open period for submission of offers.* Depending upon when the project-specific advertisement is posted, this may require the AAAP team to allow two rounds of open periods for the requirement.

- Example 1: A project specific advertisement is placed March 16. The Government must give offerors a minimum of 20 calendar days, or until April 5, to submit an offer. This falls within the next open period (April 1 through April 7). Only one round of an open period is required; offers may be evaluated for this requirement starting April 8.
- Example 2: A project specific advertisement is placed March 21. The Government must give offerors a minimum of 20 calendar days, or until April 10, to submit an offer. This falls beyond the end of the April open period (April 1 through April 7). A second open period (May 1-7) is required; offers may not be evaluated for this requirement until May 8.

As can be seen from the examples above, the timing of these project specific advertisements is critical.

Also, the Government may allow for multiple open periods prior to selecting an offer for award to meet the specific space requirement identified by the project specific advertisement. In this case, the posting in FBO must be amended to reflect a revised "Response Due" date corresponding to the new open period. See example below:



- Example: A project specific advertisement is placed March 21. The Government must initially give offerors a minimum of 20 calendar days, or until April 10, to submit an offer. This falls beyond the end of the April open period (April 1 through April 7). A second open period (May 1-7) is required; offers may not be evaluated for this requirement until May 8 or after. If requirements change or there are other changes to the project specific advertisement the FBO posting may be revised to reflect the changes and a new “Response Due” date updated to June 7 or later. Note that the 20 day minimum requirement is met by the initial FBO posting and that it is not necessary to allow for an additional 20 day response to the revised posting.

See Attachment 2, *Project-specific FedBizOpps Advertisement*.

See Market Research and Outreach section 6 below for further guidance.

## 4. Offer Submission

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The external AAAP application (<https://lop.gsa.gov/>) is the interface for how GSA receives offers from the private sector. Building owners can review the eleven (11) regional AAAP RLP packages, register on the website, and offer space electronically to the Government.

### a. Orientation to AAAP

Before building owners begin filling out an offer, they should orient themselves to the online application (<https://lop.gsa.gov/>), read through the RLP and Lease package for their regions of interest, register for an account, and review the AAAP resources, especially the Awarded Offers, Frequently Asked Questions (FAQ), and HELP links. See Figure 22-4. Familiarity with the AAAP RLP is important because the document contains important assumptions the offeror must make when filling out their offer. Those RLPs are posted annually to the AAAP application for each region. Access to the aforementioned resources does not require the offeror to have an account.



*Figure 22- 4  
AAAP Home Page*

## b. Registration with the AAAP

Registration for the site requires basic offeror information. Those submitting offers must be authorized by the owner or provide sufficient evidence of ownership or control of the building to submit space. Offerors must also choose their states of interest for their profile, as this will enable them to select and respond to specific RLPs when submitting an offer from their accounts. Once registered, users will be prompted to enter security encryption information (i.e. passwords or authorization codes) as required by GSA IT Security Policy. Offerors then gain access to the application and can begin the offer submission process.

## c. Submitting an Offer through the AAAP Application

Offers can be drafted, edited, and withdrawn at any time during the month; however, it is only during the monthly “open period” which offers can be submitted. For example, an offeror can submit a new or revised offer during the January open period of January 1<sup>st</sup> – January 7<sup>th</sup>; however, after January 7<sup>th</sup> at 11:59 PM (EST) the next opportunity to submit new or revised offers would be during the February 1<sup>st</sup> through February 7<sup>th</sup> open period. From the 8<sup>th</sup> through the end of the month, offers can be drafted or edited, but not submitted. Submitted offers stay in the system month to month unless modified or deleted by the offeror or until the AAAP staff updates the RLP, which is typically done annually at the start of each fiscal year and intermittently whenever the RLP is revised or amended.

The AAAP makes it easy to submit an offer by prompting offerors to complete a series of online questions. The AAAP application collects building, parking, and owner information. Financial components are also collected (in the form of shell rate, operating costs, and annual percentage rate (APR) for a tenant improvement allowance and building specific amortized capital (BSAC)). Based on these components, other fields are auto-calculated to provide the offeror with a view of the full service rate per ABOA square feet, based on the minimum TI allowance stated in the RLP. This view is for informational purposes only. The rate may change at actual evaluation. Other financial aspects of the offer are also collected, including free rent concessions, monthly parking rates, TI overhead fees, HVAC overtime rate, and adjustment for vacant premises. Upon completion of the required fields and tabs, the offeror can click the “View Offer” button, located at the bottom of last tab, to see what they are offering before finalizing and submitting the offer. Upon clicking the submit button, the application will validate that the required fields are populated and will only allow the offeror to submit once those fields are complete. All entered data is then pre-populated into GSA Form 1217, GSA Form 1364, the AAAP rate structure form, and GSA Form 3518-SAM.

### Concessions

Free rent concessions can be offered through the AAAP application. AAAP allows for offerors to only submit free rent concessions for a number of months to be applied at the start of the lease firm term.

## d. Attachments

The AAAP application facilitates the uploading of attachments to an offer. Currently, the only documents that are required for upload are a floor plan (all formats accepted) of the offered space, and proof of authorization to represent the owner or proof of ownership or control, where applicable. The floor plan will be used to confirm the amount of space offered and if the layout can meet the agency’s requirements. Additional, but not required, documents that can be uploaded through the AAAP application are the Seismic Certificate, Fire Life Safety Evaluation (GSA 12000), and evidence of SAM Registration. It should be noted that the submittals required



5. Requirements Development and Acquisition Planning ↗

to be uploaded in the application itself may evolve over time; those submittals required before award that are not required to be submitted through the application with initial offers will still be required prior to lease award as part of the due diligence process.

**e. Offers after RLP Replacement**

As stated earlier, offers within the AAAP application remain in the system unless modified or withdrawn by the offeror. Once the annually-revised AAAP RLP has been posted, as described under Section 2.a above, existing offerors within the system cannot be used for new requirements and new offers cannot be collected against the old RLP. However, offers are still valid for on-going procurements where requirements have already been evaluated using the old RLP.

## 5. Requirements Development and Acquisition Planning

As stated earlier under Part 1, potential agency requirements for AAAP should be identified as part of a region’s portfolio planning process. Once the requirements have been defined, the Leasing team can determine if those projects originally identified during the Workload Planning stage meet the criteria for using AAAP. The procurement strategy is identified in the approved Acquisition Plan.

It is important that the requirements development process clearly identify the client agency’s minimum go/no-go criteria which will be used to develop the project-specific ad and later on during the Due Diligence phase of the evaluation process.

**a. AAAP Review and Acceptance of Requirement**

An AAAP regional team member will review the agency requirement and make sure it is a good fit for the AAAP. Important details of the requirement such as the required term, square footage, and other specific needs of the agency are reviewed further to assess whether the project meets the criteria described under Part 1, Section 2 of this chapter. The AAAP regional contact should also confirm the pre-existing level of competition within the application to determine whether additional market outreach is warranted.

Once a requirement has been identified, the AAAP team shall enter information about that requirement into the application. This information, which includes lease term, ABOA square footage, specific delineated area, and number of parking spaces for Official Government Vehicles, will be used later on by the application to generate a list of all qualifying properties and included as part of the final present value evaluation. All elements are entered as data entries with the exception of the delineated area requirement, which utilizes geographic information system (GIS) mapping tools to draw the specific area.

**Acquisition Planning**

If the AAAP team determines that the requirement is not a good fit for AAAP after the acquisition plan has been approved, the LCO must revise the acquisition plan to note the change in strategy.

## b. Initiating a AAAP Project in G-REX

Upon determination that the AAAP is the preferred lease procurement vehicle, the responsible PBS associate must select the appropriate workflow in G-REX to begin building the AAAP lease file. The AAAP procurements entered into G-REX are always new or new/replacing actions and the procurement type should be selected as AAAP. Upon the completion of the requirements development workflow, G-REX will prompt the user to send an auto-generated email to the AAAP team, attaching the requirements development package. The G-REX user will then be prompted to work with the AAAP team to complete the award using the AAAP application. At this time, Tab 1 of the AAAP Lease File Checklist should be manually completed.

If a succeeding lease had originally been planned and initiated in G-REX, but it is later determined that full and open AAAP or stand-alone RLP is a preferred approach to the procurement, a loopback must be performed in G-REX after the action has been changed in REXUS to identify the lease action as new/replacing and the procurement type as AAAP, to restart with the unique AAAP workflow.

## 6. Market Research and Outreach

As discussed under Section 3 above, at a minimum, the regional AAAP team must perform market outreach through posting general monthly advertisements in FBO directing offerors to the regional RLP posted on the AAAP application. In addition, either the AAAP team or the Leasing Specialist must post a project-specific FBO advertisement once a specific requirement has been identified. Regional AAAP teams must take additional steps beyond these FBO postings in order to encourage market participation, including running CoStar reports, contacting property owners or their authorized agents, sponsoring industry outreach days, etc. If the requirement involves a continuing need, the AAAP should not be used as a rubber stamp "competitive" substitute for a sole source action; the LS/LCO should go beyond just contacting the current lessor and supplement with additional market outreach. Doing this additional market outreach is consistent with the competitive nature of the AAAP process and serves to document our efforts to obtain alternative proposals.

### No Market Survey

Under AAAP, there is no "market survey" (e.g. Form 2991s or Market Survey Report) as described under Chapter 2 of the LDG. The due diligence building tour occurs only after the lowest priced offer has been identified.

Similar to PBS's other lease procurement methods, the Leasing Specialist should perform market research in order to identify comparable rates to be used by the LCO when evaluating an offeror's final price proposal. Leasing Specialists must also request an initial Bullseye report, if the requirement is to be located in a REIS major market.

Market research and outreach should be documented both in the file and in the AAAP Award Determination Memorandum (ADM), discussed in further detail under Section 8, to demonstrate that the price is competitive with the market and that the market was given adequate notice to compete for the requirement. As stated above, this documentation is critical to demonstrate adequate competition, particularly in markets with limited AAAP usage. Refer to Leasing Desk Guide Chapter 2 for a further discussion of Full and Open Competition.

## 7. Offer Evaluation

After the “Response Due Date” reflected in the project specific advertisement, posted to FBO, the AAAP shall evaluate offers against the agency requirement. The list of offers identified during this time shall be used to identify the lowest priced technically acceptable offer. Offers submitted in a subsequent open period shall not be considered for the agency requirement unless the requirement is re-advertised and a new response due date is established.

### a. Identify the Lowest Priced Offer (“Running the Requirement”)

While the AAAP team may enter information about a specific agency requirement at any time, the only time in which the team can “run the requirement” to identify the lowest priced offer is after the open period ends (from the 8<sup>th</sup> day of the month through the end of the month<sup>1</sup>). The regional AAAP manager or team member will access the requirements screen and hit the button “Identify Winner,” which generates a list of all properties given the agency’s delineated area, lease term, and GOV parking requirements. All offers are evaluated based on the offered price per ABOA SF. The AAAP application also includes in the present value analysis the cost for additional agency parking, when applicable. This list of offers will be used for the procurement such that, in the event the lowest priced offeror does not meet the requirements, the next offeror on the list is the one that must be considered.

#### AAAP Confidentiality

Since the AAAP application contains procurement sensitive information for multiple markets, only a limited number of GSA personnel may access the system to review offers or to run a requirement through the system. Access must be requested through the national AAAP team and is restricted to regional AAAP managers and authorized regional AAAP users.

### Calculating the Amortized TI Rent

Section 3 of the AAAP RLP states a range for the required TI Allowance to accommodate the varying allowances to which the agencies whose requirements being procured through this program are entitled. The bottom end of the TIA range, called general TIA, represents the base allowance, set by Pricing Policy, multiplied by the lowest construction index for that region; the top end of the TIA range represents the base allowance multiplied by the highest construction index for that region, multiplied by 1.05 to reflect the Tier V Customization Tier. The RLP allows the Government to establish a separate, modified TIA for incumbent lessors (i.e. lessors with the government tenant currently residing in their space) for those circumstances where minimal TI work (e.g., paint, carpet, vinyl wall base, etc.) is required at the Government’s existing location. Pricing policy requires that the use of any figure less than the agency’s full TI Allowance in the

<sup>1</sup> Except at the beginning of the Fiscal Year, when new AAAP RLPs are posted and the initial open period runs for 20 days.





price evaluation must be based on supportable evidence (e.g., an IGE) and confirmed with the agency in their signed Occupancy Agreement (OA). If the agency's subsequent build out exceeds this figure, any overage must be funded via RWA.

Offerors fully serviced rates in the AAAP application will represent an amortized TI rent calculation based on the lowest figure in the applicable range. New offers will reflect use of the general TI for that region and incumbent offers will reflect the use of the modified TI for that region. For evaluation purposes, the authorized AAAP user will input the actual TI allowance for the specific agency requirement, potentially overriding the default figures represented in the offeror's fully serviced rate. In a procurement involving an incumbent lessor, the authorized AAAP user will input a TI Allowance for the incumbent that reflects the anticipated tenant improvements required at the existing lease location (either the full TI allowance or a modified allowance as discussed above). The evaluated TI Allowance shall be no less than the minimum allowance stated in the RLP range and no higher than the full TI Allowance for that agency.

**Assessing Move and Replication Costs**

If the requirement is a continuing need and an existing lessor has submitted an offer, the AAAP application allows the Government to consider move and replication cost as part of the present value analysis, when applicable. If included in the evaluation, these costs must be established before running the requirement through the application, in order to maintain the integrity of the procurement, and the source for these costs must be documented in the lease file. See example below:

*Figure 22-5  
Example of Documentation of Costs Used for AAAP PVA, Using a Lower TI for Incumbent*

|  | Existing Lessor              | New Lessor                   |
|--|------------------------------|------------------------------|
| <b>Tenant Improvement Allowance</b>    | \$16.00/ABOA SF <sup>1</sup> | \$45.00/ABOA SF <sup>2</sup> |
| <b>Move Costs - Furniture</b>          | Not included in NPV          | \$4.10/ABOA SF <sup>3</sup>  |
| <b>Move costs - Telecommunications</b> | Not included in NPV          | \$3.83/ABOA SF <sup>4</sup>  |
| <b>Replication Costs</b>               | Not included in NPV          | \$12.00/ABOA SF <sup>5</sup> |

<sup>1</sup>XYZ agency confirmed that current location only requires repainting and carpet replacement; Figure based on IGE performed XX/XX/XX (see lease file).

<sup>2</sup>Reflects full TIA for XYZ Agency, per OA Tool.

<sup>3</sup>Furniture move costs based on Level 1 budgetary estimates for TMP option 3 (Source: Google sheet ABC).

<sup>4</sup>Telecommunications move costs based on Level 1 budgetary estimates for TMP option 3 (Source: Google sheet ABC).

<sup>5</sup>Replication costs calculated as follows: Anticipated build-out costs at new location (\$57.00/ABOA SF) minus XYZ Agency's TIA (\$45.00) equals \$12.00. Anticipated build-out costs derived from IGE of XYZ's POR dated XX/XX/XX (see lease file) and is in line with recent XYZ projects completed since [date].

**Present Value Evaluation**

To determine the lowest priced offeror, the AAAP application will run a Net Present Value Evaluation, ranking all offers which meet the agency's minimum criteria from lowest to highest



based on the net present value. Note that the AAAP application also includes in the net present value analysis the cost for additional agency parking, when applicable.

The Net Present Value Evaluation is a critical piece of the procurement process and should be captured and placed in the lease file, in Tab 6 as the Present Value Evaluation. See *Attachment 3, AAAP Net Present Value Evaluation*.

### Additional Considerations

The net present value figure shown in the Net Present Value Evaluation does not automatically take into account any price preferences identified by the AAAP RLP such as historic properties or HUBZone. While the AAAP application will flag buildings if one of these price preferences applies, the regional AAAP manager or team member will have to manually apply any applicable preferences to the system-generated net present value (See Leasing Desk Guide Chapter 2 for guidance on the application of these price preferences). The regional AAAP manager or team member should always verify the authenticity of the price preferences before they are applied to the net present value, since those fields are self-certified by the offeror.

The system will also flag those properties which are self-certified by the offeror as having an Energy Star label. Pursuant to the Energy Independence and Security Act (EISA), GSA may award a lease for a building only if the building has earned the ENERGY STAR® label within the most recent year prior to the due date for final proposal revisions, unless the building meets certain statutory exceptions. EISA compliance can play a major role in an award determination. Similar to the price preferences discussed earlier, EISA compliance must be evaluated outside the AAAP system and the validity of an offered building's Energy Star label confirmed. See Leasing Desk Guide Chapter 2 and Chapter 18 for additional guidance on EISA compliance.

### When Only One Offer is Received

There may be instances where there is only one (1) offer in the AAAP application that can meet the Government's requirements. If the leasing team truly seeks but do not find alternative sources, GSA can consider that a competitive action, even if GSA ends up with only one (1) offer in the system. However, it is critical that the lease file clearly document all of the efforts made to inform the public about the requirement and encourage submissions by the market. The lease file must clearly support GSA's competitive intent; the AAAP should not be used as a rubber stamp "competitive" substitute for a sole source action.

## b. Due Diligence

Once the lowest priced offer has been identified by the regional AAAP manager or team member, either a member of the AAAP team or the LCO/Leasing Specialist performs the necessary Due Diligence to ensure that the initially identified lowest priced offer truly meets all of the minimum requirements of the RLP package and of the client agency. This process requires preliminary research, notifying, collecting, and evaluating additional information from the lowest price offeror, and touring the building. If the lowest priced space does not meet one of the minimum requirements or is unwilling or unable to meet the Government's minimum requirement prior to occupancy, the AAAP team or the LCO/Leasing Specialist will document this finding in the lease file and will identify the next lowest priced offer on the list and will perform the same Due Diligence until a building meeting the requirements is identified. The Due Diligence steps, broken down into four phases, are outlined below.



### Phase 1 Pre-Screening Due Diligence Checks

Phase 1 Preliminary Due Diligence checks consist of checking whether the offered space meets the agency's delineated area requirement, minimum square footage requirement, parking (where applicable), and the lease term requirement. The preliminary Due Diligence checks are performed as part of the process in identifying the lowest offer, as discussed above. All of these steps, except for confirming the minimum square footage, are performed automatically by the application.

### Phase 2 Preliminary Due Diligence Checks

Phase 2 Preliminary Due Diligence Checks must be performed to identify if specific requirements (go/no-go criteria) can be met by the offered space. For example, if the agency has a requirement that it cannot be located on the 1st floor, the AAAP team must confirm that the lowest priced offered space is located above the 1st floor. The AAAP team should review the offer in the system with the offeror and confirm that the offer has been submitted by an authorized agent to represent the owner, if not submitted by the owner or someone who has ownership or control of the building. The AAAP team should also confirm that the space is still available, that the owner is willing to house the particular agency, and that they are willing to subdivide the space, if the amount of offered space is larger than the requirement.

#### Use Caution When Pre-Screening

Pre-screening can be an effective tool in streamlining the process by identifying non-viable properties early in the due diligence process. However, AAAP team members should be careful when communicating with the apparent lowest priced offeror and not reveal that they are the lowest offer at this stage of the procurement.

To ensure the integrity of the AAAP program and the inherent nature of its confidentiality, this pre-screening should only be done by a member of the AAAP team and should occur before releasing any information outside of the AAAP team. The AAAP team shall furnish to the LCO and Leasing Specialist the lowest priced offer information, along with any documentation related to why a particular offer was eliminated as a result of this preliminary Due Diligence check.

#### Floodplain Check

As part of the preliminary Due Diligence checks, either the AAAP team or the Leasing Specialist must confirm whether or not the location is located within the 100-year floodplain (or, for critical actions, within the 500-year floodplain). See LDG Chapter 2 and PBS Floodplain Management Policy and Desk Guide (PBS 1095.7) for further information regarding floodplain compliance.

#### Market Rate Check

Before moving forward with further Due Diligence steps, the Leasing Specialist or LCO should confirm that the lowest priced offer reflects a rate that is within market. A Lease Cost Relative to Market (LCRM) pre-award assessment should be obtained, if applicable. Note that the LCO's fair and reasonable determination is formally stated in the AAAP Award Determination Memorandum (ADM) discussed later in this chapter.

#### Demised Floor Plan

While the AAAP application allows offerors to submit floor plans for the available space, these plans may not be to scale. In addition, since offers under AAAP are not tied to a specific requirement, the floor plans submitted through the application may identify blocks of available space that are larger than what is needed for the specific agency requirement. Therefore, it is

usually necessary for the AAAP manager or the Project LCO/Leasing Specialist to obtain a floor plan showing the demised floor plan for the requirement. While it is preferable that the offeror provide a CAD file, it is not required during this preliminary due diligence phase, unless required in order to confirm that the offeror can meet the agency's minimum requirements before proceeding to the building tour.

### Phase 3: Building Tour

Once the Pre-screening and Preliminary Due Diligence checks have confirmed that the lowest priced offer appears to meet all the agency's minimum requirements that can be confirmed without a building tour and that the proposed rental rate is within market ranges, the Leasing Specialist or LCO will arrange a building tour of the space. Participants should be similar to the attendees of a traditional market survey as described under Leasing Desk Guide Chapter 2. If practicable, a member of the AAAP team should attend the building tour as well.

#### Touring the Right Block of Space

If there are multiple blocks of space available in the building at different rates, be sure that the offeror only shows you the identified lowest price space offered in AAAP.

Before conducting the tour, the Leasing Specialist should reconfirm all of the agency's minimum requirements (go/no-go criteria) identified in the Phase 2 Preliminary Due Diligence Check. The tour should include only the low priced offeror's building that passed the pre-screening Due Diligence process. In addition, the Leasing Specialist must remind all participants of procurement integrity requirements and obtain signed non-disclosure forms from all participants of the building tour. See *Attachment 4, Non-disclosure Form*.

Note that in a traditional market survey, the Leasing Specialist uses established forms and templates to collect market data to find all available sources of space. Under the AAAP process, however, the Leasing Specialist generally only conducts a tour of the lowest priced offer for the purpose of reconfirming that the space will meet both GSA's and the client agency's minimum requirements. It is highly recommended that the Leasing Specialist take notes and photographs of building features during the tour; however, the AAAP does not require the completion of traditional market survey forms or reports.

The team should limit the building tour to just the building with the lowest priced offer where at all possible. There are, however, circumstances where limiting the tour to one building is not practical. For example, the tour may require travel to distant locations where GSA or the agency may not have a local presence, or agency personnel required to attend tours may be coming from different locations and having them tour only one building at a time is not efficient and may result in multiple travel trips. The circumstances around travel constraints can be unique and it is not the intention of this chapter to identify each unique situation. What is required is that the travel constraints leading to conduct a multi-building tour be justifiable and documented in a separate memo to the AAAP lease file. In such cases, it is permissible to show the agency space in buildings other than the building with the lowest priced offer. When viewing multiple buildings, all buildings being toured must undergo the same Phase 1 and Phase 2 due diligence pre-screening process as the lowest-priced offeror. In addition, the offered rent for each must be reviewed to determine if the rent offered is fair and reasonable (i.e., touring buildings whose offered rental rate is not fair and reasonable would serve no useful purpose, since GSA would not award a lease to a building owner whose offer was not fair and reasonable).



#### 7. Offer Evaluation

Buildings toured should include only those offers considered the next lowest priced offeror as identified in the Phase 1 Pre-Screening Due Diligence check. In other words, if there are five (5) buildings identified in the delineated area and the intention is to only tour three (3) buildings, you would tour the three (3) lowest priced offers. GSA must not disclose any procurement sensitive offer information related to the buildings being toured, such as rental rates or rankings, to either the agency or to the building owners/agents. Even though multiple buildings may be seen during the building tour, GSA should reiterate to the agency that the:

- Building tour is not a pre-solicitation market survey seeking out potential locations,
- Final offers have already been received and evaluated, and
- Government may select space in a building for lease award only if the offered space is capable of meeting the Government's minimum requirements in accordance the RLP, and offered space is the lowest priced offer.

GSA must also make clear to the building owners that the GSA is conducting multiple building tours for the particular requirement and that the building being toured may not be the lowest priced offeror identified.

Following the tour of the building(s) and confirmation that the low priced offeror meets the agencies minimum requirements, the Leasing Specialist will reveal to the agency the lowest priced offer that meets its minimum requirements. No rejection of a building should be accepted after the tour and confirmation. If an agency attempts to reject after prior confirmation the rationale must be fully documented and supported by the client agency's previously established minimum requirements as identified earlier in the process.

#### Phase 4: Due Diligence Letter to Offeror

After the preliminary Due Diligence (Phase 1 and Phase 2) and building tour (Phase 3) have taken place, the regional AAAP manager, team member, or the LCO/Leasing Specialist will send the AAAP Due Diligence Letter notifying the lowest priced offeror that their offer is under review and that they will need to provide additional documentation. *See Attachment 5, AAAP Due Diligence Letter.* It is at this point that the identified lowest price offer will be required to complete the submission of information to confirm compliance with the AAAP RLP. These submittals may include:

- Fire Protection and Life Safety documentation, including GSA Form 12000, if applicable
- Scaled demised floor plans, if not previously submitted through the application (See Demised Floor Plans, described above)
- Seismic forms, if required
- Evidence of financial capability
- Small Business Subcontracting plan, if applicable
- Other submittals as described under the Section 3 of RLP.

Offerors are not required to submit these documents in the AAAP application; however, they are required prior to award and become part of the lease file. Failure to provide these required documents per the AAAP RLP in a timely manner, or failure to meet the standards for these documents, may deem an offer to be technically unacceptable. The Leasing Specialist and LCO will review these documents for accuracy and completeness and will obtain the necessary technical

#### SAM Registration

Offerors must be registered in SAM in order to be considered for award. LCOs must also review offeror's electronic representations and certifications generated by the SAM application and place these in the lease file. See LDG Chapter 2 for additional guidance.

reviews, similar to the traditional lease process described under Leasing Desk Guide Chapter 2.

In instances where the Due Diligence process identifies a deficiency (ABAAS or fire and life safety, for example), the Leasing Specialist should confirm that the offeror will correct the noted deficiency as part of their offered rental rate. If the offeror will not agree to correct the deficiency, the LCO shall deem the offer to be technically unacceptable; no increases in the offered rental rent may be permitted. There is no negotiation in the AAAP process.

### Test Fits

GSA may request a test-fit at the offeror's expense per the AAAP RLP to confirm that the offered space can accommodate the agency's space requirement. For example, buildings with curved walls often meet the ABOA SF requirement, but the layout of space might not fit with such unusual designs. If the test fit demonstrates that the space cannot accommodate the agency's requirement, and if the space offered is at the agency's maximum square footage requirement, then the offer should be eliminated from consideration.

### c. Notice of Elimination from Consideration

If the lowest priced offeror is deemed to be unacceptable based on any of the above Due Diligence steps, the AAAP team must prepare documentation for the lease file. Before moving on to the next lowest offeror from the list discussed under sub-part a above, the AAAP team must notify the disqualified offeror of their elimination from further consideration for the requirement being run through the application and identify the reason for the offeror's elimination. This notice of elimination, which is similar to a *pre-award* elimination notice which would be sent under a traditional lease procurement, is only sent to the lowest offeror(s) immediately after they have been deemed unacceptable. It is not the same as the "Unsuccessful Offer Notification" discussed under Part 8.e, which is sent concurrent with or immediately following lease award. Any communication should be documented in the AAAP Award Determination Memorandum. The LCO should wait at least five (5) days after receipt of the notice by the unacceptable offeror before making a lease award to another offeror. Note that a notice of elimination must also be sent in instances where the next lowest offeror is also deemed unacceptable. In other words, this notice must be sent to those who would otherwise be the apparent successful offeror, except that their offers were subsequently deemed unacceptable as a result of the due diligence process.

### d. Client Agency Acceptance and Commitment to the Offered Space

After completion of all four phases of the Due Diligence process, the Leasing Specialist will obtain a written commitment from the agency accepting the space as meeting its minimum requirements. A revised Occupancy Agreement with updated rental rates should also be obtained at this time.

### e. Select Offer in AAAP Application

Upon completion of the Due Diligence phase and receipt of the client agency commitment, the Leasing Specialist must immediately notify the AAAP team, who will select the apparent successful offer in the AAAP application. This locks all the offeror's rates in the application. Once selected in the AAAP application, the offer will also show as "Pending Review" to the offeror when logged into the AAAP application. Selecting the space in the application does not constitute an



award; therefore, the Lessor can continue seeking tenants for that space. Offerors should refer to the Award section of the AAAP RLP for what constitutes a lease award.

An offeror can withdraw their offer or decline the requirement at any time prior to lease award. If the offeror is identified as the lowest priced offer but does not want the specific agency in the building, they can decline to move forward with that specific requirement. If they choose to do that, their offered space can remain in the AAAP for future requirements, or can be modified during future open periods, or the offeror can withdraw their space from the AAAP application altogether.

## 8. Award Determination

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### a. Final Steps Before Award

Similar to the traditional process, the Leasing Specialist must coordinate pre-award steps prior to lease award to obtain the required documentation, including:

- Revised scoring analysis
- SAM check for active exclusion records and foreign ownership/agency notification
- EEO compliance review, if applicable
- BA 53 funds certification
- Pre-award legal reviews, if applicable

### b. AAAP Award Determination Memorandum

Leasing Specialists should use the AAAP Award Determination Memorandum (ADM) template to document the award determination and “tell the story” of the lease procurement. *See Attachment 6, AAAP Award Determination Memorandum.* The AAAP ADM takes the place of the Price Negotiation Memorandum (PNM) in Tab 6 of the AAAP Lease File Checklist for AAAP procurements because traditional negotiations are not a part of the AAAP process since offers submitted into AAAP are final proposals. It is important that this document defines the agency’s need, articulates the actions that were taken to solicit the market, and discusses the conditions in the market, the milestones of the procurement, and how the AAAP team came to identify the successful offeror. The AAAP ADM must also document the LCO’s determination that the lease rates are fair and reasonable by comparing the apparent successful offer against:

- Competing offers
- Other objective market data identified through market research (e.g. CoStar, REIS, Bullseye/pre-award assessment results, etc.).

A screenshot or printout of the Net Present Value Evaluation at the time that the apparent successful offer is identified must also be memorialized in or included as an attachment to the AAAP Award Determination Memorandum.

### c. Preparing the Lease File

It will be the responsibility of the regional Leasing Division to determine who fulfills the required tasks of the AAAP Lease File Checklist. However, ultimately, it is the responsibility of the LCO to ensure that all of the appropriate file documentation is in place prior to award. The AAAP Lease





9. Post-Award Design, TI Bidding, Construction and Acceptance Process ↗

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File Checklist outlines the requirement documents in a AAAP Lease File and it can be found on the National Office of Leasing Google site. See *Attachment 7: AAAP Lease File Checklist*.

### d. Award

The lease award process is similar to the process outlined under Chapter 2. The LCO will send a pre-award transmittal letter to the apparent successful offeror, along with two (2) copies of the lease, for signature. The letter shall request that the offeror return both copies, signed and with all pages initialed, within 14 working days of the date of mailing by the LCO. Once the leases are returned, the LCO will sign and initial both copies and return one to the lessor, using the award transmittal letter.

### e. Notification Requirements

#### Notification within AAAP Application

Once the award is made by the LCO, the LCO or Leasing Specialist must notify the AAAP team, who will hit the “Award Offer” link in AAAP application to change the requirements status to “Awarded.” Once the requirement is awarded in the AAAP application, the AAAP team will enter basic award data, such as the new GSA lease number, total contract dollar amount, award date, total awarded ABOA SF, which, along with information in the application such as building address and lease term, will be available on the AAAP application for public viewing.

#### FedBizOpps Synopsis of Award

Leasing specialists must synopsise lease awards over \$25,000 total contract value in FedBizOpps. See LDG Chapter 2 for further guidance.

#### Unsuccessful Offer Notification

Within 3 days of award, the LCO must notify unsuccessful offers using the “Unsuccessful Offer Notification” template. See *Attachment 8, Unsuccessful Offer Notification*. Note that for AAAP procurements, unsuccessful offer notice should only be sent to those offers which met the following minimum requirements of the agency:

- Delineated area
- Square footage
- Lease term.

This notice should also be sent to those lowest priced offerors who were previously eliminated as a result of the Due Diligence process.

#### Debriefings

Requests for debriefing under AAAP are handled in accordance with [FAR 15.506](#). See Leasing Desk Guide Chapter 2 for additional guidance regarding debriefings.



## **9. Post-Award Design, TI Bidding, Construction and Acceptance Process**

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Post-award processes under AAAP are performed outside the AAAP application and will follow the traditional design, TI bidding, construction and acceptance processes as outlined under Leasing Desk Guide Chapter 2, Parts 6 through 8.





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## Part 3: Attachments

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## Attachment 1: Monthly AAAP FedBizOpps Advertisement Template

### FBO: AAAP Monthly Advertisement

**ENTER THE FOLLOWING INTO THE REQUIRED FIELDS:**

**Type:** Sources Sought  
**Solicitation #:** 1X-REGXX\_MONTH  
**Title:** Lease of Office Space within Region X. RLP #1X-REGXX - OFFICE SPACE  
**Notice Type:** Sources Sought  
**Classification Code:** X – Lease of rental facilities  
**NAICS Code:** 531120-- Lessors of Nonresidential Buildings (except Miniwarehouses)

**ENTER THE BELOW TEXT INTO THE SYNOPSIS/SUMMARY SECTION:**

U.S. GOVERNMENT is seeking competitive lease proposals for new and/or continuing leasing opportunities through the Automated Advanced Acquisition Program (AAAP).

**HOW TO OFFER:** The Government will use its Automated Advanced Acquisition Program (AAAP), located at <https://aaap.gsa.gov>. The AAAP will enable interested parties to offer space for lease to the Federal Government for future projects. The offer submission process is entirely web-based and allows registered participants to submit and update offers based on a Request for Lease Proposals (RLP) within a specified time frame referred to as the 'Open Period'. Interested parties must go to the AAAP website, select the "Register to Offer Space" link and follow the instructions to register. Instructional guides and video tutorials are offered on the AAAP homepage and in the "HELP" tab on the AAAP website. Once registered, interested parties may enter offers during the "Open Period":

Offerors interested in submitting an offer are encouraged to do so during the Open Period. Draft offers can not be submitted during the Closed Period (typically the 8th through the end of each month) and will not be considered for projects executed during that time period.

The Open Period for MONTH\* is MONTH X, 20XX to MONTH X, 20XX, ending at 11:59 p.m. EST. The AAAP will be used to award leases of no less than 500 ANSI/BOMA Office Area (ABOA) square feet (SF) to satisfy new requirements and/or compete existing leases for potential replacement. The Government reserves the right to award more than the 500 ABOA SF minimum mentioned herein, to make multiple awards, and/or combine multiple space requirements. Building/ space specifications and offer terms and conditions are contained in the RLP and related documents posted on the website (<https://aaap.gsa.gov>). Specific requirements will be identified after the close of the Open Period. Lease awards will be made to the lowest price, technically acceptable offer, without negotiations, based upon the RLP requirements package found on the AAAP website and agency requirements noted in a project specific advertisement to be posted separately. During an Open Period, offerors will be permitted to keep current offers, modify or withdraw those offers.

## Attachment 1: Monthly AAAP FedBizOpps Advertisement Template ↗

This RLP is effective immediately and will apply to all requirements competed through the AAAP program through the remainder of FY 201X or until it is replaced.

**DELINEATED AREA:** All properties offered to the Government pursuant to the RLP Number 1X-REGXX... and must be located within Region X.

To view the states and territories within the region, refer to <http://www.gsa.gov/portal/category/22227>.

Delineated areas are clarified further in the RLP posted on the AAAP website and may be restricted further when specific space requirements are developed and a project specific advertisement is posted.

**LEASE TERM:** Up to 15 years. Lease term may be further defined when specific space requirements are developed and a project specific advertisement is posted.

*\* If you have previously submitted an offer in FY 201X, the AAAP application has a copy feature which will allow existing offers to be copied over to the FY 201X RLP in order to avoid having to re-enter all of the data manually. Please be sure to review FY1X AAAP RLP Package and each page within the AAAP Application prior to submitting your offer as some of the questions have changed. You must re-enter your space and rates on the 'Space and Rates' tab in the AAAP. Your previous offered space will not be copied.*



## Attachment 2: Project-Specific AAAP FedBizOpps Advertisement Template ↗

**AN ADDITIONAL OPEN PERIOD IS REQUIRED, LCOS MUST UPDATE THE FBO "RESPONSE DATE" ACCORDINGLY.**

The Open Period is the Xst through the Xth of each month, ending at 11:59 p.m. EST. Refer to AAAP RLP paragraph 3.02.A for more details on the offer submission process. The Government reserves the right to allow for multiple Open Periods prior to selecting an offer for award to meet this specific space requirement. Offers cannot be submitted during the Closed Period (Xst/th through the end of each month) and will not be considered for projects executed during that time period.


Lease award will be made to the lowest price, technically acceptable offer, without negotiations, based upon the RLP requirements package found on the AAAP website. During the Open Period, offerors will be permitted to submit new offers or modify existing offers. Offerors can draft an offer at any time; however, you can only submit an offer during the Open Period.

The offered space must comply with RLP XX-REGXX and must meet Federal Government, State, and Local jurisdiction requirements, including requirements for fire and life safety, security, accessibility, seismic, energy, and sustainability standards in accordance with the terms of the Lease. All documents can be found at <https://aaap.gsa.gov>.

*\* If you have previously submitted an offer in FY 20XX, the AAAP application has a copy feature which will allow existing offers to be copied over to the FY 20XX RLP in order to avoid having to re-enter all of the data manually. Please be sure to review FYXX AAAP RLP Package and each page within the AAAP Application prior to submitting your offer as some of the questions have changed. You must re-enter your space and rates on the 'Space and Rates' tab in the AAAP. Your previous offered space will not be copied.*



## Attachment 3: Non-disclosure Form

Public Buildings Service

**Non- Disclosure of Procurement Information**  
Project Number \_\_\_\_\_

The proper custody, use, and preservation of official information related to procurements cannot be overemphasized. It is essential that personnel associated with procurement actions as activity representatives strictly comply with the applicable provisions of the law, including but not limited to 18 U.S.C. §1905 and the Procurement Integrity Act (41 U.S.C. §§ 2101 – 2107).

Activity representatives shall not reveal any information to anyone who is not also participating in the same proceeding and then only to the extent that such information is required in connection with such proceedings. Such information is classified "FOR OFFICIAL USE ONLY". The dissemination of information in this category to other parties will be at the sole discretion of the Contracting Officer.

Any unauthorized disclosures contrary to the foregoing provisions may result in appropriate disciplinary action such as the penalties set forth in USC Title 18, Sec. 1905, or such statutory provision as may be deemed appropriate.

I agree that only the Contracting Officer or others specifically authorized shall communicate with the prospective offerors, per 41 CFR 102-73.80.

In accordance with the Procurement Integrity Act, I agree that after receipt of proposals, none of the information contained in them or concerning the number or identity of offers shall be made available to the public or anyone in the Government except as may be authorized by the Contracting Officer under applicable Federal law.

\_\_\_\_\_

Agency Signature

\_\_\_\_\_

Date

U. S. General Services Administration  
Street  
City, State, Zip  
[www.gsa.gov](http://www.gsa.gov)


## Attachment 4: AAAP Final Net Present Value Evaluation

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## Attachment 5: AAAP Due Diligence Letter

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GSA Public Buildings Service

**U.S. GOVERNMENT**

Dear [NAME OF OFFEROR],

In accordance with the Automated Advanced Acquisition Program (AAAP), your offer has been identified as the lowest priced offer for [Name of procurement] based on our initial review. The purpose of this letter is to notify you that we will now be working with you to determine whether your building meets all of the Government's requirements, including those specific requirements for [AGENCY]. While we work to determine whether your building meets all of the Government's requirements, the offered space is still eligible for other requirements in the AAAP.

This notification does not constitute an award. Please also refer to paragraph [4.05] B of the RLP which states as follows:

"The acceptance of the offer and award of the Lease by the Government occurs upon execution of the Lease by the LCO and mailing or otherwise furnishing written notification of the executed Lease to the successful Offeror."

The agency identified for this procurement is [AGENCY NAME].

In accordance with the requirements of the RLP, please submit the following information no later than [DATE]. **After all the below information is received and evaluated, GSA will send you the lease package for signature and initials if your offer meets all stated criteria.**

**Revise list as appropriate (additional submittals may include a test fit layout, small business subcontracting plan, etc.)**

1. A signed/dated copy of the GSA Form 3518-SAM, Addendum to the System for Award Management (SAM) Representations and Certifications. Offeror must also have an active registration in SAM (purpose - All Awards), including completion of online Representations and Certifications.



2. **[Optional]**A test fit layout for the offered space, per RLP section 2.01. Attached to this letter is a Program of Requirements which has sample layouts. Please provide the room name(s) and rentable and ABOA square footage on the drawing.
3. Satisfactory evidence of at least a conditional commitment of funds in an amount necessary to prepare the Space. Such commitments shall be signed by an authorized bank officer, or other legally authorized financing official, and at a minimum shall state: amount of loan, term in years, annual percentage rate, and length of loan commitment.
4. Evidence that the Property is zoned in compliance with local zoning laws, including evidence of variances, if any, approved by the proper local authority, or the Offeror's plan and schedule to obtain all necessary zoning approvals prior to performance if the same have not been received at the time of submission of offers.
5. Evidence of ownership or control of Building or site, unless already provided. If the Offeror owns the Property being offered or has a long-term leasehold interest, documentation satisfactory to the LCO evidencing the Offeror's stated interest in the Property and any ~~encumbrances on the Property, shall be submitted.~~
6. **If the Offeror does not yet have a vested interest in the Property, but rather has a written agreement to acquire an interest, then the Offeror shall submit a fully executed copy of the written agreement with its offer, together with a statement from the current owner that the agreement is in full force and effect and that the Offeror has performed all conditions precedent to closing, or other form of documentation satisfactory to the LCO, unless already provided. These submittals must remain current. The Offeror is required to submit updated documents as required.**
  7. If claiming an historic preference in accordance with the Historic Preference paragraph in RLP Section 2, Eligibility and Preferences for Award, Offeror must submit one of the following as documentation that the Property is historic or the site of the offered Property is within a Historic District: a letter from the National Park Service stating that the Property is listed in the National Register of Historic Places (NRHP) or eligible for listing, with a date of the listing/decision; a letter from the State Historic Preservation Office stating that the Property is listed in the NRHP, or on a statewide register, or eligible for inclusion, with a date of the listing/decision; or, the NRHP Identification Number and date of listing available from the NRHP Database found at [www.nps.gov/nr](http://www.nps.gov/nr).
  8. If there is a potential for conflict of interest because of a single agent representing multiple owners, present evidence that the agent disclosed the multiple representation to each entity and has authorization from each ownership entity offering in response to this RLP package. Owners and agents in conflicting interest situations are advised to exercise due ~~urgence with regard to ethics, independence, pricing, and Government procurement integrity~~ requirements. In such cases, the Government reserves the right to communicate with the owner directly.

9. The Offeror must have an active registration in the System for Award Management (SAM) via the Internet at [HTTPS://WWW.ACQUISITION.GOV](https://www.acquisition.gov) prior to the Lease Award Date and throughout the life of the lease. This registration service is free of charge.
10. The Offeror must submit the Fire Protection and Life Safety (FPLS) Information in I.1, unless the Building meets either exemption in 8.b. or 8.c. below.
  - a. FPLS Submittal Information
    - i. Completed GSA Form 12000, Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B, as applicable).
    - ii. A copy of the previous year's fire alarm system maintenance record showing compliance with the requirements in NFPA 72 (if a system is installed in the Building).
    - iii. A copy of the previous year's automatic fire sprinkler system maintenance record showing compliance with the requirements in NFPA 25 (if a system is installed in the Building).
    - iv. A valid Building Certificate of Occupancy (C of O) issued by the local jurisdiction. If the Building C of O is not available or the local jurisdiction does not issue a Building C of O, a report prepared by a licensed fire protection engineer with their assessment of the offered Space regarding compliance with all applicable local Fire Protection and Life Safety - related codes and ordinances must be provided.
  - b. If the Space offered is 10,000 RSF or less in area and is located on the 1st floor of the Building, Offeror is not required to submit to GSA the Fire Protection and Life Safety (FPLS) Submittal Information listed in I.1.a through 8.a. Above.
  - c. If the Offeror provides a Building C of O obtained under any edition of the International Building Code (IBC), and the offered Space meets or will meet all the requirements of the Lease with regard to Means of Egress, Automatic Fire Sprinkler System, and Fire Alarm System prior to occupancy, then the Offeror is not required to submit to GSA the FPLS Submittal Information listed in 8.a. Above.
11. The legal description of the Property and tax ID number associated with the Property, copies of prior year tax notices and prior year tax bills, as well as any other information (such as a fact sheet, 5" wide x 3" high or larger color photograph, site plan, location map, and tax parcel map) in case of multiple tax parcels for an offered Building, and any other information that may affect the assessed value, in order for the Government to perform a complete and adequate analysis of the offered Property. The Offeror is to provide a detailed overview and documentation of any Tax Abatements on the Property as outlined in the "Real Estate Tax Adjustment" paragraph of the Lease.

12. A plan and short narrative as necessary to explain how the Offeror will meet the parking requirements.
13. The architectural plans for modernization, if the offered Building is not a modern office Building.
14. An asbestos management plan, if the offered Building contains asbestos-containing materials.
15. First generation plans, scaled at minimum of 1/8" = 1'-0" (preferred) shall be submitted for review and consideration and meet a through e noted below.
  - a. All plans submitted for consideration shall include floor plan(s) for which Space is being offered and floor plan(s) of the floor(s) of exit discharge (e.g. street level(s)). Each plan submitted shall include the locations of all exit stairs, elevators, and the Space(s) being offered to the Government. In addition, where Building exit stairs are interrupted or discontinued before the level of exit discharge, additional floor plans for the level(s) where exit stairs are interrupted or discontinued must also be provided.
  - b. All plans submitted for consideration shall have been generated by a Computer Aided Design (CAD) program which is compatible with the latest release of AutoCAD. The required file extension is .DWG. Clean and purged files shall be submitted on CD-ROM. Plans shall include a proposed corridor pattern for typical floors and/or partial floors. The CAD file showing the offered Space should show the Poly-Line utilized to determine the square footage on a separate and unique layer. All submissions shall be accompanied with a written matrix indicating the layering standard to verify that all information is recoverable. All architectural features of the Space shall be accurately shown.
  - c. Photostatic copies are not acceptable. All architectural features of the Space shall be accurately shown. If conversion or renovation of the Building is planned, alterations to meet this RLP shall be indicated.
  - d. Plans shall reflect corridors in place or the proposed corridor pattern for both a typical full (single-tenant) floor and/or partial (multi-tenant) floor. The corridors in place or proposed corridors shall meet local code requirements for issuance of occupancy permits.
  - e. GSA will review all plans submitted to determine if an acceptable level of safety is provided. In addition, GSA will review the common corridors in place and/or proposed corridor pattern to determine whether these achieve an acceptable level of safety as well as to verify that the corridors provide public access to all essential Building elements. The Offeror will be advised of any adjustments that are required to the corridors for determining the ABOA Space. The required corridors may or may not be defined by ceiling-high partitions. Actual corridors in the approved layout for the successful Offeror's Space may differ from the



corridors used in determining the ABOA square footage for the lease award. Additional egress corridors required by the tenant agency's design intent drawings will not be deducted from the ABOA square footage that the most efficient corridor pattern would have yielded.

16. As provided in the "Amount and Type of Space and Lease Term" paragraph in the RLP, advise whether there are existing vending facilities in the offered Building which have exclusive rights in the Building.
17. Provide evidence demonstrating amenities do or will exist by the Government's required occupancy date. Such evidence shall include copies of signed leases, construction contracts, or other documentation as deemed acceptable by the LCO.
18. No later than the Lease Award Date, the Offeror must submit to the LCO:
  - a. Evidence of an Energy Star® label obtained within the 12 months prior to the Lease Award Date,
  - b. Offerors falling under a statutory exception must also indicate prior to the Lease Award Date what cost effective energy efficiency and conservation improvements they are proposing to make.
  - c. If no cost-effective improvements can be made, the Offeror must demonstrate to the Government using the ENERGY STAR® Online Tools referenced in the RLP paragraph, entitled "ENERGY INDEPENDENCE AND SECURITY ACT," why no energy efficiency and conservation improvements are cost effective. This explanation will be subject to review by the LCO. If the explanation is considered unreasonable, the offer may be considered technically unacceptable.
  - d. If the Offeror is claiming eligibility for additional time to obtain the Energy Star® label per sub-paragraph B of the RLP paragraph entitled "Energy Independence and Security Act," then the Offeror shall provide such indication with its initial offer and also must provide by the due date for final proposal revisions evidence substantiating their claim for additional time to obtain the Energy Star® label and substantiating their capability of earning the Energy Star®.
19. If applicable, evidence of seismic safety compliance as required in Section 2 of this RLP.
20. If applicable, information required under paragraph entitled "NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS."

In the interests of time, I would suggest that you return the documents requested above as they become available, rather than holding on to documents in order to submit all of them at once as a complete package. Please be sure to send in all the above requested documents no later than [DATE].

If you have questions about what is required in this regard, please feel free to contact me at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

XX

Title

<https://aaap.gsa.gov>





# Attachment 6: AAAP Award Determination Memorandum

**AAAP AWARD DETERMINATION MEMORANDUM (ADM)**  
**PROJECT # \_\_\_\_\_**  
**[AGENCY]**  
**[LOCATION]**

**OBJECTIVE:**  
[MANUAL ENTRY]

**DELINEATED AREA:**  
[MANUAL ENTRY]

**BACKGROUND:** \_\_\_\_\_  
[MANUAL ENTRY]

**REQUEST FOR LEASE PROPOSALS:**

The AAAP Request for Lease Proposals [RLP NAME] (the RLP) began with posted on the first of each month on the website www.fedbizopps.gov. This is the official mechanism for notifying the public of GSA leased space requirements. Offerors then have the opportunity to enter their offers for space from the 1<sup>st</sup> through the 7<sup>th</sup> of every month into the AAAP website at http://aaap.gsa.gov. All offers submitted to the AAAP are able to compete for future federal agency requirements. The offers are automatically ranked by price using a present value calculation.

[OPTIONAL: DESCRIBE EFFORTS TO PROVIDE ADEQUATE PUBLIC NOTICE (E.G., PROJECT-SPECIFIC ADVERTISEMENT, FBO AD, MARKET OUTREACH, ETC.) AND THAT ALL INTERESTED OFFERORS HAVE AN OPPORTUNITY TO SUBMIT OFFERS]

Optional Additional Advertisement/Market Outreach Language:

An additional project-specific advertisement using the FBO system for [AGENCY NAME] was placed on [DATE] \_\_\_\_\_.

To further increase competition, additional market outreach was conducted utilizing [MARKET RESEARCH TOOL] to identify prospective lessors in the delineated area.

**NEGOTIATIONS:**

This procurement was conducted through the AAAP price ranking system; therefore, no negotiations were held with any of the offerors.

**EVALUATION OF OFFERS:**

ADM SHOULD IDENTIFY AGENCY'S MINIMUM CRITERIA USED IN EVALUATION OF OFFERS. AAAP has a standard Request for Lease Proposals that is posted on its website the 1<sup>st</sup> of every month giving the market the opportunity to respond to a standard requirement. Using the \_\_\_\_\_

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Attachment 6: AAP Award Determination Memorandum

square footage, delineated area, lease term, and other requirements provided by the agency, the [AAP MANAGER] searched the database of offers responding to AAP RLP [RLP NAME] on [DATE]

requirements in terms of

The search identified [NUMBER (#)] offers that met the agency's square footage, delineated area, and lease term.

| Net Present Value | Historic Preference | Energy Star Label | Building Name | Address | Space Type | Lease Term |
|-------------------|---------------------|-------------------|---------------|---------|------------|------------|
|                   | HP in HD, Y/N       |                   | Building Name | Address | New/Cont   | Lease Term |
|                   |                     |                   |               |         |            |            |
|                   |                     |                   |               |         |            |            |

FOLLOWING. [REDACTED] COSTS MUST BE SUPPORTABLE (IGE, HISTORICAL DATA, ETC.) [REDACTED], the incumbent offer was calculated using a \$[(TIA)] per [REDACTED] allowance (TIA). This figure was based on [DOCUMENTATION]. [REDACTED] BOA square feet TIA, representing [AGENCY NAME'S] full TI [REDACTED] VE COSTS] per ABOA square foot move costs and [REDACTED] replication costs were based on [DOCUMENTATION] and were [REDACTED] ing Officer, [LCO NAME]. See documentation in lease file.

USE THE SENTENCE BELOW. [REDACTED] sis, [(TIA)] per ABOA square feet TIA, representing [AGENCY [REDACTED] used for all offers.

[REDACTED] ING] ranked as the lowest-priced building based on present [REDACTED] the agency's minimum requirements. [NOTE THAT HISTORIC AND [REDACTED] AFFECT FINAL NPV RANKING. ALSO DISCUSS EISA/ENERGY STAR [REDACTED] RD DETERMINATION].

HE FOLLOWING. [REDACTED] RWARD WITH LOWEST EVALUATED PV BUILDING) [REDACTED] BE ANY SIGNIFICANT ISSUES, MATTERS REQUIRING RESOLUTION, ETC. DISCUSSED [REDACTED] R PRIOR TO AWARD

[REDACTED] toured the space located at the [LOWEST EVALUATED PV [REDACTED] agency agreed that the space met their minimum requirements. [REDACTED] ent [OWNER OF RECORD] the pre-award notification via [Email or [REDACTED] l submittals in accordance with the RLP. All required submittals

ACTION REQUIRED: CHOOSE ONE OF THE [REDACTED]

- FOR CONTINUING NEED REQUIREMENTS, USE THE PARAGRAPH BELOW.
- NOTE: MOVE AND REPLICATION

For the net present value analysis [REDACTED] ABOA SF tenant improvement allow [REDACTED] For all other offers, [(TIA)] per Al [REDACTED] Allowance, in addition to [(TIA)] MOV [REDACTED] REPLICATION COSTS] per ABO [REDACTED] figures used for the move and r [REDACTED] reviewed by the Lease Contract

- FOR NEW REQUIREMENTS, USE [REDACTED]

For the net present value analy [REDACTED] NAME'S] full TI Allowance, was [REDACTED]

[REDACTED] [LOWEST EVALUATED PV BUILD [REDACTED] value analysis that could meet [REDACTED] HUBZONE PRICE PREFERENCES MAY A [REDACTED] LABEL/EXCEPTION AND IMPACT ON AWA [REDACTED]

ACTION REQUIRED: CHOOSE ONE OF T [REDACTED]

- SCENARIO 1 (MOVING FOR [REDACTED]
- NOTE: IDENTIFY AND DESCRIBE [REDACTED] BETWEEN LCO AND OFFER [REDACTED]

On [DATE], GSA and [AGENCY] [REDACTED] BUILDING] and on [DATE] the a [REDACTED] On [DATE], [AAP MANAGER] s [REDACTED] letter] and requested additiona [REDACTED]

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were received by [DATE]. Floor plans provided on [DATE] were confirmed to measure [ABOA SQUARE FOOTAGE] ABOA Square Feet, as required by [AGENCY NAME].

Occupancy is anticipated for [DATE], with a lease term of [FULL TERM] years, [FIRM TERM] firm.

- SCENARIO 2 (DEFICIENCIES WITH LOWEST EVALUATED PV BUILDING)
- NOTE: IDENTIFY AND DESCRIBE ANY SIGNIFICANT ISSUES, MATTERS REQUIRING RESOLUTION, ETC. DISCUSSED BETWEEN LCO AND OFFEROR PRIOR TO AWARD

On [DATE], GSA and [AGENCY] toured the space located at the [LOWEST EVALUATED PV BUILDING]. GSA and the agency agreed that the space did not meet minimum requirements due to [VALID REASON/DEFICIENCIES].

Since the [LOWEST EVALUATED PV BUILDING] could not meet [AGENCY] minimum requirements, [AAAP MANAGER] moved on to the next lowest price offer which is [2<sup>nd</sup> LOWEST EVALUATED PV BUILDING].

On [DATE], GSA and [AGENCY] toured the space located at [2<sup>nd</sup> LOWEST EVALUATED PV BUILDING] and on [DATE] the agency agreed that the space met minimum requirements. On [DATE], [AAAP MANAGER] sent [OWNER OF RECORD] the pre-award notification via [Email or letter] and requested additional submittals in accordance with the RLP. All required submittals were received by [DATE]. Floor plans provided on [DATE] were confirmed to measure [ABOA SQUARE FOOTAGE] ABOA Square Feet, as required by [AGENCY NAME].

Occupancy is anticipated for [DATE], with a lease term of [FULL TERM] years, [FIRM TERM] firm.

- SCENARIO 3 (ONLY ONE OFFER IN THE AAAP THAT MEETS THE AGENCY'S REQUIREMENTS)

NOTE: TO GENERATE COMPETITION, IT IS REQUIRED THAT A PROJECT-SPECIFIC FBO AD BE POSTED NOTIFYING ALL POTENTIAL LESSORS IDENTIFIED IN THE MARKET RESEARCH TO SUBMIT OFFERS INTO THE AAAP ONLINE APPLICATION. NOTE (FROM LEASING DESK GUIDE, CHAPTER 2): "THE CRITICAL QUESTION FOR DETERMINING WHETHER COMPETITIVE PROCEDURES WERE USED IS WHETHER ALL OFFERORS WERE GIVEN AN OPPORTUNITY TO SUBMIT OFFERS—THAT IS, THE PROCUREMENT WAS KNOWN TO THE PUBLIC, AND SOLICITATIONS WERE AVAILABLE TO ALL INTERESTED OFFERORS. THEREFORE, A PROCUREMENT MAY BE CONSIDERED FULL AND OPEN IF ADEQUATE PUBLIC NOTICE AND OPPORTUNITY TO EXPRESS AN INTEREST WERE GIVEN, YET ONLY ONE POTENTIAL OFFEROR RECEIVES A SOLICITATION AND/OR ONLY ONE OFFER IS RECEIVED, EVEN IF THE ONLY OFFER IS FROM THE EXISTING LESSOR."

- NOTE: IDENTIFY AND DESCRIBE ANY SIGNIFICANT ISSUES, MATTERS REQUIRING RESOLUTION, ETC. DISCUSSED BETWEEN LCO AND OFFEROR PRIOR TO AWARD

[DESCRIBE EFFORTS TO PROVIDE ADEQUATE PUBLIC NOTICE (E.G., AGENCY-SPECIFIC FBO AD, MARKET OUTREACH, ETC.) AND THAT ALL INTERESTED OFFERORS HAD AN OPPORTUNITY TO SUBMIT OFFERS]

public notice, area. On [DATE], BUILDING]. On via [Email or letter] and requested additional submittals

Despite the Government's best effort to solicit the market and provide adequate public notice, only one offer was submitted through the AAAP platform within the delineated area. On [DATE], GSA and [AGENCY] toured the space located at the [LOWEST EVALUATED PV BUILDING]. On [DATE], [AAAP MANAGER] sent [OWNER OF RECORD] the pre-award notification via [Email or letter] and requested additional submittals in accordance with the RLP. All required submittals were received by [DATE].

[FIRM TERM] firm.

Occupancy is anticipated for [DATE], with a lease term of [FULL TERM] years, [FIRM TERM] firm.







| Summary of Milestones:  | Date: |
|---|-------|
| GSA Received Requirement  |       |
| AAAP Received Requirement   |       |
| AAAP Identify Lowest Price Offeror                                  |       |
| Toured Space  |       |
| Agency Accepts Space  |       |
| GSA sends Pre-award notification                                    |       |
| Additional RLP submittals received from Offeror and approved by GSA |       |

LCO Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Optional:

AAAP Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_


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# Attachment 7: AAAP Lease File Checklist

**AAAP Global Lease File Checklist**

Agency \_\_\_\_\_  
 Location \_\_\_\_\_  
 Square Footage \_\_\_\_\_  
 Project Number \_\_\_\_\_  
 OA Number \_\_\_\_\_  
 Lease Number \_\_\_\_\_  
 Contracting Officer \_\_\_\_\_  
 Contracting Specialist/ROA \_\_\_\_\_  
 Contract Manager \_\_\_\_\_  
 Contract ID \_\_\_\_\_



| IN FILE? | TAB # | REQUIREMENTS DEVELOPMENT  | REQUIRED NOTE              |
|----------|-------|---|----------------------------|
|          |       | <ul style="list-style-type: none"> <li>R. Project Milestone Schedule</li> <li>S. Other</li> </ul>   | X                          |
|          |       | <ul style="list-style-type: none"> <li>A. Generic Monthly FedBizOpps (FBO) Advertisement</li> <li>B. Project Specific FedBizOpps (FBO) Advertisement</li> <li>C. Supplemental Market Outreach</li> <li>D. Other</li> </ul>  | X<br>X<br>X if applicable. |
|          |       | <ul style="list-style-type: none"> <li>A. Final RFP Package with Attachments</li> <li>B. Amendments to RFP Package</li> <li>C. Other</li> </ul>   | X<br>X if applicable.      |
|          |       | <ul style="list-style-type: none"> <li>A. Request for Contractor Support Services for Lease Acquisition (e.g. COM, Executive Meetings, Etc.)</li> <li>B. Other</li> </ul>   | X if applicable.           |
|          |       | <ul style="list-style-type: none"> <li>A. Notice to Unsuccessful Offeror(s)</li> <li>B. Protests and Resolution/Congressional Inquiries and Responses</li> <li>C. Other</li> </ul>  | X<br>X if applicable.      |
|          |       | <ul style="list-style-type: none"> <li>A. Due Diligence Letter</li> <li>B. Officer's Proof of Authority to Represent Ownership Entity</li> <li>C. Officer's Proof of Property Ownership</li> <li>E. System for Award Management (SAM)</li> <li>F. Active Registration Check (All Awards)</li> <li>G. Exclusion Check</li> </ul> | X<br>X<br>X<br>X<br>X      |

CHAPTER 22: New or Replacing Lease



Part 3: Attachments

Attachment 7: AAAP Lease File Checklist

|                                     |    |   |   |                               |
|-------------------------------------|----|---|---|-------------------------------|
|                                     | H. | Online Representations and Certifications (Reviewed and included in file) | X |                               |
|                                     | I. | Abstract of Offers/Final Offer Present Value Analysis (PVA) Evaluation    | X |                               |
|                                     | J. | Building/Equipment/Space/Compartments                                     | X |                               |
|                                     | K. | Scaling/Measurement of Offered Space Floor Area                           | X |                               |
|                                     | L. | Approved Small Business Subcontracting Plan                               | X | Applicable                    |
|                                     | M. | LCM Ren Award Assessment  | X | Applicable                    |
|                                     | N. | Energy Star Label or Cost Effective Energy Efficiency                     | X |                               |
| Abstract                            | X  |   |   |                               |
| Memorandum                          | X  | Outline of Negotiation Objectives and P.M.                                |   | O. Award Determination        |
| Plan                                | X  |   |   | P. Revised Seismic Evaluation |
| Compliance Check                    | X  |   |   | Q. Historic Preservation      |
| Safety Review of Release Submittals | X  |   |   | R. Fire Protection & Life     |
| Verification                        | X  | Applicable  |   | S. Seismic Review & Cert      |
| Compliance                          | X  |   |   | T. Floodplain Check & Cert    |
|                                     | X  |   |   | U. NTPA Compliance            |

Attachment 7: AAP Lease File Checklist

|     |  |               |                                       |                      |
|-----|--|---------------|---------------------------------------|----------------------|
| V.  | Responsibility Check:  |               |                                       |                      |
| W.  | 2nd Exclusion Check via SAM  |               | X                                     |                      |
| X.  | Past Performance   |               | X                                     |                      |
| Y.  | Financial Responsibility   |               | X                                     |                      |
| Z.  | Foreign Ownership Entry Check in SAM/Agency Notification   |               | X                                     |                      |
| AA. | Other  |               |                                       | If applicable        |
|     | <b>IN FILE?</b>  | <b>TAB 7A</b> | <b>APPROVAL AND FUNDING DOCUMENTS</b> | <b>REQUIRED NOTE</b> |
| A.  | Agency Recommendation Letter (From GSA) and Revised OA Signed by Agency                          |               | X                                     |                      |
| B.  | Receipt of RWA and Required Certification  |               | X                                     | If applicable.       |
| C.  | BA 53 Final Fund Certification   |               | X                                     |                      |
| D.  | Legal Review and Comment   |               | X                                     | If applicable.       |
| E.  | Other  |               |                                       |                      |
|     | <b>IN FILE?</b>  | <b>TAB 7B</b> | <b>LEASE</b>                          | <b>REQUIRED NOTE</b> |
| A.  | Transmittal of Lease to Lessor for Signature   |               | X                                     |                      |
| B.  | Transmittal of Executed Lease to Lessor (Award)  |               | X                                     |                      |
| C.  | Fully Executed Lease   |               | X                                     |                      |
| D.  | Confirmation of Lease Delivery to Lessor   |               | X                                     |                      |
| E.  | Lease Amendment(s)   |               | X                                     | If applicable.       |
| F.  | Other  |               |                                       |                      |
|     | <b>IN FILE?</b>  | <b>TAB 8</b>  | <b>POST AWARD NOTIFICATIONS</b>       | <b>REQUIRED NOTE</b> |
| A.  | Posting of Award Synopsis on FedBizOpps (FBO)  |               | X                                     |                      |
| B.  | Transmittal of Award Synopsis to FBO   |               | X                                     |                      |
| C.  | Response to GSA Informational Comments   |               | X                                     |                      |
| D.  | Randolph Sheppard Notification to FMSP   |               | X                                     |                      |
| E.  | Notification and Transmittal of Approved Small Business Subcontracting Plan to SBA Area Director |               | X                                     | If applicable.       |
| F.  | Other  |               |                                       |                      |
|     | <b>IN FILE?</b>  | <b>TAB 9</b>  | <b>POST AWARD</b>                     | <b>REQUIRED NOTE</b> |
| A.  | Design Intent Drawings (DIDs) from Lessor  |               | X                                     |                      |
| B.  | Fire/Safety Approval of DIDs   |               | X                                     |                      |
| C.  | Finish Selections to Lessor  |               | X                                     |                      |
| D.  | Construction Drawings from Lessor  |               | X                                     |                      |
| E.  | Construction Drawings Approved by Government   |               | X                                     | If applicable.       |
| F.  | Lessor's Construction Plans on FCS table   |               | X                                     |                      |
| G.  | Lessor's BSAC bids on SecUP (FSL III or IV)  |               | X                                     | If applicable.       |
| H.  | Government Review of the Construction Plans  |               | X                                     |                      |
| I.  | Government's review of BSAC pricing and/or IGE (FSL III or IV)                                   |               | X                                     | If applicable.       |
| J.  | Ti/BSAC PNM  |               | X                                     |                      |
| K.  | Receipt of RWA and Required Certification  |               | X                                     | If applicable.       |
| L.  | Ti/BSAC Notice to Proceed Issued   |               | X                                     |                      |
| M.  | Construction Inspection Reports/Meeting Minutes/Green Lease Submittals                           |               | X                                     |                      |
| N.  | Davis Bacon Interview Forms and Wage Payment   |               | X                                     | If applicable.       |
| O.  | Small Business Subcontracting Reports (ISRs and SSRs)  |               | X                                     | If applicable.       |
| P.  | Change Orders Related to Initial Occupancy   |               | X                                     | If applicable.       |
| Q.  | Acceptance of Space  |               | X                                     |                      |
| R.  | Space Measurement Verification   |               | X                                     |                      |
| S.  | Certificate of Occupancy   |               | X                                     |                      |
| T.  | Condition Survey Report (or Similar Document) Signed by GSA, Agency and Lessor                   |               | X                                     |                      |
| U.  | Punch List and Resolution  |               | X                                     |                      |
| V.  | Periodic Services Schedule from Lessor, Forwarded to Lease Administration Manager (LAM)          |               | X                                     |                      |
| W.  | COR Letter to Designated Agency Representative or Field Office                                   |               | X                                     |                      |
| X.  | Notification to Lessor Identifying Designated COR  |               | X                                     |                      |
| Y.  | Final OA and Evidence of Transmittal to Agency   |               | X                                     |                      |
| Z.  | LEED ID+C or Green Globes-SI Certification   |               | X                                     | If applicable.       |
| AA. | Other  |               |                                       |                      |

# CHAPTER 22: New or Replacing Lease



## Part 3: Attachments

### Attachment 7: AAAP Lease File Checklist

| IN FILE? | TAB 10 | ADMINISTRATION  | REQUIRED | NOTE           |
|----------|--------|---|----------|----------------|
|          | A.     | Operating Cost Escalations                                  | X        |                |
|          | B.     | Tax Escalations/Appeals                                     | X        |                |
|          | C.     | Change of Ownership   | X        | If applicable. |
|          | D.     | Lease Digest (8670)   | X        |                |
|          | E.     | RWA's Properly Certified                                    | X        | If applicable. |
|          | F.     | Miscellaneous Correspondence                                | X        | If applicable. |
|          | G.     | Appeals/Claims/Disputes                                     | X        | If applicable. |
|          | H.     | Correspondence  | X        | If applicable. |
|          | I.     | Contracting Officer Decision                                | X        | If applicable. |
|          | J.     | Resolution  | X        | If applicable. |
|          | K.     | Unresolved Claims/C   | X        | If applicable. |
|          | L.     | Civilian Board of Contract Appeals or Claims Court Decision | X        | If applicable. |
|          | M.     | Payment   | X        | If applicable. |
|          | N.     | CAD As-Built to CFM   | X        |                |
|          | O.     | Other   |          |                |

## Attachment 8: Unsuccessful Offer Notification



GSA Public Buildings Service

{Month, Day, Year}

{Name  
Company Name  
Address  
City, State, Zip}

Dear Mr./Ms. \_\_\_\_\_:

This is to advise you that GSA conducted a lease procurement under AAAP Request for Lease Proposal Number **XX-REGXX** for the following specific agency requirement:

{Agency}, {City, State}

The following information is provided about your offer and the offer accepted by the Government for this requirement through AAAP:

|  | Awarded Offer  | Recipient's Offer            |
|--|--|------------------------------|
| Address:                                   | {Address}  | {Address}                    |
| Present Value:                             | \$00.00 per ABOA square feet   | \$00.00 per ABOA square feet |
| Term (Choose one):                         | 15 year/10 firm, 10 year/5 firm, 10 year firm  |                              |
| Award Information:                         | The award was based on the lowest-priced, technically acceptable offer.                    |                              |
| Reason recipient's offer was not accepted: | An offer which was more advantageous to the Government was received and has been accepted. |                              |

**OPTION 1: IF AWARDING FROM FY17 RLP:**

While your offer for space in response to AAAP Request for Lease Proposal Number 17-REGXX has not been selected for this particular requirement, your offer remains in the AAAP application for consideration against future requirements. Please log into [aaap.gsa.gov](http://aaap.gsa.gov) to update or add new offers in your account.

**OPTION 2: IF AWARDING FROM A PRIOR FY RLP:**

Your offer for space in response to AAAP Request for Lease Proposal Number **XX-REGXX** has not been selected for this particular requirement. Please note that since the fiscal year has changed to FY17, you now need to copy your offer if you wish to be considered for future AAAP procurements. Here are the instructions to copy an offer:

**U.S. General Services Administration**  
Public Building Service  
100 S. Independence Mall West  
Philadelphia, PA 19106-2320  
[www.gsa.gov](http://www.gsa.gov)



**COPYING PREVIOUS FY SUBMITTED OFFERS:**

- Log in to your AAAP Account
- Select the submitted offer that you would like to copy

from the drop-down menu

in period

emment. We look forward to working with you on future  
) - if additional information is required.

- Click the "Copy" button
- Select the new FY17 AAAP RLF
- Review and update your offer
- Submit offer during the next open

Thank you for offering space to the Government. Please contact me at ( )

Sincerely,

{Contracting Officer Name}  
Lease Contracting Officer  
Section, Branch  
Real Estate Acquisition Division