



Frequently Asked Questions

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Definitions

What is the Automated Advanced Acquisition Program (AAAP)?

The AAAP is a multiple award platform that handles space requirements starting at 500 square feet. 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).

What is the definition of ANSI/BOMA Office Area (ABOA) square feet?

For the purposes of the AAAP Request for Lease Proposals, space shall be measured in accordance with the standard provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for office area. ANSI/BOMA Z65.1-1996 shall be used. References to ABOA SF mean ANSI/BOMA office area square feet.

What is the definition of Rentable Square Feet (RSF) and how does it differ from ABOA SF?

The Rentable Space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises: $\text{ABOA SF of Space} \times (1 + \text{Common Area Factor}) = \text{RSF}$. See the ANSI/BOMA Z65.1-1996 standard for more information on ABOA SF,.

What are Tenant Improvements (TI)?

Tenant Improvements (TIs) are the finishes and fixtures that typically take space from the shell condition to a finished, usable condition. The Lessor must provide the funds for the TIs upfront and the Government will pay the amount back, with any interest (the TI amortization rate) over the first 8 years of the Lease.

What is Building Specific Amortized Capital?

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](#)"

What does firm and non-firm lease term mean?

The AAAP can procure space for three (3) 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.

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.

What is GSA's Fiscal Year?

The fiscal year is October 1 - September 30.

What is the open period?

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 beta.SAM.gov ([HTTPS://BETA.SAM.GOV/](https://BETA.SAM.GOV/)) or the AAAP website (<https://aaap.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

How can I register for a AAAP account?

To register, click on the **REGISTRATION** link on the top-right of the Lease Offer Platform home page (lop.gsa.gov). 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](#).

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

For security purposes, the AAAP login requires a password and a 2nd level authentication. From the Lease Offer Platform 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](#).

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

Start by registering for an account at <https://lop.gsa.gov/>. On the bottom of the "Offeror Registration" page, you'll have the option to select your states of interest. By selecting your states of interest, the AAAP application knows which regions RLPs you are interested in. The

application will only show RLPs for the regions that represent the states you selected in your user profile. If you do not see the region you need, update your user profile.

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

Email AAAP.manager@gsa.gov for any technical issues and someone from the AAAP team will reach out to you via phone or email.

Workflow Questions

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

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.

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

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).

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

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 3.06 for more information on additional submittals required prior to lease award.

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

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 Lease Offer Platform homepage (lop.gsa.gov).

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

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.

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

Building owners and building owner representatives can submit offers to our online applications.

State law may dictate the requirements to represent a building owner.

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?

Each agent should register for their own account on lop.gsa.gov.

Rental Component Questions

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

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.

How do I account for property taxes in my offer?

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 the REAL ESTATE TAX ADJUSTMENT section of the Lease Document.

How is the present value calculated?

Refer to the PRESENT VALUE PRICE EVALUATION section of the Request for Lease Proposal.

What is included in the free rent?

Free rent includes shell, operating, tenant improvement (TI), and building specific amortized capital (BSAC) rent being offered to the Government in the firm term.

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

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.

How are operating costs entered into the AAAP workflow?

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.

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

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 annual percentage rate (APR) 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 3.07 titled "TENANT IMPROVEMENTS INCLUDED IN OFFER (AAAP VARIATION (OCT 2020))" of the AAAP RLP for more information.

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)?

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 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 buildings 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.

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

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.

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

Offerors are submitting lease rates in response to the AAAP RLP which is available on the AAAP Homepage (<http://LOP.GSA.GOV>). The RLP requirements will not change, therefore, offerors can not increase their lease rates once they are identified as the lowest priced offeror.

Does the submitted space need to be contiguous?

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.

How are lease commissions calculated?

There are no brokers while using the AAAP procurement method.

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

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

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

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.

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

Yes - refer to section 6.06 of the AAAP Lease for detail.

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?

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

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

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

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

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).

How can external users find the AAAP Help Videos?

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 Lease Offer Platform homepage (<https://lop.gsa.gov/>) under the [HELP](#) section.

Can other offerors see my submitted offers?

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

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

All interior and exterior space requirements are listed in the AAAP RLP and Lease which can be found on the Lease Offer Platform homepage (<https://lop.gsa.gov/>) 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.

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

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.

When does my submitted offer expire in the AAAP application?

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.

Can an offeror withdraw an offer?

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

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

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.

Do you have to be a licenced real estate agent to list properties?

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.

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

No, there is no maximum square footage.

How does AAAP handle emergency space needs?

The AAAP does not procure emergency leases.

Can we list non-office space on AAAP?

AAAP is for office space only.

Can you submit sublet office space?

Yes, you can submit sublet space if authorized to do so, however, please refer to section 3.06 Additional Submittals (AAAP Variation (OCT 2020)) of the RLP for additional requirements.

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

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.

Can I enter a proposed or under construction building?

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 Construction 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.

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

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.

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

Each address should be added as a separate offer.

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

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.