




U.S. Department of Justice
Justice Management Division
Management and Planning Staff

Washington, D.C. 20530

DEC 15 2005

MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

FROM:


H. B. Myers
Assistant Director
Procurement Policy and Review Group

SUBJECT:

DOJ Procurement Guidance Document 05-12
Federal Technical Data Solution (FedTeDS): Usage Tips

The Federal Technical Data Solution (FedTeDS) is an e-Government initiative under the President's Management Agenda that is fully integrated within the Integrated Acquisition Environment (IAE). It is a web-based system designed specifically for the dissemination of sensitive, but unclassified (SBU) acquisition related materials. FedTeDS provides users with a method of securely transmitting and disseminating SBU acquisition information related to solicitations found on Federal Business Opportunities (FedBizOpps, FBO). The web site is located at: www.fedteds.gov.

To assist your staff, we have prepared the attached FedTeDS Usage Tips. Please disseminate them to your personnel and encourage that they be followed. My staff is always available for assistance. Please contact Anne D. Hudson on 202/616-3759, if you have any questions concerning implementation, operation or use of FedTeDS.

Attachment

USAGE TIPS

1. **STANDARD ACCOUNT TYPES** - There are three account types:

- a. An **Engineer** can upload and modify technical data;
- b. A **Buyer** can assign technical data to a solicitation number, release data to vendors and serve as the primary Point of Contact for a solicitation; and
- c. A **Buyer and Engineer** can perform the functions of both the Engineer and Buyer.

DOJ Bureaus should develop policies to state how they will manage their user accounts and if they will make all three account types available.

2. **MULTIPLE LEVELS OF CONTROL** - Each solicitation posted has one of the following levels of access control:

- a. **Default Access** which requires a FedTeDS username and password;
- b. **Export Controlled** which requires a FedTeDS username and password, and the user's company must 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; and
- c. **Explicit Access** which requires a FedTeDS username and password, and access to vendor users is granted on a user by user basis through one of the following:
 - a government user can pre-select a vendor user for access using the FedTeDS "Interested Party" functionality; or
 - a vendor user can log in to FedTeDS and submit a request for access that will be sent to the government user for approval.

DOJ Bureaus should develop policies to approve and/or oversee the appropriate level for each posting or groups of postings.

3. **DELETING DOCUMENTS** - In order to maintain the integrity of the acquisition process, as with FBO, FedTeDS Administrators must never delete actions from FedTeDS under normal circumstances. Actions that have been posted to FBO and FedTeDS may have been viewed by vendors. Contractual actions can not be erased or deleted from the acquisition process. Users must process the appropriate contract vehicles, modifications or amendments so that vendors can view the status of these actions. Electronic contract files should not be handled any different than contract paper files where the validity of the contractual action is involved.

4. COMBINED SYNOPSIS/SOLICITATION FUNCTION - Users can not post on FedTeDS when they use the FBO combined synopsis/solicitation function, since the solicitation will be released on FBO.
5. POSTING TIME - FedTeDS users need to be aware that it will take 1 to 4 hours for a FedTeDS posting to show up on the FBO Worksheet.
6. SYSTEM TIME-OUT - DOJ Bureaus should create their documents in advance to signing on FedTeDS, as the system will time out after 30 minutes of usage.
7. USING THE INTERESTED PARTIES FUNCTION - FedTeDS users should not activate the FBO interested parties function unless they plan to announce the contract award on FBO.
8. UNARCHIVING - FedTeDS users need to be aware that when they unarchive a FBO posting, any accompanying FedTeDS documents do not automatically return with the FBO posting.
9. TRAIN-THE-TRAINER WEB-SITE- FedTeDS User's must obtain a user name and password from their FedTeDS Bureau Administrator to sign in to the www.fedteds.gov website and obtain access to the training website.
10. FIRST LINE OF ASSISTANCE - Each Bureau's first line of assistance is their FedTeDS Bureau Administrator. If your administrator is not available, you may contact the FedTeDS Help Desk, (866)618-5988 or cscassig@ogden.disa.mil, if necessary.