

# How to Create an Offer in the Automated Advanced Acquisition Program (AAAP)


## Select an RLP:

The screenshot displays the GSA's Automated Advanced Acquisition Program (AAAP) interface. At the top, there is a navigation bar with the GSA logo and links for LEASE OFFER PLATFORM HOME, USER PROFILE, RLP & LEASE DOCUMENTS, NEWS & UPDATES, and HELP. Below the navigation bar, the title "GSA's Automated Advanced Acquisition Program" is displayed. A horizontal progress bar shows the following steps: BUILDING FUNDAMENTALS (highlighted in blue), BUILDING DETAILS, PARKING, PROPERTY OWNER, OPERATING COST, SPACE & RATES, and ATTACHMENTS. A link "Click Here To Print This Page" is located to the right of the progress bar. Below the progress bar, the section "Building Fundamentals" is titled. Under this section, there is a label "1. Select an RLP:" followed by a dropdown menu with the text "Select RLP". At the bottom of the section, a note states: "RLP can be found by clicking [RLP & LEASE DOCUMENTS](#) at the top of the page. Please review the RLP before proceeding with offer submission."

Note: Required fields are marked with a red asterisk (\*). Red 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. Required GSA Forms will be auto-populated as a result of your inputs. You do not need manually to fill out any forms to complete your offer.

Enter address and click 'Validate Address':

LEASE OFFER PLATFORM HOMEUSER PROFILERLP & LEASE DOCUMENTSNEWS & UPDATESHELP

## GSA's Automated Advanced Acquisition Program

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BUILDING FUNDAMENTALS

BUILDING DETAILS

PARKING

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### Building Fundamentals

1. Select an RLP: \*

RLP can be found by clicking [RLP & LEASE DOCUMENTS](#) at the top of the page. Please review the RLP before proceeding with offer submission.

2. Building Name \*

3. Street Address \* 

4. City \*

5. State \*

6. Zip Code \*

Click on 'Validate Address' every time you change address for the offer.

After you click the "Validate Address" button, review the map below to confirm that your address has plotted correctly on the map. If it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location. If the address is not plotting correctly, contact [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov).


## Click the correct address line:

Validate Address

Click on 'Validate Address' every time you change address for the offer.

After you click the 'Validate Address' button, review the map below to confirm that your address has plotted correctly on the map. If it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location. If the address is not plotting correctly, contact [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov).

Street	City	State	Zip	Latitude	Longitude
1600 Pennsylvania Ave NW	Washington	DC	20500	38.8986736	-77.0365485
Pennsylvania Ave NW	Washington	DC	20037	38.9018503	-77.0481471
Pennsylvania Ave NW	Washington	DC	20006	38.9004329	-77.0441486



## Confirm Selected Address by Clicking 'OK':

3. Street Address \*   
4. City \*  
5. State \*  
6. Zip Code \*  
Validate Address

wsfl2uatp-aaap.cs33.force.com says  
Confirm Selected Address  
Are you sure you wish to confirm the following 19-Reg01 address:  
1600 Pennsylvania Ave NW, Washington, DC, 20500  
OK Cancel


it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location. If the address is not plotting correctly, contact [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov).

Street	City	State	Zip	Latitude	Longitude
1600 Pennsylvania Ave NW	Washington	DC	20500	38.8986736	-77.0365485
Pennsylvania Ave NW	Washington	DC	20037	38.9018503	-77.0481471
Pennsylvania Ave NW	Washington	DC	20006	38.9004329	-77.0441486

Note: If the selected address is not populating on the map properly, recheck the address for typos. If the address is entered correctly and still does not plot on the map properly, email [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov) for help.



Answer questions 7 through 19 (which appear on the Building Fundamentals tab after you confirm the address):


7. Total amount of rentable square feet (RSF) in the building? \* 

RSF

General Purpose (Office):


Warehouse:

Other:

8. Total ANSI/BOMA Office Area (ABOA) square feet (SF) in the building? \* 


9. What is the site size? \*  ☐ Square Feet ☐ Acres

10. Number of floors in the building: \*

11. What is the live floor load (lbs. per square feet) for the building? (Enter TBD if information is not readily available.) \* 

12. Year the building constructed? \*

13. Most recent building renovation year? \*


14. 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:


Please enter total annual figures for the entire building for questions 15 through 19. These costs are components of the Shell rent, and should not be priced into the Operating Cost rent.

15. Real Estate Taxes \* 


\$

16. Insurance (hazard, liability, etc.) \* 


\$

17. Building Maintenance and Reserves for Replacement \* 

\$

18. Lease Commission \* 

\$

19. Management \* 

\$

Click 'Save Page' to check for errors and save the page.  
Click 'Next' to proceed to the Building Details section

## Answer Questions 1 through 10

**GSA's Automated Advanced Acquisition Program**
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BUILDING  
FUNDAMENTALS
BUILDING  
DETAILS
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### Building Details

- Is the building fully sprinklered? \* ⓘ  
☐ Yes ☐ No ☐ Partial
- Does the building fully have 2 physically remote stairwells existing in the building (scissor stairs only count as one stairwell)? If this is a single story building, select NA. \* ⓘ  
☐ Yes ☐ No ☐ NA
- Does the building have a building-wide alarm system? \* ⓘ  
☐ Yes ☐ No
- Is the building within 2,640 walkable linear feet of public transportation? \*  
☐ Yes ☐ No
- Has the building earned an Energy Star Label conferred by the Environmental Protection Agency (EPA) within one year prior to submittal? \* ⓘ  
☐ Yes ☐ No
- Is the building offered a historic property? \* ⓘ  
☐ Yes ☐ No
- Is the building offered within a historic district? \* ⓘ  
☐ Yes ☐ No
- Is the building ownership considered a HubZone Small Business Concern (SBC) as discussed in the Request for Lease Proposal? \* ⓘ  
☐ Yes ☐ No
- Do you propose to satisfy the requirements of this RLP, Lease through the complete rehabilitation or reconstruction of an existing Building? (Note: Offers for new construction, including offers to construct an annex or addition to an existing building, will not be accepted for AAAP requirements) \*  
☐ Yes ☐ No
- Is your building located in a medium- or high-risk seismic zone as outlined in the RLP? \* (Defined as being within the yellow- or red-shaded area of the [Seismic Map](#).)  
☐ Yes ☐ No

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Save Page
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Exit Offer

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

Click 'Next' to proceed to the Parking section.

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

## Complete Parking Page:

### GSA's Automated Advanced Acquisition Program

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BUILDING FUNDAMENTALS

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## Offer Parking

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

Structured \*  Surface \*

2. Number of parking spaces required by local code:

Structured \*  Surface \*

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

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

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

Click 'Next' to proceed to the Property Owner section.

Note: Parking should not be included in the Shell, but as a separate item to be added to the rate structure, if applicable.



## Complete Property Owner Page:

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### Property Owner

1. What is the name of the property's recorded owner? \*
2. Street Address: \*
3. Country: \* United States
4. City: \*
5. State: \* --None--
6. Zip Code: \*
7. What is the main phone number for the property's recorded owner? \*  

Ext:
8. What is your relationship as the Offeror, to the property owner? \* ⓘ  

--None--
9. What is the property owner's DUNS #? ⓘ

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Exit Offer

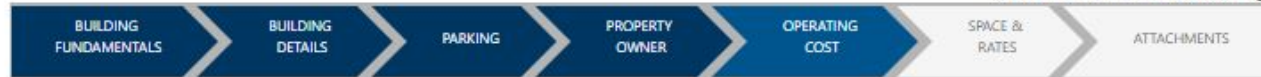
Note: Regarding #7, if selecting 'Agent' or 'Other', you must submit authorization from the ownership entity to submit an offer on the ownership entity's behalf.

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

Click 'Next' to proceed to the Operating Cost Owner section.

## Complete Operating Cost Page

### GSA's Automated Advanced Acquisition Program

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## Operating Costs


1. Total Building Rentable Area square feet (RSF)	11,000
2. Total Building ANSI/BOMA Office Area (ABOA) square feet (SF)	10,000
3. Common Area Factor	1.1
4. Cost per ABOA SF 	\$0.00

### Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration Lessor's Annual Cost For Entire Building

A. Cleaning, Janitor and/or Char Service	
5. Salaries	\$ 0.00 <input type="text"/>
6. Supplies (wax, cleaners, cloths, etc.)	\$ 0.00 <input type="text"/>
7. Contract Services (windows washing, waste and snow removal)	\$ 0.00 <input type="text"/>

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

<b>E. Air Conditioning</b>	
18. Utilities (include electricity, if not in Current for light and power)	\$ 0.00
19. System Maintenance and Repair	\$ 0.00
<b>F. Elevators</b>	
20. Salaries (operators, starters, etc.)	\$ 0.00
21. System Maintenance and Repair	\$ 0.00
<b>G. Miscellaneous (To the extent not included above)</b>	
22. Building Engineer and/or Manager	\$ 0.00
23. Security (Watchman, guards, not janitors)	\$ 0.00
24. Social Security Tax and Workmen's Compensation Insurance	\$ 0.00
25. Lawn and Landscape Maintenance	\$ 0.00

26. Other	Add Cost	\$0.00
27. Total	Calculate Rate	\$0.00
Adjustment for Vacant premises per ABOA SF: 		\$ <input type="text"/>

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

Click 'Next' to proceed to the Space & Rates section.

Note: Operating expenses should be entered as total annual figures. The application will update these figure to price per ABOA SF based on the Total Building ABOA SF entered in the building tab.




### Complete Space & Rates Page:

1. Enter the total ANSI/BOMA Office SF available for lease to the Government.
2. Enter the maximum contiguous ABOA SF available.

### Click 'Add New Space' or 'Add Continuing Need'.

*\*Offers with existing / expiring Government leases should click on Add Continuing Need.*

#### Space Summary Page

1. What is the total ANSI/BOMA Office Area (ABOA) square feet (SF) available for lease to the Government? \* 

2. What is the max contiguous ABOA SF available? \*

Note: All vacant / available space should be entered below by clicking the 'Add New Space' or 'Add Continuing Need' buttons. New Space may be entered as one lump block at the same rates OR multiple spaces within the building at different rates. Continuing Need space should be entered to reflect the amount of space currently occupied by the Government.

#### Offered Spaces

[edit space](#) | [edit rate](#) | [delete space](#)

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	17, 15 YEAR FS	15, 13 YEAR FS	10, 8 YEAR FS
<p>Note : Refer to section 4.05 PRESENT VALUE PRICE EVALUATION of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.</p>						

## Complete Space Page

### GSA's Automated Advanced Acquisition Program

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## Space and Rates

### New Space Information

3. Total ANSI/BOMA Office Area (ABOA) square feet (SF) Available for New Lease: \*

0

☐ All Available ABOA ☐ Range of ABOA

4. Range of ABOA SF Offered: \*

0

to

0

5. What is the date of availability of space for commencement of tenant improvements? \*

9/24/2018 [ 9/24/2018 ]

*Note: The fees entered in questions 6 and 7 (below) will be applied against the tenant improvement allowance (TIA). Note that the calculation visible to offerors is based on an estimated TIA of \$42.00 per ABOA SF, but for evaluation purposes and for the resulting lease contract, the calculation will be based on the actual TIA for the specific requirement. For additional information on the evaluation of offers, reference section 4 of the RLP.*

6. Lessor's overhead, administrative costs, profit, and fees as a percentage of the initial tenant improvements (Lessor's PM fees), including change orders, for the block of space offered? \*

%

7. Architectural and engineering fees (in \$ per ABOA SF or %) for construction of the initial tenant improvements, including change orders, for the block of space offered? \*

☐ \$ Per ABOA SF ☐ %

8. The total cost of markups for the Lessor's overhead, administrative costs, profit, and fees and any other profit and/or fees charged against tenant improvements for recarpeting, or other tenant finish items not requiring architectural/engineering services.

**Total Mark-ups: \$0.00**

**Click Calculate Mark-ups.**

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

**Click 'Next to Enter Rates' proceed to the Rates Page.**

Note: The TI amounts reflected above apply to Region 11 during FY19. Please refer to the RLP document for your respective region and fiscal year to obtain the applicable TI amounts.

## Complete Rates Page:

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### Space and Rates

#### Pricing Terms

Reference section 3 of the RLP for more information. All rate information below is per ABOA SF per year.

	17 Year Lease (with termination rights after 15 years)	15 Year Lease (with termination rights after 13 years)	10 Year Lease (with termination rights after 8 years)
1. Shell Rental Rate (Yrs 1 - 8)	\$ 0.00	\$ 0.00	\$ 0.00 / ABOA SF
2. Base Year Operating Costs	\$5.50 / ABOA SF	\$5.50 / ABOA SF	\$5.50 / ABOA SF
3. Amortization Rate for Tenant Improvement Allowance (TIA) & Building Specific Amortized Capital (BSAC)	0.00 %	0.00 %	0.00 %
3a. Tenant Improvement Rent, using an estimated TIA of \$42.00	\$0.00 / ABOA SF	\$0.00 / ABOA SF	\$0.00 / ABOA SF
3b. BSAC Rent, using an estimated BSAC of \$12.00	\$0.00 / ABOA SF	\$0.00 / ABOA SF	\$0.00 / ABOA SF
4. Fully Serviced Rent	\$0.00 / ABOA SF	\$0.00 / ABOA SF	\$0.00 / ABOA SF
5. Shell Rent (Yr 9 to end of Lease)	\$ 0.00 / ABOA SF	\$ 0.00 / ABOA SF	\$ 0.00 / ABOA SF
6. HVAC Overtime Rate	\$ 0.00	\$ 0.00	\$ 0.00
7. Free rent in months	0	0	0

The values for rows 3a, 3b, and 4 are calculated by clicking the 'Save Page' button. The values for row 2 are carried over from the Operating Cost section.

Back To Space
Save Page
Complete Offered Space
Exit Offer

[Click 'Save Page' to check for errors and save your inputs.](#)

[Click 'Complete Offered Space' to proceed back to the Space & Rates Summary Page.](#)

Note: The TI amounts reflected above apply to Region 11 during FY19. Please refer to the RLP document for your respective region and fiscal year to obtain the applicable TI amounts.



Back on the Space & Rates Summary Page you can:

1. Select an existing Offered Space to 'edit space' and/or 'edit rate'.
2. Add additional New Space or Continuing Need space.

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## Space and Rates

### Space Summary Page

1. What is the total ANSI/BOMA Office Area (ABOA) square feet (SF) available for lease to the Government? \*

2. What is the max contiguous ABOA SF available? \*

Note: All vacant / available space should be entered below by clicking the 'Add New Space' or 'Add Continuing Need' buttons. New Space may be entered as one lump block at the same rates OR multiple spaces within the building at different rates. Continuing Need space should be entered to reflect the amount of space currently occupied by the Government.

Add New Space
Add Continuing Need

### Offered Spaces

[edit space](#) | [edit rate](#) | [delete space](#)

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	17, 15 YEAR FS	15, 13 YEAR FS	10, 8 YEAR FS
<input type="checkbox"/>	1	New	10,000	\$22.81	\$24.81	\$27.81

Note : Refer to section 4.05 PRESENT VALUE PRICE EVALUATION of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.

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Save Page
Next
Exit Offer

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

Click 'Next' to proceed to the Attachments Page.

Note: the rates reflected in the image above are for example purposes only and not meant to reflect or suggest rates for any given market.

## Complete Attachments Page:

Add Offer Attachments by selecting the attachment type; click 'Choose File'; select the attachment; and click Attach. (When successfully uploaded, the attachment will be in the Attachment List.) A floorplan in any file format is always required. Owner agents are required to upload authorization to submit an offer on behalf of the ownership.

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## Offer Attachments

**Step 1: Select the attachment type:** ✖ ?

--None--

**Step 2: Click the Choose 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 List

ATTACHMENT #	ATTACHMENT TYPE	ATTACHMENT NAME	DATE SUBMITTED	VIEW FILE	DELETE FILE
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Save Page

Exit Offer

View Offer

Submit Offer

Click 'Save Page' to check for errors and save your inputs.  
Click 'View Offer' to see the auto-populated Lease Forms.  
Click 'Submit' to proceed to the Acknowledgements Page.

## Submit Offer

### Offered Spaces

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	17, 15 YEAR FS	15, 13 YEAR FS	10, 8 YEAR FS
1	New		10,000	\$22.81	\$24.81	\$27.81

The fully serviced rate(s) in the table (above) reflect an estimated Tenant Improvement Allowance (TIA). Note that the TI rent to be used in the evaluation of offers and resulting Lease contract will be based on the actual TIA for the specific requirement. Reference section 3 of the RLP.

1. By submitting this offer, the offeror agrees upon acceptance of this proposal herein specified date, to lease to the United States of America, the premises described, upon the terms and conditions as specified herein, in full compliance with and acceptance of the aforementioned RLP, with attachments.

I have read the RLP, lease, and all attachments in their entirety and am requesting no deviations.

☐ Yes ☒ No

2. I am aware that, in order for my offer to be considered eligible for award, I may be required to provide further due diligence submittals as required in the RLP (e.g. evidence of ownership, test fit layout, flood plains, seismic safety, historic preference, asbestos-containing material, fire protection and life safety evaluation, accessibility, Energy Star, etc.)

☐ Yes ☒ No

3. I am aware that, in addition to generic specifications and requirements outlined in the RLP and attachments, there may be unique agency requirements, as identified in a project specific advertisement posted on [fbo.gov](http://fbo.gov), that shall be used in evaluating and determining the eligibility of offers for award.

☐ Yes ☒ No

By submitting this offer to the GSA, I certify to the best of my knowledge that the information contained in my offer is accurate and complete.

First Name

Last Name

Submission Date

Submit Offer

Cancel

View Offer

Click 'View Offer' to see the auto-populated Lease Forms.



## GSA's Automated Advanced Acquisition Program

### View Offer

Building Name White House

Street Address 24 Beacon St

City Boston

State MA

Country United States

Zip Code 02108

### Forms

[Lessor's Annual Cost Statement \(Form 1217\)](#)

[Lessor's Annual Cost Statement \(Form 1217 attachment\)](#)

[GSA Form 1364C - STANDARD](#)

[Attachment #1 - Rate Structure \(Attachment to GSA Form 1364-A\)](#)

[Download All Files](#)

[Close Window](#)

Click 'Submit' to successfully submit the offer.

**“Your offer has been submitted successfully.”**

AAAP HOMEUSER PROFILEOFFERRLP & LEASE DOCUMENTSNEWS & UPDATESRESOURCESHELP

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## GSA's Automated Advanced Acquisition Program

**Your offer has been successfully submitted.**

Offerors may view or edit submitted offers at any time, however edits to a submitted offer will remove the offer from 'Submitted' status. Any changes to an offer must be re-submitted during an open period in order to be considered for a lease award.

GSA may contact offerors for further information or clarification regarding an offer. Contact from a GSA representative does not imply consideration or selection for a lease award. AAAP awards can be found under Offeror's Resources on the AAAP homepage.

Offerors may withdraw an offer at anytime.

Click OK to return to your welcome page.