GSA
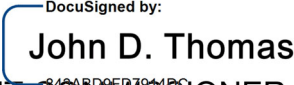
September 14, 2021

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
                         REGIONAL LEASING DIRECTORS
                         REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS   DocuSigned by: **John D. Thomas**
                          ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
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SUBJECT: Leasing Alert (LA-21-12) - Mandatory Use of GSA's Online
                          Leasing Tools

1.   **Purpose.** This Leasing Alert issues instructions for mandatory use of GSA's online leasing tools for GSA lease procurements.

2.   **Background:** GSA's online leasing tools provide the opportunity for building owners and their representatives to offer space to the Federal Government through a public-facing website that consists of two unique online tools —

     ○   Automated Advanced Acquisition Platform (AAAP) and
     ○   Requirement Specific Acquisition Platform (RSAP)

The online offer submission process is completely web-enabled, allowing all registered participants to submit and update online offers for lease space to GSA in response to requests for lease proposals (RLP).

AAAP is a multiple award lease procurement tool that contributes to reduced lease cycle time, streamlines portfolio and project planning, promotes competitive pricing, and supports efficient interactions with GSA. AAAP achieves these benefits through the advanced development of RLPs, advanced advertising, and an online workflow that requires final offer submissions with no negotiation. AAAP cannot be used on GSA broker projects.

RSAP is a single award lease procurement tool that contributes to reduced cycle time and reduces administrative burdens to GSA. RSAP does this through an optimized online workflow that allows offerors to submit initial, revised, and final lease proposals to GSA. The RSAP workflow also reduces errors and transmits offers to GSA immediately upon submission by offerors. RSAP was launched in FY20 and saw steady adoption by users through FY21. RSAP is available to GSA brokers.

Effective October 1, 2021, GSA is mandating use of these tools for lease acquisitions in accordance with the attached instructions.

3. **Effective Date**. This Leasing Alert and attachment are effective as of October 1, 2021.

4. **Applicability**. This Leasing Alert and its attachments are mandatory and apply to all GSA Leasing Associates, Project Managers overseeing lease transactions, GSA Brokers, and Support Contractors.

5. **Cancellation.** None.

6. **Instructions and Procedures**. See Attachment 1 of this Leasing Alert for instructions and procedures.

Attachment.

Attachment 1 – Instructions and Procedures

<div align="right">**Attachment 1**</div>

LEASING ALERT 21-12
SUMMARY

Instructions and Procedures for Mandatory use of GSA's Online Leasing Tools (AAAP or RSAP)

A. *Leased Projects*

    i. GSA Leasing Associates, Project Managers involved in lease transactions, GSA Brokers, and support contractors are required to utilize GSA's Online Leasing Tools (AAAP or RSAP) for lease actions that have not yet reached the Solicitation Package Issued milestone that are for new, new/replacing, succeeding, and superseding lease actions, except as noted below.

    ii. Exceptions: The following REXUS project types are excluded from the mandatory requirement to use one of GSA's Online Tools: Extensions, Renewals, Terminations, Alterations and Change in Square Footage. In addition, leases using On-Airport, Small-Lease, Warehouse, USPS, Disaster templates are also excluded from this requirement. Finally, until RSAP can accommodate TI turnkey pricing (anticipated sometime in FY22) turnkey leases are also exempt.

    iii. The Leasing Tools Decision Matrix (Fig 1.1) was developed to demonstrate how lease projects should prioritize leasing workforce multipliers, AAAP and GSA Leasing Support Services (GLS) *Plus*, and online tools (AAAP and RSAP). In Step 1, projects should first consider the use of AAAP or GLS *Plus*, and GLS *Plus* projects should default to using RSAP. If AAAP or GLS *Plus* are not an option for the project, (Step 2) the project should be done In-House and utilize RSAP. If there is justification for not using leasing's workforce multipliers and/or online tools, then, as a last resort, the project should use another approved procurement method and document this decision in the Price Negotiation Memorandum (PNM).

Figure 1.1

Leasing Tools Decision Matrix				
Step 1: AAAP or GLS *Plus*			**Step 2: In-House RSAP**	**Step 3: Other**
AAAP	GLS *Plus*[1]		Use only after considering AAAP or GLS	Use another approved procurement method as a last resort
	With RSAP	Without RSAP		

[1]RSAP should be the default with GLS *Plus*

B. *Procedures to enable GSA's Online Tools in G-REX*

    i.   Automated Advanced Acquisition Program (AAAP):

        a. When your REXUS project migrates to G-REX, the Project Information section should show the Acquisition Type as AAAP and the Lease Action as New or New/Replacing. If the Lease Action Type reads Succeeding, the REXUS project should be updated to New/Replacing.

        b. In G-REX, to add your Acquisition Strategy and activate the Lease File Checklist, click the Related Action link in the menu below the Project Title.

        c. Click the Set Lease Acquisition Strategy. To set your Acquisition Strategy, the Acquisition Type and Lease File Checklist Type should read AAAP, Procurement Method should be Competitive, and Tenant Improvement Method should be TI Allowance.

        d. Click Save and Submit to complete this.

    ii.   Requirement Specific Acquisition Program (RSAP):

        a. In G-REX, navigate to the project's Related Actions page and select 'Set Lease Acquisition Strategy'.

        b. To show that your region is planning to use RSAP, select the box next to "Electronic Offers Accepted", then click 'Save and Submit'. When this step is complete, the Acquisition Type will show RSAP is being utilized.

        c. When your region is prepared to issue the RLP and collect offers using RSAP, the solicitation number should be entered in the "Solicitation Number" field next to the pre-checked "Electronic Offers Accepted" box.

            ○ Important note: The solicitation number must match what is listed in the RLP and on SAM.gov. This number is what links offers submitted through RSAP to the project in G-REX. Use the project number with no additional characters as the solicitation number.

        d. Additional instructions for proper RSAP implementation are available on the Office of Leasing Google Site - Centers of Expertise - Lease Application & Analysis, and include how to review offers, requirements for entering the actual lease award date and confirming the awardee.

    iii.   See the G-REX User Manual, posted on the Office of Leasing Google site, for up-to-date instructions on enabling GSA's online tools.