



U.S. General Services Administration

RSAP Reference Guide for Offerors

Leasing Portal | Requirement Specific Acquisition Platform (RSAP)

Updated: October 2023



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Creating a Leasing Portal Account


Important Registration Notes

You must register for a Leasing Portal account before you can submit an offer on the Automated Advanced Acquisition Platform (AAAP) or the Requirement Specific Acquisition Platform (RSAP). The instructions below apply to AAAP and RSAP — you will use the same, single account to access AAAP or RSAP. There is a [separate registration process](#) for the Tax Tool.


Step-by-Step AAAP and RSAP Account Creation Instructions

Step 1: Navigate to the Leasing Portal.

Navigate to leasing.gsa.gov then click the AAAP Login or RSAP Login button.

 **Leasing Portal**


The Leasing Portal consists of GSA's lease acquisition tools for offerors, AAAP and RSAP. This site also includes our lease administration/tax tool for lessors. Click any login button below to access or learn more about a tool.



Automated Advanced Acquisition Platform (AAAP)

AAAP allows offerors to submit office space to the government in response to a generic request for lease proposals, before or after the government publicizes a requirement.


AAAP Login



Requirement Specific Acquisition Platform (RSAP)

RSAP allows offerors to submit space to the government in response to a specific request for lease proposals, after the government publicizes a requirement.

RSAP Login



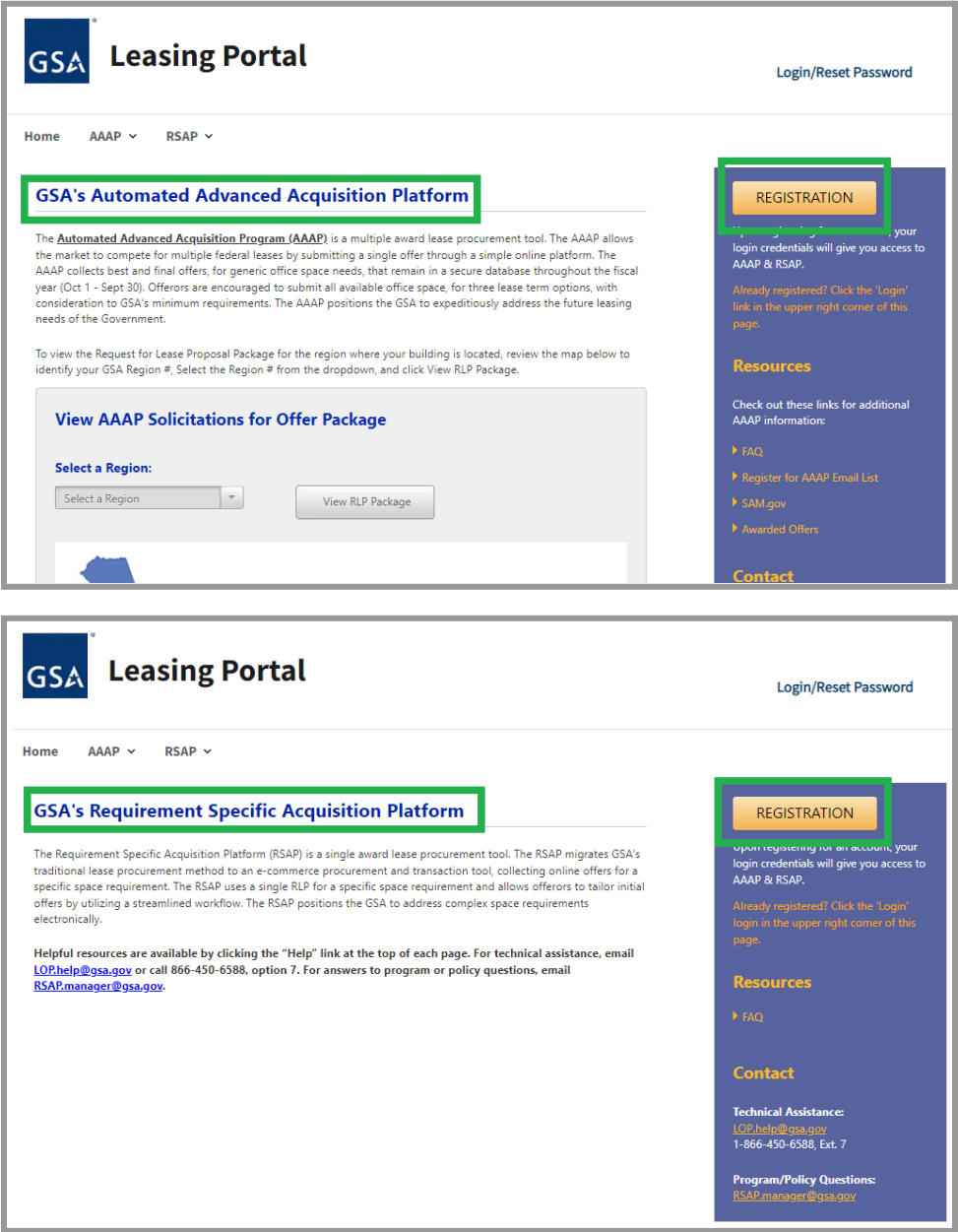
Taxes

Allows lessors to submit and manage tax adjustment requests, and submit tax appeal requests.

Tax Login

Step 2: Click the Registration button.

Click the Registration button in the top right corner of the screen — for either AAAP or RSAP. Remember, you only need to register once for AAAP and RSAP. Once you are registered, you can use your login credentials to access either platform.



Step 3: Fill out the Offeror Registration form.

Fill out the Offeror Registration form. The required fields are marked with an asterisk and your email address will become your username — make sure your entries are correct. Then, click the reCAPTCHA to verify that you are not a robot, read the Privacy and Security Policy, then click the Register button.

You will receive an email from LOP.Manager@gsa.gov containing your username and temporary password.

GSA

Home AAAP ▼ RSAP ▼

Offeror Registration

First Name *

Last Name *

Company

Title

Street Address *

Country *

City *

State *

9-Digit Zip Code *


Phone *

Phone Extension

Email *

Re-enter Email *

Website URL

☐ I'm not a robot  reCAPTCHA
[Privacy](#) [Terms](#)

By clicking the 'Register' button below, you confirm that you have read and agree with the [Privacy and Security Policy](#).

Step 4: Return to the Leasing Portal

Check your email for a welcome email and login link. Click the link provided in the welcome email to return to the Leasing Portal.

You will be taken to a Second Level Authentication page and a verification code will be sent to your email address. DO NOT CLOSE the Second Level Authentication page. If you close the Second Level Authentication page prematurely, you will have to start the login process over again. The second level authentication code will be emailed to you from LOP.Manager@gsa.gov within 60 seconds. When you receive the second level authentication code enter it on the Second Level Authentication screen then click the Next button in the bottom right corner of the page.

GSA

david.laing@gsa.gov Log Out

**Login Step 2:
Second Level Authentication**

DO NOT NAVIGATE AWAY FROM THIS PAGE. A verification code has been sent via email to david.laing@gsa.gov. We recommend checking your email in a new browser tab, a phone, or another computer; closing this page will make your generated code invalid.

When you receive the code, enter it below and click "Next". The verification code will expire in 1 hour. If you close the window and attempt to login from the homepage again, the process will restart and a new verification code will be sent.

Enter your verification code:

One time code

Attempt 1 of 5. After 5 invalid attempts, your account will be logged out.

Note: The verification code is different from your initial login password.

Didn't receive the email?
Sometimes automated messages get categorized as spam. Check your spam folder. If you are experiencing technical issues or have questions, please refer to the resources below.

Lease Offer Platform (LOP/AAAP/RSAP)
For technical assistance with LOP/AAAP/RSAP, email LOPhelp@gsa.gov or call 1-866-450-6588 and select option 7. For answers to AAAP or RSAP program or policy questions, email LOP.manager@gsa.gov.

Real Estate Tax Portal (RET)
For technical assistance with the Real Estate Tax Portal, email businessapps@gsa.gov or call 1-866-450-6588 and select option 8. For answers to Real Estate Tax program or policy questions, email RealEstateTaxQuestions@gsa.gov.

Next

The second level authentication code is required every time you log in and it is different from your password. Your password will remain the same, but you will receive a unique second level authentication code by email every time you log in. Check your spam or junk folders if you do not receive the second level authentication code. If you don't receive a second level authentication code and you already checked your spam and junk folders, contact LOP.Help@sa.gov.

When prompted, enter your new, permanent password. Then click the Change Password button.



Change Your Password

Enter a new password for **Email123@email.com**. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

.....

Good

* Confirm New Password


.....

Match

Change Password

Password was last changed on 5/31/2023 8:43 AM.

If you forget your password in the future, you can return to the AAAP or RSAP login page and click the Login/Reset Password link in the top right corner of the page.



Leasing Portal

[Home](#) [AAAP](#) ▾ [RSAP](#) ▾

GSA's Automated Advanced Acquisition Platform

The **Automated Advanced Acquisition Program (AAAP)** is a multiple award lease procurement tool. The AAAP allows the market to compete for multiple federal leases by submitting a single offer through a simple online platform. The AAAP collects best and final offers, for generic office space needs, that remain in a secure database throughout the fiscal year (Oct 1 - Sept 30). Offerors are encouraged to submit all available office space, for three lease term options, with consideration to GSA's minimum requirements. The AAAP positions the GSA to expeditiously address the future leasing needs of the Government.

To view the Request for Lease Proposal Package for the region where your building is located, review the map below to identify your GSA Region #, Select the Region # from the dropdown, and click View RLP Package.


REGISTRATION

Upon registering for an account, your login credentials will give you access to AAAP & RSAP.

Already registered? Click the 'Login' link in the upper right corner of this page.

Resources

Check out these links for additional



Leasing Portal

[Home](#) [AAAP](#) ▾ [RSAP](#) ▾

GSA's Automated Advanced Acquisition Platform

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REGISTRATION

Upon registering for an account, your login credentials will give you access to AAAP & RSAP.

Already registered? Click the 'Login' link in the upper right corner of this page.

Resources

Check out these links for additional

Accessing AAAP or RSAP via the Leasing Portal in the Future

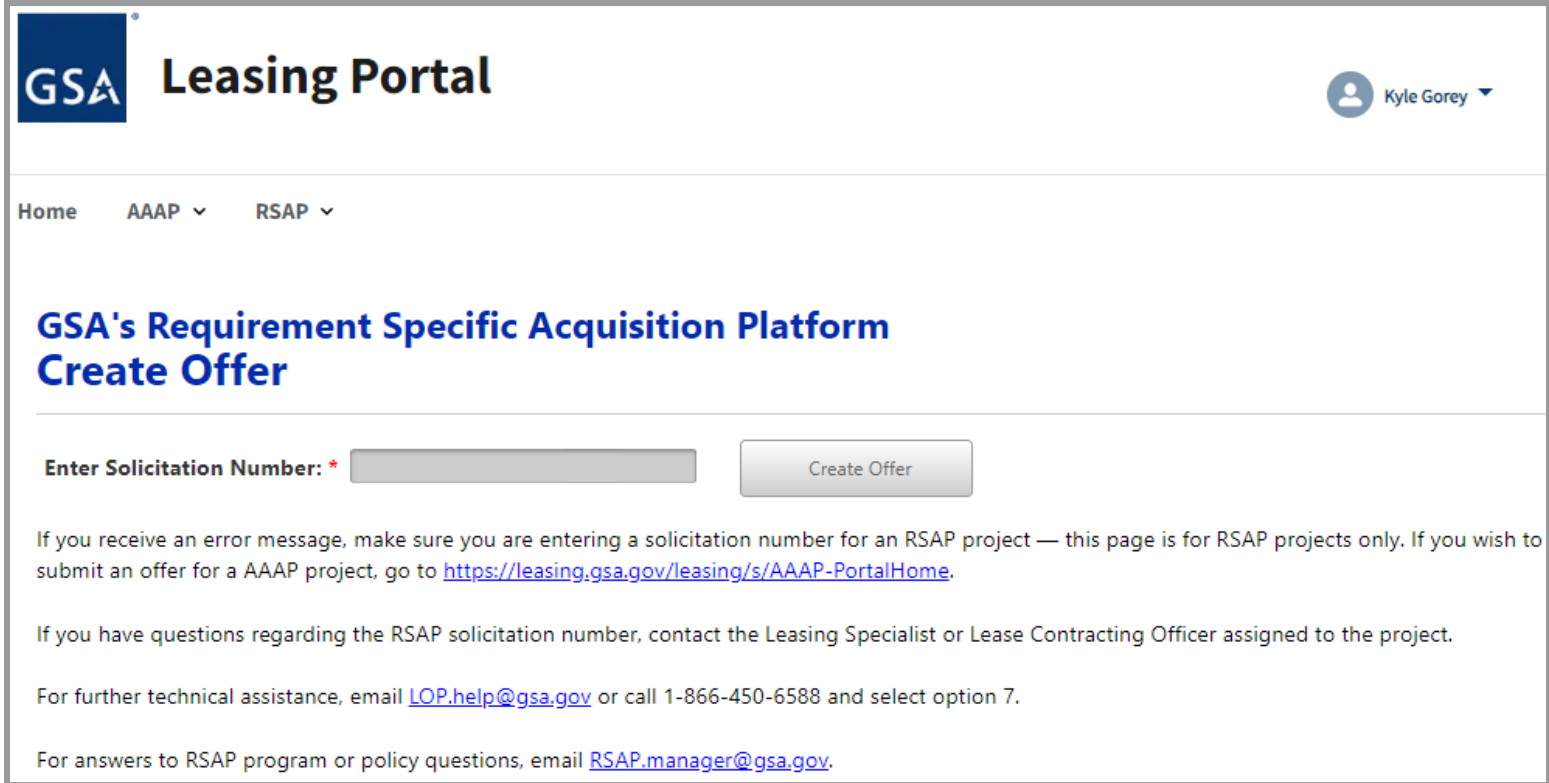
Once your account is created, you will navigate to leasing.gsa.gov then click the AAAP Login or RSAP Login button when you want to login in the future. Again — your email address will serve as your username, your password will remain the same, and you will be required to complete a second level authentication every time you login.

For assistance, email LOP.Help@gsa.gov.

How to Create an Offer in GSA's Requirement Specific Acquisition Platform (RSAP)


Getting Started

After registering in the Leasing Portal and logging in to RSAP, click on the Add New Property button and then enter the solicitation number on the following page:



The screenshot shows the 'GSA Leasing Portal' interface. At the top left is the GSA logo. To its right is the text 'Leasing Portal'. In the top right corner, there is a user profile icon for 'Kyle Gorey'. Below the header, there is a navigation bar with links for 'Home', 'AAP' (with a dropdown arrow), and 'RSAP' (with a dropdown arrow). The main heading is 'GSA's Requirement Specific Acquisition Platform Create Offer'. Below this heading is a form with a label 'Enter Solicitation Number: *' followed by a text input field and a 'Create Offer' button. Below the form, there is instructional text: 'If you receive an error message, make sure you are entering a solicitation number for an RSAP project — this page is for RSAP projects only. If you wish to submit an offer for a AAP project, go to <https://leasing.gsa.gov/leasing/s/AAP-PortalHome>. If you have questions regarding the RSAP solicitation number, contact the Leasing Specialist or Lease Contracting Officer assigned to the project. For further technical assistance, email LOP.help@gsa.gov or call 1-866-450-6588 and select option 7. For answers to RSAP program or policy questions, email RSAP.manager@gsa.gov.

Click Create Offer to proceed.

- Note: Required fields are marked with a red asterisk (*). Red warning text, helper text, and information buttons () have been added to the workflow to provide further instruction.
- This workflow populates the required information needed to submit a complete offer to the government. GSA forms 1364-Proposal to Lease Space and 1217-Lessor's Annual Cost Statement will be auto-populated as a result of your inputs. You do not need to manually fill out these forms to complete your offer.

Building Information

Complete the Building Information page:

BUILDING INFORMATION

SPACE & PARKING

OPERATING & OWNERSHIP COSTS

LEASE TERMS & CONDITIONS

RATES

PROPERTY OWNER & REMARKS

ATTACHMENTS

Building Information

1. Building Name *

2. Building Street Address*

3. City *

4. State *

--None--

5. 9-Digit ZIP Code *

6. Number of Floors in Building: *

7. Total Rentable Square Feet (RSF) in Building: *

RSF

a. General Purpose (Office): *

b. Warehouse:

c. Other:

8. In what year was the original building construction completed and ready for initial occupancy? *

9. Provide the year and a brief description of the last major building renovation, if applicable:

0/128 Characters Used

10. Select the approximate level of construction necessary to meet the building shell requirements: *

- ☐ Improvements to the existing Building will be required to meet the building shell requirements. The approximate construction cost to achieve Lease shell standards is: \$
- ☐ The Building already meets all the Lease shell requirements; no improvements are necessary.
- ☐ The requirements of the Lease will be satisfied through the construction of a new building.

Land Site Size: ☐ Square Feet ☐ Acres

Total Land Costs: ⓘ \$

11. What are the Building's normal hours of operations for HVAC included in the Operating Costs? *

Monday - Friday Hours Start: End:

Saturday Hours Start: End:

Sunday Hours Start: End:

12. With regard to Fire Protection and Life Safety: *

- ☐ The Property meets the Lease fire protection/life safety standards.
- ☐ The Property will be improved to meet the Lease fire protection/life safety standards.
- ☐ The Property does not meet the Lease fire protection/life safety standards and will not be upgraded.

13. With regard to Accessibility (Architectural Barriers Act Accessibility Standard / ABAAS): *

- ☐ The Property meets the Lease accessibility standards.
- ☐ The Property will be improved to meet the Lease accessibility standards.
- ☐ The Property does not meet the Lease accessibility standards and will not be upgraded.

14. With regard to Asbestos-Containing Material (ACM), select all that apply: *

- ☐ The Building contains no ACM.
- ☐ The Building contains undamaged, nonfriable ACM.
- ☐ The Building contains thermal system insulation ACM which is not damaged or subject to damage by routine operations.
- ☐ The Building contains ACM that does not fall within any of the above categories.
- ☐ The building contains ACM, abatement will be completed prior to occupancy.

15. With regard to Flood Plains: *

- ☐ The Property is in a base (100-year) floodplain.
- ☐ The Property is in a (500-year) floodplain.
- ☐ The Property is not in a floodplain.

16. With regard to Seismic Safety of the Building, does the RLP contain seismic requirements? *

- ☐ Yes ☐ No

17. Has the Property received the ENERGY STAR® Label conferred by the Environmental Protection Agency (EPA) within the past twelve months? *

- ☐ Yes ☐ No

18. Is the Building a historic property? *

- ☐ Yes ☐ No

19. Is the Building within a historic district? *

- ☐ Yes ☐ No

20. With regard to HUBZone Price Evaluation Preference: *

- ☐ I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference.
- ☐ I am a HUBZone SBC Offeror and do not waive the price evaluation preference.
- ☐ I am not a HUBZone SBC Offeror. This question does not apply to me.

Save Page

Next

Exit Offer

Delete Offer

Click Save Page to check for errors and save the page.

Click Next to save the page and proceed to the Space and Parking section.

- Note: After this page has been successfully saved, the offer record will be available for you to access and edit from the RSAP Homepage.

Space & Parking

Complete the Space and Parking Page:

BUILDING INFORMATION

SPACE & PARKING

OPERATING & OWNERSHIP COSTS

LEASE TERMS & CONDITIONS

RATES

PROPERTY OWNER & REMARKS

ATTACHMENTS

Space and Parking

SPACE OFFERED

1. What is the amount of ANSI/BOMA Occupant Area Square Feet (ABOA SF) offered? *

2. What is the amount of Rentable Square Feet (RSF) offered? *

3. Common Area Factor (CAF): 0.00%

4. List the floor/s and or suite/s of the offered space:*

5. How much free space, in addition to the space offered in #1 above, are you offering? (If not offering free space, leave blank.)

0.00 ABOA SF

PARKING OFFERED

1. Number of parking spaces for the entire building under control of the offeror:

Total Surface *

Total Structured *

2. Is all of the parking onsite? *

☐ Yes ☐ No

3. Number of spaces required by local code, if applicable:

4. Monthly amount (\$) charged per parking space. Put \$0.00 if there is no additional charge for parking: *

	Reserved	Non-Reserved (General)
Surface*	\$ <input type="text"/>	\$ <input type="text"/>

Structured*	\$ <input type="text"/>	\$ <input type="text"/>
-------------	-------------------------	-------------------------

5. Number of parking spaces offered to satisfy the parking requirements of the RLP:*

	Reserved	Non-Reserved (General)
Surface*	<input type="text" value="0"/>	<input type="text" value="0"/>

Structured*	<input type="text" value="0"/>	<input type="text" value="0"/>
-------------	--------------------------------	--------------------------------

Back

Save Page

Next

Exit Offer

Click **Save Page** to check for errors and save your inputs.

Click **Next** to save the page and proceed to the **Operating & Ownership Costs** section.

Operating & Ownership Costs

Complete the Operating & Ownership Costs page:

BUILDING INFORMATION

SPACE & PARKING

OPERATING & OWNERSHIP COSTS

LEASE TERMS & CONDITIONS

RATES

PROPERTY OWNER & REMARKS

ATTACHMENTS

Operating & Ownership Costs

The worksheet on this page generates a GSA Form 1217, Lessor's Annual Cost Statement, which becomes an offer document upon submission of your final offer proposal. The column on the left for 'Entire Building' represents the total annual amounts for the entire building. The column on the right for 'Govt Leased Areas' represents the total annual amounts for the portion of the building offered to the Government for Lease.






Section I: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration

Prorate

	For Entire Building	For Government Leased Areas
A. Cleaning, Janitor and/or Char Service		
1. Salaries	\$ 0.00	\$ 0.00
2. Supplies (wax, cleaners, cloths, etc.)	\$ 0.00	\$ 0.00
3. Contract Services (windows washing, waste and snow removal)	\$ 0.00	\$ 0.00

B. Heating		
4. Salaries	\$ 0.00	\$ 0.00
5. Fuel <input type="text" value="----"/>	\$ 0.00	\$ 0.00
6. System Maintenance and Repair	\$ 0.00	\$ 0.00
C. Electrical		
7. Current for Light and Power	\$ 0.00	\$ 0.00
8. Replacement of Bulbs, Tubes, Starters	\$ 0.00	\$ 0.00
9. Power for Special Equipment	\$ 0.00	\$ 0.00
10. System maintenance and repair (ballasts, fixtures, etc.)	\$ 0.00	\$ 0.00
D. Plumbing		
11. Water (for all purposes, include sewage charges)	\$ 0.00	\$ 0.00
12. Supplies (soap, towels, tissues not in A2 above)	\$ 0.00	\$ 0.00
13. System Maintenance and Repair	\$ 0.00	\$ 0.00

E. Air Conditioning		
14. Utilities (include electricity, if not in C7 above)	\$ 0.00	\$ 0.00
15. System Maintenance and Repair	\$ 0.00	\$ 0.00
F. Elevators		
16. Salaries (operators, starters, etc.)	\$ 0.00	\$ 0.00
17. System Maintenance and Repair	\$ 0.00	\$ 0.00
G. Miscellaneous (To the extent not included above)		
18. Building Engineer and/or Manager	\$ 0.00	\$ 0.00
19. Security (Watchperson, guards, not janitors)	\$ 0.00	\$ 0.00
20. Social Security Tax and Workperson's Compensation Insurance	\$ 0.00	\$ 0.00
21. Lawn and Landscaping Maintenance	\$ 0.00	\$ 0.00
22. Other	\$ 0.00	\$ 0.00

23. Total	\$0.00	\$0.00 \$0.00/RSF - \$0.00/ABOA SF
Section II: Estimated Annual Cost of Ownership Exclusive of Capital Charges		
24. Real Estate Taxes 	\$ 0.00	\$ 0.00
25. Insurance (hazard, liability, etc.) 	\$ 0.00	\$ 0.00
26. Building Maintenance and Reserves for Replacement 	\$ 0.00	\$ 0.00
27. Lease Commission 	\$ 0.00	\$ 0.00
28. Management 	\$ 0.00	\$ 0.00
29. Total	\$0.00	\$0.00

Enter the Operating and Ownership costs for the entire building. Then click Prorate to determine the proportionate cost that applies to Government Leased Areas. You can adjust the amounts applicable to the Government Leased Areas as appropriate.

- Note: Operating expenses should be entered as total annual figures, not as a rate per square foot.

Click Save Page to check for errors, calculate lines 23 and 29, and save your inputs.

- The amount shown on line 23 Total in the Government Leased Areas column is the amount of operating rent you are offering. This amount will be shown on the Rates page. You can only edit the operating rent from the Operating & Ownership Costs page.

Click Next to save the page and proceed to the Lease Terms & Conditions section.

Lease Terms & Conditions

Complete the Lease Terms & Conditions page:

BUILDING INFORMATION

SPACE & PARKING

OPERATING & OWNERSHIP COSTS

LEASE TERMS & CONDITIONS

RATES

PROPERTY OWNER & REMARKS

ATTACHMENTS

Lease Terms and Conditions

Initial Lease Term

The Offeror is requested to confirm that the total initial term of the proposal, without renewal options, is consistent with the RLP and attachments.

1. Confirm the full term of the lease, in months: *

months

2. Confirm the firm term of the lease, in months: *

months

3. Confirm the number of days notice for the government to terminate after the firm term of the lease:

days

Commissions (if applicable) ATTACH BROKER COMMISSION AGREEMENT IN THE ATTACHMENTS TAB

Input the commission percentages below. Please specify the commission amount in the Additional Remarks or Conditions with Respect to this Offer field on the Property Owner & Remarks page if the commission is defined in an alternative manner.

1. Tenant Representative Commission:

0.00

%

2. Owner's Representative Commission:

0.00

%

Offeror's Fee Schedule

The RLP outlines how fees may apply. Fees are not applicable for turnkey pricing.

1. Architectural/Engineering Fees:^{*}

Select one of the fee basis options, then enter the associated amount in the field below.

☐ Per ABOA SF (\$) ☐ Percent of Total Construction Costs (%) ☐ Flat Fee (\$)

2. Lessor's Project Management Fee:^{*}

% of total construction costs.

^{*}The Government will add the cost of the proposed fees to the net present value of the offered rental rate as described in the RLP's Present Value Price Evaluation paragraph.

Additional Financial Aspects of the Offer

1. HVAC Overtime

a. HVAC Overtime Rate (Per Hour): 

\$ ☐ Per Zone ☐ Per Floor ☐ Per Space

b. Enter the total number of zones, floors, or spaces located within the offered space:

c. If the Government used 1 hour of overtime HVAC for the entire offered space, it would owe:

\$ 0.00


2. Tax Parcel Percent of Government Occupancy

a. What is the RSF of the Tax Parcel?


RSF

b. What percent of the Tax Parcel RSF stated above would the Government's proposed occupancy be?


%

c. Is there more than one building, or more than one tax parcel, associated with the offered space? 

☐ Yes ☐ No

3. Adjustment for Vacant Premises Rate: 

per ABOA SF

4. Adjustment for Reduced Services Rate: 

per ABOA SF

Back

Save Page

Next

Exit Offer

Click Save Page to check for errors and save your inputs.

Click Next to save the page and proceed to the Rates section

Rates

Complete the Rates page in descending order:

BUILDING INFORMATION

SPACE & PARKING

OPERATING & OWNERSHIP COSTS

LEASE TERMS & CONDITIONS

RATES

PROPERTY OWNER & REMARKS

ATTACHMENTS

Rates

RENT TABLE

Enter initial rental figures only. Scheduled step rents for Shell and Parking can be entered lower on this page. Certain fields will be auto-calculated based on inputs once the user hits the Save Page button located at the bottom of the screen.

	Annual Rent	Annual Rent per RSF	Annual Rent per ABOA SF
Shell Rent: * ⓘ	\$ <input type="text"/>	\$ 0.00	\$ 0.00
Operating Rent: ⓘ	\$ 0.00	\$ 0.00	\$ 0.00
Tenant Improvement (TI) Rent: ⓘ	\$ 0.00	\$ 0.00	\$ 0.00
<div>Enter/Edit TI:</div>			
Building Specific Amortized Capital (BSAC) Rent: ⓘ	\$ 0.00	\$ 0.00	\$ 0.00
<div>Enter/Edit BSAC:</div>			
Parking:	\$ 0.00		
Total Initial Rent:	\$	\$	\$

Click on the Enter/Edit TI button to input Tenant Improvement rent:

Note:

- Operating rent is derived from your inputs on the Operating and Ownership Costs page. Navigate back to that page to make changes.
- Parking rent is derived from your inputs on the Space & Parking page. Navigate back to that page to make changes.

Tenant Improvement (TI) Rent: ⓘ\$ 0.00\$ 0.00\$ 0.00

Enter/Edit TI:

TENANT IMPROVEMENTS

1. What method of tenant improvement pricing is required by the RLP?

☐ Tenant Improvement Allowance (TIA)

☐ Turnkey

2. What is the amortization interest rate?

%

3. What is the amortization period, in months? ⓘ

months (0 Years)

Calculate

Save & Close

Cancel

Select the TI pricing method and then answer the preceding questions.

Click Calculate to display the calculated total TI amount.

Click Save & Close to save your inputs and display them on the Tenant Improvement (TI) Rent line in the Rent Table.

Note: Not all solicitations include tenant improvements. Review the RLP for the solicitation requirements.

Click on the Enter/Edit BSAC button to input the Building Specific Amortized Capital rent:

Building Specific Amortized Capital		\$ 0.00	\$ 0.00
(BSAC) Rent:			
<div>Enter/Edit BSAC:</div>			
<h3>BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC)</h3> <p>1. What method of building specific amortized capital pricing is required by the RLP?</p> <p> <input type="radio"/> Rate per ABOA SF specified in RLP <input type="radio"/> Total BSAC buildout cost itemized on the Security Unit Price List </p> <p>2. What is the amortization interest rate?</p> <div>0.00 %</div> <p>3. What is the amortization period, in months?</p> <div> <input type="text"/> months (0 Years) </div> <div> <div>Calculate</div> <div>Save & Close</div> <div>Cancel</div> </div>			

Select the BSAC pricing method and then answer the preceding questions.

Click Calculate to display the calculated total BSAC amount.

Click Save & Close to save your inputs and display them on the BSAC Rent line in the Rent Table.

Note: Not all solicitations include BSAC. Review the RLP for the solicitation requirements.

Continue completing the Rates page:

Step Rent

Shell rent and parking steps should be detailed if the initial amount stated in the rental rates table above does not remain the same for the full term of the lease. Shell rent step amounts should be stated in annual rent for the entire leased space, not as a rate per square foot. Parking step rents should be stated as a dollar amount per space per month.

	Rent Type	Beginning Year	Through Year	Amount Will Be:	Per:	Delete
1.	<div>--None--</div>	<div>--None--</div>	<div>--None--</div>	<div></div>		<div></div>

+ Add Additional Row

Free Rent

1. If you are offering free rent, enter the number of months free you are offering. If you are not offering free rent, leave the field blank or enter '0'.

months

2. If you are offering free rent, what rent components are included in the free rent offered? (Select all that apply.)

☐ Shell

☐ Operating

☐ TI

☐ BSAC

☐ Parking

Renewal Options

Renewal Options are optional unless required by the RLP. Only renewal options that are required by the RLP will factor into the Government's financial analysis of the Offer.

1. Are you offering renewal options?

☐ Yes

☐ No

Back

Save Page

Next

Exit Offer

Make note of the blue helper text as you complete these sections. Step rent should NOT be listed as a rate per square foot.

Click Save Page to check for errors and save your inputs.

Click Next to save the page and proceed to the Property Owner & Remarks page.

Property Owner & Remarks

Complete the Property Owner & Remarks page:

BUILDING
INFORMATION

SPACE & PARKING

OPERATING &
OWNERSHIP COSTS

LEASE TERMS &
CONDITIONS

RATES

PROPERTY OWNER &
REMARKS

ATTACHMENTS

Property Owner and Additional Remarks

Property Owner Information

1. What is the name of the property's recorded owner? *

☐ Check if same as offeror

2. Street Address: *

3. City: *

4. State: *

5. 9-Digit ZIP Code: *

6. What is your relationship as the Offeror, to the property owner? *

--None--

7. What is the property owner's Unique Entity Identifier (UEI)? *

Additional Remarks or Conditions with Respect to this Offer

Use this field to provide additional remarks or deviations to the RLP. Alternatively, note the attachment name in this field if you choose to supply this information as a document on the Attachments page.

(1,000 characters max)

0/1000 Characters Used

Back

Save Page

Next

Exit Offer

Use the Additional Remarks box to input any unique conditions, notes, or deviations from the RLP.

- Please note that the government has the discretion to reject any deviations from the RLP.
- If you require more room to input comments with respect to your offer you can upload them as an attachment on the next page and reference that document's name here.

Click Save Page to check for errors and save your inputs.

Click Next to save the page and proceed to the Attachments page.

Attachments

Complete the Attachments page:

BUILDING INFORMATION

SPACE & PARKING

OPERATING & OWNERSHIP COSTS

LEASE TERMS & CONDITIONS

RATES

PROPERTY OWNER & REMARKS

ATTACHMENTS

Offer Attachments

Auto Generated Forms

ATTACHMENT #	ATTACHMENT NAME	DATE UPLOADED	VIEW FILE
1	1364 - Proposal to Lease Space	06/20/2023	
2	1217 - Lessor's Annual Cost Statement	06/20/2023	

Manual Attachment Uploads

Step 1: Select the attachment type: *

--None--

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

Choose File No file chosen

Step 3: Click attach:

Attach

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

Attachments Ready for Submission

NO #	ATTACHMENT TYPE	ATTACHMENT NAME	VIEW FILE	DELETE	DATE UPLOADED
<div>Back</div>			<div>Save Page</div>		<div>Exit Offer</div>
					<div>Certify Offer</div>

As you moved through the workflow and entered information, the data was auto-populated into required GSA Leasing Forms that become part of the Lease Package. These documents are Form 1364 - Proposal to Lease Space and Form 1217 - Lessor's Annual Cost Statement.

- These documents will appear on this page in the section titled Auto Generated Forms.
- To review these documents, click on the magnifying glass icon to the right of the attachment name.
- If you wish to edit the information these forms contain, return to the workflow to make the updates.

Add additional Offer Attachments by selecting the attachment type, clicking Choose File, selecting the attachment from your computer, and clicking Attach. When successfully uploaded, the attachment will be in the Attachments Ready for Submission list.

Refer to the RLP to determine which attachments you will need to submit with your offer.

Note: This page will also display previously submitted documents if you are re-submitting your offer. You can review previously submitted documents by clicking on the magnifying glass icon associated with it.

Click Save Page to check for errors and save your inputs.

Click Certify Offer to proceed to the Acknowledgements page.

Acknowledgements

Complete the Acknowledgements page:

BUILDING INFORMATIONSPACE & PARKINGOPERATING & OWNERSHIP COSTSLEASE TERMS & CONDITIONSRATESPROPERTY OWNER & REMARKSATTACHMENTS

Submit Offer

This application will auto-generate forms based on the information entered into the application. Signature on these forms is not required, as submission through the application is deemed equivalent.

By submitting this offer, the offeror agrees to lease the premises described within the offer to the United States of America upon the Lease Contracting Officer's acceptance of the offer. The offeror acknowledges they have read and fully understand the Request for Lease Proposals and agrees to honor the terms and conditions specified in their offer and to full compliance with and acceptance of the Request for Lease Proposals and its attachments AND:

The Offeror IS NOT requesting deviations. ☐ Yes ☐ No

Offeror First Name


Offeror Last Name

Submit Offer


Cancel

Note: If you are requesting deviations to the RLP you should note that in the Additional Remarks box on the Property Owner & Remarks page.

Check your email to confirm that your offer has been successfully received:



Leasing Portal



[Home](#) [AAAP](#) ▾ [RSAP](#) ▾

GSA's Requirement Specific Acquisition Platform

Please check your email to confirm that your offer has been successfully received. If you do not receive a confirmation email, or you receive an email informing you of a service disruption, please return to the application and resubmit your offer.

[Your feedback is important to us. Please click this link to share your comments, questions, and suggestions regarding GSA's online leasing tools.](#)

You are encouraged to provide feedback on your experience by clicking the blue link shown above.

How to Submit Supplemental Documents in GSA’s Requirement Specific Acquisition Platform (RSAP)

When your offer is in Draft status:

Your offer enters a Draft status when you have begun completing or updating the online workflow but have not yet submitted your proposal.

Locate the My RSAP Offers section from the RSAP home page.

My RSAP Offers

Use the table below to manage existing offers. Click the radio button in the left column to select an offer, then do one of the following:

- Click Edit to update responses to the online workflow, generate new GSA forms 1364 and 1217, and upload attachments, if desired.
- Click Add/View Documents to quickly upload files without generating new GSA forms 1364 and 1217, if no changes to these forms are required.
- Click View Only to access your offer in a view-only mode.
- Click Withdraw to remove your offer from consideration.

Edit

Add/View Documentation

View Only

Withdraw

	BUILDING NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	STATUS	SOLICITATION #
<input type="radio"/>	1	1	1	Iowa	122222222	Submitted	2MN0194
<input type="radio"/>	Unstable Stables	1728 NEIGHHHHHHHHH Way	Silver Stallion	Kentucky	123454562	Draft	2MN0194
<input type="radio"/>	Winterfell Castle	123 Winter is Coming Way	Winterfell	Alaska	12346	Draft	2MN0194

Select the offer you would like to update by clicking on the radio icon in the left column.

Next, click on the Edit button to enter the online workflow.

My RSAP Offers

Use the table below to manage existing offers. Click the radio button in the left column to select an offer, then do one of the following:

- Click Edit to update responses to the online workflow, generate new GSA forms 1364 and 1217, and upload attachments, if desired.
- Click Add/View Documents to quickly upload files without generating new GSA forms 1364 and 1217, if no changes to these forms are required.
- Click View Only to access your offer in a view-only mode.
- Click Withdraw to remove your offer from consideration.

EditView Only

	BUILDING NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	STATUS	SOLICITATION #
<input type="radio"/>	1	1	1	Iowa	122222222	Submitted	2MN0194
<input type="radio"/>	Unstable Stables	1728 NEIGHHHHHHHH Way	Silver Stallion	Kentucky	123454562	Draft	2MN0194
<input checked="" type="radio"/>	Winterfell Castle	123 Winter is Coming Way	Winterfell	Alaska	12346	Draft	2MN0194

➤ Proceed through the online workflow and then upload supplemental documentation following [these instructions](#).

When your offer is in Submitted status:

Your offer enters a Submitted status after you have submitted your proposal.

Important Notes:

- Editing your offer after it is submitted will move it into a Draft status.
- You must use the Edit button to make changes to the auto generated forms: GSA Form 1364 Proposal to Lease Space and GSA Form 1217 Operating and Ownership Costs.

Locate the My RSAP Offers section from the RSAP home page.

My RSAP Offers

Use the table below to manage existing offers. Click the radio button in the left column to select an offer, then do one of the following:

- Click Edit to update responses to the online workflow, generate new GSA forms 1364 and 1217, and upload attachments, if desired.
- Click Add/View Documents to quickly upload files without generating new GSA forms 1364 and 1217, if no changes to these forms are required.
- Click View Only to access your offer in a view-only mode.
- Click Withdraw to remove your offer from consideration.

Edit

Add/View Documentation

View Only

Withdraw

	BUILDING NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	STATUS	SOLICITATION #
<input type="radio"/>	Winterfell Castle	123 Winter is Coming Way	Winterfell	Alaska	12346	Submitted	2MN0194

Select the offer you would like to update by clicking on the radio icon in the left column.

Click on the Add/View Documentation button to enter the online workflow.

My RSAP Offers

Use the table below to manage existing offers. Click the radio button in the left column to select an offer, then do one of the following:

- Click Edit to update responses to the online workflow, generate new GSA forms 1364 and 1217, and upload attachments, if desired.
- Click Add/View Documents to quickly upload files without generating new GSA forms 1364 and 1217, if no changes to these forms are required.
- Click View Only to access your offer in a view-only mode.
- Click Withdraw to remove your offer from consideration.

EditAdd/View DocumentationView OnlyWithdraw

	BUILDING NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	STATUS	SOLICITATION #
<input checked="" type="radio"/>	Winterfell Castle	123 Winter is Coming Way	Winterfell	Alaska	12346	Submitted	2MN0194

Complete the Attachments page:

Offer Attachments

Auto Generated Forms

ATTACHMENT #	ATTACHMENT NAME	DATE UPLOADED	VIEW FILE
1	1364 - Proposal to Lease Space	01/26/2023	
2	1217 - Lessor's Annual Cost Statement	01/26/2023	

Manual Attachment Uploads

Step 1: Select the attachment type: *

--None--

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

Choose File

 No file chosen

Step 3: Click attach:

Attach

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

Attachments Ready for Submission

NO #	ATTACHMENT TYPE	ATTACHMENT NAME	VIEW FILE	DELETE	DATE UPLOADED
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Exit Offer

Submit Documents

Add supplemental documents by selecting the attachment type, clicking Choose File, selecting the attachment from your computer, and clicking Attach. When successfully uploaded, the attachment will be in the Attachments Ready for Submission list.

Refer to the RLP to determine which attachments you will need to submit with your offer.

Note: This page will also display previously submitted documents if you are re-submitting your offer. You can review previously submitted documents by clicking on the magnifying glass icon associated with it.

Click Submit Documents to submit the selected documents.

Click Exit Offer to return to the RSAP home page.

RSAP Questions, Helper Text, and Crosswalk

Workflow Section	1364 Field	1217 Field	Helper Text
Building Information			None
1. Building Name*	1. Building Name	4. Building Name and Address (Number, Street, City, State, and Zip Code)	None
2. Building Street Address*	2. Building Street Address	4. Building Name and Address (Number, Street, City, State, and Zip Code)	<p>Report the offered building street address in geo-codable format, i.e., an address that can be mapped by geographic information system software or used by an overnight delivery service to deliver packages.</p> <p>An example of a geo-codable address is 1800 F Street. Do NOT use the following:</p> <ul style="list-style-type: none"> - Mailing address that is different than the location's address, - Building name, - Street corner (e.g., 18th & F Streets), - Other description (such as a Post Office Box number), or - Symbols such as double quote ("), underline (_), plus (+), percent (%), and ampersand (&).
3. City*	3. City, State and 9-Digit Zip Code	4. Building Name and Address (Number, Street, City, State, and Zip Code)	None
4. State*	3. City, State and 9-Digit Zip Code	4. Building Name and Address (Number, Street, City, State, and Zip Code)	None

5. 9-Digit ZIP Code*	3. City, State and 9-Digit Zip Code	4. Building Name and Address (Number, Street, City, State, and Zip Code)	None
6. Number of Floors in Building*	4. Number of Floors in Building		None
7. Total Rentable Square Feet (RSF) in Building	5. Total Rentable Square Feet (RSF) in Building	3A. Entire Building	Rentable square feet is the area for which a tenant is charged rent. It is determined by the building owner and may vary by city or by building within the same city. The rentable space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The rentable space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts.
7a. General Purpose (Office)*	5a. General Purpose/Office		None
7b. Warehouse	5b. Warehouse		None
7c. Other	5c. Other		None
8. In what year was the original building construction completed and ready for occupancy?*	32. In what year was the original building construction completed and ready for initial occupancy?		If new construction is proposed, enter the projected year the space will be ready for occupancy.
9. Provide the year and a brief description of the last major building renovation, if applicable	33. Provide the year and a brief description of the last major building renovation, if applicable.		None

10. Total Land Costs	34c.Total Land Costs		None
11. What are the Building's normal hours of operations for HVAC included in the Operating Costs?*	35.What are the Building's normal hours of operations for HVAC included in the Operating Costs?		None
12. With regard to Fire Protection and Life Safety*	36.With regard to Fire Protection and Life Safety		None
13. With regard to Accessibility (Architectural Barriers Act Accessibility Standard / ABAAS)*	37.With regard to Fire Protection and Life Safety		None
14. With regard to Asbestos-Containing Material (ACM), select all that apply*	37. With regard to Accessibility (Architectural Barriers Act Accessibility Standard - ABAAS)		None
15. With regard to Flood Plains*	39. With regard to Flood Plains		None
16. With regard to Seismic Safety of the Building, does the RLP contain seismic requirements?*	40. With regard to Seismic Safety of the Building		None
16a. Since the RLP contains seismic requirements, select one of the following and	40. With regard to Seismic Safety of the Building		None

attach appropriate documentation in the Attachments section*			
17. Energy Star	41. With regard to ENERGY STAR®		None
17a. The Property has not received the ENERGY STAR Label within the past twelve months, but falls into one of the following categories	41b. With regard to ENERGY STAR®		None
17a. Date of Certification (MM/DD/YYYY)	41a. With regard to ENERGY STAR®		None
18. Is the Building a historic property?*	42a. With regard to Historic Preference		None
19. Is the Building within a historic district?*	42b. With regard to Historic Preference		None
20. With regard to HUBZone Price Evaluation Preference*	43. With regard to Historically Underutilized Business Zones (HUBZone) Price Evaluation Preference		None

Space and Parking	1364 Field	1217 Field	Current Language
Space Offered			None
1.What is the amount of	9. ABOA SF of Offered Space		The government recognizes the American National Standards Institute/Building Owners and

ANSI/BOMA Occupant Area Square Feet (ABOA SF) offered?*			Managers Association (ANSI/BOMA) international standard (Z65.1-2017) definition for Occupant Area, which means “the total aggregated area used by an Occupant before Load Factors are applied, consisting of Tenant Area and Tenant Ancillary Area.” The Method A – Multiple Load Factor Method shall apply. References to ABOA mean ANSI/BOMA Occupant Area.
2.What is the amount of Rentable Square Feet (RSF) offered?*	10. RSF of Offered Space	3B.Leased by Government	Rentable square feet is the area for which a tenant is charged rent. It is determined by the building owner and may vary by city or by building within the same city. The rentable space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The rentable space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts.
3.Common Area Factor (CAF)*	11. CAF of Offered Space		The “Common Area Factor” (CAF) is a conversion factor determined by the building owner and applied by the owner to the ABOA SF to determine the RSF for the leased space. The CAF is expressed as a percentage of the difference between the amount of rentable SF and ABOA SF, divided by the ABOA SF. For example 11,500 RSF and 10,000 ABOA SF will have a CAF of 15% $[(11,500 \text{ RSF} - 10,000 \text{ ABOA SF}) / 10,000 \text{ ABOA SF}]$. For the purposes of this solicitation, the CAF shall be determined in accordance with the applicable ANSI/BOMA standard for the type of space to which the CAF shall apply.
4. List the floor/s and or suite/s of the offered space*	12. Floor(s) and/or Suite(s) of Offered Space		None

5. How much free space, in addition to the space offered in #1 above, are you offering? (If not offering free space, leave blank.)	24. Are you offering free rent?		None
Parking Offered			None
1. Number of parking spaces for the entire building under control of the offeror*	8a. Total Building Parking Under Offeror's Control (Total Surface) and 8b. Total Building Parking Under Offeror's Control (Total Structured)		None
2. Is all of the parking onsite?*	8c. Total Building Parking Under Offeror's Control (Is all the parking onsite?)		None
3. Number of spaces required by local code, if applicable	8d. Total Building Parking Under Offeror's Control (Number of spaces required by local code, if applicable)		None
4. Monthly amount (\$) charged per parking space. Put \$0.00 if there is no additional charge for parking*	20a,20c,20e,20g. Parking Required by the RLP		None
5. Number of parking spaces offered to satisfy the parking	20b,20d,20f,20h. Parking Required by the RLP		None

requirements of the RLP*			
Operating & Ownership Costs	1364 Field	1217 Field	Helper Text
Section 1: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration			The worksheet on this page generates a GSA Form 1217, Lessor's Annual Cost Statement, which becomes an offer document upon submission of your final offer proposal. The column on the left for 'Entire Building' represents the total annual amounts for the entire building. The column on the right for 'Govt Leased Areas' represents the total annual amounts for the portion of the building offered to the Government for Lease.
Prorate Button			This button automatically populates the operating costs for the government leased areas by prorating the values for the entire building by the percent of the total building RSF the government would occupy in a lease. This function requires the For Entire Building column to be completed first. Individual costs can still be edited manually after the button function is complete. Pressing the button will replace any values you have previously entered in the For Govt Leased Areas column.
1. Salaries		A5.Salaries	None
2. Supplies (wax, cleaners, cloths, etc.)		A6.Supplies (wax, cleaners, cloths, etc.)	None
3. Contract Services (windows washing, waste and snow removal)		A7.Contract Services (windows washing, waste and snow removal)	None
4. Salaries		B8.Salaries	None
5. Fuel		B9.Fuel	None

6. System Maintenance and Repair		B10.System Maintenance and Repair	None
7. Current for Light and Power		C11.Current for Light and Power	None
8. Replacement of Bulbs, Tubes, Starters		C12.Replacement of Bulbs, Tubes, Starters	None
9. Power for Special Equipment		C13.Power for Special Equipment	None
10. System maintenance and repair (ballasts, fixtures, etc.)		C14.System maintenance and repair (ballasts, fixtures, etc.)	None
11. Water (for all purposes, include sewage charges)		D15.Water (for all purposes, include sewage charges)	None
12. Supplies (soap, towels, tissues not in A2 above)		D16.Supplies (soap, towels, tissues not in A2 above)	None
13. System Maintenance and Repair		D17.System Maintenance and Repair	None
14. Utilities (include electricity, if not in C7 above)		E18.Utilities (include electricity, if not in C7 above)	None
15. System Maintenance and Repair		E19.System Maintenance and Repair	None
16. Salaries (operators, starters, etc.)		F20.Salaries (operators, starters, etc.)	None

17. System Maintenance and Repair		F21.System Maintenance and Repair	None
18. Building Engineer and/or Manager		G22.Building Engineer and/or Manager	None
19. Security (Watchperson, guards, not janitors)		G23.Security (Watchperson, guards, not janitors)	None
20. Social Security Tax and Workperson's Compensation Insurance		G24.Social Security Tax and Workperson's Compensation Insurance	None
21. Lawn and Landscaping Maintenance		G25.Lawn and Landscaping Maintenance	None
22. Other		G26.Other	None
23. Total	17. Operating Costs	G27.Total	None
Section II: Estimated Annual Cost of Ownership Exclusive of Capital Charges			None
24.Real Estate Taxes		G28.Real Estate Taxes	Include all applicable real estate taxes imposed upon the property. This total cost shall be accounted for when defining the shell rent per ABOA SF on the Rates page and shall NOT be priced into the operating costs or elsewhere.

25. Insurance (hazard, liability, etc.)		G29. Insurance (hazard, liability, etc.)	Enter the annual cost of fire, liability, and other insurance carried on the entire building in which the offered space is located. This total cost shall be accounted for when defining the shell rent per ABOA SF on the Rates page and shall NOT be priced into the operating costs or elsewhere.
26. Building Maintenance and Reserves for Replacement		G30. Building Maintenance and Reserves for Replacement	Enter the annual cost of wages, materials, and outside services used in repairs and maintenance of the building itself and all similar repairs and maintenance costs NOT including items already considered elsewhere such as heating, electrical, plumbing, air conditioning, and elevators. This includes major repairs and changes in the nature of a permanent improvement such as annual cost to replace relatively short-lived items such as boilers, compressors, elevators, and roof coverings. This total cost shall be accounted for when defining the shell rent per ABOA SF on the Rates page and shall NOT be priced into the operating costs or elsewhere.
27. Lease Commission		G31. Lease Commission	Enter any lease commission cost for which the lessor may be responsible due to this government leasing action. This total cost shall be accounted for when defining the shell rent per ABOA SF on the Rates page and shall NOT be priced into the operating costs or elsewhere.
28. Management		G32. Management	Include annual administrative expenses such as agency fees, legal fees, auditing, and advertising. Do not include financial charges such as income or corporate taxes or organization expenses. Tenant improvement management fees shall not be included here and will be priced on the Rates page. This total cost shall be accounted for when defining the shell rent on the Rates page and shall NOT be priced into the operating costs or elsewhere.
29. Total		G33. Total	None

Lease Terms and Conditions	1364 Field	1217 Field	Helper Text
Initial Lease Term			The Offeror is requested to confirm that the total initial term of the proposal, without renewal options, is consistent with the RLP and attachments.
1. Confirm the full term of the lease, in months*	13. Full Term of the Lease		None
2. Confirm the firm term of the lease, in months*	14. Firm Term of the Lease		None
3. Confirm the number of days notice for Government to terminate after the firm term of the lease	15. Number of Days Notice		None
Commissions (if applicable) ATTACH BROKER COMMISSION AGREEMENT IN THE ATTACHMENTS TAB			Input the commission percentages below. Please specify the commission amount in the Additional Remarks or Conditions with Respect to this Offer field on the Property Owner & Remarks page if the commission is defined in an alternative manner.
1. Tenant Representative Commission	27a. Commissions		None
2. Owner's Representative Commission	27b. Commissions		None
Offeror's Fee Schedule			The RLP outlines how fees may apply. Fees are not applicable for turnkey pricing.

1.Architectural/Engineering Fees*	23a. Fee Schedule		None
2. Lessor's Project Management Fee*	23b. Fee Schedule		None
Additional Financial Aspects of the Offer			None
1. HVAC overtime	31. Heating, Ventilation, and Air Conditioning (HVAC) Overtime Rate		None
1a. HVAC Overtime Rate (Per Hour)	31a. Heating, Ventilation, and Air Conditioning (HVAC) Overtime Rate		The hourly overtime rate for climate control beyond the government's normal hours specified in the lease for the space.
1b. Enter the total number of zones, floors, or spaces located within the offered space	31b.and 31c. Heating, Ventilation, and Air Conditioning (HVAC) Overtime Rate		None
1c. If the Government used 1 hour of overtime HVAC for the entire offered space, it would owe	31d. Heating, Ventilation, and Air Conditioning (HVAC) Overtime Rate		None
2. Tax Parcel Percent of Government Occupancy	30 Tax Parcel Percent of Government Occupancy		None
2a. What is the RSF of the Tax Parcel?	30a. Tax Parcel Percent of		None

	Government Occupancy		
2b. What percent of the Tax Parcel RSF stated above would the Government's proposed occupancy be?	30b. Tax Parcel Percent of Government Occupancy		None
2c. Is there more than one building, or more than one tax parcel, associated with the offered space?	Addendum C.Additional Tax Parcel Information		If 'YES', use the boxes below to account for the total number of buildings, associated rentable SF, and tax parcel information associated with the overall space offered to the Government. Upload the legal description(s) of the offered property/properties in the 'Attachments' section.
3. Adjustment for Vacant Premises Rate	28. Adjustment for Vacant Premises		If the Government fails to occupy or vacates the entire or any portion of the Premises prior to expiration of the term of the Lease, the operating costs paid by the Government as part of the rent shall be reduced by this amount.
4. Adjustment for Reduced Services Rate	29. Adjustment for Reduced Services		Only applies when the Government requires extended services, such as 24/7 HVAC, beyond normal operating hours (check RLP and Lease for confirmation). This value reflects the reduction applied if the Government no longer requires these extended services.
Rates	1364 Field	1217 Field	Current Language
Rent Table			Enter initial rental figures only. Scheduled step rents for Shell and Parking can be entered lower on this page. Certain fields will be auto-calculated based on inputs once the user hits the Save Page button located at the bottom of the screen.
Shell Rent:	16. Shell Rent		The shell rental rate shall include, but is not limited to, property financing (exclusive of TIs and BSAC), insurance, taxes, management, and profit, for the Building. The shell rental rate shall also include all basic Building systems and

			common area buildout, including, but not limited to, base Building lobbies, common areas, and core areas, exclusive of the ABOA Space offered as required in this RLP. All improvements in the base Building, lobbies, common areas, core areas and Space, made to come into compliance with the Lease, shall be provided by the Lessor, at the Lessor's expense.
Operating Rent:	17. Operating Costs		Navigate to the Operating & Ownership Costs page to revise the operating rent.
Tenant Improvement (TI) Rent	18. Tenant Improvement (TI) Rent		Click Enter/Edit TI to add Tenant Improvements
1. What method of tenant improvement pricing is required by the RLP?			None
What is the TIA per ABOA SF stated in the RLP? or What is the turnkey total Tenant Improvement amount?	18a. or 18b. Tenant Improvement (TI) Rent		None
2. What is the amortization interest rate?	18c. Tenant Improvement (TI) Rent		None
3. What is the amortization period, in months?	18d. Tenant Improvement (TI) Rent		The tenant improvement rent is typically fully amortized at the end of the firm term, and the rent will be reduced accordingly (review the RLP to confirm this parameter). Any desired rent increases or decreases beyond the firm term of the lease should be reflected in the Step Rent section on this page.
Building Specific Amortized Capital (BSAC) Rent:	19. Building Specific Amortized		Click Enter/Edit BSAC to add Building Specific Amortized Capital

	Capital (BSAC) Rent		
1. What method of building specific amortized capital pricing is required by the RLP?			None
What is the BSAC rate per ABOA SF stated in the RLP? or What is the total BSAC buildout cost?	19a. or 19b. Building Specific Amortized Capital (BSAC) Rent		None
2. What is the amortization interest rate?	19c. Building Specific Amortized Capital (BSAC) Rent		None
3. What is the amortization period, in months?	19d. Building Specific Amortized Capital (BSAC) Rent		The BSAC rent is typically fully amortized at the end of the firm term, and the rent will be reduced accordingly (review the RLP to confirm this parameter). Any desired rent increases or decreases beyond the firm term of the lease should be reflected in the Step Rent section on this page.
Parking	20. Parking Required by the RLP		None
Total Initial Rent	22. TOTAL INITIAL RENT		None
Step Rent			Shell Rent and Parking steps should be detailed if the initial amount stated in the Rental Rates table above does not remain the same for the full term of the Lease. Shell Rent step amounts should be stated in Annual Rent for the entire Leased space. Parking step rents should be stated as a dollar amount per space per month.

1. Rent Type, Beginning Year, Through Year, Amount Will Be, Per, Delete	Addendum A. Step Rent		None
Free Rent			None
1. If you are offering free rent, enter the number of months free you are offering. If you are not offering free rent, leave the field blank or enter '0'.	24 and 24a. Are you offering free rent?		None
2. If you are offering free rent, what rent components are included in the free rent offered? (Select all that apply.)	24b.Are you offering free rent?		None
Renewal Options			Renewal Options are optional unless required by the RLP. Only renewal options that are required by the RLP will factor into the Government's financial analysis of the Offer.
1. Are you offering renewal options?	Addendum B. Renewal Options		None
Property Owner & Additional Remarks	1364 Field	1217 Field	Helper Text
Property Owner Information			None

1. What is the name of the property's recorded owner?*	44. Recorded Owner Name		Check if same as offeror
2. Street Address*	45. Owner Street Address		None
3. City*	46. City, State and 9-Digit ZIP Code		None
4. State*	46. City, State and 9-Digit ZIP Code		None
5. 9-Digit ZIP Code*	46. City, State and 9-Digit ZIP Code		None
6. What is your relationship as the Offeror, to the property owner? *	52. Offeror's Interest in the Property	34. Signature of	If the offeror is not the owner of the Property, you must submit authorization from the ownership entity to submit an offer on the ownership entity's behalf.
7. What is the property owner's Unique Entity Identifier (UEI)?*	47. Unique Entity Identifier (UEI)		The Unique Entity Identifier (UEI) is a 12-character alphanumeric value assigned, managed, and owned by the federal government. The System for Award Management (SAM) located at HTTPS://SAM.GOV is the system that assigns a UEI. The Offeror must register their entity in SAM.gov when they want to bid on federal contracts. SAM registration and the UEI is required prior to lease award, unless stated otherwise in the RLP. If you are not already registered in SAM.gov, please begin the process to obtain one early to ensure compliance with the RLP. The registration service is free of charge.
Additional Remarks or Conditions with Respect to this Offer			Use this field to provide additional remarks or deviations to the RLP. Alternatively, note the attachment name in this field if you choose to supply this information as a document on the Attachments page.
Additional Remarks or Conditions with	Addendum D. Additional Remarks		None

Respect to this Offer	or Conditions with Respect to this Offer		
Acknowledgments	1364 Field	1217 Field	Helper Text
The Offeror is NOT requesting deviations.	53. Does your offer request any deviation from the RLP?		None
Offerors First Name	Section V. Offeror's Signature	34B.Signature	None
Offerors Last Name	Section V. Offeror's Signature	34B.Signature	None
Miscellaneous	1364 Field	1217 Field	Helper Text
Offeror Email	51. Contact Information		None
Offeror Telephone	51. Contact Information		None
Project Number	This Offer is in response to Request for Lease Proposals (RLP) Number	1. Request for Lease Proposals (RLP)	None

Frequently Asked Questions (FAQs)

Definitions

What is ANSI/BOMA Office Area (ABOA)?

Managers Association (ANSI/BOMA) international standard (Z65.1-2017) definition for Occupant Area, which means “the total aggregated area used by an Occupant before Load Factors are applied, consisting of Tenant Area and Tenant Ancillary Area.” The Method A – Multiple Load Factor Method shall apply. References to ABOA mean ANSI/BOMA Occupant Area.

What is the Automated Advanced Acquisition Program (AAAP)?

A multiple award lease procurement tool. The AAAP allows the market to compete for multiple federal leases by submitting a single offer through a simple online platform. The AAAP collects best and final offers, for generic office space needs, that remain in a secure database throughout the fiscal year (Oct 1 - Sept 30). The Automated Advanced Acquisition Program (AAAP) is different from the Requirement Specific Acquisition Platform (RSAP). Link:

<https://leasing.gsa.gov/leasing/s/AAAP-PortalHome>

What is Building Specific Amortized Capital (BSAC)?

Security countermeasures are priced as shell items or as Building Specific Amortized Capital. The Building Specific Amortized Capital or BSAC charge is for specific security items that are part of or attached to a building that cannot be easily removed. Examples of these items include, but are not limited to:

- ☐ bollards (i.e. vehicular barriers);
- ☐ security gates;
- ☐ blast-resistant window film; and,
- ☐ guard booths.

For specific definitions, refer to the RLP and attachments.

What is the Leasing Portal?

Provides the opportunity for building owners and building owner representatives to electronically offer building space to the Federal Government. The offer submission process is completely web-enabled, allowing all registered participants to submit and update offers for lease space to the Federal Government within specified timeframes, in response to a Request for Lease Proposal (RLP) package. The Leasing Portal consists of the Automated Advanced Acquisition Program (AAP) and the Requirement Specific Acquisition Platform (RSAP). Link: <http://leasing.gsa.gov>

What is Rentable Space or Rentable Square Feet (RSF)?

Rentable Space is the area for which a tenant is charged rent. It is determined by the Building owner and may vary by city or by building within the same city. The Rentable Space may include a share of Building support/common areas such as elevator lobbies, Building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises: $ABOA\ SF\ of\ Space \times (1 + CAF) = RSF$. For specific definitions, refer to the RLP and attachments.

What is the Requirement Specific Acquisition Platform (RSAP)?

A single award lease procurement tool. The RSAP migrates GSA's traditional lease procurement method to an e-commerce procurement and transaction tool, collecting online offers for a specific space requirement. The RSAP uses a single RLP for a specific space requirement and allows offerors to tailor initial offers by utilizing a streamlined workflow. The RSAP positions the GSA to address complex space requirements electronically. Link:

<https://leasing.gsa.gov/leasing/s/RSAP-PortalHome>

What are Tenant Improvements (TI)?

Tenant Improvements (TIs) are the finishes and fixtures that typically take space from the shell condition to a finished, usable condition. The Lessor must provide the funds for the TIs upfront and the Government will pay the amount back, with any interest (the TI amortization rate). For specific definitions, refer to the RLP and attachments.

Accessing RSAP

Q: Where do I access the Requirement Specific Acquisition Platform (RSAP)?

A: Navigate to <https://leasing.gsa.gov/leasing/s/RSAP-PortalHome>. You must create an account in order to submit offers.

Q: What is the difference between AAAP and RSAP?

A: The Automated Advanced Acquisition Program (AAAP) is our multiple award platform. Offerors respond to generic Request for Lease Proposals (RLPs) for office space and submit their space, often in advance of an agency requirement. The Requirement Specific Acquisition Platform (RSAP) collects offers for a specific requirement, defined by a specific RLP, and results in a single award. Another difference is that RSAP often follows the traditional procurement process, which allows for negotiation and multiple iterations of offers. The AAAP is more streamlined and offerors only submit their best and final proposals.

Q: In AAAP there is an open period each month. Does RSAP have that?

A: There are no open periods in RSAP, it mimics the traditional procurement process.

Q: How will I know when to use the RSAP and when to use the AAAP?

A: The advertisement and Request for Lease Proposals (RLP) will state if AAAP is being used. For RSAP, only the RLP will state if RSAP is being used.

Q: My building information is already in AAAP. Can I transfer the data automatically into RSAP or do I need to re-enter it?

A: You will need to re-enter your offer in RSAP. The AAAP and the RSAP are two separate platforms.

Preparing My Offer

Q: Where do I obtain the solicitation number/RLP number?

A: A GSA representative such as a GSA Broker (if applicable), Leasing Specialist, or Lease Contracting Officer usually provides you with the solicitation number via the Request for Lease Proposals (RLP). It can also often be found by searching SAM.gov, if the procurement was advertised.

Q: Do I use RSAP to submit initial, revised, and final proposals?

A: Yes, you should use RSAP to submit initial, revised, and final proposals unless otherwise directed by the Lease Contracting Officer (LCO).

Q: Do I manually upload GSA Form 1364 (Proposal to Lease Space) and GSA Form 1217 (Lessor's Annual Cost Statement)?

A: No, these forms are automatically generated based on the responses you provide throughout the workflow. You should review these forms prior to submitting your proposal by clicking on the magnifying glass icon next to each form in the Auto Generated Forms section of the Attachments page of the workflow.

Q: How do I revise the GSA Form 1364 (Proposal to Lease Space) and GSA Form 1217 (Lessor's Annual Cost Statement)?

A: You can resubmit these forms by revising the responses throughout the workflow, as desired. You should not attempt to manually update these forms outside of the workflow. Specifically:

1. Log into RSAP.
2. Select the building/offer you would like to revise by clicking on the radio icon in the left hand column.
3. Click on the Edit button.
4. Proceed through the workflow revising your responses as appropriate.
5. Review these forms prior to submitting your proposal by clicking on the magnifying glass icon next to each form in the Auto Generated Forms section of the Attachments page of the workflow.
6. Certify and submit your revised proposal.

Q: How do I make changes to previously submitted GSA Form 1364 (Proposal to Lease Space) and GSA Form 1217 (Lessor's Annual Cost Statement)?

A: You cannot make changes to previously submitted forms. However, you can resubmit these forms by changing the responses throughout the workflow, as desired. Specifically:

7. Log into RSAP.
8. Select the building/offer you would like to revise by clicking on the radio icon in the left hand column.
9. Click on the Edit button.
10. Proceed through the workflow revising your responses as appropriate.
11. Review these forms prior to submitting your proposal by clicking on the magnifying glass icon next to each form in the Auto Generated Forms section of the Attachments page of the workflow.
12. Certify and submit your revised proposal.

Q: How do I know what fields to change in the workflow if GSA is referencing fields on GSA forms 1364 or 1217?

A: You should reference the [Questions, Helper Text, and Crosswalk](#) resource if you are unsure of which fields to update.


Q: How do I submit deviations, additional remarks, comments, or clarifications?

A: You should use the Additional Remarks or Conditions with Respect to this Offer field on the Property Owner and Additional Remarks page of the online workflow. Please note that the government has the discretion to reject any deviations from the RLP. If you require more room to input comments with respect to your offer you can upload them as an attachment on the next page and reference that document's name here.

Property Owner and Additional Remarks

Property Owner Information

- What is the name of the property's recorded owner? * ☐ Check if same as offeror
- Street Address: *
- City: *
- State: *
- 9-Digit ZIP Code: *
- What is your relationship as the Offeror, to the property owner? *

--None--
- What is the property owner's Unique Entity Identifier (UEI)? * 

Additional Remarks or Conditions with Respect to this Offer (1,000 characters max)

0/1000 Characters Used

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Exit Offer

Q: How do I submit an offer on behalf of a building owner?

A: Owner/lessor representatives should register with their own information, not the building owner's information. In the workflow, on the "Property Owner" page, the representative will provide information regarding the building owner. Representatives will also need to submit documentation on the "Attachments" page that states that they have the right to represent the building's ownership.

Q: If I am offering two suites that meet the GSA requirement, do I need to re-enter all info for each separate space even though they are in the same building?

A: Yes, you will need to enter your building and rate information for each offer you submit, even if they are in response to the same solicitation and in the same building.

Q: Can other offerors see my submitted offer?

A: No, the offers you create and submit are only available to you through your secure log in.

Q: Can I continue to market my space even after I have submitted an offer to the Government?

A: Yes, you may continue to market the space. However, please reference GSA Form 3516, 1(c)(2)(vii) in the RLP for more information on withdrawing an offer.

Q: Will GSA send clarification letters, etc. through the RSAP?

A: Currently, the RSAP is designed as a one-way portal for offerors to submit forms to GSA. All offer documents should be transmitted to GSA via RSAP unless otherwise specified by the Lease Contracting Officer. GSA will review submitted offers and respond to offerors typically via email.

Q: How do I submit my parking and the amount per parking space?

A: Submit all parking in the Parking Offered section on the Space and Parking page of the automated workflow. Enter the total number of parking spaces and the monthly amount charged per space. If you are not charging for the parking you should input \$0 in the monthly amount field. The total annual rent you are proposing for the parking will then be displayed on the Rates page and included in the auto generated GSA Form 1364 - Proposal to Lease Space.

PARKING OFFERED

1. Number of parking spaces for the entire building under control of the offeror:
Total Surface * Total Structured *

2. Is all of the parking onsite? *
☐ Yes ☐ No

3. Number of spaces required by local code, if applicable:

4. Monthly amount (\$) charged per parking space. Put \$0.00 if there is no additional charge for parking: *

	Reserved	Non-Reserved (General)
Surface*	\$ <input type="text"/>	\$ <input type="text"/>
Structured*	\$ <input type="text"/>	\$ <input type="text"/>

5. Number of parking spaces offered to satisfy the parking requirements of the RLP:*

	Reserved	Non-Reserved (General)
Surface*	<input type="text"/>	<input type="text"/>
Structured*	<input type="text"/>	<input type="text"/>

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Exit Offer

Q: Can I enter a fully serviced rental rate without breaking out the shell rate, operating rent rate, TI allowance, and BSAC?

A: No, you must enter each rental component in RSAP workflow in order for RSAP application to calculate the fully serviced rental rate.

Q: What is included in the Shell Rate?

A: Your shell rent includes, but is not limited to, property financing, (exclusive of TIs and BSAC), insurance, taxes, management, and profit, as well as all basic building systems and common area buildout. You have the option to step the shell rent in future years of the lease term.

Q: What documents need to be attached to my initial offer?

A: The required forms will vary by procurement, so please refer to the RLP you were provided to determine which forms are required. Please note that the system auto generates two forms based on your inputs in the online workflow (GSA Form 1364 - Proposal to Lease Space and GSA Form 1217 - Lessor’s Annual Cost Statement), so these do not need to be completed outside of the system or manually uploaded. You should review these forms prior to submitting your proposal by clicking on the magnifying glass icon next to each form in the Auto Generated Forms section of the Attachments page of the workflow.

Q: How will I know if I submitted an offer?

A: You will see the following confirmation screen after their offer is submitted. The status will also be updated in the table on the offerors RSAP landing page.



Home AAAP ▾ RSAP ▾

GSA's Requirement Specific Acquisition Platform

Please check your email to confirm that your offer has been successfully received. If you do not receive a confirmation email, or you receive an email informing you of a service disruption, please return to the application and resubmit your offer.

[Your feedback is important to us. Please click this link to share your comments, questions, and suggestions regarding GSA's online leasing tools.](#)

You will also be sent a confirmation email. Please note this only indicates that the offer was submitted and does not mean that the offer complies with the requirements of the RLP including submission deadlines.

Q: Is there a file size limit when offerors attach documents?

A: There is a maximum file size limit of 10MB per file. However, there is no file type restriction or limitation on the number of documents that can be attached. For extremely large files, consider compressing the file and/or dividing the file into smaller pieces. The LCO may also elect to allow offerors to submit files via email that exceed this file limit.

Requesting Help

Q: Who do I contact for technical support?

A: Email LOP.help@gsa.gov or call 1-866-450-6588, extension 7. The Help Desk days and hours of operation are Monday - Friday, 7:30 a.m. - 7:30 p.m. EST, excluding Federal holidays.

Q: Who do I contact for answers to questions regarding the GSA request for lease proposals (RLP) or a specific project?

A: Contact the GSA Broker (if applicable), Leasing Specialist, or Lease Contracting Officer for that specific project.

Q: Who do I contact for answers regarding the national RSAP program or RSAP policy — unrelated to a specific project?

A: Contact RSAP.manager@gsa.gov.