



AAAP Reference Guide for Offerors

Leasing Portal | Automated Advanced Acquisition Platform (AAAP)

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



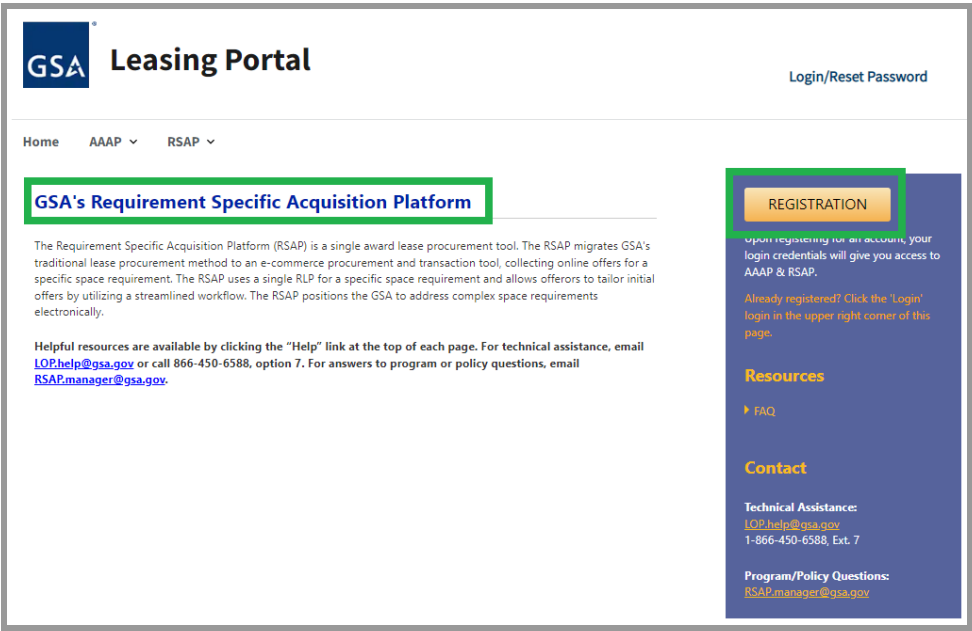
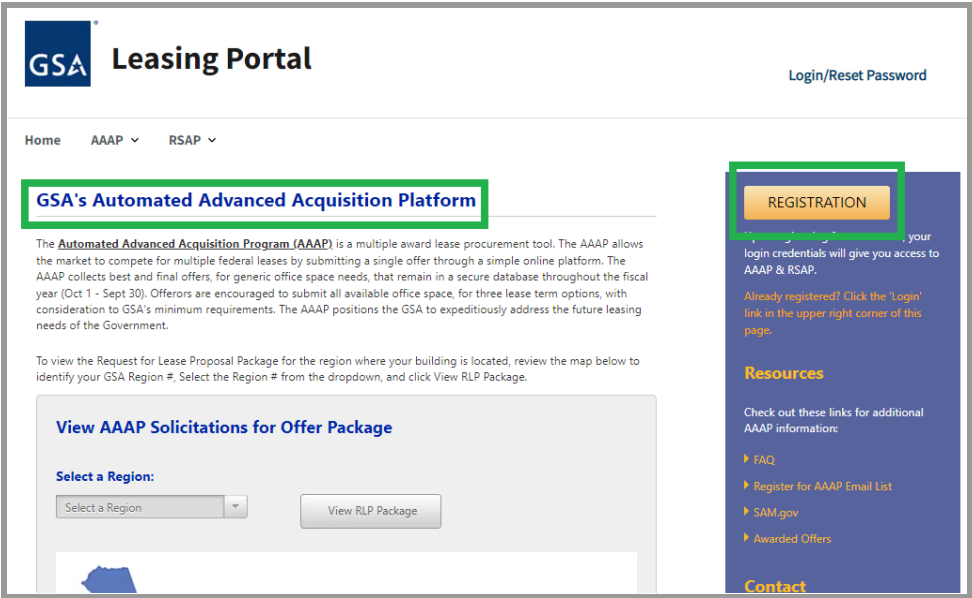
Taxes

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 LOP.help@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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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.

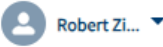
How to Create an Offer in the Automated Advanced Acquisition Platform (AAAP)

After registering in the Leasing Portal and logging in to AAAP, click on the Add New Property button to begin your offer.

Building Fundamentals

Select an RLP:

 **Leasing Portal**



[Home](#) [AAAP](#) ▾ [RSAP](#) ▾

GSA's Automated Advanced Acquisition Program

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Building Fundamentals

1. Select a Request for Lease Proposals (RLP): *

Select RLP ▾

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

Note: Required fields are marked with a red asterisk (*). Red text and information buttons (i) 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 building name and address and click 'Submit':

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Building Fundamentals

1. Select a Request for Lease Proposals (RLP): *

23-REG01

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

2. Building Name *

Faneuil Hall

3. Building Address *

Full Address (street, city, state, zip)

1 S Market St, Boston, MA 02109

[Submit](#)

Address not showing in the correct location?

[Click here to enter Latitude/Longitude.](#)

Note: The building address line may auto-populate suggested addresses as you type.

Click Confirm Address next to your building address:

Street	City	State	Zip	County	Latitude	Longitude	
1 S Market St	Boston	MA	02109	Suffolk County	42.359884158740904	-71.05576302975741	Confirm Address

Street


Satellite

Flood Plain Layer

Seismic Layer

Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, City of Boston, MassGIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeG... Powered by Esri

Complete questions 4 through 15:


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


RSF

General Purpose (Office):

Warehouse:

Other:

5. Total ANSI/BOMA Occupant Area (ABOA) square feet (SF) in the building? * 


6. Building Common Area Factor (CAF): 

7. Number of floors in the building: *

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: *

0/250 Characters Used


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

Monday - Friday Hours Start:	<input type="text" value="--None--"/>	End:	<input type="text" value="--None--"/>
Saturday Hours Start:	<input type="text" value="--None--"/>	End:	<input type="text" value="--None--"/>
Sunday Hours Start:	<input type="text" value="--None--"/>	End:	<input type="text" value="--None--"/>

Items 11 through 15 will be useful in the Government's determination of the fair market value of the leased space. Please enter total annual figures for the entire building for questions 11 through 15.

11. Real Estate Taxes * 

\$

12. Insurance (hazard, liability, etc.) * 


\$

13. Building Maintenance and Reserves for Replacement * 

\$

14. Lease Commission * 

\$

15. Management * 

\$

Save Page

Next

Exit Offer

Delete Offer


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


Navigating the workflow:

- Click **Save Page** to check for errors and save the page.
- Click **Next** to save the page and proceed to the next section.
- Do not use your browser's back and forward button to move between sections.

Building Details

Complete questions 1 through 11:

 **Leasing Portal**

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Home AAAP ▼ RSAP ▼

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Building Details

1. 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.

2. 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.

3. 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.

4. 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.

5. Is the building within 2,640 walkable feet of a commuter rail, light rail, or subway station? *


- ☐ Yes ☐ No

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


- ☐ Yes ☐ No

7. Is the building offered a historic property? * 

- ☐ Yes ☐ No

8. Is the building offered within a historic district? * 

- ☐ Yes ☐ No

9. Is the building ownership considered a HubZone Small Business Concern (SBC) as discussed in the Request for Lease Proposal? * 

- ☐ Yes ☐ No

10. 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

11. 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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Exit Offer

Parking

Complete questions 1 through 4:



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Offer Parking

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

\$

\$

Structured

\$

\$

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Exit Offer

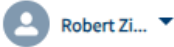
Note: Parking should not be included in the Shell, but as a separate item to be added to the rate structure, if applicable.

Property Owner

Complete questions 1 through 8:



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Property Owner

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

☐ Check if same as offeror

2. Street Address: *

3. Country: *

USA

▾


4. City: *

5. State: *

--None--


▾

6. 9-Digit Zip Code: *

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

--None--

▾

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

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Operating Cost

Complete questions 1 through 28.



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Operating Costs


The government requires a fully serviced lease as part of the rental consideration. The worksheet below establishes the base for the operating costs adjustment as outlined in section 2 OPERATING COSTS ADJUSTMENT, in the lease. Shell, Parking, Tenant Improvements, and Building Specific Amortized Capital costs are established in other sections of your offer and may not be priced into the operating rent.

1. Total Building Rentable Area square feet (RSF)	10,000
2. Total Building ANSI/BOMA Occupant Area (ABOA) square feet (SF)	9,000
3. Common Area Factor	1.11
4. Cost per ABOA SF * 	\$0.00

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

A. Cleaning, Janitor and/or Char Service	
5. Salaries	\$ <input type="text" value="0.00"/>
6. Supplies (wax, cleaners, cloths, etc.)	\$ <input type="text" value="0.00"/>
7. Contract Services (windows washing, waste and snow removal)	\$ <input type="text" value="0.00"/>
B. Heating	
8. Salaries	\$ <input type="text" value="0.00"/>
9. Fuel <input type="text" value="-----"/>	\$ <input type="text" value="0.00"/>
10. System Maintenance and Repair	\$ <input type="text" value="0.00"/>
C. Electrical	
11. Current for Light and Power	\$ <input type="text" value="0.00"/>
12. Replacement of Bulbs, Tubes, Starters	\$ <input type="text" value="0.00"/>
13. Power for Special Equipment	\$ <input type="text" value="0.00"/>
14. System maintenance and repair (ballasts, fixtures, etc.)	\$ <input type="text" value="0.00"/>

D. Plumbing	
15. Water (for all purposes, include sewage charges)	\$ <input type="text" value="0.00"/>
16. Supplies (Soap, towels, tissues not in 6 above)	\$ <input type="text" value="0.00"/>
17. System Maintenance and Repair	\$ <input type="text" value="0.00"/>
E. Air Conditioning	
18. Utilities (Include electricity, if not in C11)	\$ <input type="text" value="0.00"/>
19. System Maintenance and Repair	\$ <input type="text" value="0.00"/>
F. Elevators	
20. Salaries (operators, starters, etc.)	\$ <input type="text" value="0.00"/>
21. System Maintenance and Repair	\$ <input type="text" value="0.00"/>

G. Miscellaneous (To the extent not included above)		
22. Building Engineer and/or Manager	\$	0.00
23. Security (Watchperson, guards, not janitors)	\$	0.00
24. Social Security Tax and Workperson's Compensation Insurance	\$	0.00
25. Lawn and Landscaping Maintenance	\$	0.00
26. Other	<div>Add Cost</div>	\$0.00
27. Total	<div>Calculate Rate</div>	\$0.00
28. Adjustment for Vacant premises per ABOA SF: * 		\$

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Save Page


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Exit Offer


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

Space & Rates

Click Add Space:



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Space and Rates

Space & Rates Summary Page

All available space for lease should be entered below by clicking the Add Space button. Space may be entered as one lump block at the same rate OR multiple spaces within the building at different rates. If the space record already exists in the table below, do not click Add Space. Instead, work from the existing record below by selecting the radial button to the left of the record and selecting Edit.

Add Space

EditDelete Space

 = Rates Entered

SPACE #	LEASE TYPE	SF OFFERED	17/15 TERM	15/13 TERM	10/8 TERM
---------	------------	------------	------------	------------	-----------

Note : Refer to section 4 PRESENT VALUE PRICE EVALUATION (AAAP VARIATION) of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.

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Complete questions 1 through 5:

Space and Rates


Space Information

1. Is this space currently leased to a Government tenant? *


☐ Yes ☐ No

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

SF

3. What is the maximum contiguous ABOA SF available? * 

SF

4. What is the minimum demisable ABOA SF available for lease to the Government? * 

SF

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

[6/28/2023]







Complete questions 7 through 16:

Rate Information




6. The Tenant Improvement Allowance and Building Specific Amortized Capital figures auto populated below are placeholder values so that offerors can see how rate components, like Amortization Rate and Tenant Improvement Mark-ups, impact this figure and ultimately the calculation of the fully serviced rate. Offerors can override these placeholder figures with the actual amounts published in a Project Specific Advertisement. When overriding these figures, be sure to pay close attention to the amounts for incumbent and new lessors, and enter the amount that applies to you.

	Tenant Improvement Allowance	Building Specific Amortized Capital
Placeholder or enter actual figure from Ad	\$ <input type="text"/>	\$ <input type="text"/>

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)
7. Shell Rental Rate (Yrs 1 - 8) 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
8. Base Year Operating Costs 	\$ 11.11 /ABOA SF	\$ 11.11 /ABOA SF	\$ 11.11 /ABOA SF
9a. Amortization Rate for Tenant Improvement Allowance (TIA) & Building Specific Amortized Capital (BSAC) 	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %	<input type="text" value="0.00"/> %
9b. Amortization Period	8 Years	8 Years	8 Years
9c. TI Rent using the amount from #6. 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
9d. BSAC Rent using the amount from #6. 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
10. Fully Serviced Rent 	\$ 0.00 /ABOA SF	\$ 0.00 /ABOA SF	\$ 0.00 /ABOA SF

If using the placeholder figure, the fully serviced rate calculation (#10) will not reflect the amounts used in the actual lease document.

11. Shell Rent (Yr 9 to end of Lease) 	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF	\$ <input type="text" value="0.00"/> /ABOA SF
12. HVAC Overtime Rate 	\$ <input type="text" value="0.00"/> /Hour	\$ <input type="text" value="0.00"/> /Hour	\$ <input type="text" value="0.00"/> /Hour
13. Free rent in months 	<input type="text" value="0"/> Months	<input type="text" value="0"/> Months	<input type="text" value="0"/> Months

14. Lessor's Project Management Fee (as a Percent of Total TI Construction Costs): *

%

15. Architectural and Engineering Fees (as a Dollar Amount per ABOA SF or Percent of Total TI Construction Costs): *

☐ \$ Per ABOA SF ☐ %


16.

\$0.00 /ABOA SF of \$___/ABOA SF will be used for architectural and engineering design (A/E) services and the Offeror's project management fees associated with Tenant Improvements.

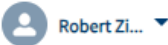
If using the placeholder figure, the total mark-ups calculation (#16) will not reflect the amounts used in the actual lease document.

Note: Refer to section 4 PRESENT VALUE EVALUATION of the AAP Request for Lease Proposals (RLP) for a description of the present value price evaluation.

Select an existing Space to Edit and/or Delete Space or Add an additional New or Continuing Need Space:



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Space and Rates


Space & Rates Summary Page




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Add Space

Edit

Delete Space

 = Rates Entered

SPACE #	LEASE TYPE	SF OFFERED	17/15 TERM	15/13 TERM	10/8 TERM
<input type="radio"/> 1	New	9,000			

Note : Refer to section 4 PRESENT VALUE PRICE EVALUATION (AAAP VARIATION) of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.

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Note: Any rates reflected in these screenshots are for example purposes only and not meant to reflect or suggest rates for any given market.

Offer Attachments

Complete steps 1 through 3 for each document:



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ATTACHMENTS

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
1	Floor Plan	Floorplan.png	06/28/2023		

Back

Save Page

Exit Offer

View Offer

Review Final Offer

Acknowledgement and Submit Offer:

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		9,000	\$31.11	\$28.11	\$26.11

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 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 (1) to honor the terms and conditions specified in their offer and (2) to full compliance with and acceptance of the Request for Lease Proposals and its attachments with NO DEVIATIONS.

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 [sam.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

Robert

Last Name

Zick

Submission Date

6/28/2023

Submit Offer

Cancel

View Offer

Note: Any rates reflected in these screenshots are for example purposes only and not meant to reflect or suggest rates for any given market.

AAAP

Automated
Advanced
Acquisition
Platform

Page 29 of 72



View Offer

Building Name Faneuil Hall

Street Address 1 S Market St



City Boston

State MA

Country United States

Zip Code 02109

Attachments List

ATTACHMENT #	ATTACHMENT TYPE	ATTACHMENT NAME	DATE SUBMITTED	VIEW FILE	DELETE FILE
1	Floor Plan	Floorplan.png	06/28/2023		

Forms


[Lessors Annual Cost Statement \(Form 1217\)](#)

[Lessors Annual Cost Statement \(Form 1217 attachment\)](#)


[Form 1364 AAAP](#)

Download All Files Close Window

Offer Successfully Submitted



Leasing Portal

 Robert Zi... ▾

Home AAP ▾ RSAP ▾

GSA's Automated Advanced Acquisition Platform

Your offer has been successfully submitted.

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

Offerors may view or edit submitted offers at any time, however edits to a submitted offer during the open period 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. AAP awards can be found under Offeror's Resources on the AAP homepage.

How to Copy an Offer in the Automated Advanced Acquisition Platform (AAP)

If you have previously submitted an offer in a prior fiscal year, the AAP application has a copy feature which will allow existing offers to be copied over to the current fiscal year RLP in order to avoid having to re-enter all of the data manually.

Select your offer in 'Submitted' status

My AAP Offers

For the Offer Status definitions, please [Click Here](#)

View-Only

Copy

Edit

23-REG11

	BUILDING NAME	ADDRESS	CITY	STATE	ZIP CODE	OFFER STATUS	RLP #
<input type="radio"/>	Test					Draft	23-REG11
<input checked="" type="radio"/>	test					Submitted	23-REG11

Note: Do not use the Copy function to update your offer terms within the same fiscal year. Please use the Edit function instead.

workspace.my.site.com says

The 'Copy' function is used to move an Offer from an old fiscal year RLP to the current fiscal year RLP. Do not use this function to update Offer terms within the current fiscal year RLP.

Are you sure you want to make a copy of this Offer?

OK

Cancel

Select your new RLP, then click Save Form at the bottom of the page.



Home AAAP ▼ RSAP ▼

GSA's Automated Advanced Acquisition Program



Building Fundamentals

The offer has been successfully copied and you are now looking at the new offer created with 'DRAFT' status.

****Select new RLP then click Save Form located at the bottom of the page.**

1. Select a Request for Lease Proposals (RLP): *

Your space and rate information will not be copied from previous offers, and must be filled out on the “Spaces and Rates” tab prior to submitting. Please review your offer fully, as some workflow questions may have changed since the previous fiscal year.

How to Submit Additional Documents in the Automated Advanced Acquisition Platform (AAAP)

When Your Offer is in Pending Review status:

If GSA has identified your offer as the apparent successful offer, you will receive a letter requesting additional documentation to determine if your building will meet all of the Government’s requirements. When you log in to AAAP, the offer’s status will read “Pending Review.”

My AAAP Offers

For the Offer Status definitions, please [Click Here](#)

Add/View DocumentationView-OnlyCopy

Select RLP

	BUILDING NAME	ADDRESS	CITY	STATE	ZIP CODE	OFFER STATUS	RLP #
<input checked="" type="radio"/>	Test		Alexandria	VA	22314	Pending Review	20-REG11

To add documents to your offer, select the radio button to the left of the building name and then click the “Add/View Documentation” button, which is located above the table. Make sure you select the radio button that corresponds to the building with the “Pending Review” status.

My AAAP Offers

For the Offer Status definitions, please [Click Here](#)

Add/View DocumentationView-OnlyCopy

Select RLP

	BUILDING NAME	ADDRESS	CITY	STATE	ZIP CODE	OFFER STATUS	RLP #
<input checked="" type="radio"/>	Test		Alexandria	VA	22314	Pending Review	20-REG11

Offer Attachments Page:

The attachments page for your offer will show the Auto Generated forms created by the system, as well as any attachments uploaded by you at the time of submission.

Offer Attachments

Attachments Already Submitted

NO #	ATTACHMENT TYPE	ATTACHMENT NAME	VIEW	DATE UPLOADED	DATE/TIME SUBMITTED
------	-----------------	-----------------	------	---------------	---------------------

Auto Generated Forms

ATTACHMENT #	ATTACHMENT NAME	DATE UPLOADED	VIEW FILE
1	Lessons Annual Cost Statement (Form 1217)	Tue May 26 00:00:00 GMT 2020	
2	Lessons Annual Cost Statement (Form 1217 attachment)	Tue May 26 00:00:00 GMT 2020	
3	Form 1364 AAAP	Tue May 26 00:00:00 GMT 2020	

Manual Attachment Uploads

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
1	Floor Plan	city-solid (1).jpg	05/21/2020		

Back

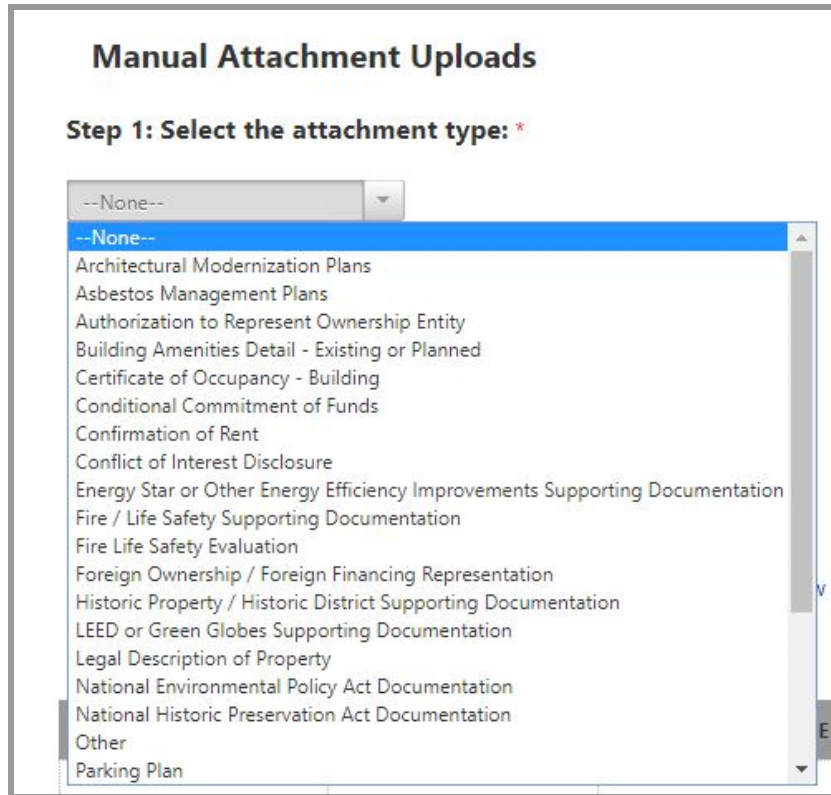
Save Page

Exit Offer

Submit Documents

Add Offer Attachments:

You will now have the option to upload additional documents to this record in response to the Due Diligence letter. Select the appropriate attachment type from the dropdown menu under Step 1, click “Choose File” to select the file you wish to attach (Step 2), and click “Attach” (Step 3).



Manual Attachment Uploads

Step 1: Select the attachment type: *

--None--

- None--
- Architectural Modernization Plans
- Asbestos Management Plans
- Authorization to Represent Ownership Entity
- Building Amenities Detail - Existing or Planned
- Certificate of Occupancy - Building
- Conditional Commitment of Funds
- Confirmation of Rent
- Conflict of Interest Disclosure
- Energy Star or Other Energy Efficiency Improvements Supporting Documentation
- Fire / Life Safety Supporting Documentation
- Fire Life Safety Evaluation
- Foreign Ownership / Foreign Financing Representation
- Historic Property / Historic District Supporting Documentation
- LEED or Green Globes Supporting Documentation
- Legal Description of Property
- National Environmental Policy Act Documentation
- National Historic Preservation Act Documentation
- Other
- Parking Plan

The attachment types are:

- Confirmation of Rent
- Test Fit Layout
- Conditional Commitment of Funds
- Proof of Local Zoning Compliance
- Proof of Property Ownership or Control
- Historic Property / Historic District Supporting Documentation
- Conflict of Interest Disclosure
- Fire / Life Safety Supporting Documentation
- Legal Description of Property
- Parking Plan
- Architectural Modernization Plans
- Building Amenities Detail - Existing or Planned
- Energy Star or Other Energy Efficiency Improvements Supporting Documentation
- National Environmental Policy Act Documentation
- National Historic Preservation Act Documentation
- Small Business Subcontracting Form
- Certificate of Occupancy - Building
- Foreign Ownership / Foreign Financing Representation
- LEED or Green Globes Supporting Documentation

- Asbestos Management Plans
- Scaled Floor Plans / CAD Drawings
- Vending Facility Exclusivity Arrangements
- Other

Note: Your letter from GSA will indicate which documents you are required to submit.

Complete the Attachments Page:

Once you have successfully uploaded your documents, they will appear in the Attachments List at the bottom of the page. In this table, you can view the files to confirm that the proper documents have been uploaded and delete files that may have unintentionally been uploaded. Once the package of documents is ready, **Click “Submit Documents” to transmit the attachments to GSA.**

Manual Attachment Uploads

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
1	Floor Plan	city-solid (1).jpg	05/21/2020		
2	Certificate of Occupancy - Building	Example KB Article.docx	05/26/2020		

Back

Save Page

Exit Offer

Submit Documents

Per the instructions in your due diligence letter, Offerors are encouraged to upload due diligence documents as they become available.

Questions and Helper Text

QUESTIONS	INFORMATION BUTTONS
Building Fundamentals	
1. Select a Request for Lease Proposals (RLP): *	The 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. Building Address Full Address (street, city, state, zip) *	<p>Tips for establishing your building address and location:</p> <ol style="list-style-type: none"> 1. Begin entering your building address and click on the provided autocomplete option that matches your building's address. If none are presented that match your location, finish typing the full address then click the Submit link next to the field. 2. If the map plots a location that is not correct, but the full address is stated correctly in the #3 Building Address field, click on the link to manually enter the latitude and longitude then click the Submit link after entering the correct information. (Example: Latitude 30.123456, Longitude -70.123456) 3. If the above solutions do not result in an accurate location, you can manually navigate the map on the page and double click on your building within the map to place a marker on the location of your building. Note that the address that populates may not be precise or formatted correctly, but this can be remedied at a later date. It is more important to have an accurate location established up front. 4. Use the street address of the building you are proposing to lease. Do not use the mailing address of a different location, a street corner, the building name, or some other description such as a post office box number.
4. Total amount of rentable square feet (RSF) in the building? *	<p>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.</p> <p>Refer to section 2 DEFINITIONS AND GENERAL TERMS of the lease</p>

5. Total ANSI/BOMA Occupant Area (ABOA) square feet (SF) in the building? *	<p>The government recognizes the American National Standards Institute/Building Owners and 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.</p> <p>Refer to section 2 DEFINITIONS AND GENERAL TERMS of the lease</p>
6. Building Common Area Factor (CAF) *	<p>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.</p>
7. Number of floors in the building:*	
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:*	
10. What are the building's normal hours of operations for HVAC included in the Operating Costs? *	<p>For lease requirements related to provision of services, access, and normal hours refer to section 6 PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS of the lease.</p> <p>For HVAC requirements refer to section 6 HEATING AND AIR CONDITIONING (AAP VARIATION) of the lease.</p> <p>For information about providing HVAC services outside normal hours of operations, refer to section 6 OVERTIME HVAC USAGE of the lease.</p>

Items 11 through 15 will be useful in the Government's determination of the fair market value of the leased space. Please enter total annual figures for the entire building for questions 11 through 15.

11. Real Estate Taxes *	<p>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 under the Space & Rates page and shall NOT be priced into the operating costs or elsewhere.</p> <p>Refer to section 2 REAL ESTATE TAX ADJUSTMENT of the lease. Offerors in California using the Region 9 RLP should refer to section 2 REAL ESTATE TAX ADJUSTMENT (CALIFORNIA VARIATION) of the lease.</p>
12. Insurance (hazard, liability, etc.) *	<p>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 under the Space & Rates page and shall NOT be priced into the operating costs or elsewhere.</p> <p>Refer to section 3 BUILDING SHELL REQUIREMENTS of the lease</p>
13. Building Maintenance and Reserves for Replacement *	<p>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 under the Space & Rates page and shall NOT be priced into the operating costs or elsewhere.</p> <p>Refer to section 3 BUILDING SHELL REQUIREMENTS of the lease</p>
14. Lease Commission	<p>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 under the Space & Rates page and shall NOT be priced into the operating costs or elsewhere.</p> <p>Refer to section 3 BUILDING SHELL REQUIREMENTS of the lease</p>
15. Management *	<p>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 under the Space & Rates section. This total cost shall be</p>

	accounted for when defining the shell rent per ABOA SF under the Space & Rates page and shall NOT be priced into the operating costs or elsewhere.
--	--

	Refer to section 3 BUILDING SHELL REQUIREMENTS of the lease
--	---

QUESTIONS

INFORMATION BUTTONS

Building Details

1. 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.

2. 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

<p>accessibility standards and will not be upgraded.</p>	
<p>3. With regard to Asbestos-Containing Material (ACM); select all that apply: *</p> <p>The Building contains no ACM.</p> <p>The Building contains undamaged, nonfriable ACM.</p> <p>The Building contains thermal system insulation ACM which is not damaged or subject to damage by routine operations.</p> <p>The Building contains ACM that does not fall within any of the above categories.</p> <p>The building contains ACM, abatement will be completed prior to occupancy.</p>	
<p>4. With regard to Flood Plains: *</p> <p>The Property is in a base (100-year) floodplain.</p>	

<p>The Property is in a (500-year) floodplain.</p> <p>The Property is not in a floodplain.</p>	
<p>5. Is the building within 2,640 walkable feet of a commuter rail, light rail, or subway station?</p>	<p>Types of public transportation include commuter rail, light rail, subway, and public or campus bus lines. If the building you are offering is within 2,640 walkable linear feet of an access point to one of these types of public transportation, answer "YES". If it is not, answer "NO".</p> <p>Refer to Section 1 NEIGHBORHOOD, PARKING, LOCATION AMENITIES, AND PUBLIC TRANSPORTATION (AAP VARIATION) of the RLP</p>
<p>6. Has the Property received the ENERGY STAR® Label conferred by the Environmental Protection Agency (EPA) within the past twelve months? Enter date of Certification</p>	<p>Refer to section 2 ENERGY INDEPENDENCE AND SECURITY ACT (AAP VARIATION) and section 3 ADDITIONAL SUBMITTALS (AAP VARIATION) of the RLP</p> <p>Refer to section 3 ENERGY INDEPENDENCE AND SECURITY ACT of the lease</p>
<p>7. Is the building offered a historic property? *</p>	<p>Refer to section 2 HISTORIC PREFERENCE (AAP VARIATION) and NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP (AAP VARIATION) in the RLP</p> <p>Refer to section 3 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - LEASE (AAP VARIATION) of the lease</p>
<p>8. Is the building offered within a historic district? *</p>	<p>Refer to section 2 HISTORIC PREFERENCE (AAP VARIATION) and NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP (AAP VARIATION) in the RLP</p> <p>Refer to section 3 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - LEASE (AAP VARIATION) of the lease</p>
<p>9. Is the building ownership considered a HubZone Small Business Concern (SBC) as discussed in the</p>	<p>A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation provided in section 4 of the RLP.</p> <p>In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC, and the performance of work requirements set forth in section 1 of the</p>

Request for Lease Proposal? *	<p>lease shall not be applicable to a lease awarded to the HUBZone SBC Offeror under this solicitation.</p> <p>Refer to section 4 HUBZONE SMALL BUSINESS CONCERN ADDITIONAL PERFORMANCE REQUIREMENTS (AAP VARIATION) of the RLP</p> <p>Refer to section 1 HUBZONE SMALL BUSINESS CONCERNS ADDITIONAL PERFORMANCE REQUIREMENTS of the lease</p>
10. 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 AAP requirements) *	<p>I acknowledge and agree that offers involving complete rehabilitation or reconstruction must meet the schedule requirements of the RLP. In addition, if the Government will be the sole or predominant tenant such that any other use of the building will be functionally or qualitatively incidental to the Government's use and occupancy, the Labor Standards outlined under Lease Paragraph 3.01 apply. Offerors can find applicable Department of Labor wage determinations at the following website: https://www.acquisition.gov/?q=browsefar. For further assistance, contact your Regional AAP Manager. *</p>
11. Is your building located in a medium- or high-risk seismic zone as outlined in the RLP? *	<p>(Defined as being within the yellow- or red-shaded area of the Seismic Map .)</p>

QUESTIONS

INFORMATION BUTTONS

Parking

<p>1. Number of parking spaces for the entire building under control of the offeror:</p> <p># of Structured: *</p> <p># of Surface: *</p>	<p>Please enter the total number of parking spaces under the control of the offeror. If the project specific advertisement permits parking requirements to be met by offsite accommodations, the offeror shall, at a minimum, represent the ability to meet the requirements in section 1 of the RLP in this field.</p> <p>Refer to section 1 AMOUNT AND TYPE OF SPACE, LEASE TERM (AAP VARIATION) and NEIGHBORHOOD, PARKING, LOCATION AMENITIES, AND</p>
---	---

	PUBLIC TRANSPORTATION (AAP VARIATION) of the RLP
2. Is all of the parking onsite? *	
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	

QUESTIONS

INFORMATION BUTTONS

Property Owner

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

[Check if same as offeror](#)

2. Street Address: *

3. Country: *

4. City: *

5. State: *

6. Zip Code: *

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

[Offerors shall own the offered property or have authorization to represent the ownership. Offerors selecting Agent or Other must upload documentation supporting a formal, legally-binding agreement with the offered property's ownership as the Authorization to Represent Ownership Entity attachment type in the Attachments page.](#)

8. What is the property owner's 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](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.](#)

QUESTIONS

INFORMATION BUTTONS

Operating Costs

The government requires a fully serviced lease as part of the rental consideration. The worksheet below establishes the base for the operating costs adjustment as outlined in section 2 OPERATING COSTS ADJUSTMENT, in the lease. Shell, Parking, Tenant Improvements, and Building Specific Amortized Capital costs are established in other sections of your offer and may not be priced into the operating rent.

1. Total Building Rentable Area square feet (RSF)
(Answer is generated for user)

2. Total Building ANSI/BOMA Office Area (ABOA) square feet (SF)

3. Common Area Factor

4. Cost per ABOA SF

This amount represents the cost per ABOA SF for operating expenses (e.g., services, utilities, maintenance, and operations) for a fully-serviced lease. This shall also serve as the base for the operating costs adjustment. The cost per ABOA SF (line 4) is calculated by dividing line 27 (below) by line 2 (above). To adjust the Total Building ANSI/BOMA Occupant Area (ABOA) square feet (SF) in line 2, navigate to the Building Fundamentals page.

Refer to section 3 PRICING TERMS (AAP VARIATION) and OPERATING COSTS REQUIREMENTS INCLUDED IN THE OFFER (AAP VARIATION) of the RLP

Refer to sections 1 OPERATING COST BASE and 2 OPERATING COSTS ADJUSTMENT of the lease

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

A. Cleaning, Janitor and/or Char Service

5. Salaries

6. Supplies (wax, cleaners, cloths, etc.)	
7. Contract Services (windows washing, waste and snow removal)	
B. Heating	
8. Salaries	
9. Fuel	
10. System Maintenance and Repair	
C. Electrical	
11. Current for Light and Power (including elevators)	
12. Replacement of Bulbs, Tubes, Starters	
13. Power for Special Equipment	
14. System maintenance and repair (ballasts, fixtures, etc.)	
D. Plumbing	
15. Water (for all purposes, include sewage charges)	

16. Supplies (soap, towels, tissues not in 6 above)	
17. System Maintenance and Repair	
E. Air Conditioning	
18. Utilities (include electricity, if not in Current for light and power)	
19. System Maintenance and Repair	
F. Elevators	
20. Salaries (operators, starters, etc.)	
21. System Maintenance and Repair	
G. Miscellaneous (To the extent not included above)	
22. Building Engineer and/or Manager	
23. Security (Watchperson, guards, not janitors)	
24. Social Security Tax and Workperson's Compensation Insurance	

25. Lawn and Landscape Maintenance	
26. Other	
27. Total	
Adjustment for Vacant premises per ABOA SF:	<p>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 \$XX.XX per ABOA SF of space vacated by the government.</p> <p>Refer to sections 1 RATE FOR ADJUSTMENT FOR VACANT LEASED PREMISES and 2 GSAR 552.270-16 ADJUSTMENT FOR VACANT PREMISES (DEVATION) of the lease</p>

Space and Rates - Space Summary Page

All available space for lease should be entered below by clicking the Add Space button. Space may be entered as one lump block at the same rate OR multiple spaces within the building at different rates. If the space record already exists in the table below, do not click Add Space. Instead, work from the existing record below by selecting the radio button to the left of the record and selecting Edit.

Note : Refer to section 4 PRESENT VALUE PRICE EVALUATION (AAP VARIATION) of the AAP Request for Lease Proposal (RLP) for description of the present value price evaluation.

QUESTIONS

INFORMATION BUTTONS

Space and Rates - Space Information

1. Is this space currently leased to a Government tenant? *	
1a. Existing Lease Number *	If you have an expiring GSA lease number, enter as LXX12345 where XX is the state abbreviation. If you house a lease with another federal agency enter that number as it appears on the lease and provide that number to the GSA Lease Contracting Officer.
2. What is the total ANSI/BOMA Office Area (ABOA) square feet (SF) available for lease to the Government? *	
3. What is the maximum contiguous ABOA SF available? *	The AAAP defines contiguous as multiple suites/spaces within the same building and on the same floor which can be combined and rented to a single tenant.
4. What is the minimum demisable ABOA SF available for lease to the Government: *	'Minimum Demisable' refers to the smallest contiguous amount of space available for lease of the amount of space outlined in question #2 on this page.
5. What is the date of availability of space for commencement of tenant improvements? *	

Rate Information

6. The Tenant Improvement Allowance and Building Specific Amortized Capital figures auto populated below are placeholder values so that offerors can see how rate components, like Amortization Rate and Tenant Improvement Mark-ups, impact this figure and ultimately the calculation of the fully serviced rate. Offerors can override these placeholder figures with the actual amounts published in a Project Specific Advertisement. When overriding these figures, be sure to pay close attention to the amounts for incumbent and new lessors, and enter the amount that applies to you.

Placeholder or enter actual figure from Ad	Tenant Improvement Allowance Building Specific Amortized Capital
Reference section 3 of the RLP for more information. All rate information below is per ABOA SF per year.	
7. Shell Rental Rate (Yrs 1-8)	<p>Enter shell rate per ABOA SF for years 1 through 8 (excluding the cost of tenant improvements, BSAC, services, and utilities).</p> <p>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.</p> <p>Shell is predominantly defined in, but not limited to, section 3 of the lease</p>
8. Base Year Operating Costs	<p>Operating costs rate per ABOA SF carried over from item #4 under the Operating Costs page. To make changes, navigate back to the Operating Costs page.</p> <p>Refer to section 3 PRICING TERMS (AAP VARIATION) and OPERATING COSTS REQUIREMENTS INCLUDED IN THE OFFER (AAP VARIATION) of the RLP</p> <p>Refer to sections 1 OPERATING COST BASE and 2 OPERATING COSTS ADJUSTMENT of the lease</p>
9a. Amortization Rate for Tenant Improvement Allowance (TIA) & Building Specific Amortized Capital (BSAC)	<p>The annual percentage rate (APR), compounded monthly, to be used by the Lessor to amortize the Tenant Improvement Allowance (TIA) and Building Specific Amortized Capital (BSAC) over the first 8 years of the lease. This APR will apply to all three terms.</p> <p>Refer to section 3 PRICING TERMS (AAP VARIATION) of the RLP</p>
9b. Amortization Period	
9c. Tenant Improvement Rent, using amount from #6	<p>The annual cost to amortize the estimated placeholder Tenant Improvement Allowance (TIA) over the first 8 years of the lease, using the APR entered in #9a (above). Note that the TI rent used in the evaluation of offers and resulting lease contract will be based on the actual TIA for the specific requirement. The actual TIA for a given</p>

	<p>requirement will be published in a project specific advertisement. Reference section 3 of the RLP.</p> <p>Refer to section 3 PRICING TERMS (AAP VARIATION) and TENANT IMPROVEMENTS INCLUDED IN OFFER (AAP VARIATION) of the RLP</p> <p>Refer to sections 1 TENANT IMPROVEMENT RENTAL ADJUSTMENT (AAP VARIATION), 4 TENANT IMPROVEMENTS PRICE PROPOSAL, and 5 TENANT IMPROVEMENT COMPONENTS of the lease</p>
9d. BSAC Rent, using amount from #6	<p>The annual cost to amortize the estimated placeholder Building Specific Amortized Capital (BSAC) over years 1 through 8, using the APR entered in #9a (above). Note that the BSAC rent used in the evaluation of offers and resulting lease contract will be based on the actual TIA for the specific requirement. The actual BSAC for a given requirement will be published in a project specific advertisement. Reference section 3 of the RLP.</p> <p>Refer to sections 1 PRICING OF SECURITY REQUIREMENTS (AAP VARIATION), 3 PRICING TERMS (AAP VARIATION) and 3 SECURITY IMPROVEMENTS INCLUDED IN OFFER (AAP VARIATION) of the RLP</p>
10. Fully Serviced Rent	<p>The fully serviced lease rate per ABOA SF for years 1 through 8 of the lease, reflecting the summation of the (above) shell, operating, TI (placeholder), and BSAC (placeholder) rent.</p> <p>Refer to section 3 of the RLP</p>
If using the placeholder figure, the fully serviced rate calculation (#10) will not reflect the amounts used in the actual lease document.	
11. Shell Rent (Yr 9 to end of Lease)	Enter shell rate per ABOA SF beginning year 9 through the end of the Lease (excluding the TI, BSAC, and operating rent). If unchanged, enter the rate from #7 (above).
12. HVAC Overtime Rate per Hour	<p>The hourly overtime rate for climate control beyond the government's normal hours specified in the lease for the space.</p> <p>Refer to Section 6 OVERTIME HVAC USAGE of the lease</p>
13. Free rent in months	Number of months of free rent (includes shell, operating, TI and BSAC rent) being offered to the government in the firm term. Free rent will be evaluated in accordance

	<p>with the Present Value Price Evaluation paragraph of the RLP and will serve to reduce the net present value of the offer.</p> <p>Free rent will be evaluated in the first year (and consecutive succeeding years, as applicable) in which it is offered. The gross annual price is adjusted to reflect free rent.</p> <p>Refer to sections 3 PRICING TERMS (AAP VARIATION) and 4 PRESENT VALUE PRICE EVALUATION (AAP VARIATION) of the RLP</p>
14. Lessor's Project Management Fee (as a Percent of Total TI Construction Costs) *	
15. Architectural and Engineering Fees (as a Dollar Amount per ABOA SF or Percent of Total TI Construction Costs) *	
Calculate Mark-Ups	
<p>___/ABOA SF of \$___/ABOA SF will be used for architectural and engineering design (A/E) services and the Offeror's project management fees associated with Tenant Improvements.</p> <p>If using the placeholder figure, the total mark-ups calculation (#16) will not reflect the amounts used in the actual lease document.</p>	
<p>Note: Refer to section 4 PRESENT VALUE EVALUATION of the AAP Request for Lease Proposals (RLP) for a description of the present value price evaluation.</p>	

Offer Attachments

User has the option to upload the following type of documentation, some of which is mandatory to submit the offer.

Step 1: Select the attachment type *

A floor plan of the offered space(s) is required in order to submit. If you have selected Agent or Other in the Property Owner section, an Authorization to Represent the Ownership Entity document type is required. The SAM Registration, Seismic Certification (if applicable) and the Fire Life Safety Evaluation are not required to submit your offer, but are required prior to lease award.

- Floor Plan
- Authorization to Represent Ownership Entity
- Seismic Safety Offer Forms
- Fire Life Safety Evaluation
- SAM Registration

Step 2: Click the Choose File to find the file *

Step 3: Click attach: *

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

Upon “Submit Offer” - Acknowledgements Page

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 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 (1) to honor the terms and conditions specified in their offer and (2) to full compliance with and acceptance of the Request for Lease Proposals and its attachments with NO DEVIATIONS. *

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.). *

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 SAM.gov , that shall be used in evaluating and determining the eligibility of offers for award. *

Frequently Asked Questions

Definitions

Q: What is the Automated Advanced Acquisition Platform (AAAP)?

A: The AAAP is a multiple award platform that handles office space requirements. The program provides the opportunity to electronically offer building space for lease to the Federal Government. The platform then uses that inventory of offered properties to meet the space requirements for various government agencies throughout the fiscal year. Using the AAAP procurement approach, the offer submission process is completely web-enabled, allowing all registered participants to submit and update offers to lease space to the Federal Government every month, in response to a Request for Lease Proposals (RLP).

Q: What is the definition of ANSI/BOMA Occupant Area (ABOA) square feet?

A: References to ABOA mean ANSI/BOMA Occupant Area. For the purposes of the AAAP RLP, the government recognizes the American National Standards Institute/Building Owners and 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. For specific definitions, refer to section 2 DEFINITIONS AND GENERAL TERMS of the lease.

Q: What is the definition of Rentable Square Feet (RSF)?

A: 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. For specific definitions, refer to section 2 DEFINITIONS AND GENERAL TERMS of the lease.

Q: What are Tenant Improvements (TI)?

A: 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) over the first 8 years of the Lease. For further information, refer to the RLP and attachments.

Q: What is Building Specific Amortized Capital?

A: 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

To better understand all the rates associated with The AAAP Workflow, watch this short video titled “[Breaking Down the Rates](#)”

For further information, refer to the RLP and attachments.

Q: What does firm and non-firm lease term mean?

A: The AAAP can procure space for four (4) specific lease terms. Those lease terms are:

- 17 years, 15 years firm, with Government termination rights, in whole or in parts, effective at any time after the Firm Term of the Lease by providing not less than 120 days’ prior written notice,
- 15 years, 13 years firm, with Government termination rights, in whole or in parts, effective at any time after the Firm Term of the Lease by providing not less than 120 days’ prior written notice, or
- 10 years, 8 years firm, with Government termination rights, in whole or in parts, effective at any time after the Firm Term of the Lease by providing not less than 120 days’ prior written notice.
- 10 years, 5 years firm, with Government termination rights, in whole or in parts, effective at any time after the Firm Term of the Lease by providing not less than 120 days’ prior written notice.

The Firm Term is the part of the Lease term that is not subject to termination rights.

The Non-Firm Term is the part of the Lease term following the end of the Firm Term, and is subject to termination rights.

Q: What is GSA’s Fiscal Year?

A: The fiscal year is October 1 - September 30.

Q: What is the open period?

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

Technical Questions

Q: How can I register for a AAAP account?

A: To register, click on the [REGISTRATION](#) link on the top-right of the Leasing Portal home page. Once you complete this page you will receive an email from LOP.manager@gsa.gov with your user name and a temporary password. For a visual aid on how to register and login, refer to the video tutorials located in the [Help Section](#).

Q: What is the difference between my password and the verification code?

A: For security purposes, the AAAP login requires a password and a 2nd level authentication. From the Leasing Portal homepage, you can start the login process by entering your user id and password. You will then receive an email from LOP.manager@gsa.gov that contains your verification code. A unique numeric verification code is sent to your email every time you enter your username and password. Your email will remain the same each time you log in. For a visual aid on how to register and login, refer to the video tutorials located in the [Help Section](#).

Q: How do I know which Request for Lease Proposals to use when submitting an offer?

A: The map on the [AAAP home page](#) will help you identify which RLP corresponds with your property's address. If you are responding to a specific project need, the notice posted on SAM.gov will identify which RLP you should use.

Q: If I'm having technical issues while submitting my offer(s), what should I do?

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. ET, excluding Federal holidays.

Workflow Questions

Q: Can I edit or modify my offer once it has been submitted?

A: Yes. You may edit a submitted offer any time, however those changes can only be resubmitted for GSA's consideration during the open period, which is typically the 1st through the 7th of each month. If you edit a submitted offer, it must be re-submitted during the next open period, otherwise any changes to your offer will not be available for consideration.

Q: Do I have to re-submit my offer every month?

A: No. Your offer remains active for the fiscal year in which you submitted your offer. You only need to re-submit your offer to make changes to your building information or your rates. Offers will need to be re-submitted when the Request for Lease Proposals Package is updated, which is the start of every fiscal year (October 1).

Q: Do I need to submit any paper forms to GSA for my offer to be submitted?

A: No. All required forms are pre-populated or uploaded through the online workflow to complete the offer submission process. If you are identified as the lowest priced offer, GSA will contact you for additional submittals. Refer to Request for Lease Proposal section 3 for more information on additional submittals required prior to lease award.

Q: Where can I get a copy of all the questions asked in the submission workflow?

A: All the questions in the workflow can be found in the How to Create and Submit an Offer document located in the [Help Section](#) on the Leasing Portal homepage.

Q: If I am representing a Building Owner, whose information should I use when registering for an account?

A: You should register with your personal information, and not the Building Owner's information. The Building Owner's information will be entered during the offer submission process.

Q: Do you have to be under a brokerage in order to submit an offer?

A: Building owners and building owner representatives can submit offers to our online applications. State law may dictate the requirements to represent a building owner.

Q: I have a commercial brokerage. Do we register one account for the brokerage and then put individual agents under that? Or does each agent register independently?

A: Each agent should register for their own account on leasing.gsa.gov.

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.

Rental Component Questions

Q: What is shell rent?

A: Your shell rental rate 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. Shell is predominantly defined in, but not limited to, section 3 of the lease.

Q: Is the full service rental rate escalated over the lease term?

A: During the term of the Lease, the full service rent will be adjusted for changes to the Lessor's operating costs and real estate taxes, pursuant to paragraphs set forth in section 2 of the Lease. The shell rental rate is flat over years 1-8 of the lease for each lease term. The application allows for a one-time adjustment to the shell rental rate in year 9 through the end of the lease.

Q: How do I account for property taxes in my offer?

A: 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. After the Property is Fully Assessed, the Government shall pay its share of any increases and shall receive its share of any decrease in the Real Estate Taxes for the Property. For full details, refer to section 2 REAL ESTATE TAX ADJUSTMENT of the lease.

Q: How is the present value calculated?

A: Refer to section 4 PRESENT VALUE PRICE EVALUATION section of the RLP.

Q: What is included in the free rent?

A: Free rent includes shell, operating, tenant improvement (TI), and building specific amortized capital (BSAC) rent being offered to the Government in the firm term. Refer to sections 3 PRICING TERMS (AAAP VARIATION) and 4 PRESENT VALUE PRICE EVALUATION (AAAP VARIATION) of the RLP.

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

A: Submit all parking in the parking section of the automated workflow. Enter the total number of parking spaces and the monthly charge per space. If there is no additional charge for parking, enter \$0.

Q: How are operating costs entered into the AAAP workflow?

A: The Operating Cost section in the AAAP workflow displays a breakdown of operating costs for the entire building. The total building rentable square feet in field #1 and total building ABOA square feet in field #2 will carry over from the Building Fundamentals page to auto calculate the buildings' common area factor in field #3. To change these numbers, go back to the Building Fundamentals page.

Other costs associated with maintaining the offered space must be entered manually based on monthly expenses. The AAAP workflow will automatically calculate the total annual operating costs in line 27 once you hit SAVE PAGE on the bottom of the page. After hitting the SAVE PAGE button, the application will auto-calculate the operating costs per ABOA SF at the top of the page in field #4.

Q: How do I enter the Tenant Improvement (TI) allowance and how is the TI allowance calculated?

A: The AAAP application includes a place to enter a TI allowance amount when creating your offer. You may use a placeholder figure or the actual TI amount published in the Project Specific Advertisement to see how these rate components impact the calculation of the fully serviced rate.

You will enter your amortization rate for TI as well as applicable Project Management and Architectural & Engineering fees related to the TI. The application will calculate the cost per ABOA SF to amortize the TI over the first 8 years of the lease. The fees will also be calculated using the TI amount you entered.

If selected for a lease award, GSA will use the TI allowance represented in the Project Specific Advertisement. Refer to section 3 TENANT IMPROVEMENTS INCLUDED IN OFFER (AAAP VARIATION of the RLP for more information.

Q: How do I determine my operating cost if the building doesn't have a history of operating costs (for example, if I am submitting a newly renovated building)?

A: If you do not have historical data, you can refer to comps in your market or work with a broker to help come up with your estimate. This estimate should be as precise as possible since it will be a part of your final proposal. Do not use averages, as they may not be reflective of your building's actual operating scenario. Rates can not be increased after you've been identified for award. CPI adjustments to your operating expenses will be made in accordance with the lease.

Q: How do you address above standards costs that may be associated with a particular agency requirement (for example, lab space)?

A: Agency requirements that require above standard or specific pricing are not procured using the AAAP. Offers submitted through the AAAP are best and final so there are no negotiations.

Q: Can we change our rental rates after we are selected and we find out the agency?

A: Offerors are submitting lease rates in response to the AAAP RLP which is available on the [AAAP Homepage](#). The RLP requirements will not change, therefore, offerors can not increase their lease rates once they are identified as the lowest priced offeror.

Q: Does the submitted space need to be contiguous?

A: No, it does not have to be contiguous. In the AAAP application, there is a place for you to indicate how much of your offered space is continuous.

Q: How are lease commissions calculated?

A: There are no brokers utilized by the government while using the AAAP procurement method.

Q: Can we enter a full service rental rate without breaking out the shell rate, operating cost rate, TI allowance, and BSAC?

A: No, you must enter each rental component in the AAAP workflow in order for the AAAP application to calculate the full service rental rate.

Q: Why is a detailed breakdown of the property's operating expenses required for fully serviced lease rate?

A: These details found in the operating cost section of the AAAP workflow, are used to help offerors know what elements of their building fall into the operating category.

Q: Does full service rental rate include janitorial services inside the tenant's space?

A: Yes - refer to section 6 of the AAAP lease for more detail.

Q: The AAAP application asks for certain expenses as a whole number as opposed to per-square-foot. For example, leasing commissions or management expenses. These usually depend on the size of the lease. How should an offeror input these numbers?

A: This information is used in the Government's determination of the fair market value of the space to be rented, and to populate GSA Form 1217. You should enter the total annual figures for the entire building for these questions, and offerors should include these costs as part of the shell rental rate.

Understanding the AAAP

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

A: Yes, you may continue to market the space and you can withdraw your offer at any time prior to lease award.

Q: Do I have to re-submit my space every open period even if there are no changes to my offer?

A: No, you only have to submit one time. Your offers will stay in the AAAP until modified or deleted by you or until the AAAP Request for Lease Proposal (RLP) is replaced by the National AAAP Team, which typically occurs at the start of the fiscal year (October 1).

Q: How can external users find the AAAP Help Videos?

A: The AAAP Help Videos can be found on the GSA YouTube Channel located [HERE](#). If you subscribe to the GSA channel, you will receive notice when any new videos are posted to the channel. The videos are also available on the Leasing Portal homepage under the [HELP](#) section.

Q: Can other offerors see my submitted offers?

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

Q: How do I ensure my space meets the GSA standards for office space?

A: All interior and exterior space requirements are listed in the AAAP RLP and Lease which can be found on the [Leasing Portal homepage](#) under the View AAAP Solicitations for Offer Package section. All the requirements outlined in the AAAP lease must be able to be met prior to the acceptance of space.

Q: How do I add both vacant space and space with an expiring GSA lease when in the same building?

A: You may add both space with an expiring GSA lease, as well as, any vacant office space within the same building record. Under the Space and Rates section you have the option to “Add Space” and indicate if the space is currently leased to a Government tenant.

Q: When does my submitted offer expire in the AAAP application?

A: Your offers will stay in the AAAP until modified or deleted by you, or until the RLP is replaced by the National AAAP Team which occurs at the start of the fiscal year (October 1). On October 1, you should copy your offer and submit to the new RLP. For more information on how to copy your offer, refer to the HELP section on the AAAP homepage.

Q: Can an offeror withdraw an offer?

A: An offeror can withdraw their offer at any time; however, offerors should perform every reasonable effort to understand the government's requirements and ensure their offers are priced correctly to avoid the need to withdraw.

Miscellaneous Questions

Q: If we have an expiring GSA lease in our building, how soon should we expect to see the requirements advertised?

A: GSA is able to post AAAP Project Specific Advertisements as soon as we receive final requirements from each agency. This ranges anywhere between 1 and 3 years prior to lease expiration.

Q: Do you have to be a licensed real estate agent to list properties?

A: No. Building owners or any building owner representative with authorization from the building owner may submit an offer. If you are representing a building owner you must upload proof of your authority to submit on the owner's behalf. State law may dictate the requirements to represent a building owner.

Q: Is there a maximum square footage I can submit in the AAAP?

A: No, there is no maximum square footage.

Q: How does AAAP handle emergency space needs?

A: The AAAP does not procure emergency leases.

Q: Can we list non-office space on AAAP?

A: AAAP is for office space only.

Q: Can you submit sublet office space?

A: Yes, you can submit sublet space if authorized to do so, however, please refer to section 3 ADDITIONAL SUBMITTALS (AAAP VARIATION) of the RLP for additional requirements.

Q: Do you consider "contiguous" a single floor, or multiple floors, if all are vacant?

A: The AAAP defines contiguous as multiple suites/spaces within the same building and on the same floor which can be combined and rented to a single tenant. Contiguous space will be more clearly defined per requirement in the AAAP Project Specific Advertisement.

Q: Can I enter a proposed or under construction building?

A: The offered building/location must be pre-existing. Offers for new construction, including offers to construct an annex or addition to an existing building, will not be accepted. In addition, offered space must be able to meet the delivery schedule outlined under the attached AAAP Post-Award Schedule. Offered space may not be encumbered by existing tenants or leases, unless the Offeror can demonstrate, to the satisfaction of the GSA Lease Contracting Officer, that the offered space can be made available within a timeframe so as to meet the AAAP Construction Schedule.

Q: Are you allowed to submit an offer for a property that you have under agreement, but do not own it yet?

A: If the Offeror owns the Property being offered or has a long-term leasehold interest, the deed or lease must be submitted to the LCO, during the due diligence process, evidencing the Offeror's stated interest in the Property and any encumbrances on the Property.

If the Offeror does not yet have a vested interest in the Property, but rather has a written agreement to acquire an interest, then the Offeror shall submit a fully executed copy of the written agreement, together with a statement from the current owner that the agreement is in full force and effect and that the Offeror has performed all conditions precedent to closing, or other form of documentation satisfactory to the LCO prior to award. These submittals must remain current. The Offeror is required to submit updated documents as required.

Q: How should I enter a number of different buildings that are all within the same office park?

A: Each address should be added as a separate offer.

Q: Who should be registered in SAM, the building owner or their representative?

A: The Lessor or entity entitled to receive rent should register in SAM. The Lessor's Representative does not need to be registered in SAM. GSA does not pay sub-contracted management companies.