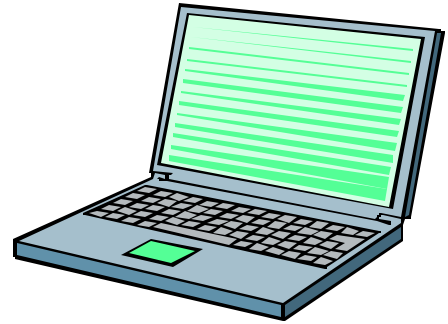


## PPD ALERT

### Federal Business Opportunities (FedBizOpps) ID and PASSWORD Maintenance



#### Background

The mandatory use of Federal Business Opportunities (FedBizOpps) was effective on January 1, 2002, for all business opportunities greater than \$25,000. Access to FedBizOpps is provided through the Internet at <http://www.fedbizopps.gov>.

The Procurement and Property Division (PPD) Policy Memorandum 5-02, dated October 16, 2001, established Area Office Database Administrators (AODA) responsible for administering FedBizOpps information for locations and users in their respective Areas or Office. AODAs have the ability to add, update, and delete both location and user information for their immediate office and field locations.

#### The Problem

Using the website's prompts for obtaining a new account or to generate a new password is not the best way to take care of ID and Password issues as this results in longer processing time.

Using the website involves too many individuals in the process. When someone uses the website to request registration form, it generates an e-mail from the FedBizOpps Administrator at GSA, to the USDA Administrator, who in turn will contact ARS, PPD, Policy Branch (PB). PB will then contact the AODA, who has the responsibility to add and/or update all the users in their respective Areas and locations.

#### The Solution

If you need to add, update, delete a location or user, or if you need to reset a password, **contact your Area Office Database Administrator directly. Do not use the FedBizOpps website prompts to complete these actions.**

In order to obtain a prompt response to user's ID and password issues, use the attached list to contact the Area Office Database Administrator responsible for your Area/Division, to assist you.

If you have any questions about this Alert, contact the Agency Database Administrator, Angelia Fleming on 301-504-1730 or [afleming@ars.usda.gov](mailto:afleming@ars.usda.gov).

### ARS FBO Agency and Area Office Database Administrators

<b>Agency</b>	<b>Primary Agency Database Administrator</b>	<b>Alternate Agency Database Administrator</b>
ARS	Alice Roache	Angelia Fleming
<b>Area/ Office</b>	<b>Primary Area Database Administrator</b>	<b>Alternate Area Office Database Administrator</b>
PPD	Angelia Fleming	Alice Roache
FD	Darleen Masten	Margaret Carter
BA	Susan Ficke	Angela Bianco
MSA	Terry Krutz	David McKenzie
MWA	Norma Cremeens	Rebecca Holzinger
NAA	Eileen LeGates	Lisa Botella
NPA	Stewart Penrod	Lee Shea
PWA	Louise Snitz	Jack Nelson
SAA	Patricia Jones	Elaine Wood
SPA	Anduin Jaster	Michael Douglas