



September 9, 2019

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

FROM: JOHN D. THOMAS
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING - PR

SUBJECT: Leasing Alert (LA-19-08) – Lease Offer Platform - Requirement
Specific Acquisition Platform (LOP - RSAP)

- 1. Purpose.** This Leasing Alert issues national policy for PBS's Requirement Specific Acquisition Platform (RSAP). RSAP allows for the electronic submission of lease offers to PBS.

RSAP is a single-award platform seeking offers based on an RLP specifically tailored for each lease procurement, in contrast to AAAP, which is a multiple award platform using a single generic RLP for each regional market. Also, unlike AAAP, RSAP allows for negotiations by accepting initial offers, revised offers, and final proposal revisions electronically.

Implementation of this platform 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. This platform will reduce the cost of leasing to both the private sector and the Federal Government by:

- reducing administrative burden associated with making and processing offers,
- reducing the cycle time for lease acquisition,
- reducing the operational costs of utilizing paper-based submission methods, and
- reducing legal liability risks due to common errors in paper-based submissions.

2. **Effective Date.** This LAC and its attachments are effective upon the “go-live” date of the LOP/RSAP application (estimated October 1, 2019).
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, Leasing Alert LA-19-XX Summary. RLP language is found under Attachment 2.

Attachment 1, LA – 19-08 Summary

Attachment 2, RLP language

LA - 19-08 Summary

Instruction and Procedures:

A. Background

In 1991, the National Capital Region (NCR) developed the first paper-based advanced acquisition program (AAP). The advanced acquisition program (AAP) was a paper-based, multiple-award platform where GSA would make numerous lease contract awards from one solicitation issued to interested offerors. Over time, various enhancements were made to move away from the paper-based method to a completely automated electronic process (AAAP). On May 1, 2014, the Office of Leasing issued LAC 2014-01, implementing AAAP nationally, followed by Leasing Desk Guide Chapter 22 – Automated Advanced Acquisition Program (AAAP), issued on May 1, 2017. Today, AAAP is an integral part of the PBS lease acquisition program.

However, the AAAP process differs from “traditional” lease procurement processes and is not suitable for all lease procurements. Therefore, it was determined that an electronic platform is necessary to create an avenue for streamlined electronic offers where the AAAP is not appropriate for the procurement. The development of the RSAP allows for electronic offers on procurements where AAAP is not the best option. Unlike AAAP, RSAP seeks offers to an RLP specifically tailored for individual lease procurements and allows for multiple iterations of offers in response to lease negotiations. LOP was subsequently developed to serve as the main platform on which to include both AAAP and RSAP applications.

RSAP helps private sector businesses and individuals interact more efficiently and effectively with the Government by online lease offer submission, while allowing for specialized requirements (for example, above-standard operating costs or swing space) and multiple rounds of lease negotiations. The RSAP process relies on the same forms and contracting methods as the “paper” traditional lease process.

B. RSAP Process

RSAP makes it easy to submit an offer by prompting lessors to complete a series of online forms, entering rate and space information in response to a unique

project RLP. Offerors' submitted offer rates only apply to that procurement. Once completed, required forms are automatically generated by the RSAP application and are ready for submission. In addition, offerors are prompted to upload other offer submittals, such as the Prelease Fire Protection and Life Safety Evaluation for an Office Building (Form 12000), evidence of funding, floor plans, etc.

Note that, in order for the integration with G-REX to work successfully, offerors are required to enter the exact solicitation (RLP) number as identified under G-REX. Therefore it is important to inform offerors of the exact solicitation/RLP number entered into G-REX, to ensure the offer submission is successful.

Once the offeror submits their offer through RSAP, all uploaded submittals are transmitted to G-REX for review and evaluation by the project's Leasing Specialist, Broker and Lease Contracting Officer (LCO) as designated in G-REX. Note that, unlike AAAP, which has a streamlined "due diligence" process, under RSAP all offerors are expected to provide RLP submittals as part of their initial offer. However, while the RSAP application does include validation checks to ensure full completion of forms 1364 and 1217, the application does not restrict or place requirements as to what is needed for a "complete" offer (e.g., other submittals); therefore, LCOs will still be required to enforce this, similar to "traditional" paper-based submissions of proposals. It is also important to note that RSAP, as currently designed, is only an offer submission application and, unlike AAAP, is not used by the LCO to evaluate or select offers. Under the initial release of RSAP, there is no automated PVA functionality built into the application; it is anticipated that future enhancements to RSAP will include this PVA functionality.

C. Application

Lease Contracting Officers (LCO) and Leasing Specialists should consider the use of RSAP for new, new replacing, and succeeding leases using Global RLP and Lease templates. As currently designed, RSAP is not eligible for use as follows:

1. Projects being procured using AAAP
2. Projects being procured using the Small Lease model templates
3. Projects being procured using the Simplified lease model templates
4. Projects being procured using the Warehouse model templates
5. Projects being procured using FEMA model templates.

Note that RSAP may be used for broker projects and also may be used for procurements using Best Value Tradeoff source selection procedures.

D. Organizational Structure

The success of RSAP relies on a partnership between the Office of Leasing and the regions for implementation. The Office of Leasing will continue to provide oversight and support; however, there is no requirement for regions to assign specifically designated teams or personnel in order to implement RSAP.

Regions will have the responsibility to assign personnel resources as they see fit in order to optimize their individual lease procurements.

E. National Implementation

The Office of Leasing is committed to successfully launching RSAP; both GSA internal and broker training and Industry Day training sessions will be held to provide further details. In addition, we will be providing additional guidance in the future for both internal and external use.

F. RSAP's Operating Procedures

RLPs issued for RSAP procurements must use language as outlined under Attachment 2.

Once offerors submit offer documents through RSAP, an email notification will be sent to the appropriate designated contacts in G-REX (i.e., Leasing Specialists, LCOs and brokers, if applicable), who will be able to access these documents through G-REX. Offerors will be able to update their offers in RSAP and upload new or revised documents, as requested or directed by the Government.

As stated previously, there is no PVA evaluation functionality within either RSAP or G-REX as part of this initial rollout. However, such functionality may be incorporated in future enhancements.

RLP language:

RECEIPT OF LEASE PROPOSALS (OCT 2019)

THERE ARE TWO VERSIONS OF SUB-PARAGRAPH A. CHOOSE THIS FIRST VERSION IF ACCEPTING OFFERS VIA TRADITIONAL/NON-ELECTRONIC APPROACH (E.G., VIA FACSIMILE, EMAIL, OR MAIL) AND NOT THROUGH LOP/RSAP. CHOOSE SECOND VERSION IF ONLY ACCEPTING OFFERS THROUGH LEASE OFFER PLATFORM (LOP/RSAP).

VERSION 1 – TRADITIONAL/NON-ELECTRONIC METHOD:

ACTION REQUIRED: ENTER APPROPRIATE INFORMATION BELOW, INCLUDING TIME AND TIME ZONE. MUST MATCH COVER PAGE.

A. Non-electronic method:

1. Offeror is authorized to transmit its lease proposal as an attachment to an email. Offeror's email shall include the name, address and telephone number of the Offeror, and identify the name and title of the individual signing on behalf of the Offeror. Offeror's signed lease proposal must be saved in a generally accessible format (such as portable document format (pdf)), which displays a visible image of all original document signatures, and must be transmitted as an attachment to the email. Only emails transmitted to, and received at, the GSA email address identified in the RLP will be accepted. Offeror submitting a lease proposal by email shall retain in its possession, and make available upon GSA's request, its original signed proposal. Offeror choosing not to submit its proposal via email may still submit its lease proposal by United States mail or other express delivery service of Offeror's choosing.

2. In order to be considered for award, offers conforming to the requirements of the RLP shall be received in one of the following ways:

a) No later than **[time] [time zone]** on the following date at the following designated office and address:

Date:

Office:

Address:

b) No later than **[time] [time zone]** on the following date at the following email address:

Date:

Email

Address:

3. Offers sent by United States mail or hand delivered (including delivery by commercial carrier) shall be deemed late if delivered to the address of the office designated for receipt of offers after the date and time established for receipt of offers.

4. Offers transmitted through email shall be deemed late if received at the designated email address after the date and time established for receipt of offers unless it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one Working Day prior to the date specified for receipt of proposals.

5. Offers delivered through any means authorized by the RLP may be also deemed timely if there is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or if it was the only proposal received.

VERSION 2: LOP/RSAP "ELECTRONIC" METHOD:

ACTION REQUIRED: ENTER TIME AND TIME ZONE BELOW. MUST MATCH COVER PAGE.

A. Electronic Method:

1. Unless otherwise authorized by the LCO or his/her designated representative, offers may only be submitted electronically to GSA using the Lease Offer Platform (LOP) Application, located at <https://lop.gsa.gov/RSAP>. LOP will enable Offerors to electronically offer space for lease to the Federal Government, through the Requirement Specific Acquisition Platform (RSAP). The offer submission process is web-enabled, allowing all registered participants to submit and update offers to lease space to the Government in response to a single RLP for a specific space requirement.

2. In order to be considered for award, offers conforming to the requirements of the RLP shall be submitted through LOP/RSAP no later than **[date], [time] [time zone]**.

3. In order for the application to auto-populate the Lessor's Annual Cost Statement (GSA Form 1217) and Proposal to Lease Space (GSA Form 1364), Offerors must provide the information required by the LOP/RSAP Application.. These auto-populated forms are available for review at the end of the Application workflow. All other required submittals as identified elsewhere in this RLP must also be submitted through the LOP/RSAP Application. Also, any subsequent revisions to offer documents must be submitted through the LOP platform. There is no paper-based submission process under this RLP and paper submissions will not be considered, unless otherwise authorized by the LCO.

B. There will be no public opening of offers, and all offers will be confidential until the Lease has been awarded. However, the Government may release proposals outside the Government such as to support contractors to assist in the evaluation of offers. Such Government contractors shall be required to protect the data from unauthorized disclosure.