

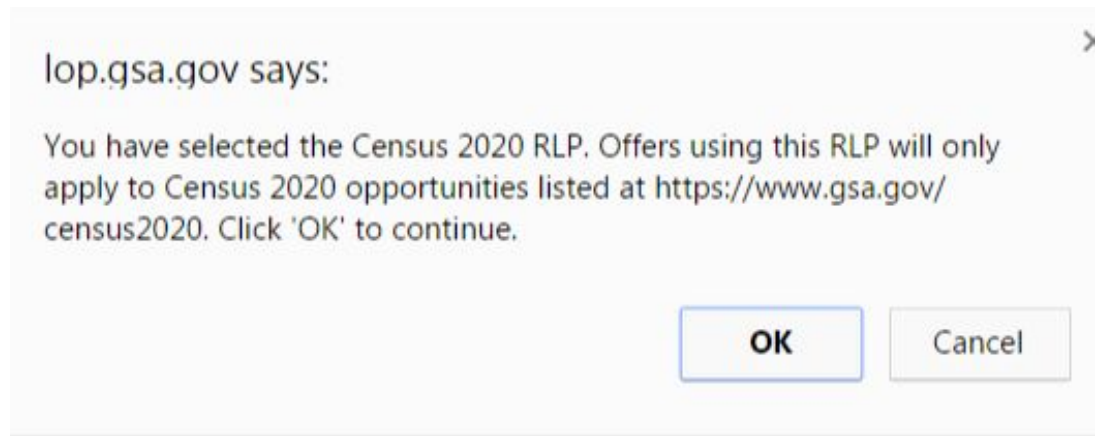
# How to Create an Offer in the Automated Advanced Acquisition Program (AAAP) - Census 2020

## Select an RLP:

Note: Required fields are marked with a red asterisk (\*). 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.

**After you select an RLP a pop-up will appear:**



You must acknowledge that this RLP is only applicable for Census 2020 opportunities to proceed.

Enter address and click 'Validate Address':


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### Building Information

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.

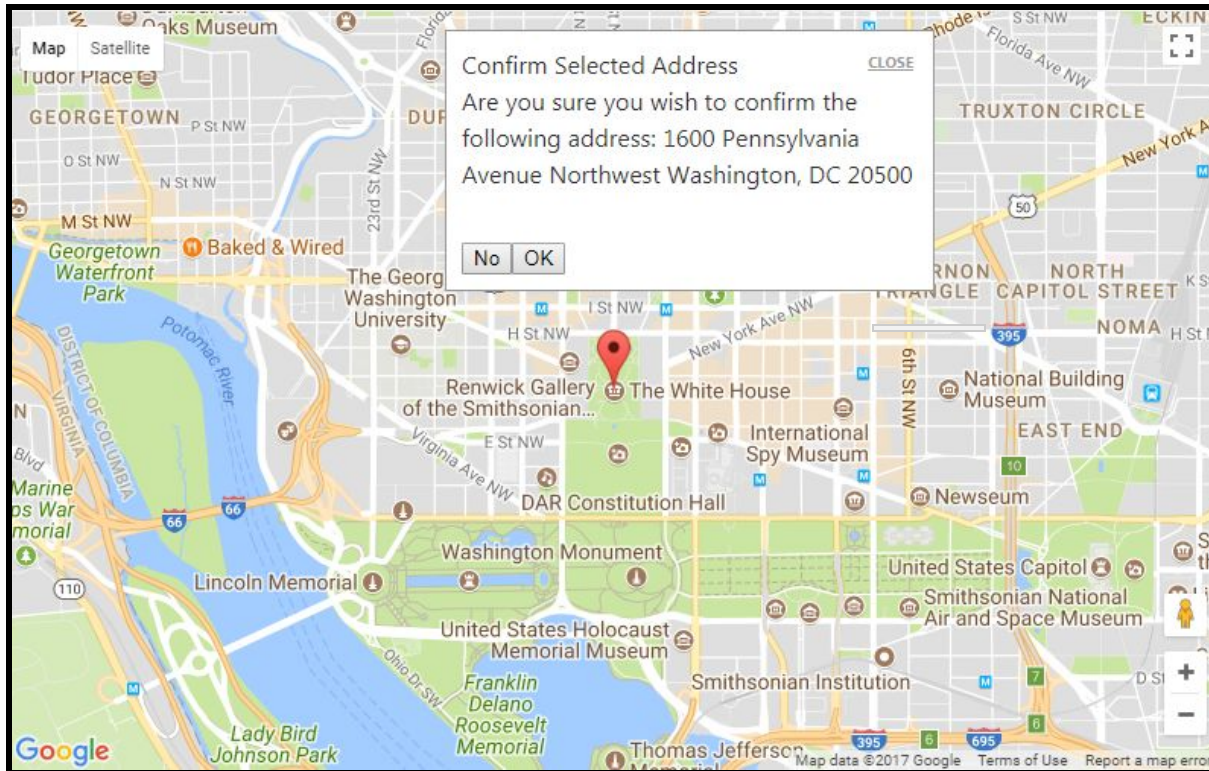
After you click the 'Validate Address' button, review the map below to confirm that your address has plotted correctly on the map. If it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location. If the address is not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

Street	City	State	Zip	County	Latitude	Longitude
1600 Pennsylvania Avenue Northwest	Washington	DC	20500		38.898	-77.037





## Confirm Selected Address by Clicking 'OK':



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 23 (which appear on the building tab after you confirm the address):

7. Has the building earned an Energy Star Label conferred by the Environmental Protection Agency (EPA) within one year prior to submittal?\*

☐ Yes ☐ No

7a. If no, please indicate what you will do prior to acceptance of the space (or no later than one year after the Lease Award Date of a Continuing lease) to renovate the space for all energy efficiency and conservation improvements that you deem to be cost effective over the firm term of the lease. If no improvements are proposed, you must indicate why no energy efficiency and conservation improvements are effective. If your explanation is considered unreasonable or if below box is left blank, your offer may be rejected.

8. Is the building fully sprinklered? \*

☐ Yes ☐ No ☐ Partial

9. 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 Yes to proceed. \*

☐ Yes ☐ No

10. Does the building have a building-wide alarm system?\*

☐ Yes ☐ No

11. Number of floors in the building:\*

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

RSF      %

General Purpose (Office):

Warehouse:

Other:

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

14. What is the live floor load (lbs. per square feet) for the building? ⓘ

15. What is the site size?  ☐ Square Feet ☐ Acres

16. Year the building constructed? \*

17. Most recent building renovation year?

18. Is the building within 2,640 walkable linear feet of a metrorail station? \*  
☐ Yes ☐ No

19. Hours of HVAC operation: \*  
 Monday - Friday Hours Start:  End:   
 Saturday Hours Start:  End:   
 Sunday Hours Start:  End:

20. Is the property offered a historic property within a historic district? \* ⓘ  
☐ Yes ☐ No

21. Is the property offered a non-historic developed or undeveloped site within a historic district? \* ⓘ  
☐ Yes ☐ No

22. Is the property offered a historic property outside of a historic district? \* ⓘ  
☐ Yes ☐ No


23. 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

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

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:


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## Offer Parking

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

Structured \* 
 Surface \*
- Number of parking spaces required by local code:
 

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

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

- What is the name of the property's recorded owner?\*
- Street Address:\*
- Country:\*
- City:\*
- State:\*
- Zip Code:\*
- What is the main phone number for the property's recorded owner?\*
- What is your relationship as the Offeror, to the property owner?\*
- What is the property owner's DUNS #?\*


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

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

Note: Regarding #8, if selecting 'Agent' or 'Other', you must submit authorization from the ownership entity to submit an offer on the ownership entity's behalf.

## Complete Operating Cost Page:


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## Operating Costs

1. Total Rentable Area square feet (RSF)	10,000
2. Total Building ANSI/BOMA Office Area (ABOA) square feet (SF)	9,000
3. Common Area Factor	1.11
4. Operating Costs per ABOA SF*	<input type="text" value="0.0"/>
Adjustment for Vacant premises per ABOA SF: ⓘ	\$ <input type="text"/>

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Enter your operating costs per ABOA SF per year.

The Adjustment for Vacant premises per ABOA SF is the amount that the Operating Costs will be reduced from the above rate if space is vacated by the Government.

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

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

## 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'

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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


### Offered Spaces

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

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	25, 16 MONTH FS	19, 11 MONTH 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>					

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## Complete Space Page



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## Space and Rates

### New Space Information

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

☒ All Available ABOA
☐ Range of ABOA

4. Range of ABOA SF Offered\*:

to

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

 [ 10/23/2017 ]

*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 \$33.19 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 FY18. 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.

	Wave I	Wave II
	25 month lease term (with Government termination rights after the 16th month)	19 month lease term (with Government termination rights after the 11th month)
1. Shell Rental Rate ⓘ	\$ 0.00 /ABOA SF	\$ 0.00 /ABOA SF
2. Base Year Operating Costs ⓘ	\$10.00 /ABOA SF	\$10.00 /ABOA SF
3. Tenant Improvement Allowance (TIA) Amortization Rate ⓘ	0.00 %	0.00 %
3a. Tenant Improvement Rent, using an estimated TIA of \$33.19 ⓘ	\$0.00 /ABOA SF	\$0.00 /ABOA SF
4. Fully Serviced Rent ⓘ	\$0.00 /ABOA SF	\$0.00 /ABOA SF

5. The APR, compounded monthly, to be used by the Lessor to amortize the cost of the Tenant Improvements plus construction markups above \$33.19 per ABOA SF over the FIRM term of the lease, up to \$74.32 per ABOA SF.	0.0%	0.0%
6. HVAC Overtime Rate ⓘ	\$ 0.00	\$ 0.00
7. Free rent in months ⓘ	# 0.00	# 0.00

[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 the Census RLP (17-CENSUS). 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.

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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](#)

### Offered Spaces

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

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	25, 16 MONTH FS	19, 11 MONTH FS
<input type="checkbox"/> 1	New		9,000		

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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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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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.

## Complete Attachments Page.

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## Submit Offer

### Offered Spaces

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	15, 10 YEAR FS	10, 5 YEAR FS	10 YEAR FS

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.

- 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 ☒

- 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 ☒

- 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](#), 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

Click 'View Offer' to see the auto-populated Lease Forms.  
Click 'Submit' to successfully submit the offer.



**"Your offer has been submitted successfully."**

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## GSA's Automated Advanced Acquisition Program

**Your offer has been submitted successfully**

The Automated Advanced Acquisition Program site has been developed to make it easier for people and businesses to interact with the government, save taxpayer dollars and streamline the leasing transaction process. The site offers the general public and businesses the opportunity to electronically offer building space for lease to the Federal Government. The offer submission process is completely web-enabled, allowing all registered participants to submit and update offers to lease space to the Federal Government within specified timeframes, in response to a Request for Lease Proposals (RLP).

Participants may choose to browse through RLPs on this site or may choose to search for RLPs and submit offers. In order to submit an offer, participants must register first. To register, please go to the registration page.

### Who Are We?

The General Services Administration (GSA) is the "business side" of the U.S. government. The GSA is an independent agency of the United States government, established in 1949 to help manage and support the basic functioning of federal agencies, to include leasing space for federal agencies, so that government employees have space to perform their work. Today's GSA lease portfolio consists of more than 8,000 leases, consisting of about 192 million RSF with a total contract value exceeding 5.6 billion dollars in annual rent.