

FBO.GOV Vendor Guide 1.5

Updated: 2/23/2009

DISCLOSURE*: This Instruction Manual has been prepared by Symplicity Corporation solely for the benefit of FBO.gov users. By accepting delivery of this Instruction Manual, the recipient hereby agrees that the information contained in this Instruction Manual, in whole or part, is proprietary and that it will not reproduce or redistribute such Instruction Manual, discuss the information contained herein or make reproductions without the prior written approval of the IAE, and will hold all information in confidence.

Table of Contents:

1	System Overview	3
1.1	Definition of key terms	5
2	Logging onto the System	9
2.1	System URL	9
2.2	Navigation Bar on Logon Page – Unsecured features	9
2.3	Register for an Account	10
2.4	Returning Users – Log into the system	15
2.5	Captcha Security	16
2.6	FBO Terms and Conditions	17
3	Vendor Interface	18
3.1	“session time out”	18
3.2	Top of Page Navigation	18
3.3	My FBO.....	19
3.4	My Profile.....	20
3.5	Opportunities	24
3.6	Agencies.....	25
4	Vendor Opportunity Actions	30
4.1	Reviewing an Opportunity	30
4.2	Printing an Opportunity	33
4.3	Managing Electronic Responses to an Opportunity.....	35
4.3.1	Submitting an Electronic Response.....	35
4.3.2	Reviewing / Editing an Electronic Response	39
4.4	Reviewing Packages associated with an Opportunity.....	41
4.5	View Sensitive, but Unclassified, Document.....	43
4.6	Request Explicit Access to View a Document	44
4.7	Viewing Export Controlled Documents	47
4.8	Explicit Access and Export Controlled Documents.....	50
4.9	Interested Vendor List	51
4.10	Search Agents	54
4.10.1	Creating a Search Agent from “Search Agents”	55
4.10.2	Creating a Search Agent from an Advanced Search	58
4.10.3	Search Agent Emails	62
4.11	Search Field Tips	63
4.12	Watch List.....	66

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:

1. 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.
2. 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.
3. 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:

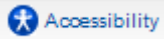
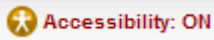
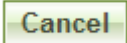
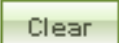
- Vendor is able to add themselves to the “interested vendors list” for an opportunity.
- If the buyer has indicated that reviewing vendors are able to review other interested vendors, vendors can review vendors who have expressed interest in the opportunity.

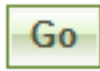
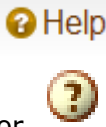


Key Buyer Capabilities: Using secured accounts (password protected), buyers are able to take advantage of key system functionality as outlined below:



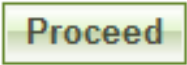



- Maintain Buyer Profile
- Create, Modify/Amend, or Cancel an Opportunity Notice
- Manage document package content, and vendor accessibility to package documents, that support opportunities.
- Create an Award

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.
Bids/Responses	n/a	If enabled by the Buyer, this feature allows for the submission of electronic responses to opportunities until the responses deadline has passed. Note, vendors must login to be able to submit/review electronic responses.
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 user 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.
Electronic Response / Submission	n/a	If the "Bids/Responses" feature is enabled by the Buyer for an opportunity, a vendor can submit an electronic response which can be in the form of a Line Item Builder template and/or a document upload; the Buyer determines the type of electronic response submission that is available to the vendor. Vendors must login to be able to submit/review electronic responses.
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.
Response	n/a	If the Buyer enables the "Bids/Responses" feature for an opportunity, vendors can submit electronic responses in the form of a Line Item Builder template and/or a document upload; vendors must login to be able to submit an electronic response and can review their responses at any time.
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 sub tabs 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

		<p>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.</p>
--	--	--

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.



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.



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

The screenshot shows the FedBizOpps.gov website with a navigation menu (Home, General Info, News, Opportunities, Agencies, Privacy) and an Accessibility link. The main heading is "Vendor Registration". A progress indicator on the left shows four steps: 1. DUNS #, 2. Company Information, 3. Personal Information, and 4. Review/Submit. The current step is "Enter DUNS Number", with a note: "On this step: Enter your DUNS and click Proceed. The system will retrieve your company information in CCR." Below this, there is a text input field for "DUNS #:" containing the number "888990900". A yellow arrow labeled "I" points to this field. Below the input field are "Cancel" and "Proceed" buttons. A yellow arrow labeled "II" points to the "Proceed" button. A footer contains "Accessibility | Help Desk" and "877-472-3779 (Toll Free) | fbo.support@asa.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

Division Number:
Not Found in CCR

Physical Address:

Street Address:
Davis Trail - unit 6

City: State: Zip+4:
Austin TX 79173 *

Country:

Mailing Address:

Street Address:
Davis Trail - unit 6

City: State: Zip+4:
Austin TX 79173

Country:

Go Back
Cancel
Proceed

- 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 Information * indicates a required field

Group Name:

Fullname*:

Suffix:

Title:

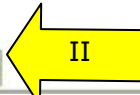
Email Address*:

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. !, %, ^)



- 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.**

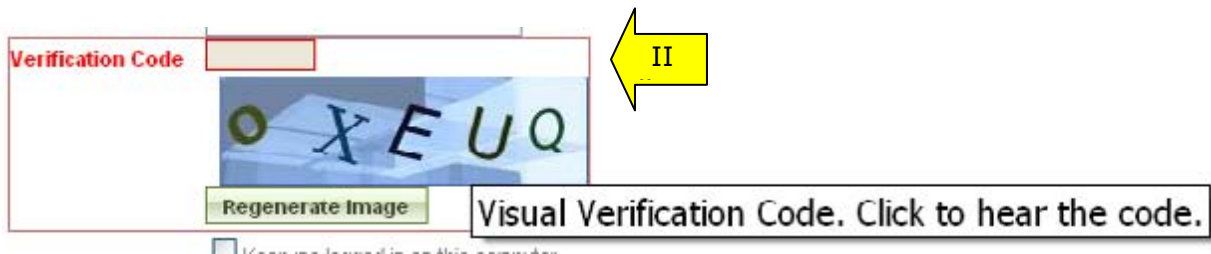
2.4 Returning Users – Log into the system

- 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 displays the FBO.gov homepage. At the top, the navigation bar includes 'Home', 'General Info', 'News', 'Opportunities', 'Agencies', and 'Privacy'. The main content area features a large banner with an 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.' Below the banner is a 'Find Opportunities' section with the text 'NO REGISTRATION REQUIRED' and a 'Start researching now' link. To the right, there is a 'QUICK SEARCH' box, 'Advanced Search' link, 'USER GUIDES' (Buyer, Vendor, Engineer, Location / Agency Admin), and 'ADDITIONAL RESOURCES' (Business Partner Network (BPN), Central Contractor Registration (CCR), Online Reps & Cert Application (ORCA), Federal Agency Business Forecasts, Federal Assets Sales, Federal Grants, FBO.gov, Community Business Development Agency, SUB - Net (Subcontracting Opportunities), IAE). The 'Buyers / Engineers' section on the left has a 'Login' button highlighted with a yellow arrow labeled 'III'. The 'Vendors' section on the right has a 'Password Reminder' link highlighted with a yellow arrow labeled 'IV'. A yellow arrow labeled 'II' points to the 'View Opportunities' link in the 'Buyers / Engineers' section. A yellow arrow labeled 'I' points to the 'Find Opportunities' link in the 'Vendors' section.

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.

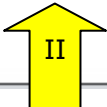
I. Usage Agreement

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

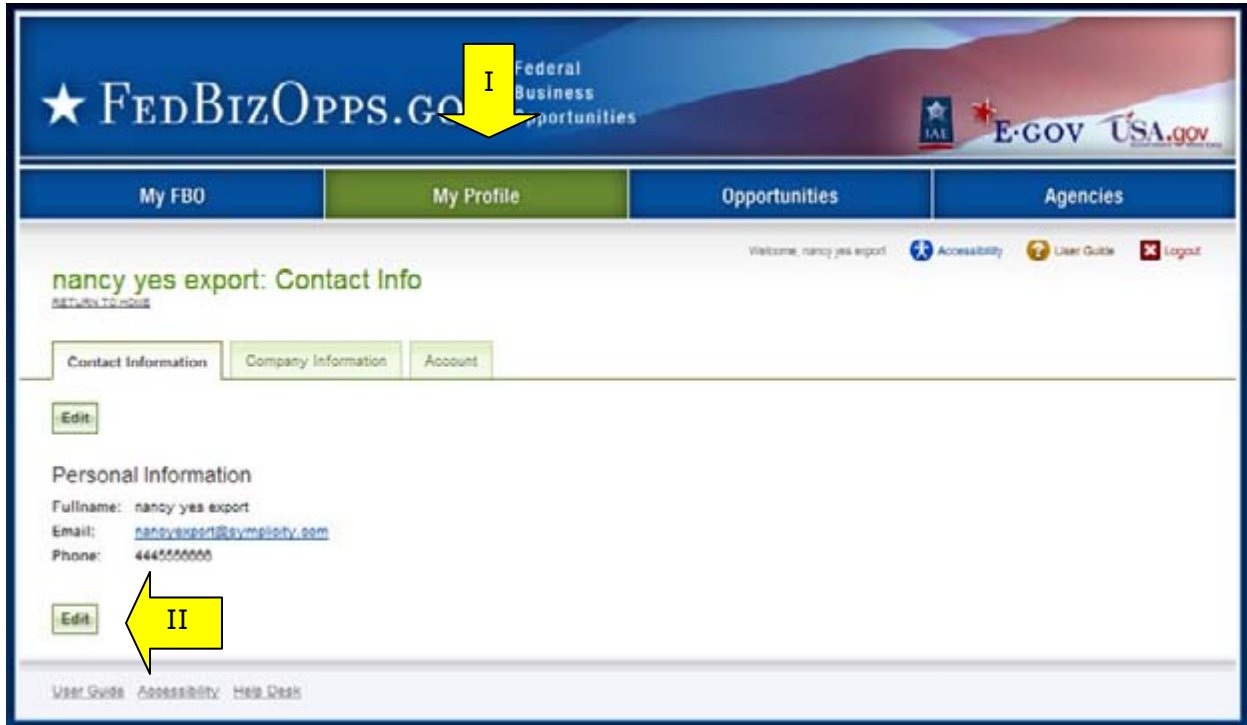
“My FBO” is a user’s home page (resource page). The page allows for easy access to the following system features:

- 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.



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'. Below the navigation bar, there are tabs for 'Contact Information', 'Company Information', and 'Account'. The 'Contact Information' tab is active. The form contains the following fields:

- Title:
- Fullname*: nancy yes export
- Suffix:
- nancyexport@symplicity.com
- 4445556666

Buttons for 'Save' and 'Return' are located below the form. A yellow arrow labeled 'I' points to the 'Save' button. A legend indicates that an asterisk (*) denotes a required field. 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.



- 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.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Opportunities Agencies

Welcome, nancy yes export Accessibility User Guide Logout

nancy yes export: Account

Contact Information Company Information Account

Save * indicates a required field

Account Information

Username*: nancyexp

Enter New Password:

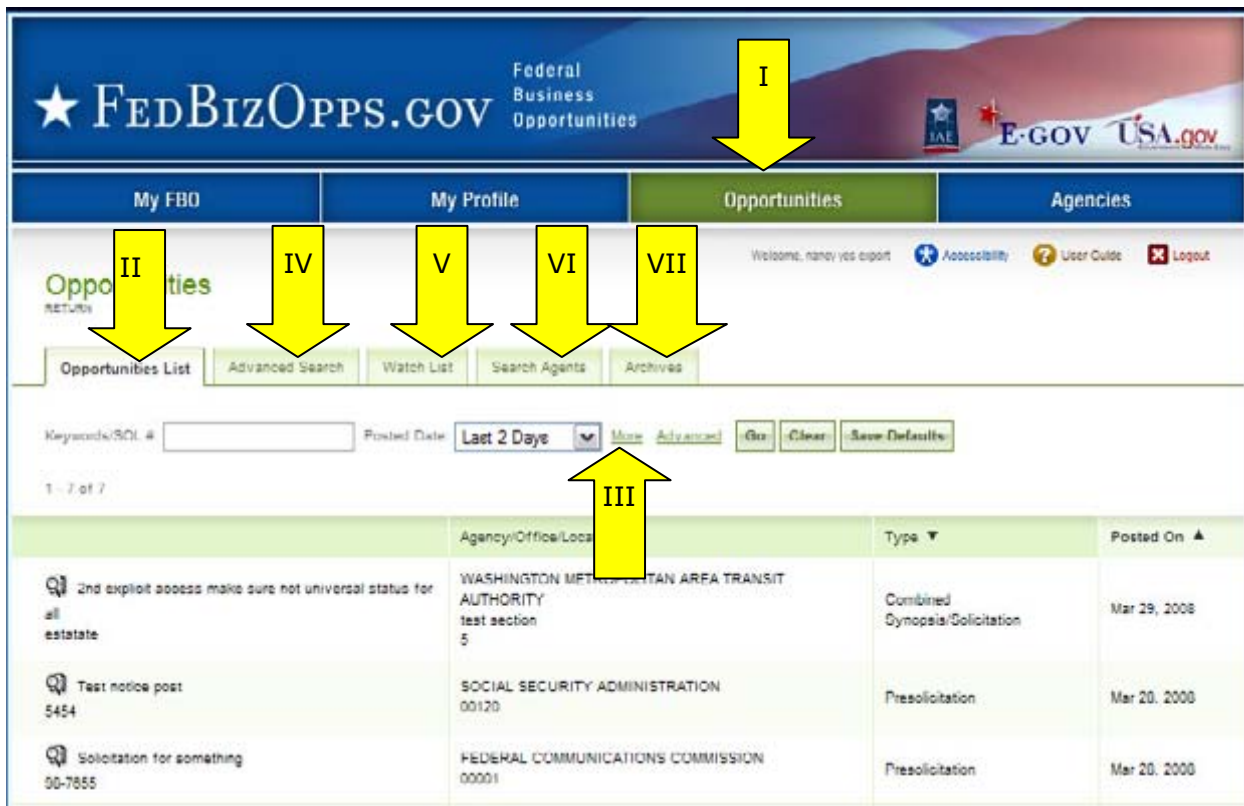
Verify Password:

Save

User Guide Accessibility Help Desk

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.

The screenshot shows the FBO.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. A yellow arrow labeled 'I' points to the 'Agencies' tab. Below the navigation bar, there is a search bar with the text 'Keywords:' and a 'Go' button. A table lists various agencies with columns for 'Name', 'Offices', 'Locations', and 'Notices'. A yellow arrow labeled 'II' points to the 'Review' icon (a magnifying glass) in the first row of the table.

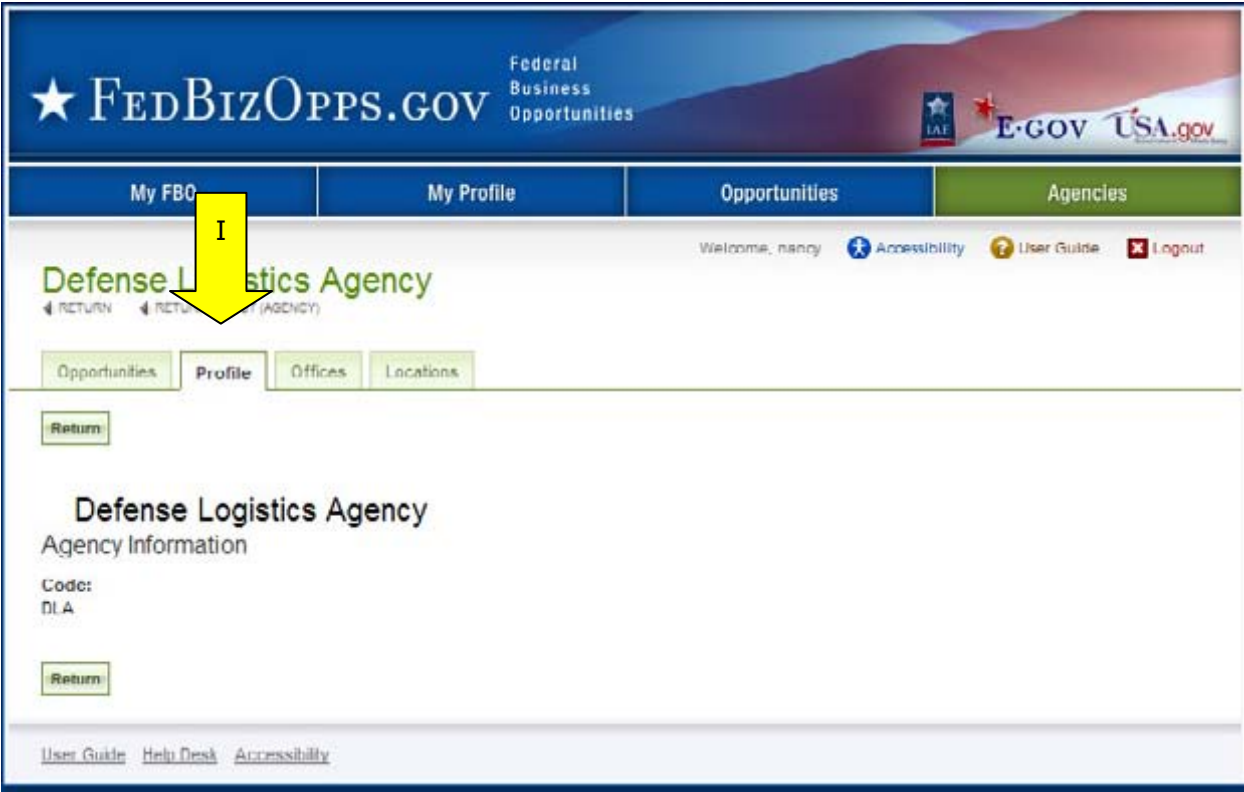
Review	Name	Offices	Locations	Notices
	Administrative Office of the U. S. Courts	70	73	14
	African Development Foundation	1	1	1
	Agency for International Development	3	92	408
	AGENCY REPORT AGENCY NAME	0	0	0
	American Battle Monuments Commission	1	3	0
	Architect of the Capitol	1	1	42
	Armed Forces Retirement 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 is a search bar with a 'Go' button and a 'Clear' button. A table lists several opportunities, each with a review icon (II) and a search icon (III).

Agency	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 USCA08R0048 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.



- 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.

DLA Acquisition Locations - DAPS - Mechanicsburg: Opportunities

Opportunities Profile Locations

Opportunities Location Profile

Opportunities List Search Archives

Keywords/SOL #: Posted Date: Last 30 Days

[More Search Fields](#) [Search by Classification, NAICS code, and more](#)

1 - 1 of 1 Showing 20 per page

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-O-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 tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below the navigation bar, there is a search area with a text input for 'Keywords/GOL #' and a dropdown for 'Posted Date' set to 'Last 2 Days'. There are also buttons for 'Go', 'Clear', and 'Save Defaults'. Below the search area is a table of opportunities. A yellow arrow labeled 'I' points to the first row of the table.

	Agency/Office/Location	Type	Posted On
 2nd explicit access make sure not universal status for all estatale	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY test section 5	Combined Synopsis/Solicitation	Mar 20, 2008
 Test notice post 8454	SOCIAL SECURITY ADMINISTRATION 00120	Presolicitation	Mar 28, 2008
 Solicitation for something 00-7855	FEDERAL COMMUNICATIONS COMMISSION 00001	Presolicitation	Mar 20, 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 displays the FedBizOpps.gov interface for a specific solicitation. At the top, the header includes the site logo and navigation tabs: 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below the navigation, a user greeting 'Welcome, nanoy expert' is visible along with links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'new example solicitation' and provides details such as 'Solicitation Number: 1117889', 'Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY', 'Office: test section', and 'Location: 5'. A 'History Tree' on the left side of the notice details shows a sequence of events: 'Complete View', 'Original Synopsis' (dated Mar 25, 2008), 'Modification 1' (dated Mar 25, 2008), and 'Award' (dated Mar 25, 2008). A yellow arrow labeled 'III' points to the 'Complete View' link, and another yellow arrow labeled 'IV' points to the 'Award' link. The right side of the page features a 'Print This Page' button, a section for 'ALL FILES' with links to 'non-fbotest', 'Solicitation 01', and 'Mod/Amendment', and a 'GENERAL INFORMATION' section with details like 'Notice Type: Award Notice', 'Original Posted Date: March 26, 2008', 'Posted Date: March 25, 2008', and 'Response Date: Mar 29, 2008 3:00 pm'.



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 'navy'. The main content area displays the opportunity title '47 -- Hose Assembly, Nonmetallic' with its solicitation number 'SPM7M4-08-R-0034' and agency information. A yellow arrow labeled 'I' points to the 'Print This Page' button located in the top right of the opportunity details section. The page also includes a 'Complete View' sidebar on the left and a 'GENERAL INFORMATION' section on the right.

- 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.

47 -- Hose Assembly, Nonmetallic

Solicitation Number: SPM7M4-08-R-0034

Agency: Defense Logistics Agency

Office: Acquisition Management

Location: Defense Supply Center Columbus BSM

<p>Notice Type: Modification/Amendment/Cancel</p> <p>Posted Date: April 8, 2008</p> <p>Original Response Date: April 14, 2008</p> <p>Original Archive Date: April 29, 2008</p> <p>Classification Code: 47 -- Pipe, tubing, hose & fittings</p> <p>NAICS Code: 332 -- Fabricated Metal Product Manufacturing/332999 -- All Other Miscellaneous Fabricated Metal Product Manufacturing</p>	<p>Original Posted Date: February 26, 2000</p> <p>Response Date: May 28, 2008 1:00 pm Eastern</p> <p>Archiving Policy: Automatic, 15 days after response date</p> <p>Archive Date: -</p>
--	--

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 Managing Electronic Responses to an Opportunity

4.3.1 Submitting an Electronic Response

- I. A buyer may enable the submission of electronic responses for certain opportunities. If so, within the "Notice Details" sub-tab of an opportunity, a note will be visible indicating that the opportunity allows for electronic responses. **Note, a vendor must login to the system to be able to submit electronic responses for opportunities.**
- II. There will be a blue "click here" link to submit a response; if selected, the system will open a new tab called "Electronic Response."



- III. If the response deadline has passed for that opportunity, the user will no longer be able to submit an electronic response.
- IV. There are two possible types of electronic response:
 - a. Line Item Builder form and;
 - b. Document upload.

What the user sees depends on which response type(s) the buyer enabled for that particular opportunity. So, the user may see *only* the Line Item Builder form, *only* the Document Package upload, or both the form and upload options. The below screen shot illustrates both response types as displayed to the user:

Notice Details Packages Interested Vendors List **Electronic Response**

Instructions: Please fill out all required fields and click save/submit. Until the response deadline passes, you may edit your response.

Submit Save As Draft Return * indicates a required field

Response

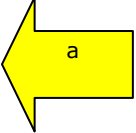
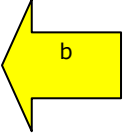
Line Item Description	Quantity	Unit Price	Total
Line Item #1	1000	<input type="text"/>	<input type="text"/> 0.00
Child Line Item #1	500	<input type="text"/>	<input type="text"/> 0.00
Line Item #2	750	<input type="text"/>	<input type="text"/> 0.00
Grand Total:			<input type="text"/> 0

Documents:

Description:

File
For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.

Submit Save As Draft Return

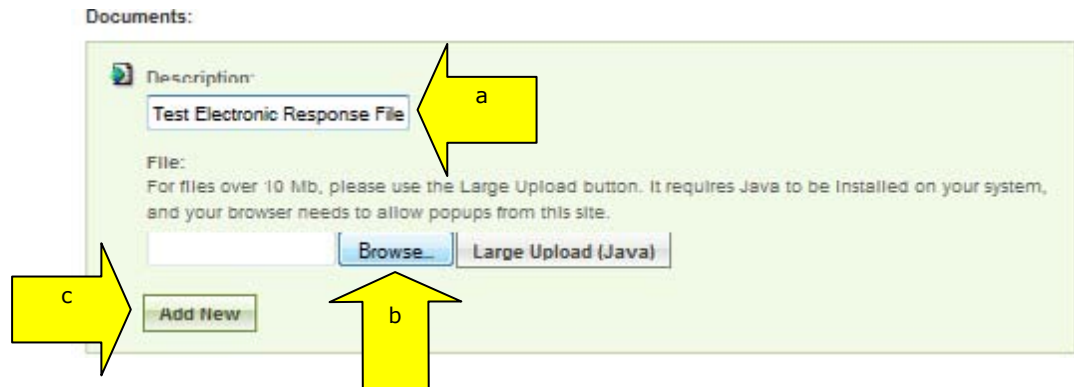
- V. The Line Item Builder form will provide the following information in spreadsheet fashion:
 - a. Line Item Description;
 - b. Child Line Item Description which will be indented under the related parent Line Item;
 - c. Quantity per Line Item and Child Line Item

VI. The user must enter a price per Line Item in the "Unit Price" column; the Total column will calculate the Quantity multiplied by the price entered; the system will also calculate the Grand Total price (sum of all Line Item Totals) which will be displayed in the last row of the form.

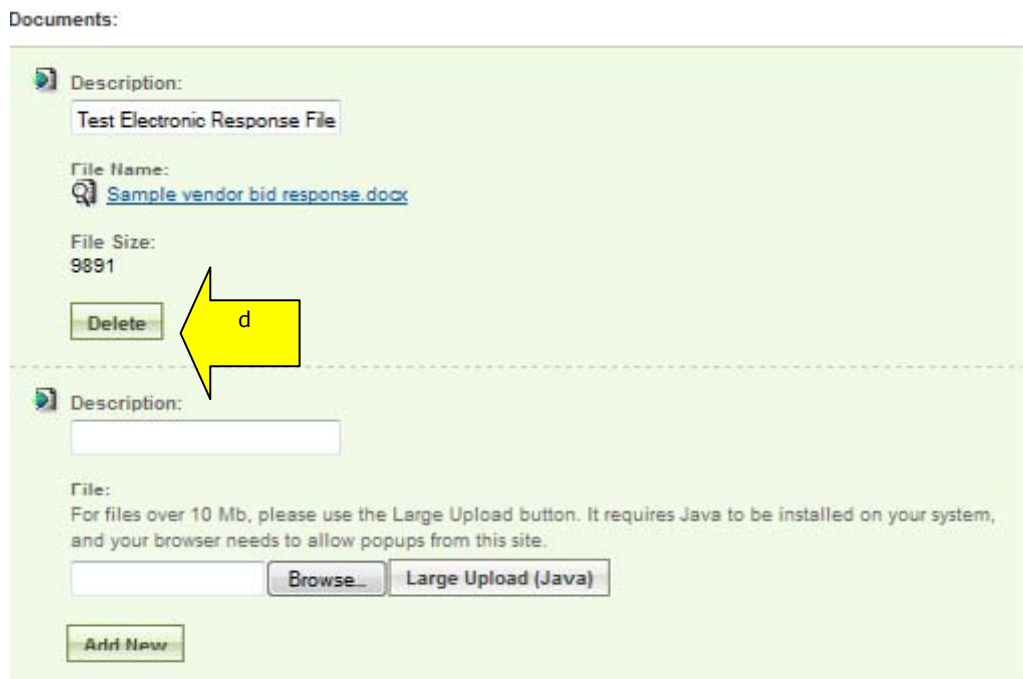
Line Item Description	Quantity	Unit Price	Total
Line Item #1	1000	<input type="text" value="25.00"/>	<input type="text" value="25000"/>
Child Line Item #1	500	<input type="text" value="5.50"/>	<input type="text" value="2750"/>
Line Item #2	750	<input type="text" value="100.00"/>	<input type="text" value="75000"/>
Grand Total:			<input type="text" value="102750"/>

VII. The "Documents" section allows the user to submit files as part of their electronic response to the opportunity.

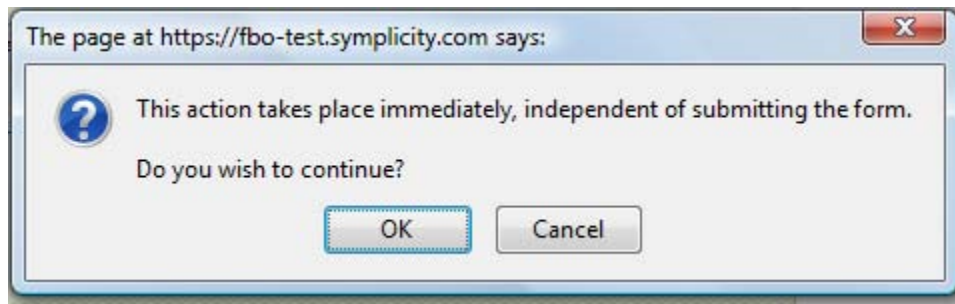
- a. The user can enter a description for every file to be uploaded, note this is optional.
- b. To select a file for upload, the user clicks on the "Browse" button. (Note, for files over 10 Mb, please use the "Large Upload (JAVA)" button.) This will allow the user to select a file located on their computer for upload.
- c. After selecting the file, the user can click the "Add New" button to select additional files for upload.



- d. The user can delete any file(s) previously selected for upload by clicking on the "Delete" button.

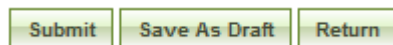


Note, the system displays a warning if the user clicks the "Delete" button and provides the option to cancel the action.



If the user clicks "OK," the system will immediately remove the file and returns the user to the "Response" page.

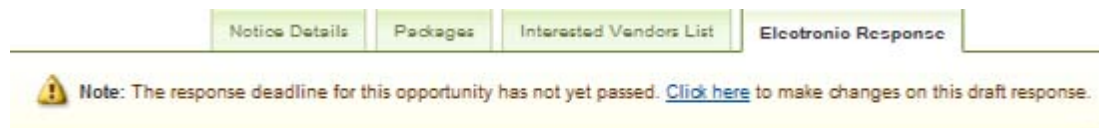
VIII. The user has three options at the bottom of the "Response" page:



- a. "Submit" saves and electronically submits the response to the government point of contact for that opportunity in the system. Note, the system will send an email to the email address on file for the user confirming the electronic submission;
- b. "Save as Draft" saves the response created, but does not submit it to the government point of contact for the opportunity in the system; if selected, the system returns to the "Notice Details" tab and there is a note at the top indicating that the user has saved a draft response for the opportunity. The user can click on the blue "Click here" link in the note to review/submit a response.



After clicking the link to review/submit, the system opens the "Electronic Response" tab and displays the draft response for review. There is a note at the top which will advise the user whether or not the response deadline has passed. If not, the user can click on the blue "Click here" link to make changes to the draft response and submit if ready.



- c. "Return" does not save the response and takes the user back to the "Notice Details" tab for the opportunity.

4.3.2 Reviewing / Editing an Electronic Response

- I. Once a user logs into the system, they can either click on the "Find Opportunities" Quicklink on the "My FBO" page, or click on the "Opportunities" button located in the top navigation. Within the "Opportunities" section, the user can click on the "Bids/Responses" tab to review a list of all electronic responses. The list will display the following information:
 - a. Notice title (user can click the title to go to the "Notice Details" page);
 - b. Agency/Office associated with the opportunity;
 - c. Location associated with the opportunity;
 - d. Date the response was last modified;
 - e. Submitted status (green check if submitted; red x if not submitted);

Bids/Responses
RETURN

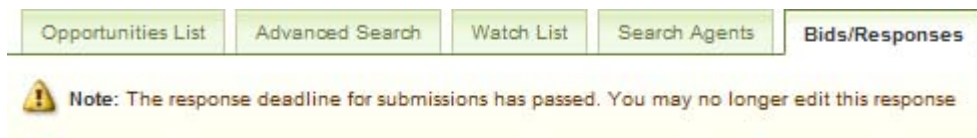
Opportunities List | Advanced Search | Watch List | Search Agents | **Bids/Responses** | Archives

Keywords:

Items 1-10 of 10

Notice	Agency/Office	Location	Modified on	Submitted
Bid Mod Test 49 - MM-FBO-040	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 21, 2009 10:38 pm	✓
Bid Mod Test 34 - MM-FBO-034	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 12, 2009 2:06 pm	✓
Bid Mod Test 32 - MM-FBO-032	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 10, 2009 3:30 pm	✗
Bid Mod Test 33 - MM-FBO-033	Office of Integrated Acquisition Environment(IAE)	Symlicity Test Location(SYMP)	Feb 11, 2009 6:04 pm	✓

- II. The user can click on the "View" icon next to an opportunity to review the response.
 - a. If the response deadline has passed for the opportunity, the system will display the following message at the top of the "Bids/Responses" tab indicating that the user may no longer edit the response.



- b. If the response deadline has not yet passed, the system will display the following note at the top of the "Bids/Responses" tab indicating that the user can make changes to the response:



- III. To edit the response, click on the blue "Click here" link in the note. At this time, the user can edit the prices entered previously for any Line Item in the Line Item

Builder. In addition, the user can review any documents previously uploaded, as well as delete and/or upload additional documents. There are two options on this page:

- a. "Submit" saves any changes made and submits the response to the opportunity. Note, the system will send an email to the email address on file for the user confirming the electronic submission;
- b. "Return" does not save any changes made and takes the user back to the complete list of responses.

IV. A user can also review their submitted electronic responses from the "Notice Details" tab of an opportunity. From the "Bids/Responses" tab, the user can click on the notice title link to access the "Notice Details" sub-tab. (See sections 3.5 and 4.1 for more information on locating and viewing an opportunity.) If a user previously submitted an electronic response to an opportunity, the system will display a message at the top of the "Notice Details" tab within the opportunity indicating that the user submitted an electronic response.

V. To review the response details, click on the blue "Click here" link in the note, or click on the blue "Review Response" link located at the top of the right side bar under the heading "My Electronic Submission."



VI. After clicking on the "Click here" or "Review Response" link, the system will open the "Electronic Response" tab. Note, the right side bar will provide response information including the date and time that the response was created and modified, as well as the name of the submitter.

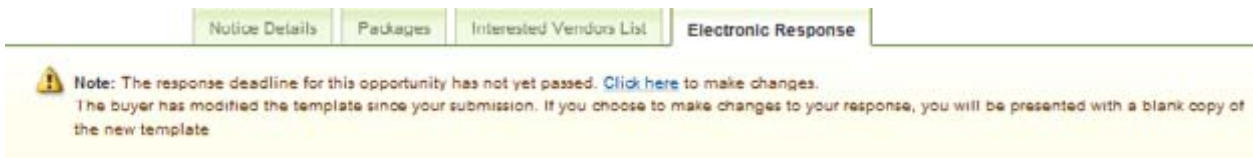
VII. If the response deadline has passed for the opportunity, the system will display the following message at the top of the "Electronic Response" tab indicating that the user may no longer edit the response. Note, the user will still be able to review their submitted response and at any time can return to the "Notice Details" tab by clicking on the "Return" button within the response.



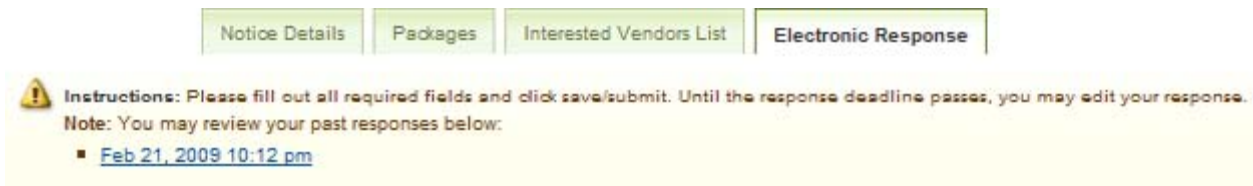
VIII. If the response deadline has not yet passed, the system will display the following note at the top of the "Electronic Response" tab indicating that the user can make changes to their response:



- IX. To edit the response, click on the blue "Click here" link in the note. At this time, the user can edit the prices entered previously for any Line Item in the Line Item Builder. In addition, the user can review any documents previously uploaded, as well as delete and/or upload additional documents. There are two options on this page:
 - a. The "Submit" button saves any changes made and submits the response to the opportunity. Note, the system will send an email to the email address on file for the user confirming the electronic submission;
 - b. The "Return" button does not save any changes made and takes the user back to the "Notice Details" tab.
- X. If the buyer modifies the Line Item (CLIN) Builder form after a user has submitted an electronic response, the system will send an email to the email address on file for the user alerting them that a change has been made.
- XI. When the user reviews the response submitted for that opportunity, the system will display a message advising the user that changes were made to the form. If the user chooses to make changes to their response (note, changes can only be made if the response deadline has not yet passed), the system will provide a blank copy of the new form.



- XII. If the user chooses to make changes and submit a new response, they must click on the blue "Click here" link in the note. The system will display the new form for the user to complete and submit if desired. The user can review their past responses by clicking on the blue link(s) in the note posted with the instructions.



4.4 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.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO | My Profile | Opportunities | Agencies

Welcome, Alan Vendor | Accessibility | User Guide | Logout

New headquarters for the Dept. of Defence.

Solicitation Number: 123123456
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Office: test section
Location: 0

Notice Details | Packages | Interested Vendors List

Annotation II points to the 'Packages' tab.

Annotation I points to the 'Solicitation 01' entry in the right-hand list.

Complete View

- [Original Synopsis](#)
Presolicitation
Mar 24, 2008
- [Modification 1](#)
Solicitation
Mar 25, 2008
- [Modification 2](#)
Solicitation
Mar 25, 2008

[Back](#) | [Add to Watchlist](#) | [Add Me to Interested Vendors](#)

Solicitation Number: 123123456 **Notice Type:** Solicitation

Synopsis:
Added: Mar 24, 2008 11:03 am
The Department of Defense requires new offices in Roslyn at 101 Wilson Blvd. The requirement is for 20 stories with 5000 occupants. Exterior must be smoked glass and steel.

Solicitation 01
Sensitive/Secure Package: no
Type: Solicitation

GENERAL INFORMATION

Notice Type: Modification/Amendment/Cancel
Original Posted Date: March 24, 2008
Posted Date: March 25, 2008

4.5 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.



4.6 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 FedBizOpps.gov interface. At the top, there are navigation tabs: My FBO, My Profile, Opportunities (highlighted), and Agencies. Below the navigation, a user profile for 'explicit one' is shown with details: Solicitation Number: 323explicitone, Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY, Office: test section, Location: 5. There are tabs for 'Notice Details' and 'Packages'. A red warning icon is present with 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.' A yellow arrow labeled 'I' points to this warning. Below the warning is a button labeled 'Request Explicit Access', with a yellow arrow labeled 'II' pointing to it. At the bottom, there is a search bar with 'Keywords:' and a 'Go' button. Below the search bar, it says 'Items 1-1 of 1'. A table with columns 'Label', 'Type', 'Date Posted', and 'Secure' is visible. The table contains one row with 'testlinkexplicit' as the label, 'Other (Draft RFPs/RFI's, Responses to Questions, etc...)' as the type, 'Mar 23, 2008' as the date, and 'Exist / Explicit Access' as the secure status.



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.

The screenshot shows a web interface for a solicitation titled "explicit one". At the top left is a circular icon with a magnifying glass over a folder. To its right, the text reads: "explicit one", "Solicitation Number: 323explicitone", "Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY", "Office: test section", and "Location: 5". Below this are two tabs: "Notice Details" and "Packages". A yellow banner with a warning icon contains the text: "Note: You are on the Authorized Party List for this solicitation". A yellow arrow with the letter "I" points to this banner. Below the banner is a search area with "Keywords:" followed by an input field, a "More" link, and a "Go" button. Below the search area, it says "Items 1-1 of 1". At the bottom is a table with four columns: "Label", "Type", "Date Posted", and "Secure".

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

4.7 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 interface. At the top, there are navigation tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is active. Below the navigation, there is a user profile section for 'nancy.senathur' with links for 'Accessibility', 'User Guide', and 'Logout'. The main content area displays a notice titled '2nd explicit access make sure not universal status for all' with details: 'Solicitation Number: estate', 'Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY', 'Office: east section', and 'Location: 5'. Below this notice are three buttons: 'Notice Details', 'Packages', and 'Interested Vendors List'. A prominent warning message is displayed in a light red box: '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 yellow arrow labeled 'I' points to this warning. Below the warning is a 'Back To List' button. 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 results.

Label ▼	Type ▼	Date Posted ▼	Secure ▼
LIT Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 25, 2008	Exist / Explicit Access / Export Controlled
SBS Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 23, 2008	Exist / Explicit Access / Export Controlled
nanyenonnyv Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 25, 2008	Exist / Explicit 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 been 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 with a magnifying glass over a document, titled '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://ocr.gov>.' Below this text is a text input field labeled '[enter MPIN here]' and a 'Verify MPIN' button. A yellow arrow labeled 'II' points to the 'Verify MPIN' button. At the bottom, there is a search bar with 'Keywords:' and a 'Go' button.

- 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>.

45454

Verification Code Required:

B N X P H

Your entry could not be verified

4.8 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.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Opportunities Agencies

Welcome, edmaria calas Accessibility User Guide Logout

2nd explicit access make sure not universal status for all
Solicitation Number: eslatate
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Office: test section
Location: 5

Notice Details Packages Interested Vendors List

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.fbo.gov>.
[enter MPIN here] Verify MPIN

Keywords:

Items 1-5 of 5

Label	Type	Date Posted	Secure
	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	Mar 26, 2008	Exist / Explicit Access / Export Controlled

My FBO My Profile Opportunities Agencies

Welcome, edmaria calas Accessibility User Guide Logout

2nd explicit access make sure not universal status for all
Solicitation Number: eslatate
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Office: test section
Location: 5

Notice Details Packages Interested Vendors List

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.

Request Explicit Access

4.9 Interested Vendor List

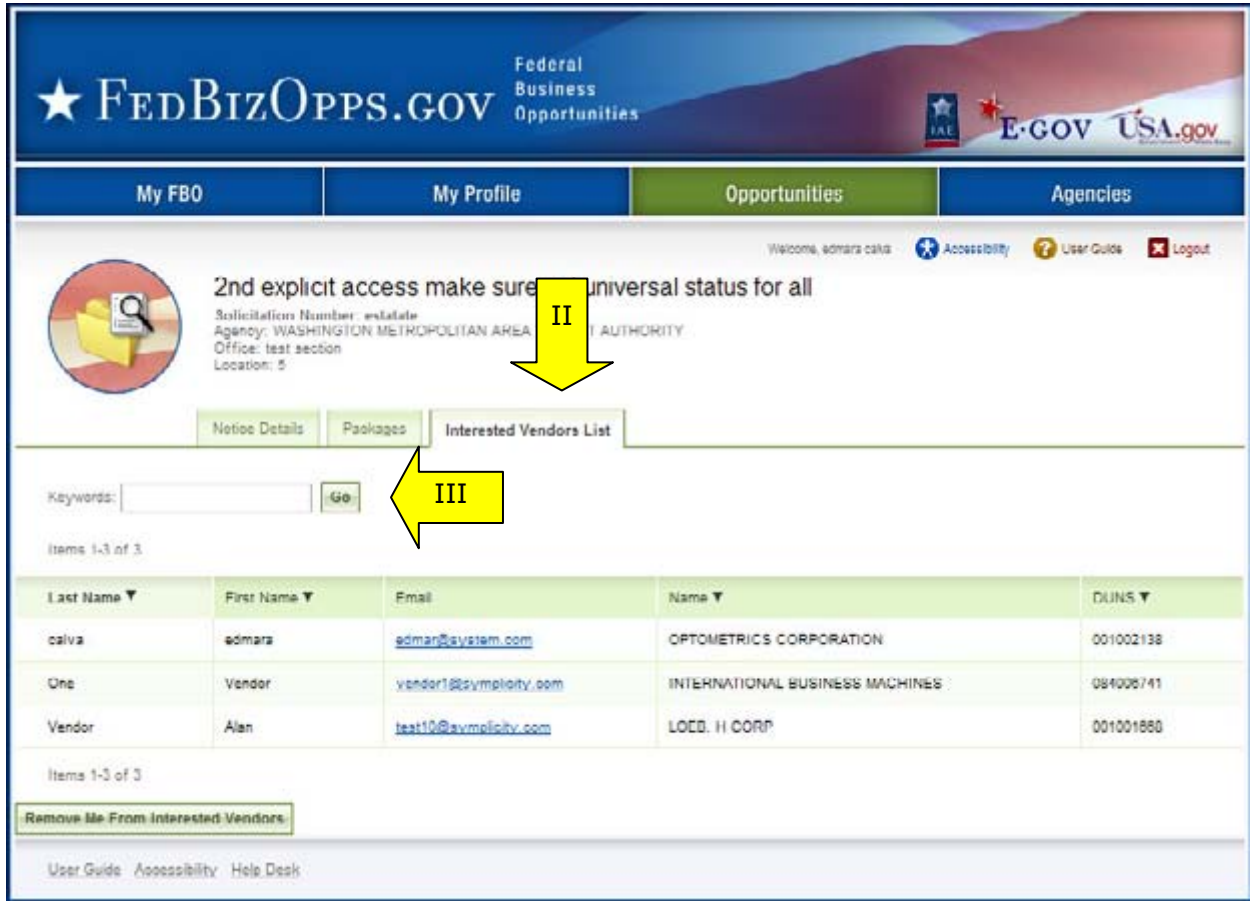
- I. The buyer for an opportunity will set whether or not an opportunity allows a vendor to indicate interest in a particular opportunity. If allowed, vendors will see an option to add themselves to the interested vendors list. If not allowed, the "add/remove me to the interested vendors" buttons will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



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



- 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.



4.10 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, and the 'Search Agents' sub-tab is selected. A table lists search agents with columns for Label, Agent Type, Last Run On, Next Scheduled Run, and Schedule. Below the table are buttons for 'Add New Search Agent', 'Schedule', 'Edit', 'Run', and 'Delete'. Yellow arrows labeled with Roman numerals point to these elements: II points to the 'Search Agents' sub-tab; VI points to the 'Schedule' button; VI I points to the 'Edit' button; VI II points to the 'Delete' button; V points to the 'Run' button; and IV points to the 'Run' button.

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Buttons
nanc	Vendor Notice Search	-	-	X	Schedule, Edit, Run, Delete
Search Agent Prescription / Agency X	Vendor Notice Search	-	Mar 27, 2008	1 day	Schedule, Edit, Run, Delete
Search List Test	Vendor Notice Search	-	-	X	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.

4.10.1 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.



- 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.

The screenshot shows the 'Opportunities' section of the FEDBIZOPPS.GOV website. At the top, there are navigation tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below the navigation, there are links for 'Opportunities List', 'Advanced Search', 'Watch List', 'Search Agents', and 'Archives'. A yellow arrow labeled 'IV' points to the 'Advanced Search' button. Below these links are three buttons: 'Save', 'Save And Schedule Search Agent', and 'Return To List'. A yellow arrow labeled 'III' points to the 'Save' button. The main heading is 'Opportunities' with sub-links 'RETURN' and 'RETURN TO LIST (AGENTS)'. Below this is the instruction 'Use your search criteria' and a note: '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'. The form includes a 'Search Agent Label?' field with the prompt 'Please label this search agent' and a yellow arrow labeled 'I' pointing to it. Other fields include 'Full Text/SOL # Search:', 'Opportunity/Procurement Type:' (with checkboxes for Presolicitation, Modification/Amendment/Cancel, Foreign Government Standard, Combined Synopsis/Solicitation, Sale of Surplus Property, Award Notice, Sources Sought, and Special Notice), 'Posted Date:', and '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.

The screenshot displays the 'preso' search agent configuration interface. At the top, the header includes the 'FEDBIZOPPS.GOV' logo and navigation tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The main content area is titled 'preso' and contains a 'Search Agents' tab. The form section, 'Enable/Schedule Your Search Agent', includes the following fields and annotations:

- Label***: A text input field containing 'preso'.
- Enabled***: Radio buttons for 'yes' (selected) and 'no'. An arrow labeled 'II' points to this section.
- Period***: A dropdown menu set to 'Day'. An arrow labeled 'IV' points to this field.
- Multiple***: A text input field containing '1'. An arrow labeled 'V' points to this field.

At the bottom of the form, there are 'Save' and 'Return To List' buttons. An arrow labeled 'VI' points to the 'Save' button. A note at the bottom right of the form states '* indicates a required field'.

4.10.2 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).

The screenshot shows the 'Advanced Search' page on FEDBIZOPPS.GOV. The navigation bar includes 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is selected. Below the navigation bar, there are links for 'Opportunities List', 'Advanced Search', 'Watch List', 'Search Agents', and 'Archives'. The 'Advanced Search' link is highlighted with a yellow arrow labeled 'I'. Below these links are 'Search' and 'Clear' buttons, with a yellow arrow labeled 'III' pointing to the 'Search' button. The main content area is titled 'Advanced Search' and includes a search input field, radio buttons for 'Documents To Search' (Active Documents, Archived Documents, Both), and a grid of checkboxes for 'Opportunity/Procurement Type' such as 'Presolicitation', 'Combined Synopsis/Solicitation', 'Sources Sought', 'Modification/Amendment/Cancel', 'Sale of Surplus Property', 'Special Notice', 'Foreign Government Standard', and 'Award Notice'.

- 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 search area with a 'Search Results' tab selected. A yellow arrow labeled 'I' points to this tab. Below the search area, there is a button labeled 'Save This Search As A Search Agent' with a yellow arrow labeled 'II' pointing to it. Below the button, there is a table of search results.

	Agency/Office/Location	Type	Posted On
Test notice post 6454	SOCIAL SECURITY ADMINISTRATION 00120	Presolicitation	Mar 28, 2008
Solicitation for something 56-7055	FEDERAL COMMUNICATIONS COMMISSION 00001	Presolicitation	Mar 20, 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 shows the FBO.GOV Opportunities page. At the top, there is a navigation bar with tabs for "My FBO", "My Profile", "Opportunities" (which is highlighted in green), and "Agencies". Below the navigation bar, there is a sub-navigation bar with buttons for "Home List", "Search", "Search Results", "Watch List", "Search Agents", and "Archives". A yellow arrow labeled "I" points to the "Search Agents" button. Below this bar, there are three buttons: "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 input field, there is a "Full Text/SOL # Search:" input field and a section for "Opportunity/Procurement Type" with several checkboxes: "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.

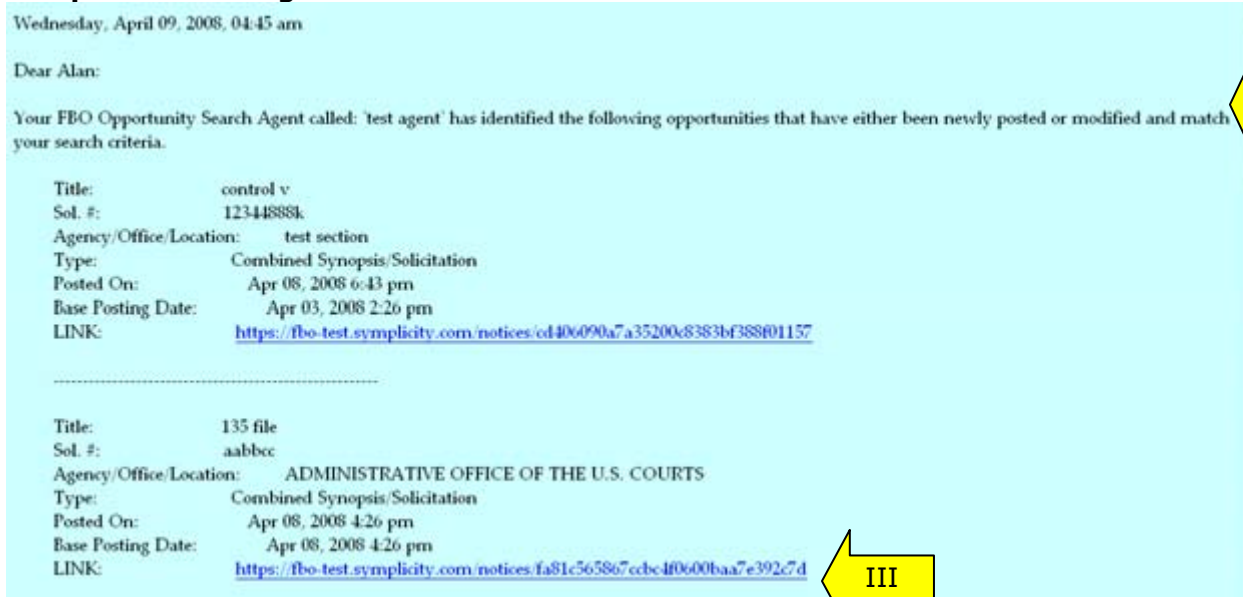
The screenshot shows the 'Enable/Schedule Your Search Agent' form on the FEDBIZOPPS.GOV website. The form is titled 'name' and includes a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is active. The form contains the following fields and controls:

- Label***: A text input field containing 'name'.
- Enabled***: A section with the text 'Checking 'yes' will enable your agent to be run on a scheduled basis.' and two radio buttons: 'yes' (selected) and 'no'.
- Period***: A dropdown menu currently set to 'Day'.
- Multiple***: A text input field containing '1'. Below it is a note: '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.)'
- Buttons**: 'Save' and 'Return To List' buttons are located at the top and bottom of the form.
- Annotations**: Yellow arrows labeled III, IV, V, and VI point to the Label field, the 'yes' radio button, the Period dropdown, and the Multiple text input, respectively.

4.10.3 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:



4.11 Search Field Tips

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

The screenshot shows the FEDBIZOPPS.GOV website's search interface. The main navigation bar includes 'Home', 'General Info', 'News', 'Opportunities', 'Agencies', and 'Privacy'. The 'Opportunities' tab is currently selected. Below the navigation bar, there is a search section titled 'Search For Opportunities' with a 'RETURN' button. There are four tabs: 'Opportunities List', 'Advanced Search', 'Search Results', and 'Archives'. A search bar contains the text 'bath tub' and is highlighted with a yellow arrow labeled 'I'. Below the search bar are buttons for 'Search', 'Clear', and 'Back To Opportunities List'. The 'Advanced Search' section includes a 'Full Text/SOL # Search:' label and a 'Documents To Search:' section with a radio button for '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 "*bath 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.

4.12 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 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 'Watch List' section with a search bar and a 'Go' button. A yellow arrow labeled 'II' points to the 'Watch List' tab. Below the search bar, there is a table with columns: 'Notice', 'Agency/Office', 'Location', and 'Options'. The 'Options' column contains 'Remove From Watchlist' buttons. A yellow arrow labeled 'IV' points to one of these buttons. The 'Notice' column contains links to opportunity details. A yellow arrow labeled 'VI' points to one of these links. The 'Agency/Office' column contains agency names. A yellow arrow labeled 'VII' points to one of these agency names.

Notice	Agency/Office	Location	Options
2nd explicit access made sure not universal status for all - estate	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 - 5CA000-01-SENSITIVE-001	ADMINISTRATIVE OFFICE OF THE U.S. COURTS(1027)	test	Remove From Watchlist
Export Control Test - 205600	test section(55)	5	Remove From Watchlist
W50F7R50440000 - W50F7R50440000	CENTRAL INTELLIGENCE AGENCY(0000)	Counter Terrorism Unit (CTU)	Remove From Watchlist