



RSAP Reference Guide for Offerors

Lease Offer Platform | Requirement Specific Acquisition Platform (RSAP)

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Frequently Asked Questions

Accessing RSAP

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

A: Navigate to <https://lop.gsa.gov/>

Q: What is the difference between the AAAP and the RSAP?

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

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

A: The advertisement and RLP will state whether to submit your offer via the RSAP or the AAAP.

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

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

Preparing My Offer

Q: Where do I obtain the solicitation number?

A: A GSA representative such as a GSA Broker (if applicable), Leasing Specialist, or Lease Contracting Officer will provide you with the solicitation number.

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

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

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

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

Q: Can other offerors see my submitted offer?

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

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

A: Yes, you may continue to market the space.

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

A: Currently, the RSAP is designed as a one-way portal for offerors to submit forms to GSA and not the other way around. GSA will continue to communicate with offerors via email and mail.

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 annual cost per space. You will indicate if parking is a separate charge from other rental components later on in the workflow, in the Space and Rates section. If parking is included in the rent, rates you list in the Parking section will be for informational purposes only.

Q: Can I enter a fully serviced 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 RSAP workflow in order for the RSAP application to calculate the fully serviced rental rate.

Q: What is included in the Shell Rate?

A: Your shell rent will include, but is not limited to, property financing, (exclusive of TIs and BSAC), insurance, taxes, management, and profit, as well as all basic building systems and common area buildout. You have the option to set a base shell rate, prior to any step rents that will become effective later on in the lease term.

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

A: The required forms will vary by procurement, so please refer to the RLP you were provided to determine which forms are required.

Requesting Help

Q: Who do I contact for technical support?

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

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

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

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

A: Contact RSAP.manager@gsa.gov.

Definitions

ANSI/BOMA Office Area (ABOA)

References to ABOA mean ANSI/BOMA Office Area. For the purposes of a GSA lease, space shall be measured in accordance with the standard (Z65.1-1996) provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for Office Area, which means “the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed.” For specific definitions, refer to the RLP and attachments.

Automated Advanced Acquisition Program (AAAP)

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

Building Specific Amortized Capital (BSAC)

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

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

For specific definitions, refer to the RLP and attachments.

Lease Offer Platform (LOP)

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

Rentable Space or Rentable Square Feet (RSF)

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

Requirement Specific Acquisition Platform (RSAP)

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

Tenant Improvements (TI)

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