



Public Buildings Service | Office of Leasing

# Leasing Portal Future Vision

The single point of entry for people looking to do leasing business with GSA.

October 2024

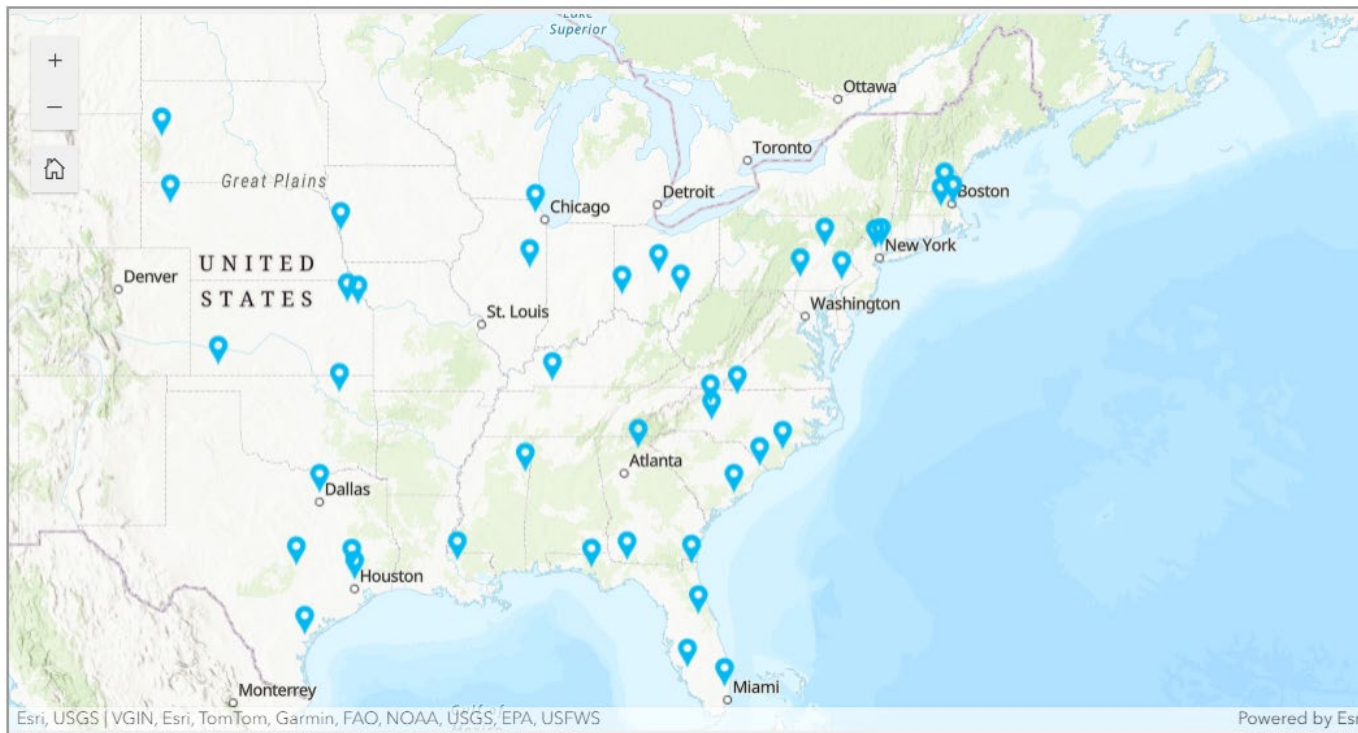
# Agenda

- [Lease Contract Opportunities Map](#)
- [Leasing Portal workflow updates](#)
- [Leasing@gsa.gov](mailto:Leasing@gsa.gov)

# Lease Contract Opportunities Map



## Lease Contract Opportunities Map



# Leasing Portal workflow updates

# Leasing Portal Future Vision

Current State	Desired State
Intuitive, with reliance upon reference documents, helper text, and other explanations.	More intuitive website navigation.
Built around the terms/initialisms “Automated Advanced Acquisition Platform (AAAP)” and “Requirement Specific Acquisition Platform (RSAP).”	Eliminate references to AAAP and RSAP - label sections and buttons based on the activity someone is trying to complete.
Duplicative data entries.	Eliminate duplicate data entries.
Does not allow AAAP offer data to transfer to RSAP offers, and vice versa.	Make it easier to offer space for multiple solicitations (regardless of AAAP or RSAP).

# Leasing Portal workflow updates

Current state

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](#)

#### AAAP Links

[Home](#)

[Help](#)

#### RSAP Links

[Home](#)

[Help](#)

#### Tax Links

[Home](#)

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#### Other Resources

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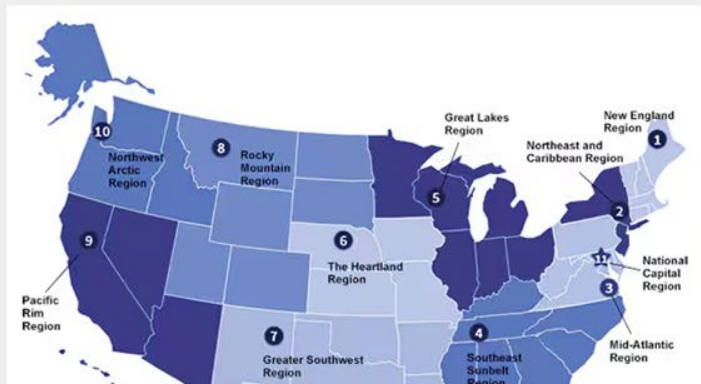
## GSA's Automated Advanced Acquisition Platform

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.

### View AAAP Solicitations for Offer Package

Select a Region:



**Registration**  
Leasing Portal login credentials provide access to AAAP and RSAP. Use the links at the top of the page to navigate between the two.


**Resources**  
[Awarded Offers](#)  
[Find Contract Opportunities](#)  
[Sign Up for Email Newsletter](#)


**Help**  
[LOP.help@gsa.gov](mailto:LOP.help@gsa.gov)  
1-866-450-6588, Extension 7

 **CURRENT**



# Leasing Portal

 Username

 Password

Log in

[Forgot your password?](#)

[Register](#)

## GSA's Automated Advanced Acquisition Program

### Welcome, David Laing (Testing Profile)!

The **Automated Advanced Acquisition Platform (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.

For more information about the GSA's Automated Advanced Acquisition Platform, click the **Help** section at the top of the page.

#### Logged in as:

**David Laing (Testing Profile)**  
954-397-8880  
**Company Name (Testing Profile)**

**Help**  
LOP.help@gsa.gov  
1-866-450-6588, Extension 7

**Add New Property**

If the property record already exists in the table below, do not click "Add New Property". Instead, work from the existing record below by selecting the radial button to the left of the record and selecting Edit.

### My AAAP Offers

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

Add/View Documentation View-Only Copy Edit

Select RLP ▾

	BUILDING NAME	ADDRESS	CITY	STATE	ZIP CODE	OFFER STATUS	RLP #
<input type="radio"/>	David's 5/7 Test	299 E Broward Blvd	Fort Lauderdale	FL	33301	Draft	24-REG00
<input type="radio"/>	David's 5/7 Test	299 E Broward Blvd	Fort Lauderdale	FL	33301	Submitted	24-REG00
<input type="radio"/>	David 1/29 Test	1800 F St NW	Washington	DC	20006	Draft	24-REG00

## GSA's Automated Advanced Acquisition Program



### Building Fundamentals

1. Select a Request for Lease Proposals (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.

2. Building Name \*

Full Address (street, city, state, zip)

3. Building Address \*  [Submit](#)

Address not showing in the correct location?

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

#### AAAP Links

[Home](#)

[Help](#)

#### RSAP Links

[Home](#)

[Help](#)

#### Tax Links

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### 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](#)

#### AAAP Links

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[Help](#)

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## GSA's Requirement Specific Acquisition Platform

The Requirement Specific Acquisition Platform (RSAP) is 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.

Helpful resources are available by clicking the "Help" link at the top of each page. For technical assistance, email [LOP.help@gsa.gov](mailto:LOP.help@gsa.gov) or call 866-450-6588, option 7. For answers to program or policy questions, email [RSAP.manager@gsa.gov](mailto:RSAP.manager@gsa.gov).

### Registration

Leasing Portal login credentials provide access to AAAP and RSAP. Use the links at the top of the page to navigate between the two.

### Resources

Find Contract Opportunities  
Sign Up for Email Newsletter

### Help

[LOP.help@gsa.gov](mailto:LOP.help@gsa.gov)  
1-866-450-6588, Extension 7

### AAAP Links

[Home](#)

[Help](#)

### RSAP Links

[Home](#)

[Help](#)

### Tax Links

[Home](#)

[Help](#)

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[leasing.gsa.gov](http://leasing.gsa.gov)


An official website of the US General Services Administration

 CURRENT



# Leasing Portal

 Username

 Password

Log in

[Forgot your password?](#)

[Register](#)

## GSA's Requirement Specific Acquisition Platform (RSAP)

### Welcome, David Laing (Testing Profile)!

The Requirement Specific Acquisition Platform (RSAP) collects your offer data to populate government forms and additional required documents in response to a specific Request for Lease Proposals (RLP). Each RLP has a distinct solicitation number which you will need to begin your offer. Visit the "Contract Opportunities" section of <https://sam.gov> or connect with your GSA Leasing point of contact for the RLP.

**If you have the solicitation number and are prepared to begin a new offer, click the Add New Property button below.**

Click the RSAP Help link above for more information and resources. Email [LOP.help@gsa.gov](mailto:LOP.help@gsa.gov) or call 1-866-450-6588, extension 7 for immediate assistance.

**Add New Property**

### My RSAP Offers

Use the table below to manage existing offers. Click the radio button in the left column to select an offer, then do one of the following:

- Click Edit to update responses to the online workflow, generate new GSA forms 1364 and 1217, and upload attachments, if desired.
- Click Add/View Documents to quickly upload files without generating new GSA forms 1364 and 1217, if no changes to these forms are required.
- Click View Only to access your offer in a view-only mode.
- Click Withdraw to remove your offer from consideration.

**Edit** **Add/View Documentation** **View Only** **Withdraw**

	BUILDING NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	STATUS	SOLICITATION #
<input type="radio"/>						Draft	2MN0194
<input type="radio"/>	David 2/12 Test	123	City	Minnesota	00000	Draft	2MN0194

**Logged in as:**

**David Laing (Testing Profile)**  
 954-397-8880  
**Company Name (Testing Profile)**

**Help**  
[LOP.help@gsa.gov](mailto:LOP.help@gsa.gov)  
 1-866-450-6588, Extension 7



## GSA's Requirement Specific Acquisition Platform Create Offer

Enter Solicitation Number: \*

If you receive an error message, make sure you are entering a solicitation number for an RSAP project — this page is for RSAP projects only. If you wish to submit an offer for a AAAP project, go to <https://leasing.gsa.gov/leasing/s/AAAP-PortalHome>.

If you have questions regarding the RSAP solicitation number, contact the Leasing Specialist or Lease Contracting Officer assigned to the project.

For further technical assistance, email [LOP.help@gsa.gov](mailto:LOP.help@gsa.gov) or call 1-866-450-6588 and select option 7.

For answers to RSAP program or policy questions, email [RSAP.manager@gsa.gov](mailto:RSAP.manager@gsa.gov).

### AAAP Links

[Home](#)

[Help](#)

### RSAP Links

[Home](#)

[Help](#)

### Tax Links

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## GSA's Automated Advanced Acquisition Program

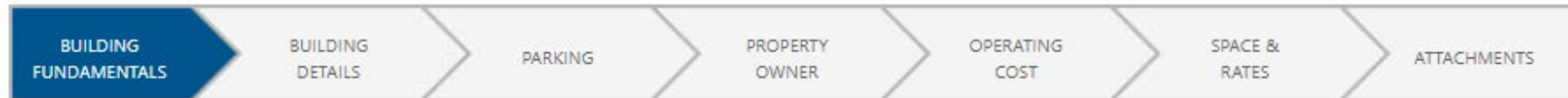


## GSA's Requirement Specific Acquisition Platform

GSA Solicitation Number:	2MN0194	Project City:	PIPESTONE
GSA Broker:		Project State:	MN
GSA Leasing Specialist:	david.laing@gsa.gov	GSA Lease Contracting Officer:	steven.freund@gsa.gov



## GSA's Automated Advanced Acquisition Program



## GSA's Requirement Specific Acquisition Platform

GSA Solicitation Number:	2MN0194	Project City:	PIPESTONE
GSA Broker:		Project State:	MN
GSA Leasing Specialist:	david.laing@gsa.gov	GSA Lease Contracting Officer:	steven.freund@gsa.gov



# Leasing Portal workflow updates

Future vision

**PROPOSED**

The Leasing Portal allows you to submit lease offers or manage existing leases.



### Offer space

Enter property and rate details to submit an offer to lease space to the government.

**Offer**



### Manage lease

Upload documents, such as tax bills or drawings, to manage existing leases with the government.

**Manage**

#### Offer space links

- [Offer space](#)
- [Registration](#)
- [Requests for Lease Proposals \(RLP\)](#)
- [Resources](#)

#### Manage lease links

- [Manage lease](#)
- [Registration](#)
- [Resources](#)

#### Other links

- [Lease Contract Opportunities Map](#)
- [Leasing overview on GSA.gov](#)
- [Newsletter sign up](#)



**Help**  
[leasing@gsa.gov](mailto:leasing@gsa.gov)  
1-866-450-6588 #7



# Leasing Portal

**Log in**

[Forgot your password?](#)

[Register](#)

### Offer space links

- [Offer space Registration](#)
- [Requests for Lease Proposals \(RLP\)](#)
- [Resources](#)

### Manage lease links

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- [Resources](#)

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**Help**  
[leasing@gsa.gov](mailto:leasing@gsa.gov)  
1-866-450-6588 #7

**GSA** leasing.gsa.gov  
An official website of the US General Services Administration

- [Accessibility Support](#)
- [Reports](#)
- [No FFAR Act](#)
- [Board of Contract Appeals](#)
- [Website Policies](#)
- [Office of Inspector General](#)
- [FOIA Requests](#)

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## Offer space

### New offer

Click the Start button below to begin a new offer.

Start

### Existing offers

Click the relevant Manage button in the table below to update an existing offer.  
[Request for lease proposal \(RLP\) types](#) and [offer status](#) definitions.

	Property name	Street address	City	State	RLP number	RLP type	Offer status
<a href="#">Manage</a>	Main Building	299 E Broward Blvd	Fort Lauderdale	FL	1FL1234	Single award	Draft
<a href="#">Manage</a>	Main Building	299 E Broward Blvd	Fort Lauderdale	FL	REG0125	Multiple award	Draft

[Home](#) [Offer space](#) [Manage lease](#) [Resources](#)

## Offer space

### Add new property

Click the Add button to begin a new offer with new property information.

Add

### Existing properties

Click the Select button to use existing property information for a new offer.

	Property name	Street address	City	State
Select	Main Building	299 E Broward Blvd	Fort Lauderdale	FL
Select	Main Building	299 E Broward Blvd	Fort Lauderdale	FL





## Offer space

- Location**
- Overview
- Owner
- RLP
- Offer

Property name:	RLP number:	Offer status:
----------------	-------------	---------------

### Property location

1. Property name\*

2. Property address\*

[Submit](#)

Address not showing in the correct location?

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

PROPOSED



# Leasing Portal

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## Offer space

**Location**

Overview

Owner

RLP

Offer

Property name:

RLP number:

Offer status:

### Property location ?

1. Property name\*

Main Building

2. Property address\*

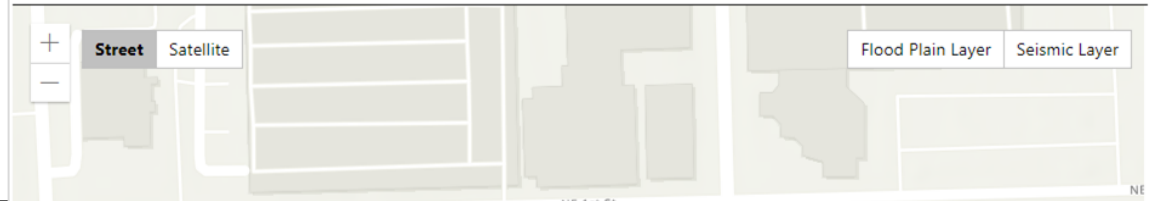
299 E Broward Blvd, Ft. Lauderdale, FL

[Submit](#)

Address not showing in the correct location?

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

Street	City	State	Zip	County	Latitude	Longitude	
299 E Broward Blvd	Fort Lauderdale	FL	33301	Broward County	26.122850999999997	-80.1411885	<a href="#">Confirm Address</a>



**PROPOSED**

## Offer space

- Location
- Overview**
- Owner
- RLP
- Offer

Property name: Main Building	RLP number: TBD	Offer status: Draft
------------------------------	-----------------	---------------------

### Property overview

- Number of floors in the building\*
- Total rentable square feet (RSF) in Building<sup>1</sup> ⓘ
  - General purpose/office\*
  - Warehouse\*
  - Other\*
  - Total
- Total ANSI/BOMA Occupant Area (ABOA) square feet (SF) in Building\*
- Building common area factor (CAF)\* ⓘ
- Total building parking under offeror's control\*
  - Total surface\*
  - Total structured\*
  - Is all the parking onsite?\* 

Yes or No
  - Number of spaces required by local code, if applicable\*

6. In what year was the original building construction completed and ready for initial occupancy?\*

7. Provide the year and a brief description of the last major building renovation

0/500 Characters Used

8. What are the building's normal hours of operations for HVAC

in:

Monday - Friday Hours Start:

End:

Saturday Hours Start:

End:

Sunday Hours Start:

End:



# Leasing Portal

[Home](#) [Offer space](#) [Manage lease](#) [Resources](#)

## Offer space

Location	Overview	<b>Owner</b>	RLP	Offer
----------	----------	--------------	-----	-------

Property name: Main Building	RLP number: TBD	Offer status: Draft
------------------------------	-----------------	---------------------

### 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. 9-Digit zip code: \*

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

8. What is the property owner's unique entity identifier (UEI)? \*



## Offer space

Location	Overview	Owner	RLP	Offer
----------	----------	-------	-----	-------

Property name: TBD	RLP number: TBD	Offer status: TBD
--------------------	-----------------	-------------------

### Request for lease proposals number

Enter request for lease proposals (RLP) number:\*

Multiple award requests for lease proposal (RLP) numbers can be found on the [resources page](#) using the mapping feature.

Single award requests for lease proposal (RLP) numbers can be obtained from your GSA point of contact.

[Leasing@gsa.gov](mailto:Leasing@gsa.gov)

End