

Procurement & Property Division Policy Memorandum

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| Subject: FedBizOpps | | | Number: 5-02 |
| Distribution: ARS: CSREES ERS NASS PAO's FD PPD CO's | Date: October 16, 2001 | This Replaces: N/A | |

Background

The Federal Acquisition Regulation (FAR) has been amended to designate Federal Business Opportunities (FedBizOpps) as the single point of universal electronic public access to Government-wide procurement opportunities. FedBizOpps will allow all Federal Agencies to post new business opportunity notices and solicitations to a single website. In fact, it is anticipated to replace the Commerce Business Daily NET (CBDNET) as the centralized posting vehicle for Government business opportunities as early as January 1, 2002. FedBizOpps (formerly the Electronic Posting System) has been expanded for Government-wide usage. Beginning October 1, 2001, Federal agencies, must transition to, or integrate with, FedBizOpps. The system will give agencies flexibility to post information either to FedBizOpps or to their own websites to be accessed by the public via FedBizOpps. This site is accessible via the Internet at:

<http://www.fedbizopps.gov>.

Agencies must make contracting opportunities that meet the criteria in FAR 5.101 accessible via FedBizOpps.

Policy Guidance

All REE acquisition personnel are required to comply with the FedBizOpps regulation effective October 1, 2001. Each acquisition workforce member shall be responsible for complying with the following guidance and self-educating him/her self in the use of the FedBizOpps website. Resources for achieving proficiency in the use of the subject website are provided in this policy guidance.

Action Required
By Acquisition

Workforce

1. All Acquisition Workforce members shall ensure that all business opportunities that meet the criteria in FAR 5.101 are made accessible to the public by posting them directly to the FedBizOpps website. This shall include, but is not limited to, business opportunities over \$25,000 which may consist of the following:
 - C pre-solicitation notices and amendments;
 - C solicitations and amendments associated with posted business opportunities;
 - C award notices supporting subcontracting opportunities;
 - C contract modifications over \$25,000; and
 - C any information that allows potential offerors to better understand how they can meet the Government needs.
2. All Acquisition Workforce members shall use FedBizOpps to forward to the Commerce Business Daily (CBD) pre-solicitations, notices of procurement actions, and award notices supporting subcontracting opportunities meeting the criteria identified in Section 1 above. Users shall forward opportunities to the CBD, using the current format prescribed for the electronic version of CBD and CBDNET. This format can be found at the CBDNET website below:

<http://cbdnet.gpo.gov/>
3. The Head of the Contracting Activity Designee (HCAD) shall appoint a FedBizOpps Database Administrator. The Database Administrator shall be located in the Policy Branch, Procurement and Property Division (PPD). The Database Administrator shall have complete control of the agency's FedBizOpps operations and shall be responsible for the performance of the following activities:

- Setting-up agency Headquarters and Area offices by inputting the Headquarter/Area's name, address, city, State, zip code, CBD account (Government Printing Office Number) and designating Database Administrators; registering all users by inputting their names, titles, usernames, and roles under the appropriate Headquarter/Area; designating Headquarters and Area office Database Administrators and providing them system authority to add, update and delete information from locations and users under their purview; and
 - ensuring that all Headquarters/Area office Database Administrators are adequately trained to perform essential duties and train immediate customers.
4. Area office Database Administrators shall add, update, and delete information and users under its immediate office and field locations.

Area office Database Administrators are responsible for designating location Database Administrator and ensuring that they are sufficiently trained.

5. Area and location Database Administrators shall be responsible for researching and solving problems encountered by their users. Help Desk assistance can be obtained through the following:

FedBizOpps Help Desk 1-877-472-3779

Help Desk E-Mail Address fbo.support@gsa.gov

Problems that cannot be solved at the Area or location level should be forwarded to Terry Knight, ARS FedBizOpps Database Administrator on 301-504-1737 or Tknight@ars.usda.gov.

6. Location Database Administrators shall add, update, and delete information and users within their location.
7. All Acquisition Workforce personnel are individually responsible for using the FedBizOpps website resources and become proficient in the use of this system by October 1, 2001. These website resources consist of the EPS/Federal Business Opportunities System Manual and

EPS/Pilot Demo System website which can be found at the following websites respectively:

<http://www2.eps.gov/EPSCBuyersManual>

<http://demo.eps.gov>

8. Procurement Assistance Officers (PAO's), Local Administrative Officers (LAO's), PPD and FD shall ensure that Acquisition Workforce personnel under their management are using the FedBizOpps website resources by October 1, 2001. PAO's, LAO's, PPD, and FD must allocate sufficient time for their employees to perform independent/group study, training, and practice in FedBizOpps. The HCAD may request periodic reports from the PAO's, LAO's, PPD and FD to monitor the progress and compliance of the Acquisition Workforce with the subject regulation.
9. Acquisition Workforce members shall be responsible for remaining current on information and guidance regarding FedBizOpps.

PPD Point of
Contact

Policy Branch 301-504-1725

Approved:

_____/s/_____
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