

FBO.GOV Vendor Guide 1.4

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1 System Overview

The system is a web-based portal which allows vendors to review FedBizOpps (Federal Business Opportunities).

All Users: From the site's main navigation page, any user (not password protected) can utilize navigation to review:

- General Information
- News
- Opportunities
- Agencies / Offices Lists
- Privacy Statement

Key Vendor Capabilities: Using secured accounts (password protected), vendors are able to take advantage of key system functionality as outlined below:

Vendor Profile: Vendors maintain account profiles in the system. Having a profile in place streamlines use of the portal. Among other profile elements, the following key vendor information is maintained in their profile:

- DUNS (Data Universal Number System) Number - According to the [FAR 4.11](#), prospective vendors must be registered in CCR (Central Contract Registration) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to [FAR 52.204-7](#), to register in CCR, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.
- Commercial and Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized method of identifying a given facility at a specific location. The code may be used for Facility Clearance, Pre-Award survey, automated Bidders Lists, pay processes, source of supply, etc.
- MPIN (Marketing Partner Identification Number) – Optional profile field required to view sensitive materials.

Vendor Opportunity Review Features:

- Vendor can search for opportunities based on the following terms:
 - keyword search
 - opportunity/procurement type
 - posting date
 - response deadline
 - last modified date
 - place of performance zip code
 - set-aside code (“set aside” solicitations allow only specified business concerns)
 - classification code
 - NAICS (North American Industry Classification System) code
 - agency/Office(s)
- Vendor can set up “search agents” based on detailed search elements, which highlight newly added opportunities which align with their search criteria.

- Vendor can add opportunities to a “watch list” list (ala “favorites” list). This allows for ease in referencing targeted opportunities. Additionally, vendors receive updates about opportunities on their Watch List.
- Per the vendor’s profile status, vendor can review documents associated with the opportunity (Packages).

Vendor Opportunity Actions:

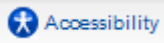
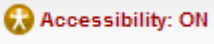
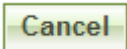

- Vendor is able to add themselves to the “interested vendors list” for an opportunity.
- If the buyer has indicated that reviewing vendors are able to review other interested vendors, vendors can review vendors who have expressed interest in the opportunity.


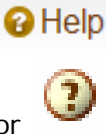




Key Buyer Capabilities: Using secured accounts (password protected), buyers are able to take advantage of key system functionality as outlined below:

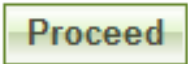



- Maintain Buyer Profile
- Create, Modify/Amend, or Cancel an Opportunity Notice
- Manage document package content, and vendor accessibility to package documents, that support opportunities.
- Create an Award

1.1 Definition of key terms

Below is a list of key terms and how they are used throughout the system.

Term	Icon	Description
Accessibility	 or 	Accessibility Mode – Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site. Icon is “red” if accessibility mode is on or “blue” if accessibility mode is off.
Active Notice	n/a	Notice that is open for vendor review/response.
Archived Notice	n/a	Notice that is viewable for archival purposes only.
Authorized Party	n/a	Certain sensitive, but unclassified package(s) require that a vendor be explicitly authorized to review the materials. A government user can pro-actively select a vendor user for access, or a vendor can request, and be granted access, through this system. Once the vendor is given explicit access to review the package, they are an “authorized” party.
Authorized Vendor	n/a	Export Controlled requires that the vendor's company be certified by the Defense Logistics Information Service Joint Certification Program to receive unclassified technical data disclosing military critical technology with military or space application. Those vendors that are certified to receive export controlled materials are termed “authorized vendors.” This system receives a daily feed of authorized vendors, which determines access based on a vendor’s Cage code/MPIN.
Buyer	n/a	Government user that is presenting an opportunity notice in the system.
Cage Code	n/a	Commercial and Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized method of identifying a given facility at a specific location.
Cancel		The “Cancel” button returns the user to the previous page, without updating any record fields.
Clear		The “Clear” button appears when a users is using search filters. If selected, the system “clears” any previously entered search filters.
Document	n/a	“Document” is a single attachment (either link or uploaded document) that can be attached to a “Notice”. A collection of documents can be bundled to create a “Package”

DUNS	n/a	DUNS (Data Universal Number System) Number - According to the FAR 4.11, prospective vendors must be registered in CCR (Central Contract Registration) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to FAR 52.204-7, to register in CCR, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.
Explicit Access	n/a	Vendor is given explicit access to review sensitive document(s) or package(s). A government user can pre-select a vendor user for access, or a vendor user can request and be granted access.
Export Controlled	n/a	Export Controlled requires that the vendor's company be certified by the Defense Logistics Information Service Joint Certification Program to receive unclassified technical data disclosing military critical technology with military or space application. This system receives a daily feed of authorized vendors, which determines access based on a vendor's Cage code/MPIN.
Form	n/a	Any screen where a user enters data that is saved in the system.
Go		If data is entered in keyword search filter, select the "Go" button to submit the request.
Help	 or 	Throughout the system, the system presents users with the opportunity review system "Help" messages. The icons presented here will take the users to the help message that is available.
Interested Vendor	n/a	If a notice is set to allow for either of these features (note the features are set by the buyer), vendors will be allowed to do the following: 1) indicate interest in a particular notice, 2) review the listing of interested vendors for a notice (i.e., potential list of targets for potential collaboration).
Log-in		Use username and password to logon to an account on the system
Logout		The "Logout" button can be used to log the user off the system.
MPIN	n/a	Marketing Partner Identification Number. Export Controlled requires that the vendor's company (MPIN) be certified by the Defense Logistics Information Service Joint Certification Program to receive unclassified technical data disclosing military critical technology with military or space application.
Package		Collection of "documents" that can be attached to a "notice"..

Proceed		The "Proceed" button saves the entered data on a form and takes the user to the next step (first prompting users to complete required fields on the form).
Quicklink	n/a	A "quicklink" is a system navigational option that if selected takes a user to a specific action on the site.
Register		Request a user account on the system.
Required Field	*	A red asterisk next to a field label indicates that the field is a required.
Review		"Review" opens an object for review.
Save		The "Save" button saves the entered data on the form. User will be required to complete all required fields on the form.
Search Agent	n/a	Vendors can set up "search agents" based on selected detailed search elements. Search agents can be run on an ad hoc or scheduled basis to highlight newly filed opportunities which align with the designated search criteria.
Sensitive, but unclassified Document	n/a	Vendors are required to logon to the system and to have a valid MPIN on file, to review sensitive, but unclassified documents. "Export Controlled" and "explicit access" are more stringent access controls that may also apply to sensitive, but unclassified documents.
Sub-tab	n/a	These are sections of a main navigation that a user can move to while in that main navigation (e.g, "my profile" is a main navigation, and "account" and "contact information" are subtabs in that main navigation).
Vendor	n/a	Provider of services.
Watch List	n/a	Designation that vendor can set on a notice that saves the notice on a sub-tab list of notices. The Watch List is easily accessed with a quicklink and the vendor receives a daily "Watch List notice" email that outlines any changes impacting a notice on their Watch List target list of opportunities. Note , This functionality is similar to "register to receive notification" where vendor requested to receive updates if an opportunity was updated.

2 Logging onto the System

2.1 System URL

The URL for the system is <https://www.fbo.gov>. All system users navigate to this URL to logon to the system.

2.2 Navigation Bar on Logon Page – Unsecured features

The Navigation across the top of the login page allows users access to the following features prior to being logged onto the system:

- I. General Information
- II. News
- III. Opportunities (for all agency/all offices) – Users can search and review opportunities without logging onto the system. Any secured, but unclassified, documents that maybe attached to an opportunity will require that the user be logged into the system and that the user have a validated account.
- IV. Agencies
- V. Privacy

Note – Green versus blue on the main navigation indicates which navigational element has been selected.

The screenshot shows the FBO.gov website interface. At the top, a navigation bar contains six items: Home, General Info, News, Opportunities, Agencies, and Privacy. Yellow arrows labeled I through V point to these items. The main content area features a large eagle graphic on the left and a central banner for "Find Opportunities" with the text "NO REGISTRATION REQUIRED" and "Start researching now". Below this are sections for "Buyers / Engineers" and "Vendors", each with a login form and a "View Opportunities" or "Find Opportunities" button. On the right side, there are sections for "QUICK SEARCH", "USER GUIDES", and "ADDITIONAL RESOURCES".

2.3 Register for an Account

Note - Before a vendor registers in the system, they will need a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities. This system retrieves a firm's profile information directly from the CCR system. Please contact <http://www.ccr.gov> for more information.

- I. To get started, go to fbo.gov and click on the "Register Now" navigation. This will open up a series of screens where the user enters registration data.

The screenshot shows the FBO.gov homepage. At the top, there is a navigation menu with links for Home, General Info, News, Opportunities, Agencies, and Privacy. Below the menu is a large banner with a bald eagle and the text: "Welcome to FBO.gov, the U.S Government's one-stop virtual marketplace. Through this single point-of-entry, commercial vendors and government buyers are invited to post, search, monitor, and retrieve opportunities solicited by the entire Federal contracting community." To the right of the banner is a "QUICK SEARCH" box with a "Go" button and a link to "Advanced Search". Below the banner is a "Find Opportunities" section with the text "NO REGISTRATION REQUIRED" and a "Start researching now" link. On the left side, there are two registration sections: "Buyers / Engineers" and "Vendors". The "Buyers / Engineers" section has a "View Opportunities" link. The "Vendors" section has a "Find Opportunities" link, a "Register Now" link, and a "Password Reminder" link. A yellow arrow points to the "Register Now" link in the Vendors section. On the right side, there are "USER GUIDES" and "ADDITIONAL RESOURCES" sections with various links.

- I. Step one—"DUNS #" - Enter your company's 9 digit DUNS #
- II. Select "proceed".

FEDBIZOPPS.GOV Federal Business Opportunities

Home General Info News Opportunities Agencies Privacy

Vendor Registration

1 DUNS #

2 Company Information

3 Personal Information

4 Review/Submit

On this step: Enter your DUNS and click Proceed. The system will retrieve your company information in CCR.

Enter DUNS Number * indicates a required field

Please enter your company's 9 digit DUNS number

DUNS #:

888990900

Cancel Proceed

Accessibility Help Desk 877-472-3779 (Toll Free) fbo_support@gsa.gov

- I. Step two—"Company Information" is pre-populated on the form based on the entered DUNS # and registrant is asked to update any required fields. If not found, user will be requested to enter data on form.
- II. Select "proceed" to move forward in the process.

Vendor Registration

1 DUNS #

2 **Company Information**

3 Personal Information

4 Review/Submit

Note: Your company information was found in CCR. Please click **Proceed** to continue to the next step.

Company Information * indicates a required field

DUNS #:
010301019

Legal Business Name:
Test Firm

Doing Business As (DBA):
Not Found in CCR

Cage #:
Alpha

Division Name:
Not Found in CCR

Divison Number:
Not Found in CCR

Physical Address:

Street Address:
Davis Trail - unit 6

City: **State:** **Zip+4:**
Austin TX 79873

Country:

Mailing Address:

Street Address:
Davis Trail - unit 6

City: **State:** **Zip+4:**
Austin TX 79873

Country:

- I. Step three – “Personal Information” - Registrant enters, contact information, username and password. When registrant enters a desired password, for security purposes, the password must meet the following criteria:
 - Must be between 8 and 14 characters
 - Must contain 1 of each of the following:
 - lower case letter
 - upper case letter
 - number
 - special character (e.g. !, %, ^)
- II. Once required fields are entered, select “proceed and review”.

Vendor Registration

- 1 DUNS #
▼
- 2 Company Information
▼
- 3 Personal Information
▼
- 4 Review/Submit

On this step: Please enter your contact information, choose a password and click **Proceed** to review your registration.

Personal Informaton * indicates a required field

Group Name:

Fullname*:

Suffix:

Title:

Email Address*:

Phone Number*:

Username*:
Choose your username to login with

Enter Password*:
For security purposes, the password must meet the following criteria:

1. Must be between 8 and 14 characters
2. Must contain **1 of each** of the following:
 - Lower case letter
 - upper case letter
 - number
 - special character (i.e. !, %, ^)

Verify Password*:

Go Back
Cancel
Proceed & Review

- I. Review/Submit - Registrant is asked to review registration information. If everything is correct, click "submit" (at bottom of page).
- II. Otherwise, at the bottom of the page click "go back" to correct information on previous steps.
- III. "Cancel" cancels the account registration.
- IV. "Submit" enters the registration.
- V. Users receive an e-mail after submitting a registration which allows them to confirm the validity of their identity/email. Users should follow the directions in the e-mail. **Users will not be able to logon to the system until they have complied with the requirements specified in the email.**

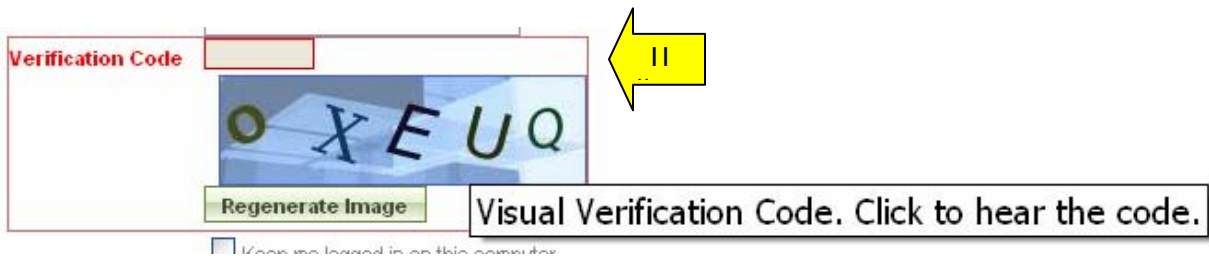
2.4 Returning Users – Log into the system

- I. Point your browser to <https://www.fbo.gov>.
- II. Enter username and password.
- III. Click “Login.”
- IV. The “Password Reminder” option allows a user to request a password via email

The screenshot shows the FBO.gov homepage. At the top, there is a navigation bar with links for Home, General Info, News, Opportunities, Agencies, and Privacy. Below the navigation bar is a large banner area with a bald eagle on the left and a 'Find Opportunities' button on the right. The banner text reads: 'Welcome to FBO.gov, the U.S Government's one-stop virtual marketplace. Through this single point-of-entry, commercial vendors and government buyers are invited to post, search, monitor, and retrieve opportunities solicited by the entire Federal contracting community.' Below the banner are two main sections: 'Buyers / Engineers' and 'Vendors'. The 'Buyers / Engineers' section has a login form with fields for Username and Password, and buttons for 'View Opportunities', 'Register Now', 'Password Reminder', and 'Login'. The 'Vendors' section has a similar login form with buttons for 'Find Opportunities', 'Register Now', 'Password Reminder', and 'Login'. To the right of the main content are three sidebar sections: 'QUICK SEARCH' with a search box and 'Go' button; 'USER GUIDES' with links for Buyer, Vendor, Engineer, and Location / Agency Admin; and 'ADDITIONAL RESOURCES' with a list of links including Business Partner Network (BPN), Central Contractor Registration (CCR), Online Reqs & Cert Application (ORCA), Federal Agency Business Forecasts, Federal Assets Sales, Federal Grants, FBO.gov, Priority Business Development Agency, SUB - Net (Subcontracting Opportunities), and IAE. Yellow arrows with Roman numerals II, III, and IV point to the 'Find Opportunities' button, the 'Login' button in the Buyers / Engineers section, and the 'Password Reminder' link in the Vendors section, respectively.

2.5 Captcha Security

- I. Login Security – When a user (or machine) enters a username or password incorrectly three consecutive times, a captcha (image with characters) is displayed as a check to see if the user attempting to log in is indeed a human user.
- II. The user must enter the characters displayed in the “Verification Code” with their username and password in order to attempt another login. This prevents unauthorized access by spammers and other security threats. Users can click on the image to hear the code.



2.6 FBO Terms and Conditions

- I. All users are required to review and to agree to FBO Terms and Conditions which are presented after a user has entered correct username and password data.
- II. To agree to the terms and conditions, select "Accept".
- III. If you do not consent to the conditions stated, select "Decline." Decline logs the users off the system.

FBO Terms and Conditions

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.


I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

II. Privacy Act Routine Uses (5 USC § 522a as amended)

Disclosure (or providing) of information requested in forms contained within this system or provided via email contact is "voluntary." By providing the information, the individual assumes all responsibility to ensure the information provided is correct and valid and is so maintained.

- Vendor Information: Vendor-provided information, including email addresses and company information, will be used to establish user accounts for submitting subcontracting reports,



3 Vendor Interface

3.1 “session time out”

Once a user is logged onto the system, the system will check to make sure the user is actively using the site. If a user is inactive for 60 minutes, the user will be automatically logged off the system. Activity in this sense is defined as data that has been submitted by the user. Some examples are the request for a navigational (e.g., selection of a quicklink) or if a user submits a form (e.g., selection of “go” after search filters have been entered on a list).

To ensure the user is aware of this pending circumstance, after 55 minutes of inactivity, a warning message appears that indicates the pending action. When the warning message appears, to remain logged onto the system, select “click keep me logged in”. If the user does not make this selection, the session will be closed and any unsaved data will be lost. The system returns the user to the system logon screen (fbo.gov).

3.2 Top of Page Navigation

Navigation for the vendor’s secured interface appears across the top of the user’s page. Using this navigation, users can move between the following key navigational elements: “My FBO”, “My Profile”, “Opportunities”, and “Agencies”.

Note: the green, versus blue, highlights what the user has selected on the upper navigation bar.



3.3 My FBO

“My FBO” is a user’s home page (resource page). The page allows for easy access to the following system features:

- I. “Announcements” – System Announcements posted for the user’s reference.
- II. “Quicklinks” – Navigational options that if selected take a user to a specific action on the site (e.g., “view saved searches”).
- III. “Quick Search” – Ability to search for either an agency or keyword in a notice.



3.4 My Profile

- I. There are three tabs on the users "My Profile" page. On these tabs the user is able to update "contact information," "company information" and "account" data.
- II. From the "contact information" tab, select the "edit" to changes contact fields.
- III. Alternatively, a vendor can use the quicklink "Edit Profile" on their "My FBO" home page to get to the screen where they can edit their profile.

The screenshot displays the FBO.GOV user interface. At the top, the header includes the FBO.GOV logo and navigation tabs: 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'My Profile' tab is selected. Below the tabs, the user's name 'nancy yes export' is displayed along with a 'RETURN TO HOME' link. The 'Contact Info' section is active, showing three sub-tabs: 'Contact Information', 'Company Information', and 'Account'. The 'Contact Information' sub-tab is selected, revealing fields for 'Fullname', 'Email', and 'Phone'. A yellow arrow points to the 'Edit' button next to the 'Contact Information' sub-tab. Another yellow arrow points to the 'Edit' button below the 'Personal Information' section. The footer contains links for 'User Guide', 'Accessibility', and 'Help Desk'.

I. Enter field changes as desired. Select "save" to save updates to the form.

The screenshot shows the 'nancy yes export: Contact Info' page on FEDBIZOPPS.GOV. The page has a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'My Profile' section is active. The user is logged in as 'nancy yes export'. The page title is 'nancy yes export: Contact Info' with a 'RETURN' link. There are three tabs: 'Contact Information', 'Company Information', and 'Account'. The 'Contact Information' tab is selected. Below the tabs are 'Save' and 'Return' buttons. A legend indicates that an asterisk (*) indicates a required field. The 'Personal Information' section has the following fields:

- Title: [Empty]
- Fullname*: nancy yes export
- Suffix: [Empty]
- Email: nancyexport@symplicity.com
- Phone: 4445556666

At the bottom of the form are 'Save' and 'Return' buttons. A yellow arrow with the letter 'I' points to the 'Save' button. The footer contains links for 'User Guide', 'Accessibility', and 'Help Desk'.

- I. From the "company information" tab, users can review their company's profile data. No changes can be made on this screen once information has been validated by CCR. Contact CCR to make edits to this profile.

The screenshot displays the 'Company Info' page for user 'nancy export'. At the top, the FedBizOpps.gov logo is visible along with 'Federal Business Opportunities'. The navigation bar includes 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below the navigation bar, there are links for 'Welcome, nancy export', 'Accessibility', 'User Guide', and 'Logout'. The main content area has three tabs: 'Contact Information', 'Company Information', and 'Account'. The 'Company Information' tab is selected, and a yellow arrow points to it. Below the tabs, there are 'Edit' and 'Return' buttons. The main content area is titled 'Edit your company profile' and contains the following information:

DUNS #:	00002222
MPIN Status:	Unverified
Legal Business Name:	nancy's import export
Doing Business As (DBA):	NEI
Cage #:	XXXXY
Physical Address:	1 export way austin, Tennessee 78731 United States
Mailing Address:	1 export way austin, Tennessee 78731 United States

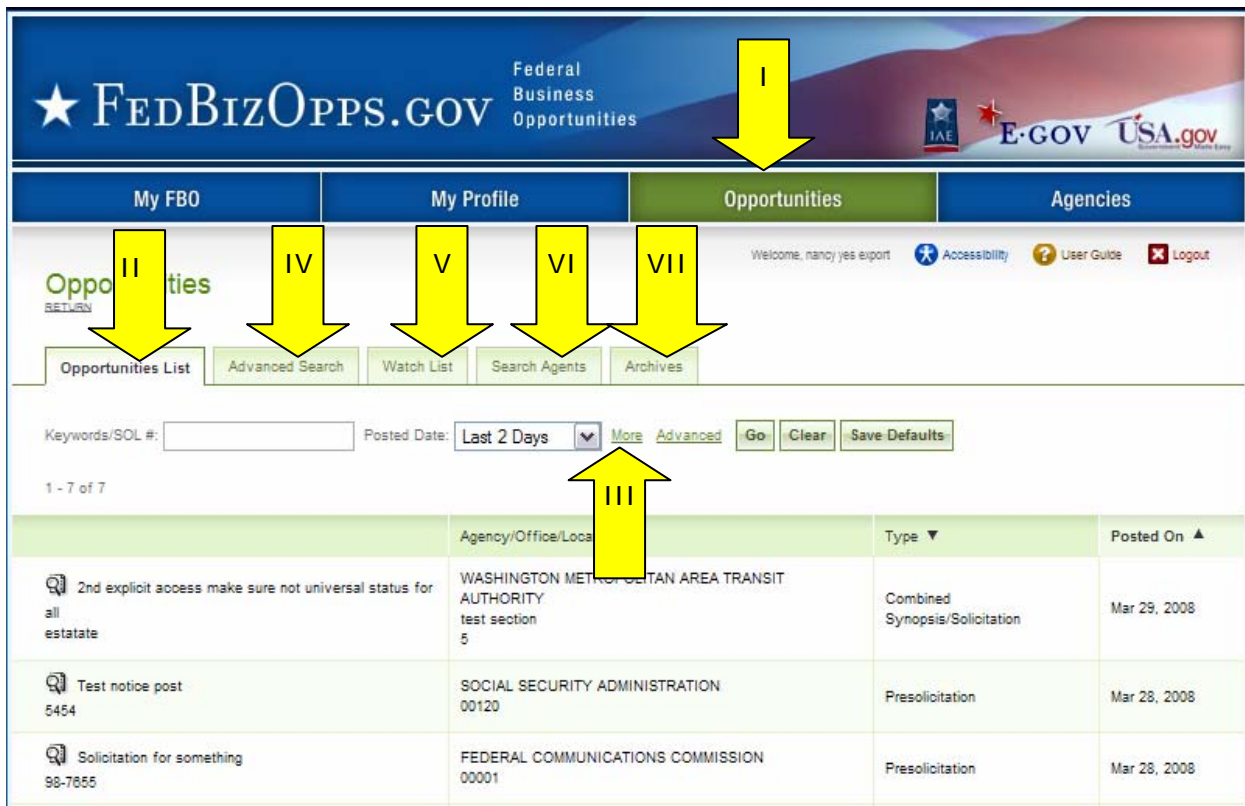
At the bottom of the page, there are links for 'User Guide', 'Help Desk', and 'Accessibility'.

- I. From the "account" tab, users can change their username or password.
- II. Select "save" to save updates to the form.
- III. Alternatively, a vendor can use the quicklink "Change username/password" on their "My FBO" home page to get to this screen where they can edit their username or password.

The screenshot displays the 'Account' management page for a user named 'nancy yes export'. The page header includes the 'FEDBIZOPPS.GOV' logo and navigation tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'My Profile' tab is active, and the 'Account' sub-tab is selected. The form contains fields for 'Username*' (with 'nancyexp' entered), 'Enter New Password', and 'Verify Password'. A 'Save' button is located at the bottom left of the form. A yellow arrow points to the 'Account' tab, and another yellow arrow points to the 'Save' button. A legend indicates that an asterisk (*) denotes a required field.

3.5 Opportunities

- I. There are five sub-tabs on the "Opportunities" navigation.
- II. When the navigation is opened, the user is taken to the "opportunities list" (will be initially filtered to recently posted opportunities). The keyword search field searches several opportunity fields (e.g., title, agency, solicitation number, and description). This is a "full text" search (meaning you need to match full words).
- III. Click "more" to see "agency" and "type" filters. If "more" was selected, click "less" to hide these added filter options.
- IV. The next tab to the right is an "advanced search" tool. On advanced search, more search field options are presented.
- V. The "watch list" tab presents opportunities that a vendor has saved on their "Watch List". The "Watch List" is easily accessed with a quicklink from the vendors My FBO (home) page. The vendor receives a daily "Watch List notice" email that outlines any changes impacting a notice on their Watch List target list. **Note**, This functionality is similar to "register to receive notification" where vendor requested to receive updates if an opportunity was updated.
- VI. Vendors can set up "search agents" based on selected detailed search elements. Search agents can be run on an ad hoc, or scheduled, basis. Search agents can help vendors identify opportunities that align with the designated search criteria.
- VII. "Archives" lists non-active notices.
- VIII. A vendor can use the quicklink "Find Opportunities" on their "My FBO" home page to get to this "opportunities" tab.



3.6 Agencies

- I. The “agencies” main navigation, takes the vendor to a list of registered agencies in the system.
- II. Alternatively, a vendor can use the quicklink “Browse by Agency” on their “My FBO” home page to get to the “agencies” tab.
- III. Click on the review icon, to open up a page that presents specific profile data for the agency, office locations, and a listing of active and archived opportunities associated with that agency.
- IV. Keyword search is available to help users more quickly find a particular agency.

Agencies

Keywords:

Items 1-20 of 123 Showing 20 per page Jump 1 | Next >

Icons	Name	Offices	Locations	Notices
	Administrative Office of the U. S. Courts	70	73	14
	African Development Foundation	1	1	1
	Agency for International Development	3	92	408
	AGENCY REPORT AGENCY NAME	0	0	0
	American Battle Monuments Commission	1	3	0
	Architect of the Capitol	1	1	42
	Armed Forces Retirement Home	1	2	4
	British Defense Staff (Washington)	1	1	0
	Broadcasting Board of Governors	1	19	10
	Comm for Purchase from People Who Are Blind or Severely Disabled	1	1	11

- I. When an agency record is opened, the user is on the “opportunities” sub-tab for that agency. Opportunities for that agency will be listed on this page.
- II. Use the review icon to open the opportunity.
- III. Additional filter options can be used to hone in on opportunities (e.g., “keyword search”, posting date, etc.).

The screenshot shows the 'Administrative Office of the U. S. Courts: Opportunities' page on FEDBIZOPPS.GOV. The page features a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below the navigation bar, there are tabs for 'Opportunities List', 'Advanced Search', and 'Archives'. A search bar is visible with a 'Go' button and a 'Clear' button. A table of opportunities is displayed, with columns for 'Agency/Office/Location', 'Type', and 'Posted On'. Yellow arrows point to specific elements: Arrow I points to the 'Opportunities' tab, Arrow II points to a review icon in the table, and Arrow III points to the search bar.

Opportunity	Agency/Office/Location	Type	Posted On
T -- Slip Opinions - 11th Circuit USCA08R0047 T -- Photographic, mapping, printing, & publication services	Administrative Office of the U. S. Courts AO-Office of Internal Services Procurement Management Division	Solicitation (Modified)	Apr 09, 2008
T -- Slip Opinions - 9th Circuit Court of Appeals USCA08R0046 T -- Photographic, mapping, printing, & publication services	Administrative Office of the U. S. Courts AO-Office of Internal Services Procurement Management Division	Solicitation (Modified)	Apr 09, 2008
T -- Slip Opinions - 7th Circuit Court of Appeals USCA08R0045 T -- Photographic, mapping, printing, & publication services	Administrative Office of the U. S. Courts AO-Office of Internal Services Procurement Management Division	Solicitation (Modified)	Apr 09, 2008
T -- Slip Opinions - 4th Circuit Court of Appeals USCA08R0044 T -- Photographic, mapping, printing, & publication services	Administrative Office of the U. S. Courts AO-Office of Internal Services Procurement Management Division	Solicitation (Modified)	Apr 09, 2008
T -- Slip Opinions - 2nd Circuit Court of Appeals USCA08R0043 T -- Photographic, mapping, printing, & publication services	Administrative Office of the U. S. Courts AO-Office of Internal Services Procurement Management Division	Solicitation (Modified)	Apr 09, 2008

I. The agency's "Profile" sub-tab presents general agency profile data.



- I. The "Offices" sub-tab, presents a listing of the agency offices. Depending on an agency structure, the "office" navigation maybe be absent. This would mean that the agency's structure does include a subordinate office.
- II. Use the "review" icon to open office's opportunities.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, the page title is 'Defense Logistics Agency: Offices'. There are search filters and a search bar containing the word 'defense'. A table lists the search results, with one entry: 'DLA Acquisition Locations'. A yellow arrow points to the 'Offices' tab in the navigation bar, and another yellow arrow points to a review icon (two vertical bars) in the first column of the table.

Review	Name	Locations	Notices
	DLA Acquisition Locations	40	8374

- I. The "Locations" sub-tab, presents a listing of the agency locations.
- II. Use the "review" icon to open location's opportunities.
- III. The "location profile" sub-tab presents profile data for the location.

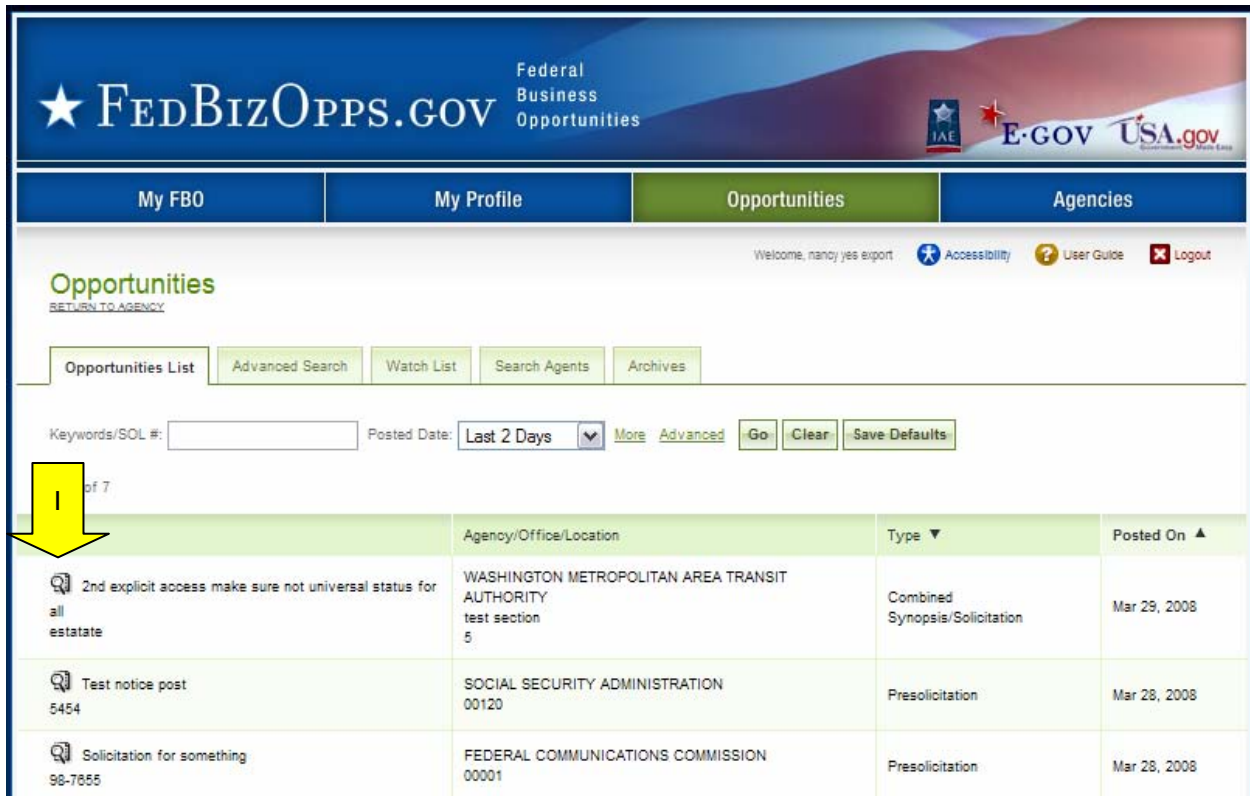
The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, the main content area displays 'DLA Acquisition Locations - DAPS - Mechanicsburg: Opportunities'. There are several sub-tabs: 'Opportunities', 'Profile', and 'Locations'. A search bar is located below the sub-tabs, with a 'Go' button and a 'Clear' button. A table of opportunities is displayed at the bottom, with one entry highlighted. The table has columns for 'Opportunity', 'Agency/Office/Location', 'Type', and 'Posted On'.

Opportunity	Agency/Office/Location	Type	Posted On
DAPS Requires Next Generation web-based Order Manage and Print Workflow solution. This system delivered under this solicitation will replace the existing DAPS e-Print business solution known as DAPS Online (DOL) SA4705-08-Q-0042	Defense Logistics Agency DLA Acquisition Locations DAPS - Mechanicsburg	Combined Synopsis/Solicitation	Apr 17, 2008




4 Vendor Opportunity Actions

4.1 Reviewing an Opportunity

- I. To review the details of an opportunity, click the review icon  .



The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this is a search area with a text input for 'Keywords/SOL #', a dropdown for 'Posted Date' set to 'Last 2 Days', and buttons for 'Go', 'Clear', and 'Save Defaults'. A table of opportunities is displayed below, with a yellow arrow pointing to the review icon in the first row.

	Agency/Office/Location	Type ▼	Posted On ▲
 2nd explicit access make sure not universal status for all estate	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY test section 5	Combined Synopsis/Solicitation	Mar 29, 2008
 Test notice post 5454	SOCIAL SECURITY ADMINISTRATION 00120	Presolicitation	Mar 28, 2008
 Solicitation for something 98-7855	FEDERAL COMMUNICATIONS COMMISSION 00001	Presolicitation	Mar 28, 2008

- I. Once a vendor has selected the review icon, the “notice details” sub-tab is opened.
- II. On the “notice details” sub-tab, besides being able to review the details of the opportunity, a vendor can use “add to Watch List,” or if previously added “remove from Watch List” options, to manage whether this opportunity is part of their “Watch List.” “Watch List” is a designation that a vendor can set on a notice that saves the notice on a sub-tab list of notices. The Watch List is easily accessed with a quicklink, and the vendor receives “Watch List notice” emails that outline any changes impacting a notice on their Watch List target list of opportunities. **Note**, This functionality is similar to “register to receive notification” where vendor requested to receive updates if an opportunity was updated.
- III. If the opportunity allows for “interested vendor” designation (established by each buyer on each opportunity), the vendor can manage their designation as being an interested vendor for an opportunity. To do so, click the “add me to interested vendors” (or if previously added “remove me from interested vendors”).



- I. Because notices are subject to revisions and updates, the system allows a vendor to review the "original", "amendments/modifications" (including "awards") or the "complete" notice.
- II. When opened originally, the display will be the "complete" view of the notice. You will notice a "history tree" on the left of the notice. This history tree presents a complete listing of the notice and how it may have evolved.
- III. The record opens to the current complete notice (and that is what will be at the top of the history tree) and then the branches under show the original notice (prior to any changes) as a branch, and all the modifications/additions, or awards, as branches in the history.
- IV. You may view each branch in the history by clicking on the link for each branch.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this is a user welcome message: 'Welcome, nancy export' with links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'new example solicitation' with details: 'Solicitation Number: 1117889', 'Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY', 'Office: test section', and 'Location: 5'. There are three tabs: 'Notice Details', 'Packages', and 'Interested Vendors List'. The 'Notice Details' tab is active, showing a 'Complete View' with a 'Back' button. On the left, a 'history tree' lists: 'Original Synopsis' (Presolicitation, Mar 25, 2008), 'Modification 1' (Solicitation, Mar 25, 2008), and 'Award' (Mar 25, 2008). A yellow callout box 'III' points to this history tree. The main content area displays fields for 'Solicitation Number: 1117889', 'Notice Type: Award Notice', 'Contract Award Date: March 29, 2008', 'Contract Award Number: 123456', 'Contract Award Dollar Amount: 50,000', and 'Contractor Awarded Name: Best'. A 'Synopsis' section contains text: 'Added: Mar 25, 2008 12:25 pm Modified: Mar 25, 2008 12:27 pm Track Changes Another new example of solicitation' and 'Added: Mar 25, 2008 12:46 pm'. A yellow callout box 'IV' points to the 'Original Synopsis' link in the history tree. On the right, there is a 'Print This Page' button, an 'ALL FILES' section with links for 'non-fbotest', 'Solicitation 01', and 'Mod/Amendment', and a 'GENERAL INFORMATION' section with fields for 'Notice Type: Award Notice', 'Original Posted Date: March 25, 2008', 'Posted Date: March 25, 2008', and 'Response Date: Mar 29, 2008 3:00 am'.

4.2 Printing an Opportunity

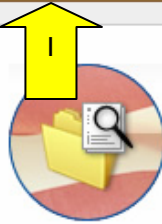
- I. To open an opportunity in a printer friendly format, select the "Print This Page" button. Doing so will open a new window with the opportunity laid out for printing.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user is logged in as 'nancy'. The main content area displays a solicitation titled '47 -- Hose Assembly, Nonmetallic' with details such as 'Solicitation Number: SPM7M4-08-R-0034' and 'Agency: Defense Logistics Agency'. There are tabs for 'Notice Details', 'Packages', and 'Interested Vendors List'. On the left, there is a 'Complete View' section with links for 'Original Synopsis' and 'Modification 1'. In the center, there are buttons for 'Back', 'Add To Watchlist', and 'Add Me To Interested Vendors'. A yellow arrow points to a 'Print This Page' button on the right. Below the buttons, there is a 'GENERAL INFORMATION' section with various dates and details.

- II. Use the "Print" button to execute the print job.
- III. "Close" closes the print window.

Press **Print** or select **File » Print** from the browser menu to open the print dialog.

Print **Close**



47 -- Hose Assembly, Nonmetallic

Solicitation Number: SPM7M4-08-R-0034

Agency: Defense Logistics Agency

Office: Acquisition Management

Location: Defense Supply Center Columbus BSM

Notice Type:

Modification/Amendment/Cancel

Original Posted Date:

February 26, 2008

Posted Date:

April 8, 2008

Response Date:

May 28, 2008 1:00 pm Eastern

Original Response Date:

April 14, 2008

Archiving Policy:

Automatic, 15 days after response date

Original Archive Date:

April 29, 2008

Archive Date:

-

Classification Code:

47 -- Pipe, tubing, hose & fittings

NAICS Code:

332 -- Fabricated Metal Product Manufacturing/332999 -- All Other Miscellaneous Fabricated Metal Product Manufacturing

Synopsis:

Added: February 26, 2008 Modified: Apr 08, 2008 2:45 pm [Track Changes](#)

Hose Assembly, Nonmetallic, 1-1/2 in. ID, 50 ft length, Mil-Spec titled "Hose, End Fittings and Hose Assemblies, Synthetic Rubber, Aircraft Fuels", NSN 4720-00-826-4782. Spider Cable Assembly to be installed after pressure testing. Approved Source: Durodyne (62913). Item must be manufactured I/A/W Spec NR MIL-H-17902F (1)Type Number: M17902-A-NCA-50 I/A/W Std Nr MIL-STD-129P(3) . This solicitation contains provisions for First Article Testing (FAT). FAT is required of all non currently approved offerors. This solicitation is being solicited under full and open competition and is unrestricted. The proposed procurement contains a 100% quantity option. Delivery will be to DoD depots located at Tracy, CA and New Cumberland, PA. All responsible sources may submit an offer. See note 26. Copies of this solicitation will be available on the DSCC website after 28 Apr 08.

4.3 Reviewing Packages associated with an Opportunity

- I. Within an opportunity, on the "notice details" sub-tab, associated packages will show on the right under the heading "all files". If a "file" link in this list is clicked, the user is taken to the "packages" sub-tab for the opportunity.
- II. Alternatively, the "packages" sub-tab could be clicked. On the "packages" sub-tab, the vendor will see the packages associated with an opportunity.



4.4 View Sensitive, but Unclassified, Document

- I. To review a sensitive, but unclassified, document, a user is required to have a valid MPIN entered in the system.
- II. Note, MPIN verification is saved and this step is only again requisite if the MPIN entered does not align with current data for a firm. If a previously entered MPIN becomes invalid, the system will prompt a vendor to enter a new MPIN and to verify the new value.
- III. Enter MPIN if prompted.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user profile is displayed for 'test new package add 3.26' with details for Solicitation Number, Agency, Office, and Location. A notification banner indicates that an MPIN is required to view sensitive but unclassified documents. A yellow arrow points to the 'enter MPIN here' input field. Below the notification, there is a search bar and a table of items.

Label	Type	Date Posted	Secure
cat01 Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 25, 2008	Exist / Export Controlled
old_cat Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 25, 2008	Exist / Export Controlled

4.5 Request Explicit Access to View a Document

- I. If a package requires explicit access, when the “packages” sub-tab is clicked, the vendor will see a warning indicating that the sensitive, but unclassified documents require “explicit access”.
- II. To request “explicit access” use the “request explicit access” button.
- III. If a request for explicit access was previously submitted, and is pending review, the vendor will see designation that explicit access was previously requested.
- IV. Vendors receive email notification once their request has been approved or rejected.


The screenshot shows the user interface of the FEDBIZOPPS.GOV website. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user profile for 'explicit one' is displayed, including solicitation number 323explicitone and agency information for the WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY. A warning message is shown: 'Notice - Documents Require Explicit Access: The sensitive, but unclassified documents for this solicitation require explicit access permissions. To request access for this solicitation and to be added to the Authorized Parties List, please click the following button.' A yellow arrow points to this message. Below the message is a button labeled 'Request Explicit Access', which is also highlighted by a yellow arrow. Below the button is a search bar with a 'Go' button and a table of items. The table has columns for Label, Type, Date Posted, and Secure. One item is listed with Label 'testlinkexplicit', Type 'Other (Draft RFPs/RFIs, Responses to Questions, etc.)', Date Posted 'Mar 23, 2008', and Secure 'Exist / Explicit Access'.



explicit one

Solicitation Number: 323explicitone
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Office: test section
Location: 5

Notice Details Packages

 **Notice - Explicit Access Request is Pending Review/Approval:**
Your request for explicit access to sensitive documents for this solicitation is pending. You will receive an email notification upon approval/rejection




Keywords: [More](#)

Items 1-1 of 1

Label ▼	Type ▼	Date Posted ▼	Secure ▼



- I. If a request for explicit access was previously submitted, and granted, the vendor will see designation that explicit access was granted.



explicit one


Solicitation Number: 323explicitone
 Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
 Office: test section
 Location: 5

Notice Details
Packages


Note: You are on the Authorized Party List for this solicitation


Keywords: [More](#)

Items 1-1 of 1

Label ▼	Type ▼	Date Posted ▼	Secure ▼
 testlinkexplicit	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 23, 2008	Explicit Access

4.6 Viewing Export Controlled Documents

- I. If a user tries to view a document that is export controlled, and the vendors is not authorized, the user will see an explanation of why they are not able to access the documents. No further action is allowed.
- II. Vendors without export control authorization will only be able to review non-sensitive packages associated with an opportunity where any of the sensitive, but unclassified, documents are export controlled.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user profile section displays 'Welcome, nancy sensitive' and links for 'Accessibility', 'User Guide', and 'Logout'. The main content area features a document icon and the title '2nd explicit access make sure not universal status for all'. Below the title, it lists 'Solicitation Number: estate', 'Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY', 'Office: test section', and 'Location: 5'. There are three tabs: 'Notice Details', 'Packages', and 'Interested Vendors List'. A prominent warning message is displayed: 'Documents Are Export Controlled: The sensitive, but unclassified documents for this solicitation are export controlled. Your vendor information does not contain this level of permission which is required to view the related documents.' A 'Back To List' button is located below the warning. At the bottom, there is a search bar with 'Keywords:' and a 'Go' button. Below the search bar, it says 'Items 1-5 of 5' and displays a table of document items.


Label ▼	Type ▼	Date Posted ▼	Secure ▼
bill7 Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 25, 2008	Exist / Exploit Access / Export Controlled
eee Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 23, 2008	Exist / Exploit Access / Export Controlled
nancyenonlyp Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 25, 2008	Exist / Exploit Access / Export Controlled

- I. If a vendor's firm is authorized to review export controlled documents, and if a valid MPIN is entered in the system, documents will be available for review.
- II. If MPIN has not be verified for the user, the user will be prompted to enter an appropriate MPIN.
- III. Note, MPIN verification will be saved and this step is only again requisite if the MPIN entered does not align with current data for a firm/office. If a previously entered MPIN becomes invalid, the system will prompt a vendor to enter a correct MPIN to verify the new value.

The screenshot shows the FedBizOpps.gov website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this is a user greeting: 'Welcome, nancy murray' with links for 'Accessibility', 'Help', and 'Logout'. The main content area features a circular icon of a folder with a magnifying glass and the title 'Export Control Test'. Below the title, it lists 'Solicitation Number: 235689', 'Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY', 'Office: test section', and 'Location: 5'. There are three tabs: 'Notice Details', 'Packages', and 'Interested Vendors List'. A red warning icon is followed by the text 'MPIN Verification Required: The Sensitive Documents for this solicitation are export controlled. Your registered DUNS has export control permissions, but you must first verify your own account by entering your MPIN below. If you do not know your MPIN please go to <http://ccr.gov>.' Below this text is a text input field labeled '[enter MPIN here]' and a 'Verify MPIN' button. A yellow callout box with the number '11' points to the 'Verify MPIN' button. At the bottom, there is a search bar with 'Keywords:' and 'Go' buttons.

- I. When a user (or machine) enters a MPIN incorrectly three consecutive times, a captcha (image with characters) is displayed as a check to see if the user attempting to log in is indeed a human user.
- II. The user must enter the characters displayed in the "Verification Code" with MPIN in order to attempt another submission. This prevents unauthorized access by spammers and other security threats.
- III. Users can click on the image to hear the code.

Welcome, nancy murray [Accessibility](#) [Help](#) [Logout](#)


 **Export Control 2**
Solicitation Number: 3659821
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Office: test section
Location: 5

[Notice Details](#) [Packages](#) [Interested Vendors List](#)

⚠ MPIN Verification Required:
The Sensitive Documents for this solicitation are export controlled. Your registered DUNS has export control permissions, but you must first verify your own account by entering your MPIN below. If you do not know your MPIN please go to <http://ccr.gov>.

46464

Verification Code Required:



Your entry could not be verified

4.7 Explicit Access and Export Controlled Documents

- I. If both export control and explicit access document controls apply, both requirements will be listed in the "Secure" column.
- II. The vendor will need to first enter a valid MPIN (if not previously established in the system). Once MPIN is entered, click "verify MPIN"
- III. Then the vendor will be given the option to request explicit access. To request "explicit access" use the "request explicit access" button.
- IV. If a request for explicit access was previously submitted, and is pending review, the vendor will see designation that explicit access was previously requested.
- V. If a request for explicit access was previously submitted, and granted, the vendor will see designation that explicit access was previously granted.

The screenshot shows the FedBizOpps.gov interface. At the top, there are navigation tabs: My FBO, My Profile, Opportunities, and Agencies. The main content area displays a solicitation titled "2nd explicit access make sure not universal status for all" with details: Solicitation Number: estatate, Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY, Office: test section, Location: 5. Below the title are tabs for Notice Details, Packages, and Interested Vendors List. A red warning icon indicates "MPIN Verification Required: To view sensitive, but unclassified documents for this solicitation, you must verify your account by providing your MPIN number below. If you do not know your MPIN please go to <http://www.ocr.gov>." Below this text is an input field labeled "[enter MPIN here]" and a "Verify MPIN" button. A yellow arrow points to this button. Below the verification section is a search bar with "Keywords:" and a "Go" button. A table shows "Items 1-5 of 5" with columns for Label, Type, Date Posted, and Secure. The table contains one row with a lock icon, "bill7", "Other (Draft RFPs/RFIs, Responses to Questions, etc.)", "Mar 25, 2008", and "Exist / Explicit Access / Export Controlled". A yellow arrow points to the "Secure" column header.

This screenshot shows the same solicitation page as above. The "MPIN Verification Required" section is now replaced by a red warning icon and the text: "Notice - Documents Require Explicit Access: The sensitive, but unclassified documents for this solicitation require explicit access permissions. To request access for this solicitation and to be added to the Authorized Parties List, please click the following button." Below this text is a "Request Explicit Access" button. A yellow arrow points to this button. The rest of the page, including the navigation tabs and the table, remains the same as in the previous screenshot.

4.8 Interested Vendor List

- I. The buyer for an opportunity will set whether or not an opportunity allows a vendor to indicate interest in a particular opportunity. If allowed, vendors will see an option to add themselves to the interested vendors list. If not allowed, the “add/remove me to the interested vendors” buttons will not display.
- II. To be added to the interested vendor list, use the “Add Me To Interested Vendors” button.

The screenshot shows the FEDBIZOPPS.GOV interface. At the top, there's a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user profile section displays 'Welcome, edmars calva' and links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled '2nd explicit access make sure not universal status for all' and includes details for a solicitation: 'Solicitation Number: estate', 'Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY', 'Office: test section', and 'Location: 5'. There are three tabs: 'Notice Details', 'Packages', and 'Interested Vendors List'. The 'Interested Vendors List' tab is active, showing a list of buttons: 'Back', 'Add To Watchlist', and 'Add Me To Interested Vendors'. A yellow arrow points to the 'Add Me To Interested Vendors' button. Below the buttons, there's a 'Synopsis' section with a date and time, and a note: 'this is a more clear description - added'. To the right, there's an 'ALL FILES' section with a list of files, including 'eee', 'bill7', 'nanrenqontp', and 'Solicitation 01', each with a 'Locked' status.

- I. If a vendor would like to be removed from the interested vendor list, use the "Remove Me From Interested Vendors" button.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user is logged in as 'edmara calva'. The main content area displays a solicitation titled '2nd explicit access make sure not universal status for all' from the 'WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY'. A yellow arrow points to the 'Remove Me From Interested Vendors' button in the 'Interested Vendors List' section. The page also includes a 'Note' about being added to the list, a 'Complete View' section with links to 'Original Synopsis' and 'Amendment 1-3', and an 'ALL FILES' section on the right.

- I. The buyer for an opportunity will also establish whether an opportunity allows a vendor to review the list of other vendors that have indicated interest in a particular opportunity.
- II. If allowed, the vendor will see the "Interested Vendors List" sub-tab when reviewing an opportunity. If viewing of other interested vendors is not allowed, this sub-tab will not display.
- III. Use the "keywords" filter to search for a particular vendor in the list.

2nd explicit access make sure universal status for all

Solicitation Number: estate
Agency: WASHINGTON METROPOLITAN AREA
Office: test section
Location: 5

Notice Details Packages Interested Vendors List

Keywords: Go

Items 1-3 of 3

Last Name ▼	First Name ▼	Email	Name ▼	DUNS ▼
calva	edmara	edmar@system.com	OPTOMETRICS CORPORATION	001002138
One	Vendor	vendor1@symplicity.com	INTERNATIONAL BUSINESS MACHINES	084006741
Vendor	Alan	test10@symplicity.com	LOEB, H CORP	001001668

Items 1-3 of 3

[Remove Me From Interested Vendors](#)

[User Guide](#) [Accessibility](#) [Help Desk](#)

4.9 Search Agents

- I. As previously discussed, the system allows vendors to search for opportunities based on a variety of search metrics. These searches, once created, can be useful tools for recurring use in the system. As such, advanced searches can be saved as “search agents” that can be scheduled for recurring exploration, or executed on an ad hoc basis.
- II. To review/manage existing “search agents,” go to the “Search Agents” sub-tab on the main navigation “Opportunities”.
- III. Each “search agent” will be listed in this list.
- IV. Any search agent can be executed on ad hoc basis to generate search results (no email notification). Use the “run” button to execute the search basis. Results will display on the “Search Results” tab.
- V. If a search agent has been scheduled for recurring execution, the “Schedule” column will indicate the frequency for the recurring schedule. A red “x” in the schedule column indicates that a search agent has not been enabled for recurring execution.
- VI. Click on the “Schedule” button to edit frequency settings for the search agent.
- VII. Click on the “edit” button to edit the search filters for the search agent.
- VIII. Click on the “delete” button to delete the search agent.

The screenshot shows the 'Search Agents' page on the FEDBIZOPPS.GOV website. The page has a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is active. Below the navigation bar, there are tabs for 'Opportunities List', 'Advanced Search', 'Watch List', 'Search Agents', and 'Archives'. The 'Search Agents' tab is selected. The main content area displays a table of search agents with columns: Label, Agent Type, Last Run On, Next Scheduled Run, and Schedule. Below the table are buttons for 'Add New Search Agent' and 'Items 1-4 of 4'. At the bottom, there are links for 'User Guide', 'Accessibility', and 'Help Desk'. Yellow arrows with Roman numerals point to various elements: Arrow II points to the 'Search Agents' tab; Arrow V points to the 'Add New Search Agent' button; Arrow IV points to the 'Run' button in the table; Arrow VI points to the 'Schedule' button; Arrow VI I points to the 'Edit' button; and Arrow VI II points to the 'Delete' button.

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Buttons
nanc	Vendor Notice Search	-	-	×	Schedule Edit Run Delete
Search Agent Presolicitation / Agency X	Vendor Notice Search	-	Mar 27, 2008	1 day	Schedule Edit Run Delete
Search List Test	Vendor Notice Search	-	-	×	Schedule Edit Run Delete
test agent	Vendor Notice Search	Mar 30, 2008 4:45 am	Mar 31, 2008	1 day	Schedule Edit Run Delete

- I. There are two ways to create a search agent.
 - a. A user can also navigate directly to the “search agents” sub-tab to build a query specifically for the purpose of being a search agent.
 - b. A user can save an “advanced search” as a search agent. This allows a user to save a search that robust in terms of finding relevant opportunities for future use.

4.9.1 Creating a Search Agent from “Search Agents”

- I. To create a search agent, go to the “Search Agents” sub-tab on the main navigation “Opportunities”.
- II. Select “Add New Search Agent” to add a new search agent.

The screenshot shows the 'Search Agents' page on FEDBIZOPPS.GOV. The page header includes the site logo and navigation tabs: My FBO, My Profile, Opportunities (selected), and Agencies. Below the navigation, there are utility links: Welcome, Alan Vendor, Accessibility, User Guide, and Logout. The main content area has a 'Search Agents' heading and a 'RETURN' link. Below this are tabs for 'Opportunities List', 'Advanced Search', 'Watch List', 'Search Agents', and 'Archives'. A table displays a list of search agents with the following data:

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Options
nanc	Vendor Notice Search	-	-	✘	Schedule Edit Run Delete
Search Agent Presolicitation / Agency X	Vendor Notice Search	-	Mar 27, 2008	1 day	Schedule Edit Run Delete
Search List Test	Vendor Notice Search	-	-	✘	Schedule Edit Run Delete
test agent	Vendor Notice Search	Mar 30, 2008 4:45 am	Mar 31, 2008	1 day	Schedule Edit Run Delete

Below the table is an 'Add New Search Agent' button, which is highlighted by a yellow arrow. At the bottom of the page, there are links for 'User Guide', 'Accessibility', and 'Help Desk'.

- I. Enter a "label" for the search agent.
- II. Enter desired search agent search filters using the fields available on the form. Not all fields are shown in the screen shot below.
- III. "Save", saves the search agent, but does not "enable" the search agent to run on a recurring basis (see below).
- IV. "Save And Schedule Search Agent," should be used to enable the search agent and to set up a recurring schedule for running the agent.

Opportunities
RETURN | RETURN TO LIST (AGENTS)

Opportunities List | **Save And Schedule Search Agent** | Watch List | Search Agents | Archives

Save | **Save And Schedule Search Agent** | Return To List

Use your search criteria
provide a label and the search criteria for this saved search. You can later schedule this agent so that it runs on a regular basis

Search Agent Label*:
Please label this search agent

Full Text/SOL # Search:

Opportunity/Procurement Type:

<input type="checkbox"/> Presolicitation	<input type="checkbox"/> Combined Synopsis/Solicitation	<input type="checkbox"/> Sources Sought
<input type="checkbox"/> Modification/Amendment/Cancel	<input type="checkbox"/> Sale of Surplus Property	<input type="checkbox"/> Special Notice
<input type="checkbox"/> Foreign Government Standard	<input type="checkbox"/> Award Notice	

Posted Date:

Response Deadline:

- I. "Save And Schedule Search Agent," if used, opens a form that allows the user to enable the search agent.
- II. Vendors must enable a search agent to have it execute on a recurring basis.
- III. If a search agent is set up to recur, vendors will receive email communication about search agent findings. When "enabled" is set to yes, the "Period" and "Multiple" fields will appear.
- IV. "Period" sets the frequency that the search agent will execute. Search agents can be set up to run daily, weekly, or monthly.
- V. "Multiple" establishes the frequency for the "period." So to run a search agent every third day, the period should be set to "day" and the multiple should be set to "3."
- VI. Hit "Save" to save your settings.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Opportunities Agencies

Welcome, Alan Vendor Accessibility User Guide Logout

preso

RETURN | RETURN TO LIST (AGENTS)

Opportunities List Advanced Search Watch List Search Agents Archives

Save Return To List * indicates a required field

Enable/Schedule Your Search Agent

Label*: preso

Enabled*: Checking "yes" will enable your agent to be run on a scheduled basis.
 yes no

Period*: Day

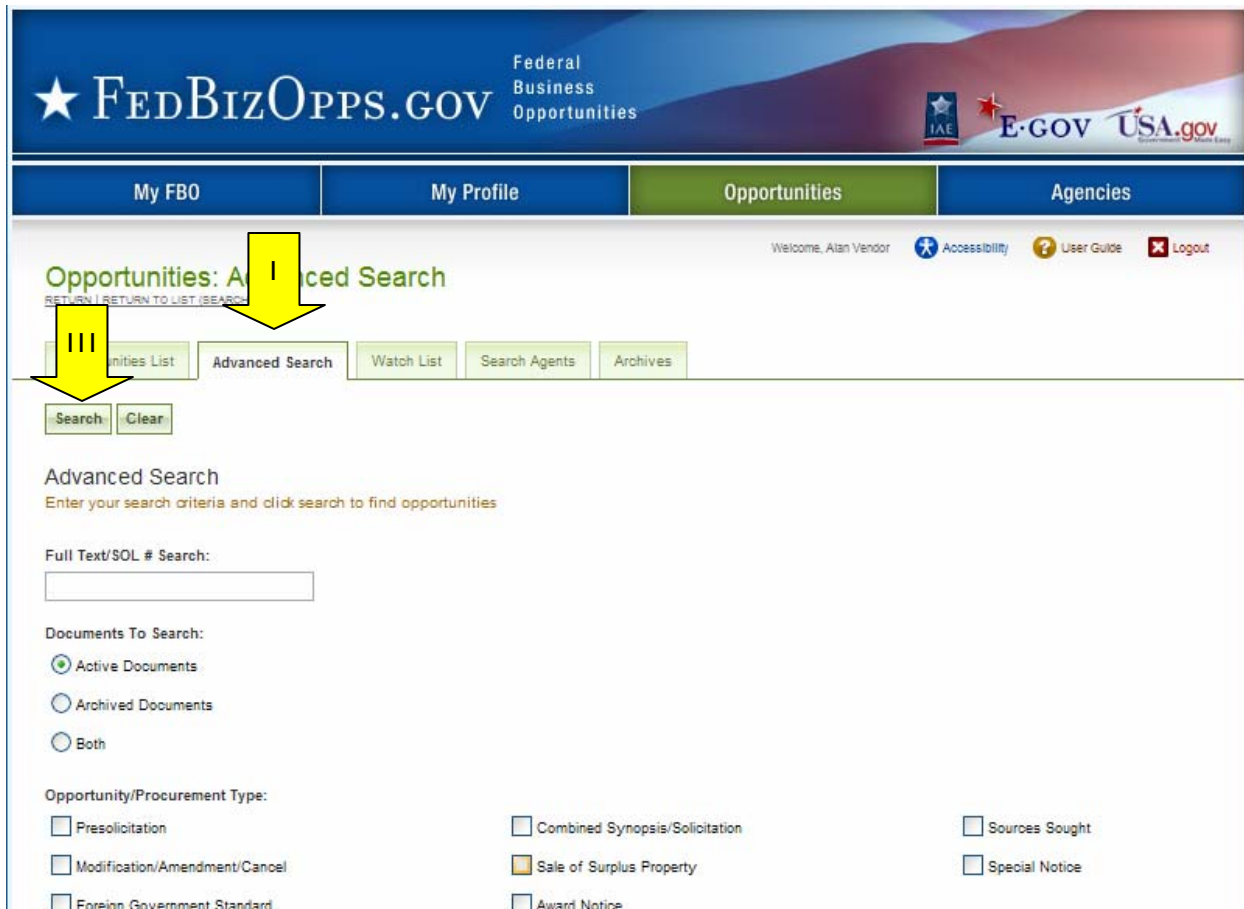
Multiple*: The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)
 1

Save Return To List

Home Accessibility Help Desk

4.9.2 Creating a Search Agent from an Advanced Search

- I. To initiate an "Advanced Search", go to the "Advanced Search" sub-tab on the main navigation "Opportunities".
- II. Enter the search filter criteria for your search. Note not all search filters are shown below in the screen shot.
- III. Select "search" button when filters have been set (not all filter options are shown in screen shot below because of the length of the form).



- I. Search results will appear on the "Search Results" sub-tab.
- II. If a vendor wants to save the settings used in the search, use the "Save This Search As A Search Agent" button.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is active. Below the navigation bar, there is a header area with the text 'Opportunities' and a 'RETURN | RETURN TO LIST (SEARCHRESULTS)' link. A yellow arrow points to the 'Search Results' tab in the sub-navigation bar. Below the sub-navigation bar, there is a button labeled 'Save This Search As A Search Agent' with a lightbulb icon. A second yellow arrow points to this button. Below the button, there is a note: 'Note: Not all advanced search fields are useable in saved search agents.' Below the note, there is a table showing search results. The table has columns for 'Agency/Office/Location', 'Type', and 'Posted On'. The first row shows 'Test notice post 5454' from 'SOCIAL SECURITY ADMINISTRATION 00120' with a 'Presolicitation' type, posted on 'Mar 28, 2008'. The second row shows 'Solicitation for something 98-7655' from 'FEDERAL COMMUNICATIONS COMMISSION 00001' with a 'Presolicitation' type, posted on 'Mar 28, 2008'.

	Agency/Office/Location	Type ▼	Posted On ▲
Test notice post 5454	SOCIAL SECURITY ADMINISTRATION 00120	Presolicitation	Mar 28, 2008
Solicitation for something 98-7655	FEDERAL COMMUNICATIONS COMMISSION 00001	Presolicitation	Mar 28, 2008

- I. This opens "search agent" the sub-tab for opportunities.
- II. Enter a "label" for the search agent.
- III. "Save", saves the search agent, but does not enable the search agent.
- IV. "Save And Schedule Search Agent," should be used to enable the search agent and to set up a recurring schedule for the search agent.

The screenshot displays the FBO.GOV website interface. At the top, the header includes the logo and navigation tabs: My FBO, My Profile, Opportunities (highlighted in green), and Agencies. A secondary navigation bar contains links for Opportunities, My Search, Search Results, Watch List, Search Agents, and Archives. A yellow arrow labeled 'I' points to the 'Search Agents' link. Below this, a row of buttons includes 'Save', 'Save And Schedule Search Agent', and 'Return To List'. A yellow arrow labeled 'III' points to the 'Save' button, and a yellow arrow labeled 'IV' points to the 'Save And Schedule Search Agent' button. The main content area is titled 'Choose your search criteria' and includes a text input field for 'Search Agent Label*' with the value 'name' entered. A yellow arrow labeled 'II' points to this input field. Below the label field is a 'Full Text/SOL # Search:' input field. At the bottom, there are several checkboxes for 'Opportunity/Procurement Type', including 'Presolicitation' (checked), 'Modification/Amendment/Cancel', 'Combined Synopsis/Solicitation', 'Sale of Surplus Property', 'Sources Sought', and 'Special Notice'.

- I. "Save And Schedule Search Agent," if used, opens a form that allows the user to enable the search agent. Vendors must enable a search agent to have it execute on a recurring basis.
- II. If a search agent is set up to recur, vendors will receive email communication about search agent findings.
- III. When "enabled" is set to yes, the "Period" and "Multiple" fields will appear.
- IV. "Period" sets the frequency that the search agent will execute. Search agents can be set up to run daily, weekly, or monthly.
- V. "Multiple" establishes the frequency for the "period." So to run a search agent every third day, the period should be set to "day" and the multiple should be set to "3."
- VI. Hit "Save" to save your settings.

The screenshot shows the 'Enable/Schedule Your Search Agent' form on the FEDBIZOPPS.GOV website. The form is titled 'name' and includes the following fields and controls:

- Label*:** A text input field containing 'name'.
- Enabled*:** Radio buttons for 'yes' (selected) and 'no'.
- Period*:** A dropdown menu currently set to 'Day'.
- Multiple*:** A text input field containing '1'.

Yellow arrows labeled with Roman numerals point to specific elements:

- III:** Points to the 'Label*' field.
- IV:** Points to the 'Period*' dropdown.
- V:** Points to the 'Multiple*' text input.
- VI:** Points to the 'Save' button at the bottom of the form.

4.9.3 Search Agent Emails

- I. Search agent emails highlight those notices that were either newly added, or modified, since the last search agent email was sent. If a search agent is slated to run daily, the email will list those notices that fall into the search criteria, and that were either newly added, or modified, since the last email was sent to you (in this example, in the past day).
- II. Search agents can be set up to find notices that meet a specific set of criteria. The search agent criteria may, or may not, include filtering for the date posted. When a search agent is "run" on the system, "run" results will include all notices meeting that search agent criteria. If the search agent is "enabled", and "scheduled" on a periodic basis, the search agent email lists only notices that meet the criteria and that were added or modified since the last email was sent. So "run" results for a search agent, and the search agent email listing of notices on a particular day, will potentially differ - although both are correct.
- III. You can click on the presented solicitation link to navigate directly to a notice of interest.

Sample Email Image:

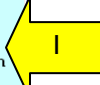
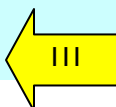
Wednesday, April 09, 2008, 04:45 am

Dear Alan:

Your FBO Opportunity Search Agent called: 'test agent' has identified the following opportunities that have either been newly posted or modified and match your search criteria.

Title: control v
 Sol. #: 12344888k
 Agency/Office/Location: test section
 Type: Combined Synopsis/Solicitation
 Posted On: Apr 08, 2008 6:43 pm
 Base Posting Date: Apr 03, 2008 2:26 pm
 LINK: <https://fbo-test.symplicity.com/notices/cd406090a7a35200c8383bf388f01157>

Title: 135 file
 Sol. #: aabbcc
 Agency/Office/Location: ADMINISTRATIVE OFFICE OF THE U.S. COURTS
 Type: Combined Synopsis/Solicitation
 Posted On: Apr 08, 2008 4:26 pm
 Base Posting Date: Apr 08, 2008 4:26 pm
 LINK: <https://fbo-test.symplicity.com/notices/fa81c565867ccbc4f0600baa7e392c7d>

4.10 Search Field Tips

- I. When you are entering a search item (for instance data in a keyword search field), search engine resources are available.

FEDBIZOPPS.GOV Federal Business Opportunities

Home General Info News Opportunities Agencies Privacy

Buyers: [Login](#) | [Register](#) Vendors: [Login](#) | [Register](#) [Accessibility](#)

Search For Opportunities

RETURN

Opportunities List **Advanced Search** Search Results Archives

Search Clear Back To Opportunities List

Advanced Search
Enter your search criteria and click search to find opportunities

Full Text/SOL # Search:
"bath tub"

Documents To Search:
 Active Documents

Sample Searches

These illustrate the use of search terms and phrases, Boolean operators, grouping, wildcards, and proximity searches.

- space AND flight
Finds notices containing with the words "space" and "flight".
- "space flight" ~10
Finds notices containing the words "space" and "flight" within 10 words of each other (proximity search).
- database AND mysql NOT oracle
Finds notices containing the words "database" and "mysql", but not "oracle".
- micro* AND circuitry
Finds notices containing both words that begin with "micro" and the word "circuitry".
- "office supplies" AND (printer OR toner)
Finds notices containing the phrase "office supplies" in addition to either of "printer" or "toner".
- +space flight
Finds notices with the word "space" which may or may not contain the word "flight".

Search Terms and Phrases

When you are entering a search item (for instance data in a keyword search field), you will want to think of your search as being comprised of two components: terms and operators.

There are two types of terms: Single Terms and Phrases:

- A Single Term is a single word such as *test* or *hello*.
- A Phrase is a group of words surrounded by double quotes such as "*bat tub*". Multiple terms can be combined together with Boolean operators to form a more complex query.

Boolean Operators and Grouping

Boolean operators allow terms to be combined through logic operators. FBO supports AND, OR, NOT, "+", and "-" as Boolean operators.

Note: Boolean operators AND, OR, NOT must be in ALL CAPS otherwise they are interpreted as search terms.

- The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union of sets. The symbol "|" can be used in place of the word OR.
- To search for items that contain either of *jakarta*, *apache* or just *jakarta* use the query: *jakarta apache*.
- The AND operator finds results where both terms exist anywhere in the text of an item. This is equivalent to an intersection using sets. The symbol can be used in place of the word AND. To search for documents that contain *jakartaapache* and *Apache Lucene* use the query: "*jakarta apache*" AND "*Apache Lucene*"
- The "+" or required operator requires that the term after the "+" symbol exist somewhere in a field of an item. To search for documents that must contain *jakarta* and may contain *lucene* use the query: *+jakarta lucene*
- The NOT operator excludes items that contain the term after NOT. This is equivalent to a difference using sets. The symbol "!" can be used in place of the word NOT. To search for items that contain *jakarta* but not *Apache Lucene* use the query: *jakarta NOT "Apache Lucene"*. Note: The NOT operator cannot be used with just one term. For example, the following search will return no results: *NOT "jakarta apache"*
- The "-" or prohibit operator excludes items that contain the term after the "-" symbol. To search for items that contain *jakarta apache* but not *Apache Lucene* use the query: "*jakarta apache*" -"*Apache Lucene*"
- **Grouping** - The system supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query. To search for either *jakarta* or *apache* and *website* use the query: *(jakarta OR apache) AND website*. This makes sure *website* exists and either term *jakarta* or *apache* may exist in the result.

Term Modifier Operators (Wildcard, Fuzzy, Proximity)

FBO supports modifying query terms to provide a wide range of searching options:

- **Wildcard Searches** - FBO supports single and multiple character wildcard searches within single terms (not within phrase queries). To perform a single character wildcard search use the `?` symbol. To perform a multiple character wildcard search use the `*` symbol. The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for `text` or `test`, you can use the search: `te?t`. Multiple character wildcard searches looks for zero or more characters. For example, to search for `test`, `tests` or `tester`, you can use the search: `test*`. You can also use the wildcard searches in the middle of a term: `te*t`. Note: You cannot use a `*` or `?` symbol as the first character of a search.
- **Fuzzy Searches** - FBO supports fuzzy searches based on the [Levenshtein Distance](#), or Edit Distance algorithm. To do a fuzzy search use the tilde, `~`, symbol at the end of a single word term. For example to search for a term similar in spelling to `roam` use the fuzzy search: `roam~`. This search will find terms like `foam` and `roams`. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only terms with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. For example: `roam~0.8`. The default that is used if the parameter is not given is 0.5.
- **Proximity Searches** - FBO supports finding words that are within a specific distance away from each other in a data set. To do a proximity search use the tilde, `"~"`, symbol at the end of a Phrase. For example to search for a `apache` and `jakarta` within 10 words of each other in a document use the search: `"jakarta apache"~10`

FBO Uses the Lucene search engine and this documentation is adapted from the official Lucene query syntax document, with portions Copyright © 2006 [The Apache Software Foundation](#).

4.11 Watch List

- I. Vendor can add opportunities to a “watch list” list (ala “favorites” list). This allows for ease in referencing targeted opportunities. Additionally, vendors receive email updates about opportunities on their Watch List.
- II. To review/manage existing “watch list” opportunities, go to the “Watch List” sub-tab on the main navigation “Opportunities”.
- III. Each “opportunity” on the watch list will be listed.
- IV. Click on the “Remove From Watch List” button to remove an opportunity from the watch list.
- V. Use “keywords” search tool to look for a specific opportunity on the watch list.
- VI. Click on the “notice” link to go to “notice details”
- VII. Click on the agency/office name to go to the agency/office profile tab.

The screenshot shows the FedBizOpps.gov interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is active. Below the navigation bar, there is a 'Watch List' section with a 'RETURN' link and a search bar. The search bar contains the text 'Keywords: ' and a 'Go' button. Below the search bar, there is a table with columns: 'Notice', 'Agency/Office', 'Location', and 'Options'. The table contains six rows of data. Annotations are placed on the screenshot: a yellow arrow labeled 'II' points to the 'Watch List' tab; a yellow arrow labeled 'IV' points to the 'Remove From Watchlist' button in the first row; a yellow arrow labeled 'VI' points to the 'Notice' link in the last row; and a yellow arrow labeled 'VII' points to the 'Agency/Office' link in the last row.

Notice	Agency/Office	Location	Options
2nd explicit access make sure not universal status for all - estatate	test section(55)	5	Remove From Watchlist
asdf - asdf123	ADMINISTRATIVE OFFICE OF THE U.S. COURTS(1027)	test	Remove From Watchlist
European Community Power Distribution - 5CA006-01-SENSITIVE-001	ADMINISTRATIVE OFFICE OF THE U.S. COURTS(1027)	test	Remove From Watchlist
Export Control Test - 235689	test section(55)	5	Remove From Watchlist
W90EZB80446000 - W90EZB80446000	CENTRAL INTELLIGENCE AGENCY(5600)	Counter Terrorism Unit (CTU)	Remove From Watchlist