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MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING SERVICES OFFICERS
REGIONAL LEASING DIRECTORS

FROM: JAMES C. WISNER
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Automated Advanced Acquisition Program (AAAP)

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues national policy for the Automated Advanced Acquisition Program (AAAP). Implementation of this program aligns with our strategic goals to leverage our purchasing power in the most cost-effective manner and to improve our internal operations through the use of technology.

The AAAP is a multiple-award platform approach with adaptable technological features to standardize the lease process, and it leads the commercial real estate industry in improving the delivery of office space to our customer agencies in a cost effective and timely manner. In addition, the AAAP enables building owners to electronically submit offers, which reduces offer submission time, and incorporates cutting-edge Geographic Information System (GIS) technology using Google Maps, which significantly reduces evaluation time for the AAAP.

- 2. Effective Date.** This LAC and its attachments are effective immediately.
- 3. Applicability.** This LAC and its attachments apply to all General Services Administration (GSA) real property leasing activities.

4. Cancellation. None.

5. Instructions and Procedures. Instructions and procedures are found in Attachment 1, LAC-2014-01 Summary and in Attachment 2, AAAP Lease File Checklist.

Attachment 1, LAC-2014-01 Summary

Attachment 2, AAAP Lease File Checklist

LAC-2014-01 Summary

Instruction and Procedures:

A. Background

In 1991, the National Capital Region (NCR) developed the first paper-based advanced acquisition program. The advanced acquisition program was a paper-based multiple-award platform where, from one Solicitation for Offers (SFO) issued to interested offerors, GSA would make numerous lease contract awards. Over a period of time, various enhancements were made to move away from the paper-based method to a completely automated process. Today, the AAAP is an integral part of NCR's lease acquisition program and has been implemented in three other regions (Region 2 - Northeast and Caribbean, Region 4 - Southeast Sunbelt, and Region 5 - Great Lakes).

The AAAP generates cost savings and reduces lease cycle time relating to the acquisition of real property lease assets. It improves supply and pricing of space offered for lease to the Government, and it improves customer satisfaction by delivering leased space faster to our customer agencies. By expanding the AAAP's use to metropolitan areas in regions outside of NCR, GSA has the opportunity to further standardize the lease process and lead the commercial real estate industry in improving the delivery of office space to our customer agencies in a faster and more efficient manner.

The AAAP helps private sector businesses and individuals interact more efficiently and effectively with the Government, provides one-stop access to information, and enables online lease offer submission. The AAAP process relies on the same basic forms and contracting methods as the traditional lease process. While there are some variations, such as the AAAP uses a multiple-award platform approach (i.e., from one Request for Lease Proposals (RLP) numerous awards can be made), the general lease acquisition process is the same.

Regardless of which process is used (AAAP or traditional), GSA must conduct a price evaluation to determine the best value. In both methods, the evaluation process must be consistent with the Competition in Contracting Act (CICA) and GSAM 570. All AAAP procurements are conducted using the low cost

technically acceptable process. The distinction is that the AAAP eliminates the need to develop an individual RLP for each specific agency space requirement and accomplishes the price evaluation faster thus resulting in reduced costs and lease cycle time.

B. AAAP Process

The AAAP makes it easy to submit an offer by prompting lessors to complete a series of online questions, and routes their responses to the correct location on the GSA lease offer forms. In addition when creating their offer, lessors input the building address into the AAAP so that the system can validate the longitude/latitude coordinates associated with the building location against the AAAP GIS database. Once the address is validated, the AAAP team has the ability to automatically identify those buildings that are located within an agency's delineated area and rank the technically acceptable offers from lowest to highest based on the net present value price evaluation.

The key to the AAAP's success is the time savings that comes at the beginning of the acquisition process. With a traditional procurement, the initial steps of advertisement, RLP development, and offer submission are completed after the customer agency requirement is received; however, with the AAAP, these initial steps are completed prior to receipt of a requirement.

The AAAP posts a standard RLP for office space at the beginning of the fiscal year. Then on the first day of every month, an advertisement for this standard RLP is placed on Federal Business Opportunities (FBO) announcing an "Open Period" where lessors have from the 1st through the 7th of every month to create, submit, modify, and withdraw their online offers. Offerors are informed that award will be made without negotiation so that the offers submitted are considered final proposals. When the AAAP team receives a customer agency requirement, GSA can identify the apparent lowest priced technically acceptable offer and proceed with lease award. Once this apparent successful offer is identified and it is determined that it will meet the agency's requirements, the lease award and tenant-improvement buildout process continue along the same path as with a traditional procurement.

C. Application

Lease Contracting Officers (LCO) and Leasing Specialists should consider the use of the AAAP for new requirements and continuing need requirements for all

office and related space when the following conditions are present:

1. Below prospectus threshold.
2. Customer agency requires available existing space (i.e., not lease construction).
3. Tenant Improvement Alterations are anticipated to be equal to a Customer Agency Customization Tier of 3 or lower. (Note: Customer agencies can use the full amount of the tenant improvement allowance provided by their specific customization tier up to tier 3.)

The AAAP can and should be used for all office type requirements. AAAP is not used for the following:

1. Above prospectus threshold.
2. Lease Construction.
3. Specialty-type spaces such as laboratories, conference centers, and computer facilities.
4. Procurements involving Best Value/Trade-Off.

D. Organizational Structure*

The success of the AAAP relies on a partnership between Central Office and the regions for implementation. While Central Office will continue to provide oversight and support, regions will have the responsibility to assign personnel resources as they see fit in order to meet the three tiered structure outline below. The suggested AAAP team in each region should consist of:

1. AAAP Sponsor. The AAAP Sponsor for each region should be the Leasing Director or Leasing Services Officer (LSO).
2. Warranted LCO (AAAP Manager). Each region must have a warranted 1170 LCO that oversees the AAAP's RLP and Lease documents. This does not have to be a dedicated resource.
3. Leasing Specialist. An experienced Leasing Specialist from each region should be identified to support the AAAP in the region. This does not have to be a dedicated resource.

Although the above team members do not need to be a dedicated resource, the individuals assigned to the AAAP team will be responsible for maintaining the program and continuous market outreach after the national implementation. The regional AAAP team is responsible for the evaluation of the proposals received in

response to the AAAP RLP.

* Regions should consider using the NBC organizational structure to implement the regional AAAP program.

E. Workload Planning

Each region will be responsible for identifying the specific lease actions that will be procured through the AAAP each fiscal year. As part of this effort, the National Office of Leasing, to include the Center for Brokerage Services (NBC) and the Central Office AAAP team, will work in partnership with each region to evaluate the identified leases to assist in the determination of whether the requirement is a good fit for tasking to the AAAP or NBC. Once leases have been evaluated and determined as a good fit for the AAAP, the AAAP Sponsor will commit to tasking those lease actions to the AAAP.

F. National Implementation

The Central Office AAAP team is committed to successfully launching the AAAP in all regions; therefore, they will work closely with the regional AAAP teams in this effort. A successful launch involves training and educating the GSA leasing community, as well as our customer agencies and lessor communities in each region. The Central Office AAAP team is available to travel to each region in order to partner with the regional AAAP teams to jointly organize and conduct the following training sessions:

1. **GSA Internal Training.** Generalized training will be provided for the entire leasing community in each region so that they will have an overall understanding of the AAAP and when to best utilize it. In addition, specific detailed training on the use of the AAAP application and process will be provided to the regional AAAP team.
2. **Industry Day.** This training is intended for the private real estate community in the regional metropolitan city where the AAAP is deployed. The target audience will be the lessors and brokers that will submit offers to the AAAP. The focus of this training will be the online offer submission process.
3. **Client Workshop.** This training is intended for GSA's customer agencies in the regional metropolitan city where the AAAP is deployed. The focus of this training will be to help our customer agencies gain an overall understanding of how the AAAP works, how it can get them into leased

space faster, and when it should be utilized.

G. The AAAP's Operating Procedures

Upon determination by the AAAP regional team that the AAAP is the preferred lease delivery vehicle, the responsible non-AAAP LCO/Leasing Specialist shall transmit a copy of the SF-81 (or written equivalent from the agency providing the delineated area, square footage, length of lease term, and any special requirements), and a fully executed Acquisition Plan and TAB 1, to the regional AAAP team.

Preparation of the lease file is a shared duty under the AAAP. It will be the responsibility of the regional Office of Leasing to determine who fulfills the required tasks of the AAAP Lease File Checklist. Refer to Attachment 2, AAAP Lease File Checklist, for what is required in an AAAP lease file.

AAAP Lease File Checklist

Agency:	_____
Location:	_____
Square footage:	_____
Project number:	_____
OA number:	_____
Lease number:	_____
Contracting officer:	_____
Leasing Specialist/RGA:	_____
Project manager:	_____
NBC agent:	Not Applicable
Broker contract number:	_____
Task order number:	_____
Phone number:	_____
Type of lease action:	Standard

I.	REQUIREMENTS DEVELOPMENT	Required	Note	Document in File
A.	SF-81 or Other Request for Space	X	Required in AAAP File	
B.	Requirements Development Documentation (TMP, Needs Interview Checklist, gPM Documentation, etc.)	X	Required in AAAP File	
C.	Agency Special Requirements or Agency Specific Requirements (ASR)	X	Required in AAAP File	
D.	Vacant Federal Space Check	X	Required in AAAP File	
E.	Delineated Area	X	Required in AAAP File	
F.	Rural Development Act Compliance	X	Required in AAAP File	
G.	Justification of Delineated Area Outside CBA	X	Required in AAAP File	
H.	Notification to City Official	X	Required in AAAP File	
I.	Notification to Field Office re: Lease Expiration	X	Required in AAAP File	
J.	Notice to FMSP re: Randolph Sheppard	X	Required in AAAP File - For successful offer only	
K.	Notification to FPS to Request the FSL Determination	X	Required in AAAP File	
	—FSL Determination and Security Requirements	X	Required in AAAP File	
L.	Initial Scoring Worksheets or Scoring Memorandum	X	Required in AAAP File	
M.	Prospectus Submission/Approval (House and Senate Resolutions)	X	Required in AAAP File	
N.	Draft OA	X	Required in AAAP File	
O.	Combined Project Management & Acquisition Plan	X	Required in AAAP File	

P.	Project Milestone Schedule	X	Required in AAAP File	
Q.	National Broker Contract Task Order Documentation		Not Applicable	
R.	Other			
II. PRE-SOLICITATION PHASE				Document in File
		Required	Note	
A.	Task Order / Project Orientation Meeting Minutes		Not Applicable	
B.	Procurement Summary/FedBizOpps Advertisement and Responses	X	Required in AAAP File	
C.	Market Survey, Market Survey Report, and Agency Concurrence		Not Applicable	
D.	Justification for Other Than Full and Open Competition		Not Applicable	
E.	Historic Preservation Compliance Check	X	Required in AAAP File - For successful offer only	
F.	Flood Plain Check	X	Required in AAAP File - For successful offer only	
G.	NEPA Compliance	X	Required in AAAP File - For successful offer only	
H.	Source Selection: Plan (Signed) and Related Correspondence		Not Applicable	
I.	Other			
III. SOLICITATION PHASE				Document in File
		Required	Note	
A.	Draft RLP Package, including Lease, Special Requirements, and Security Standards		Not Applicable	
B.	Technical Review of Draft RLP and Draft Lease		Not Applicable	
C.	Agency Approval of Draft RLP and Draft Lease		Not Applicable	
D.	RLP Package Distribution List		Not Applicable	
E.	Final RLP Package with Attachments	X	Required in AAAP File	
F.	Cover Letter and Procurement Summary Form		Not Applicable	
G.	Transmittal of Final RLP Package to Agency, GSA Field Office and FPS		Not Applicable	
H.	Amendments to RLP Package	X	Required in AAAP File, if applicable	
I.	Davis Bacon Wage Rates (Updated at FPR)		Not Applicable	
J.	Correspondence with Offerors Prior to Receipt of Proposals		Not Applicable	
K.	Other			
IV. PRE-NEGOTIATION/EVALUATION OF OFFERS				Document in File
		Required	Note	
A.	Negotiation Objectives		Not Applicable	
B.	Competitive Range Determination/ Notification		Not Applicable	
C.	Seismic Review	X	Required in AAAP File, if applicable	
D.	Fire Protection & Life Safety Review of Prelease Submittals	X	Required in AAAP File - For successful offer only	
E.	Request for Contractor Support Services for Lease Acquisition (e.g. CQM, Furniture Vendors, Etc.)		Not Applicable	
F.	Other			

V. UNSUCCESSFUL OFFER(S)			Required	Note	Document In File
A.	Initial Offer and Related Correspondence			Not Applicable	
B.	Abstract of Offers			Not Applicable	
C.	Scaling/Measurement of Offered Space Floor Plans			Not Applicable	
D.	Initial Offer Present Value Analysis (PVA) Evaluation			Not Applicable	
E.	Notice of Deficiencies/Discussions/Negotiations			Not Applicable	
F.	Revised Offer and Related Correspondence			Not Applicable	
G.	Request for Final Proposal Revision			Not Applicable	
H.	Final Offer and Related Correspondence			Not Applicable	
I.	Final Offer Present Value Analysis (PVA) Evaluation			Not Applicable	
J.	Pre-Award Notice and Rejection Letters			Not Applicable	
K.	Post-Award Notice and Rejection Letters			Not Applicable	
L.	Post-Award Debriefings/Protests and Resolution/Congressional Inquiries and Responses			Not Applicable	
M.	Other				
VI. SUCCESSFUL OFFER AND AWARD DETERMINATION			Required	Note	Document In File
A	Initial Offer and Related Correspondence			Not Applicable	
B.	Abstract of Offers			Not Applicable	
C.	Scaling/Measurement of Offered Space Floor Plans	X		Required in AAAP File	
D.	Initial Offer Present Value Analysis (PVA) Evaluation			Not Applicable	
E.	Notice of Deficiencies/Discussions/Negotiations			Not Applicable	
F.	Revised Offer and Related Correspondence			Not Applicable	
G.	Request for Final Proposal Revision			Not Applicable	
H.	Final Offer and Related Correspondence	X		Required in AAAP File	
I.	Final Offer Present Value Analysis (PVA) Evaluation	X		Required in AAAP File	
J.	Price Negotiation Memorandum	X		Required in AAAP File	
K.	Source Selection: Initial and Final Evaluation Reports			Not Applicable	
L.	Source Selection: Conflict of Interest and Non-Disclosure Documentation			Not Applicable	
M.	Source Selection: Source Selection Authority Decision			Not Applicable	
N.	Revised Scoring Evaluation	X		Required in AAAP File	
O.	Seismic Certification	X		Required in AAAP File, if applicable	
P.	Flood Plain Compliance	X		Required in AAAP File	
Q.	Negotiations of Environmental Remediation			Not Applicable	
R.	Responsibility Check				
	—Central Contractor Registration (CCR) Information via SAM	X		Required in AAAP File	
	—Excluded Parties List Service (EPLS) via SAM	X		Required in AAAP File	
	—Past Performance	X		Required in AAAP File	
	—Financial Responsibility	X		Required in AAAP File	
S.	EEO Compliance Review	X		Required in AAAP File, if applicable	

T.	Energy Star Compliance/ Cost Effective Energy Efficiency Upgrades	X	Required in AAAP File	
U.	Evidence of LEED Compliance	X	Required in AAAP File	
V.	Approved Small Business Subcontracting Plan	X	Required in AAAP File, if applicable	
W.	Offeror's Proof of Authority and Ownership	X	Required in AAAP File	
X.	Other			
VII. APPROVAL AND FUNDING DOCUMENTS				Document in File
(A)		Required	Note	
A.	Agency Recommendation Letter (From GSA) and Revised OA Signed by Agency	X	Required in AAAP File	
B.	Receipt of RWA and Required Certification	X	Required in AAAP File	
C.	BA 53 Fund Certification	X	Required in AAAP File	
D.	Legal Review and Comment	X	Required in AAAP File	
E.	Other			
VII. LEASE				Document in File
(B)		Required	Note	
A.	Pre-Award (unsigned) Lease Transmittal Letter	X	Required in AAAP File	
B.	Executed Lease Transmittal Letter (Award)	X	Required in AAAP File	
C.	Fully Executed Lease	X	Required in AAAP File	
D.	Lease Amendment(s)	X	Required in AAAP File	
E.	Delivery Confirmation of Lease to Lessor	X	Required in AAAP File	
F.	Other			
VIII. POST AWARD NOTIFICATIONS				Document in File
		Required	Note	
A	Post Award Synopsis	X	Required in AAAP File	
B.	Posting of Redacted Justification for Other Than Full and Open Competition		Not Applicable	
C.	Copy of Correspondence Transmitting Lease to Field Office	X	Required in AAAP File	
D.	Copy of Correspondence Transmitting Lease to Agency	X	Required in AAAP File	
E.	Copy of Correspondence Transmitting Lease to FPS	X	Required in AAAP File	
F.	Request to GSA PMC for Utility Contract	X	Required in AAAP File	
G.	Randolph Sheppard Notification to FMSP	X	Required in AAAP File	
H.	Other			
IX. POST AWARD				Document in File
		Required	Note	
A.	Drawings/Layouts from Agency/Lessor (Design Intent Drawings (DIDs))	X	Required in AAAP File	
B.	Fire/Safety Approval of Layout Drawings	X	Required in AAAP File	
C.	Construction Drawings from Lessor	X	Required in AAAP File	
D.	Construction Drawing Review by Government	X	Required in AAAP File	
E.	Finish Selections to Lessor	X	Required in AAAP File	
F.	Lessor's TI Construction Bids on TICS Table	X	Required in AAAP File	
G.	Government Review of TI Costs and/or IGE	X	Required in AAAP File	
H.	TI PNM	X	Required in AAAP File	

I.	Receipt of RWA and Required Certification	X	Required in AAAP File	
J.	TI Notice to Proceed Issued	X	Required in AAAP File	
K.	Lessor's BSAC bids	X	Required in AAAP File	
L.	Government's review of BSAC pricing and/or IGE	X	Required in AAAP File	
M.	BSAC PNM	X	Required in AAAP File	
N.	BSAC Notice to Proceed issued	X	Required in AAAP File	
O.	Construction Inspection Reports/Meeting Minutes/Green Lease Submittals	X	Required in AAAP File	
P.	Acceptance of Space	X	Required in AAAP File	
	—Measurement of Space	X	Required in AAAP File	
	—Certificate of Occupancy	X	Required in AAAP File	
	—Condition Survey Report (Form 1204) Signed by GSA, Agency and Lessor	X	Required in AAAP File	
	—Punch List and Resolution	X	Required in AAAP File	
Q.	Change Orders Related to Initial Occupancy	X	Required in AAAP File, if applicable	
R.	Request Periodic Services Schedule from Lessor, Provide to Lease Administration Manager	X	Required in AAAP File	
S.	Davis Bacon Interview Forms and Wage Payment		Not Applicable	
T.	SBA Reporting Letter	X	Required in AAAP File, if applicable	
U.	COR Letter to Designated Agency Representative or Field Office	X	Required in AAAP File	
V.	Notification to Lessor Identifying Designated COR	X	Required in AAAP File	
W.	Final OA and Evidence of Transmittal to Agency	X	Required in AAAP File	
X.	Other			
X.	ADMINISTRATION	Required	Note	Document in File
A.	Operating Cost Escalations	X	Required in AAAP File	
B.	Tax Escalations/Appeals	X	Required in AAAP File	
C.	Change of Ownership	X	Required in AAAP File, if applicable	
D.	Lease Digest (R620)	X	Required in AAAP File	
E.	RWA's Properly Certified	X	Required in AAAP File, if applicable	
F.	Miscellaneous Correspondence	X	Required in AAAP File, if applicable	
G.	Appeals/Claims/Disputes	X	Required in AAAP File, if applicable	
	—Correspondence	X	Required in AAAP File, if applicable	
	—Contracting Officer Decision	X	Required in AAAP File, if applicable	
	—Resolution	X	Required in AAAP File, if applicable	
	—Unresolved Claim(s)	X	Required in AAAP File, if applicable	
	—Civilian Board of Contract Appeals or Claims Court Decision	X	Required in AAAP File, if applicable	
	—Payment	X	Required in AAAP File, if applicable	
H.	Task Order Close Out	X	Required in AAAP File, if applicable	
I.	CAD As-Builts to CIFM	X	Required in AAAP File	
J.	Other			