



# FBO.GOV Buyer User Guide 1.8

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# 1 System Overview

The system is a web-based portal which allows vendors to review Federal Procurement Opportunities over \$25,000.

**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

**Government Users,** when logged in using their password protected account can do the following:

- **Buyers:** Possess key system functionality as outlined below:
  - Maintain Buyer Profile. Buyers can be set up to be agency, or specific contracting office, buyers.
  - Create, Modify/Amend, or Cancel an Opportunity Notice.
  - Manage document package content, and vendor accessibility to package documents, that support opportunities. Buyers can upload non-sensitive docs (and attach existing sensitive, but unclassified docs to notices)
  - Receive and electronically evaluate vendor proposals, quotes, and information (if the Agency/Office Location Administrator enables the Bid Module functionality for the Buyer's registered location).
  - Buyers can create non-fbo solicitation links. These links create document packages that are not tied to FBO solicitations (parallels functionality previously found in the FedTeDS system). With this feature, the buyer is able to create a clickable link that can be used in other systems/documents. When clicked by a vendor, the vendor is taken to a system interface where their authorization to review materials (explicit access / export controlled) is vetted prior to letting the vendor access the materials.
- **Engineers:** This user group can post / update sensitive, but unclassified documents for use as attachments to Opportunities. Engineers, unless also designated to be a buyer, cannot post or manage opportunities. **NOTE:** Every user is registered for a particular agency/office and usually location, which includes engineers. Buyers of the same office will see unattached technical packages when posting notices for attachment. Buyers can also search by PR#, a technical package field, to find packages submitted for any office that is unattached, but a user must know the #PR# to find it.
- **Buyer/Engineer:** A user can be given both Buyer and Engineer user rights. This allows a single user to both post secured, but unclassified documents and to create solicitations.
- **Location Administrators:** Users that have the authority to authorize an agency's staff member as being able to post opportunities in the system. Location Administrators are able to post opportunities for their agency and also have the ability to enable or disable the Bid Module functionality for their users
- **Super User:** Users with system oversight and administrative rights.

**Vendors,** when logged in using their password protected account can do the following:



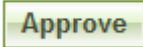
- Vendor Profile: Vendors maintain profiles in the system, streamlining use of the portal. Among other profile elements, the following key vendor information is maintained in their profile:
  - **DUNS (Data Universal Number System) Number**
  - **Commercial and Government Entity (CAGE) Code**
  - **MPIN (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 (akin to a “favorites” list”). Per the vendor’s profile status, vendor can review documents associated with the opportunity (Packages).


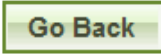





- Opportunity Actions: Vendors are able to add themselves to the “interested vendors list” for an opportunity. If the buyer has indicated that reviewing vendors are able to review other interested vendors, vendors can review the list of vendors who have expressed interest in the opportunity. Vendors can request explicit access to view secured, but unclassified with explicit access designation. Additionally, if the vendor’s profile indicates that the vendor is eligible for access to export controlled packages, the system allows the vendor access. Additionally, Vendors can electronically respond to RFIs, RFQs, and RFPs directly through the web site for those notices which have the Bid Module enabled by the buyer.

## 1.1 Definition of key terms




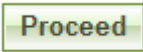
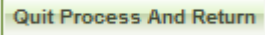

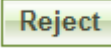





Below is a list of key terms and how they are used throughout the system.




Term	Icon	Description
Accessibility	 Accessibility or  Accessibility: ON	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”.
Account	n/a	From an “account,” a user is designated as an engineer for a particular agency or office. Because some engineers are associated with multiple agencies/offices, they will have multiple accounts tied to their username.
Active Notice	n/a	Notice that is open for vendor review/response.
Approve		The “Approve” button is used to approve a vendor’s request for explicit access to sensitive, but unclassified documents.
Audit Trail	n/a	For sensitive, but unclassified documents, the system tracks each time a vendor reviews the record. This is captured in the “audit trail” sub-tab of a released document.
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	n/a	If enabled by the buyer, the Bid Module feature allows for the electronic submission and evaluation of vendor responses to notices.
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 Notice		Notice that has been cancelled. Does not go to archives until archive date for the notice.
Clear		The "Clear" button appears when a user is using search filters. If selected, the system "clears" any previously entered search filters.
CLIN	n/a	Buyers may enable an online Item (CLIN) builder which will serve as a template for the items that vendors will be requested to quote on; buyers may utilize the Item (CLIN) Builder in conjunction with requesting electronic submission of proposals as well.
Create Award Document		Add designation of the contract award recipient. "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"
Doc Package	n/a	If enabled by the buyer, vendors can submit an electronic response to notices in the form of document (file) uploads.
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"
Draft		Saved, but not necessarily complete. Drafts are not viewable on vendor interface.
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.
Edit		Open record for edits.
Electronic Submissions	n/a	If the Bid Module is enabled by the Buyer, vendors can submit electronic responses to notices called Electronic Submissions which can be a CLIN form and/or a doc package.
Engineer	n/a	User that can post / update sensitive, but unclassified documents for use as attachments to Opportunities. Engineers are registered for a particular agency/office and usually location. Buyers of the same office will see unattached technical

		packages when posting notices for attachment.
Explicit Access	n/a	Vendor is given explicit access to review sensitive, but unclassified package(s). A government user can pro-actively select a vendor user for access, or a vendor can request, and be granted access, through this system.
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.
Go Back		During a stepwise process, use of the "go back" button takes the user back one step in the process.
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.
Modify/Amend		Edit or amend a notice.
MPIN	n/a	Marketing Partner Identification Number. 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 DUNS/MPIN.
Non-FBO Solicitation	n/a	Buyers can create links to sensitive, but unclassified, documents posted in the FBO system, for viewing outside the context of FBO notices. Non-FBO solicitations, when released in the system, support a "link" (URL) to the Non-FBO solicitation's sensitive, but unclassified, document packages. The Non-FBO



		"link" can be used in other systems, or documents, and when clicked by a vendor will "link" the vendor to the Non-FBO materials. The system controls vendor access (e.g., explicit access, export control) to the Non-FBO solicitation, in the same manner as it does for a FBO solicitation. Non-FBO links were previously managed through FedTeDS.
Package		Collection of "documents" that can be attached to a "notice".
Paste Plain Text		When entering "description" field for Solicitation, users can use this paste plain text tool to open pop-up that allows for plain text insertion into the field.
Post		Finalizes a Notice and posts the notice on the system for vendor review.
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.
Quit Process and Return		The "quit process and return" button returns the user to the previous page, without updating any record fields.
Register		Request a user account on the system.
Reject		The "Reject" button is used to reject a vendor's request for explicit access to sensitive, but unclassified documents.
Release Package		Finalizes a Package and releases for use by a buyer.
Required Field	*	A red asterisk next to a field label indicates that the field is a required.
Return		The "return" button returns the user to the navigation.
Review or view		"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.
Save Draft		The "Save Draft" button saves the entered data in a draft document, (user is not required to complete 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.
Spell Check		Certain text entry fields offer spell check tool that is indicated by this icon.
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).
Switch Accounts		Because some buyers are associated with multiple agencies/offices, they will have multiple accounts tied to their username. Users having multiple associations can switch between accounts by using the "switch account" tool
Username	n/a	All users will have one "username". The username is used to log into the system.
Vendor	n/a	Provider of services.
Watch List		Designation that vendor can set on a notice that saves the notice on a sub-tab list of notices. The watch list is easily accessed with a quick link and the vendor

## 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)
- IV. Agencies
- V. Privacy

The screenshot shows the top navigation bar of the FEDBIZOPPS.GOV website. The navigation bar includes the following items:

- Home
- General Info
- News
- Opportunities
- Agencies
- Privacy

Five yellow arrows labeled I through V point to these navigation items. The main content area features a large eagle graphic on the left and a central banner that reads:

Welcome to FBO.gov, the U.S Government's one-stop virtual marketplace. Through this single point-of-entry, commercial vendors and government buyers are invited to post, search, monitor, and retrieve opportunities solicited by the entire Federal contracting community.

Below the banner is a large green arrow pointing right with the text: **Find Opportunities**, NO REGISTRATION REQUIRED, and **Start researching now >**

On the right side of the page, there is a 'QUICK SEARCH' section with a search box and a 'Go' button. Below that is a 'USER GUIDES' section with links for Buyer, Vendor, Engineer, and Location / Agency Admin. At the bottom right is an 'ADDITIONAL RESOURCES' section with links for Business Partner Network (BPN), Central Contractor Registration (CCR), Online Regs & Cert Application (ORCA), Federal Agency Business Forecasts, and Federal Assets Sales.

At the bottom left, there are two login sections: 'Buyers / Engineers' and 'Vendors'. Each section has a 'Username' field, a 'Password' field, and a 'Denister Now' link. The 'Buyers / Engineers' section also has a 'View Opportunities' link with the text 'No login is required to view opportunities.' The 'Vendors' section has a 'Find Opportunities' link with the text 'No login is required to view opportunities.'

## 2.3 Register for an Account

Note - Before an individual government user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk for Agency Registration via email to help@fbo.gov.

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

The screenshot displays the FBO.gov homepage. At the top, the logo reads "FEDBIZOPPS.GOV Federal Business Opportunities" with "E-GOV USA.gov" branding. A navigation bar includes links for Home, General Info, News, Opportunities, Agencies, and Privacy. The main content area features a large eagle graphic and a "Find Opportunities" button with the text "NO REGISTRATION REQUIRED" and "Start researching now". Below this, there are two columns: "Buyers / Engineers" and "Vendors". The "Buyers / Engineers" column has a "Register Now" link, which is highlighted by a yellow arrow labeled "I". The "Vendors" column also has a "Register Now" link. On the right side, there are sections for "QUICK SEARCH", "USER GUIDES" (including Buyer, Vendor, Engineer, and Location / Agency Admin), and "ADDITIONAL RESOURCES" (including Business Partner Network, Central Contractor Registration, etc.).

- II. Step one – Personal Information is entered. Once required fields are entered, select “proceed”.

Federal Business Opportunities

Home General Info News Opportunities Agencies Privacy

Buyer/Engineer Registration

FedBizOpps (FBO) Registration Form for Federal Users \* indicates a required field

Before an individual user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk for Agency Registration

**Your Full Name\*:**  
Please enter your full name.  
Example: John F. Smith

**Your Suffix:**  
If applicable, enter your suffix.

**The Title of Your Position:**  
Enter the title of the position you hold at your agency.

**Your Email Address\*:**  
Enter your email address.  
Example: john@agency.gov

Cancel Proceed


- I. Step two – Account Information is entered - Agency / Office is set up, along with password creation. When you enter 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. During account registration, buyers can register to be a “buyer”, “engineer” or both “buyer” and “engineer.” Registering as both allows a single user to both create sensitive, but unclassified documents and to manage opportunities.
- III. Once required fields are entered, select “proceed and review”.

## Buyer/Engineer Registration

1 Personal Information

2 Account Information


3 Review/Submit

 **On this step:** Please choose your agency/office location and choose an account password

### Account Information \* indicates a required field

**Agency\*:**

Choose your agency down to the lowest level

APPALACHIAN REGIONAL COMMISSION 

**User Role(s)\*:**

- **Buyers:** Create, Modify/Amend, or Cancel Opportunity Notices. They manage document package content, and vendor accessibility to package documents, that support opportunities. Buyers can upload non-sensitive docs (and attach existing sensitive, but unclassified docs to notices). Buyers can also create non-fbo solicitation links.
- **Engineers:** This user group can post / update sensitive, but unclassified packages for use as attachments to Opportunities.
- **Buyer/Engineer:** A single user can be given both Buyer and Engineer user rights. This allows a single user to both post secured, but unclassified packages and to create solicitations.
- **Office Location Administrators:** Users that authorize an office location's staff as either buyer / engineer. Office Location administrators are also able to post opportunities, and sensitive, but unclassified packages, for their location.

Buyer  Engineer  Office Location Administrator

**Username\*:**

Please choose your login username now

**Desired Password\*:**

Enter the password you wish to use to gain access to the system.

For security purposes, the password must meet the following criteria:

1. Must be between 8 and 14 characters
2. Must contain all of the following:
  - 1 lower case letters
  - 1 upper case letters
  - 1 numbers
  - 1 special characters (e.g. !, %, ^)

**Repeat Desired Password\*:**

Repeat the password you entered in the previous field to verify it was entered correctly.

III



- I. Step three – Review/Submit - Registrant is asked to review registration information.
- II. Click “go back” to correct information on previous steps.
- III. If everything is correct, click “submit” at the bottom of the page.

- 1 Personal Information
- 2 Account Information
- 3 Review/Submit

**On this step:** Please review your registration information. If everything is correct, click **Submit Registration** now. Otherwise, click **Go Back** to correct information on previous steps.

### FedBizOpps (FBO) Registration Form for Federal Users

Your Full Name:  
nanoy

Your Suffix:  
n

The Title of Your Position:  
n

Your Email Address:  
n@simplicity.com

#### Account Information

Agency:  
AGENCY FOR INTERNATIONAL DEVELOPMENT

Note: You have selected the top level of this agency hierarchy.

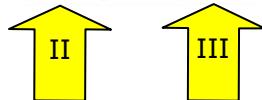
Contracting Office (Enter Manually):  
test

User Role(s):  
Engineer

Username:  
testeng

Desired Password:  
\*\*\*\*\*

Repeat Desired Password:  
\*\*\*\*\*



- I. The next screen explains that registrants will 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



- II. Once the buyer has completed the steps outlined in the email, the registrant's accounts must now wait for administrator approval prior to being able to logon to the system.
- III. Once approved, newly registered buyers will be sent another e-mail. Once that approval is received, a new user may login to the system.



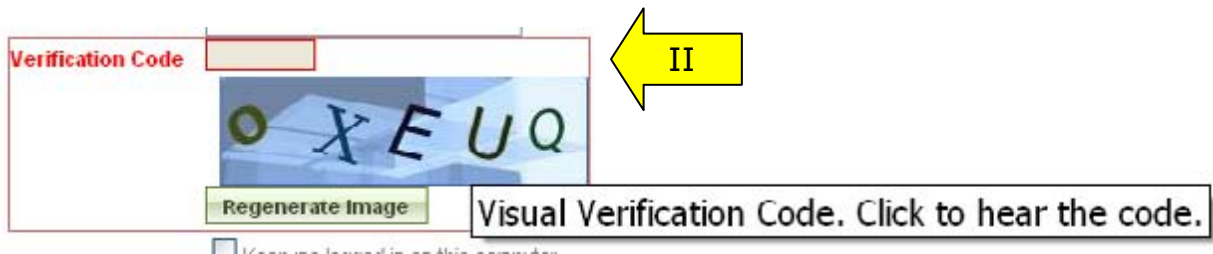
## 2.4 Returning Users – Log into the system

- I. Point your browser to <https://www.fbo.gov> and enter username and password.
- II. Click log-in button.

The screenshot shows the FedBizOpps.gov homepage. At the top, there is a navigation bar with links for Home, General Info, News, Opportunities, Agencies, and Privacy. Below the navigation bar is a large banner with a bald eagle and the text: "Welcome to FBO.gov, the U.S Government's one-stop virtual marketplace. Through this single point-of-entry, commercial vendors and government buyers are invited to post, search, monitor, and retrieve opportunities solicited by the entire Federal contracting community." To the right of the banner is a "QUICK SEARCH" box with a "Go" button and a link to "Advanced Search". Below the banner is a "Find Opportunities" section with the text "NO REGISTRATION REQUIRED" and a "Start researching now" link. The main content area is divided into two columns: "Buyers / Engineers" and "Vendors". The "Buyers / Engineers" section has a "Login" button and a "Register Now" link. The "Vendors" section has a "Login" button and a "Register Now" link. To the right of the main content area is a "USER GUIDES" section with links for Buyer, Vendor, Engineer, and Location / Agency Admin. Below that is an "ADDITIONAL RESOURCES" section with various links. At the bottom of the page, there is a "Location / Agency Administrators" section with "Login Here" and "Register Now" links. Two yellow callout boxes are present: one labeled "I" pointing to the "Username" field in the "Buyers / Engineers" login section, and another labeled "II" pointing to the "Login" button in the same section.

## 2.4.1 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.



## 2.4.2 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". If you do not consent to the conditions stated, select "decline." Decline logs the user 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.

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

## 3 Buyer's Secured 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 "save draft" during notice creation).

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 Main Navigation

- I. Navigation for the Buyer'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", "Notices", and "Document Packages".

**NOTE:** a green, versus blue, background highlights what the user has selected on the upper navigation bar.



### 3.2.1 Home

The "Home" page allows for easy access to the following system features:

- I. "quicklinks" – Navigational options that if selected take a user to a specific action on the site (e.g., "Create Notice").
- II. "Announcements" – System Announcements posted for the user's reference.
- III. "Pending Actions" – Tally of the pending actions, (e.g., number of explicit access requests in need of processing).
- IV. "Statistics" – Tally of the Active and Archived Notices on the site.

The screenshot shows the 'My FBO' page on the FedBizOpps.gov website. The page has a blue header with the FedBizOpps.gov logo and 'Federal Business Opportunities' text. Below the header is a navigation bar with four tabs: 'My FBO' (highlighted in green), 'My Profile', 'Notices', and 'Document Packages'. The main content area is titled 'My FBO' and includes a welcome message for 'nancy both' and links for 'Accessibility', 'User Guide', and 'Logout'. The page is divided into two columns. The left column contains 'Pending Actions' (2 Explicit Access Requests) and 'Quicklinks' (Edit Draft Notice, Create Notice, Mod/Amend Notice, Create Award, Cancel Notice, Upload New Documents/Links). The right column contains 'Statistics' (26 Active Procurement Notices, 1 Archived Procurement Notices) and 'Announcements' (There are no announcements at this time). Four yellow arrows point to these features: Arrow III points to 'Pending Actions', Arrow I points to 'Quicklinks', Arrow IV points to 'Statistics', and Arrow II points to 'Announcements'.

Notice of Section 508 Compliance: Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.




### 3.2.2 Multi-account Users

- I. Because some buyers are associated with multiple agencies/offices, they will have multiple accounts tied to their username. Users having multiple associations can switch between accounts by using the "switch account" tool on their home page. A smaller switch account option also appears on the top of all pages of navigation.
- II. If the username is not associated with multiple accounts, these links will not be available.
- III. When a user logs in, they will see "user name" / "agency" of the account they are currently managing at the top of the page.

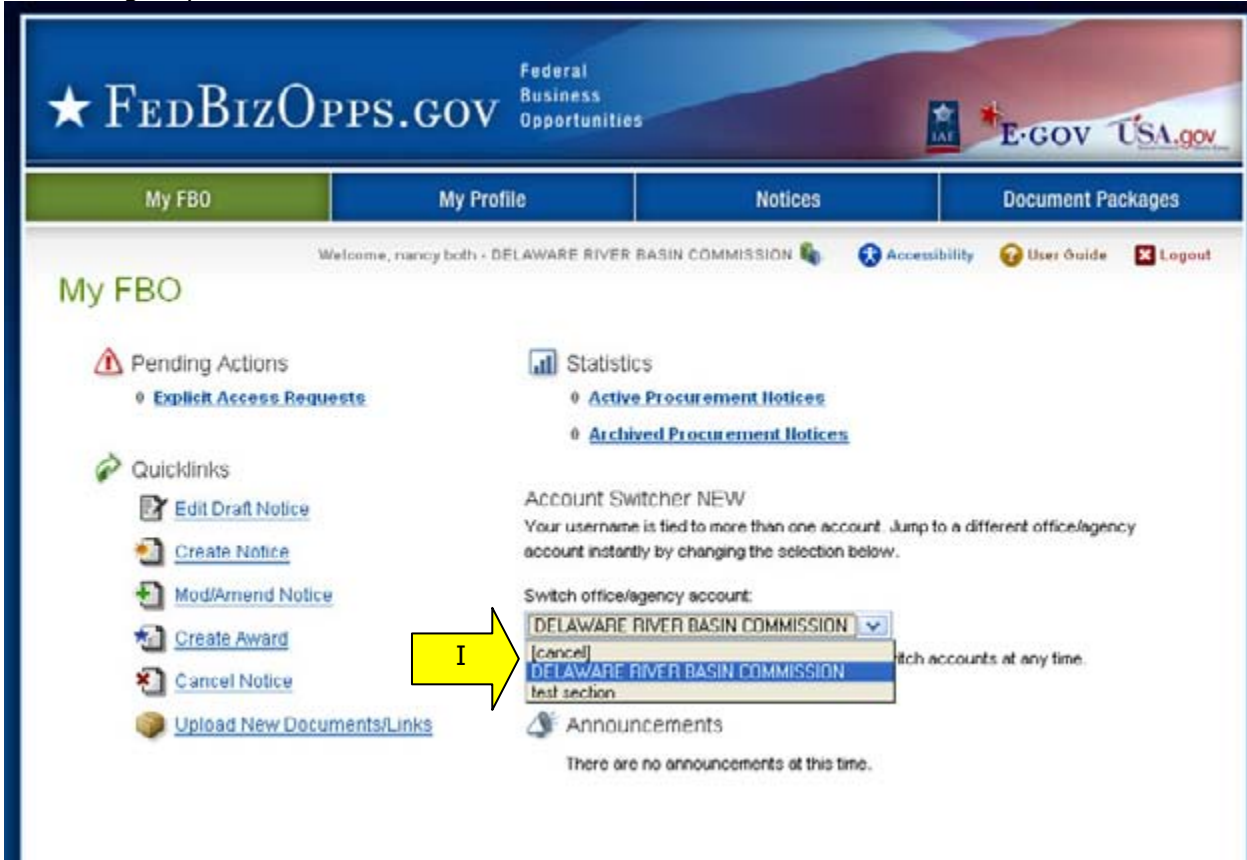
The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for "My FBO", "My Profile", "Notices", and "Document Packages". Below this, a user is logged in as "nancy both" for the "DELAWARE RIVER BASIN COMMISSION". A yellow arrow labeled "III" points to a small globe icon in the top right corner of the page, which is used for switching accounts.

On the left side, there are sections for "Pending Actions" (with a link for "Explicit Access Requests"), "Quicklinks" (including "Edit Draft Notice", "Create Notice", "Mod/Amend Notice", "Create Award", "Cancel Notice", and "Upload New Documents/Links"), and "Statistics" (with links for "Active Procurement Notices" and "Archived Procurement Notices").

In the center-right area, there is an "Account Switcher NEW" section. It explains that the user's username is tied to more than one account and provides a dropdown menu to switch between them. The current selection is "DELAWARE RIVER BASIN COMMISSION". A yellow arrow labeled "I" points to this dropdown menu. Below the dropdown, a tip states: "Tip: click the globe icon at the top of the page to switch accounts at any time." At the bottom, there is an "Announcements" section which currently shows "There are no announcements at this time."

- I. If the "switch account" icon  is clicked, the user will have the option to select another account.

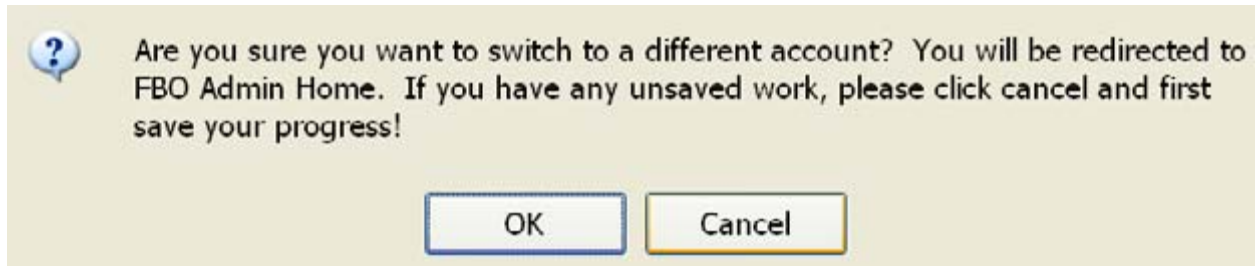
Home Page Option to switch account:



Option to switch shows on top of page of other pages in the site:



- I. When a user is about to change accounts, the system will present the following warning. If a user switches accounts without saving work, they will lose those edits.





## My Profile

- I. There are two sub-tabs on the users "My Profile" page (which are tied to an account profile). On these sub-tabs the user is able to update "contact information" and "account" data.
- II. Agency, Office and Role information is show on the right section of this page. **Note**, the information reflected here determines which opportunities a buyer is able to manage on their account's secured interface. Buyers will manage opportunities that are aligned with their agency/location branch of the organization.
- III. From the "contact information" tab, select the "edit" to changes contact fields.

The screenshot displays the 'My Profile' page on FEDBIZOPPS.GOV. The navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'My Profile' tab is selected. The page shows a welcome message for 'nancy both' and links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'nancy both: Contact Info' and has two sub-tabs: 'Contact Information' and 'Account'. The 'Contact Information' tab is selected, showing 'Agency User Information' with fields for Fullname, first name, Last Name, and Email. There are 'Edit' and 'Return' buttons for both the 'Contact Information' and 'Agency User Information' sections. On the right side, there is a section for 'AGENCY INFORMATION' with details for WASHINGTON, METROPOLITAN AREA TRANSIT AUTHORITY, Office: test section, and Role(s): Buyer, Engineer. A yellow arrow labeled 'I' points to the 'My Profile' tab, a yellow arrow labeled 'II' points to the 'AGENCY INFORMATION' section, and a yellow arrow labeled 'III' points to the 'Contact Information' tab.

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

The screenshot displays the 'My Profile' page on the FEDBIZOPPS.GOV website. The page is titled 'nancy both: Contact Info' and includes a 'RETURN' link. There are two tabs: 'Contact Information' (selected) and 'Account'. Below the tabs are 'Save' and 'Return' buttons. A yellow arrow labeled 'I' points to the 'User Information' section, which is titled 'Enter your personal information'. This section contains several input fields: Title\*, Fullname\* (filled with 'nancy both'), First Name (filled with 'nancy'), Middle Name, Last Name (filled with 'both'), Suffix, Email (filled with 'test1@simplicity.com.test13@sym'), Phone, Cell Phone, and Fax. A note states '\* indicates a required field'. To the right of the form is a 'AGENCY INFORMATION' section with the following details: WASHINGTON, Agency METROPOLITAN AREA TRANSIT AUTHORITY, Office test section, and Role(s) Buyer, Engineer. At the bottom of the form are 'Save' and 'Return' buttons.

- I. From the "account" tab, users can change their username or password.
- II. Select "save" to save updates to the form.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - AMERICAN BATTLE MONUMENTS COMMISSION [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**Nancy Buyer Only: Account**

[Account Information](#) **Account**

**Return** \* Indicates a required field

**Account Information**

Username\*: Used to login:

Enter New Password:

Verify Password:

**Save** **Return**

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3778 (Toll Free) [fbo.support@fbo.gov](mailto:fbo.support@fbo.gov)

### 3.2.3 Procurement Notices

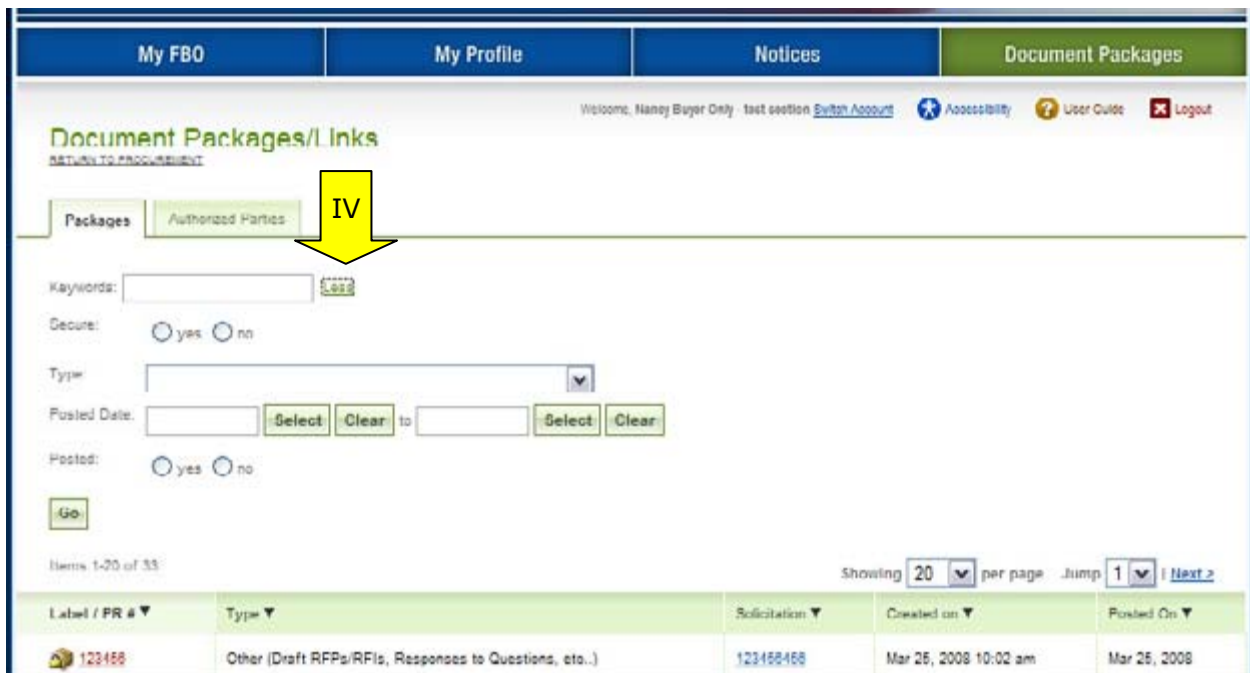
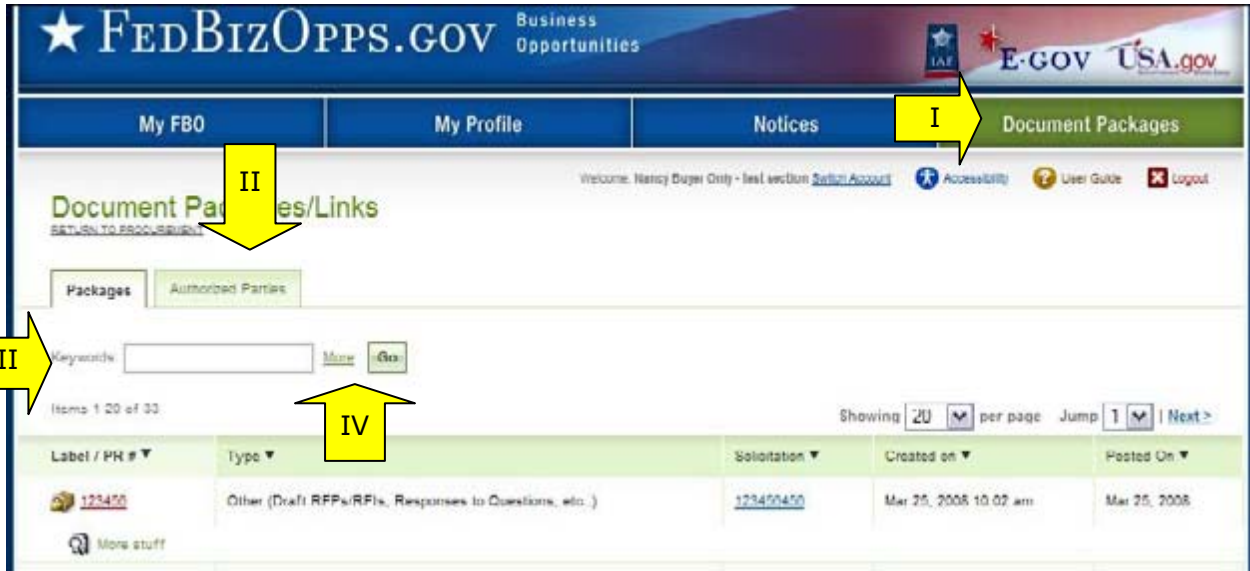
- I. There are four sub-tabs on the "Notices" page. "Procurement Notices" lists all "Posted" (viewable on vendor interface) notices.
- II. The "Draft" sub-tab presents a list of "draft" (not viewable on vendor interface) notices.
- III. The Archived sub-tab presents a list of archived notices.
- IV. Non-FBO Solicitations lists links to documents posted in FBO for viewing outside the context of FBO notices. Note, these sorts of links were previously managed through FedTeDS.
- V. "More" opens up additional search filters ("less" closes the added search filters).

The screenshot shows the FEDBIZOPPS.GOV website. The 'Notices' tab is active. Below the navigation tabs, there are four yellow arrows labeled I, II, III, and IV pointing to the sub-tabs: 'Procurement Notices', 'Drafts', 'Archived', and 'Non FBO Solicitations'. Below the sub-tabs is a search bar with 'Keywords/SOL #' and buttons for 'More', 'Go', and 'Clear'. Below the search bar, it says 'Items 1 - 8 of 8'. A table of notices is displayed with columns: Actions, Title, SolRef Number, Type, Posted, Response Deadline, and Modified. The first row shows a notice titled '22 -- Rail Geometry Measuring Vehicle' with a 'Special Notice' type and a 'Posted' status of '✓'.

The screenshot shows the same FEDBIZOPPS.GOV website, but now the 'Less Search Fields' button is highlighted with a yellow arrow labeled V. The search bar is expanded to show various filters: 'Keywords/SOL #' with a 'Less Search Fields' button, 'Type' with checkboxes for 'Presolicitation', 'Modification/Amendment/Cancel', 'Foreign Government Standard', 'Combined Synopsis/Solicitation', 'Sale of Surplus Property', 'Award Notice', 'Sources Sought', 'Special Notice', and 'Justification and Approval (J&A)'. There are also date filters for 'Date Posted' and 'Response Date', each with 'Select' and 'Clear' buttons. A 'Go' button is at the bottom.

### 3.2.4 Document Packages

- I. There are two sub-tabs on the user's "Document Packages" page. The "packages" sub-tab presents the list of active document packages associated with their agency/office notice.
- II. The "authorized parties" tab has three sub tabs which enumerate, "authorized" vendors, "pending request" for authorization, and "rejected requests" for authorization.
- III. The keyword search allows a user to conduct a full word search of the document title. "More" opens up additional search filters ("less" closes the added search filters).



## 3.3 Manage FBO Notices

### 3.3.1 Create Notice

- I. From any page on the system, a user can go to upper navigation "Notices" button. This takes the user to the "notices" list.
- II. From the list, use the "Create New Notice/Opportunity" button, located at the bottom of the page, to initiate a new notice. To create a notice, the buyer will walk through a stepwise process.

The screenshot displays the FEDBIZOPPS.GOV interface. At the top, there is a navigation bar with buttons for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A yellow arrow labeled 'I' points to the 'Notices' button. Below the navigation bar, the user is logged in as 'Admin User' and can access 'Accessibility', 'User Guide', and 'Logout' options. The main content area is titled 'Notices' and includes a search bar for 'Keywords/SOL #' with 'More', 'Go', and 'Clear' buttons. Below the search bar, there is a table of notices. The table has columns for 'Actions', 'Title', 'Sol/Ref Number', 'Type', 'Posted', 'Response Deadline', and 'Modified'. One notice is listed: '22 -- Rail Geometry Measuring Vehicle - Expression of Interest' with a 'Special Notice' type and a 'Posted' status of 'checked'. At the bottom of the page, there is a button labeled 'Create New Notice/Opportunity' with a yellow arrow labeled 'II' pointing to it. The footer of the page includes 'User Guide', 'Help', and 'Accessibility' links.

- III. Alternatively, a user can use the quicklink "Create Notice" on their home page to initiate a new notice.



## Step 1 – NOTICE TYPE

The first step establishes the following fields for the Notice:

- I. Agency/Office – will be preset to a particular user’s agency if that user is only affiliated with one agency.
- II. Contracting Office Location– may be preset to a particular user’s agency if that user is only affiliated with one location.
- III. Type
- IV. Solicitation Number
- V. Note, data entered in step 1 cannot be edited later. Care should be taken to ensure accuracy of data entered.
- VI. Select “proceed” to move forward to step two.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, Nancy Buyer Only | test section | [Switch Account](#) | [Accessibility](#) | [User Guide](#) | [Logout](#)

### Create New Notice

1 Notice Type

Complete all required fields and click **proceed** to continue to the next step. \* indicates a required field

**Agency/Office:**  
This field cannot be changed  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY/test section

**Contracting Office Location\*:**  
You are not registered at the office location level. Please select the related office location  
5

**Type\*:**  
Combined Synopsis/Solicitation

**Solicitation Number\*:**  
Agency assigned number for control, tracking, and identification.  
Please use ONLY alphanumeric and - \_ ( ) characters [no spaces].

#simplicity #Procurement

[User Guide](#) [Accessibility](#) [Help Desk](#) | 877-472-3779 (Toll Free) [fbo\\_support@ops.gov](mailto:fbo_support@ops.gov)

## Step 2 – NOTICE Details

- I. The second step establishes the following fields for the Notice (asterisks indicates required form field):
- a. Title\* - description of services, supplies, or project required. NOTE: 256 character limit.
  - b. Classification Code\* -
  - c. NAICS Code\*
  - d. Response Date\* (note – if not selected, time will default to 11:59:59 PM ET)
  - e. Primary Point of Contact\*
  - f. Secondary Point of Contact
  - g. Description\*
  - h. Place of Contact Performance
  - i. Set Aside
  - j. Archiving Policy\* (note - notices archive the morning of this date).
  - k. Allow Vendors to Add/Remove From Interested Vendors\*
  - l. Allow Vendors to View Interested Vendors List\*

The screenshot shows the 'Create New Notice' form in a web browser. The navigation bar at the top includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The main content area is titled 'Create New Notice' and contains a sidebar with four steps: 1. Notice Type, 2. Notice Details (current step), 3. Attachments, and 4. Review/Submit. The 'Notice Details' section includes the following fields:

- Solicitation #:** 3306x
- Procurement Type:** Combined Synopsis/Solicitation
- Date Posted:** March 30, 2008
- Title\*:** Brief title description of services, supplies, or project required by the posting agency. Note: 256 character limit.
- Classification Code\*:** Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.
- NAICS Code\*:** Type the naics code to search for naics codes.
- Response Date:** Issuing center deadline for receipt of bids, proposals or responses. Leave empty if there is no close date.

Note, because of the length of the form, not all fields are shown in the manual screen shots. Buyers should enter data requested in sequence as they scroll down the form. Fields will potentially appear conditionally as data is entered (e.g., if archiving policy is set to "automatic, on specified date" the buyer will be asked to enter the archive date).

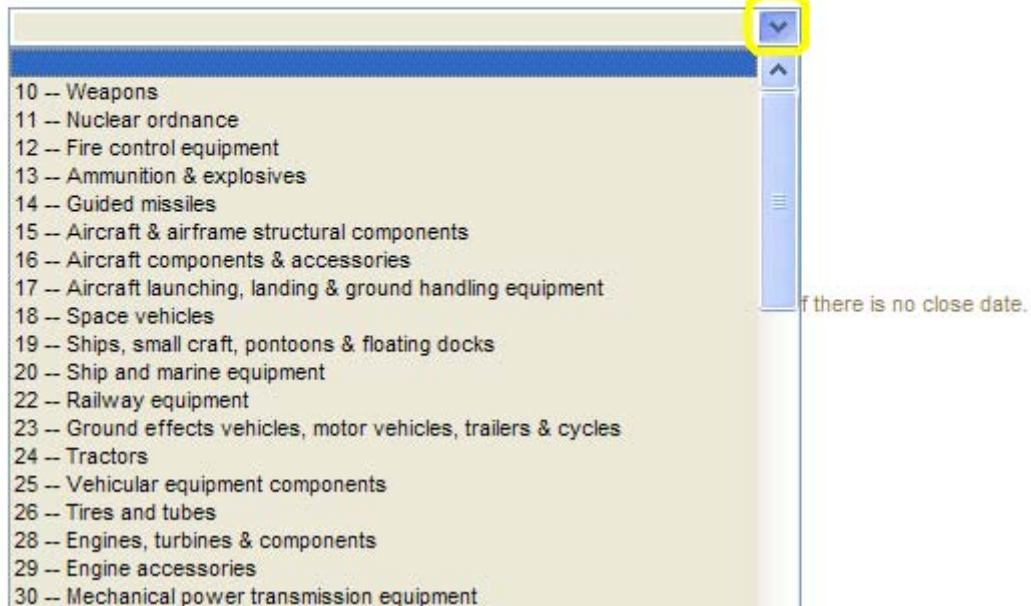
Some browsers may not display the form fields in the same way presented in this guide. The fields are structured to allow for a broad spectrum of browsers, and will be presented in the most robust manner for a user's system configuration. Internet Explorer users should upgrade to version 6.0 or higher, and Firefox users should operate on version 2.0 or higher, for optimal capabilities.



- I. For both Classification Code and NAICS Code fields, the system offers some features to help users more quickly navigate to their target values in the code lists.
- II. For the Classification Code field, use the arrow key field to open a complete listing. Highlight the target code and hit enter.

**Classification Code\*:**

Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.



- III. Alternatively a user can type the code (e.g., "10" or "R") of the target value to navigate to the target selection and hit enter.

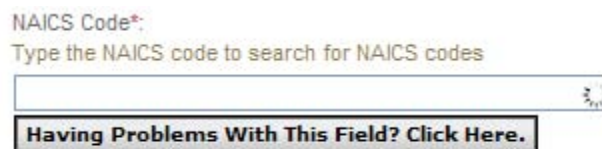
- IV. For the NAICS Code field, place the cursor on the field and start to type the code / or the text for the code. If you start to type part of a word found in a code, e.g., "tex", the system will start to display terms with that term in the code.



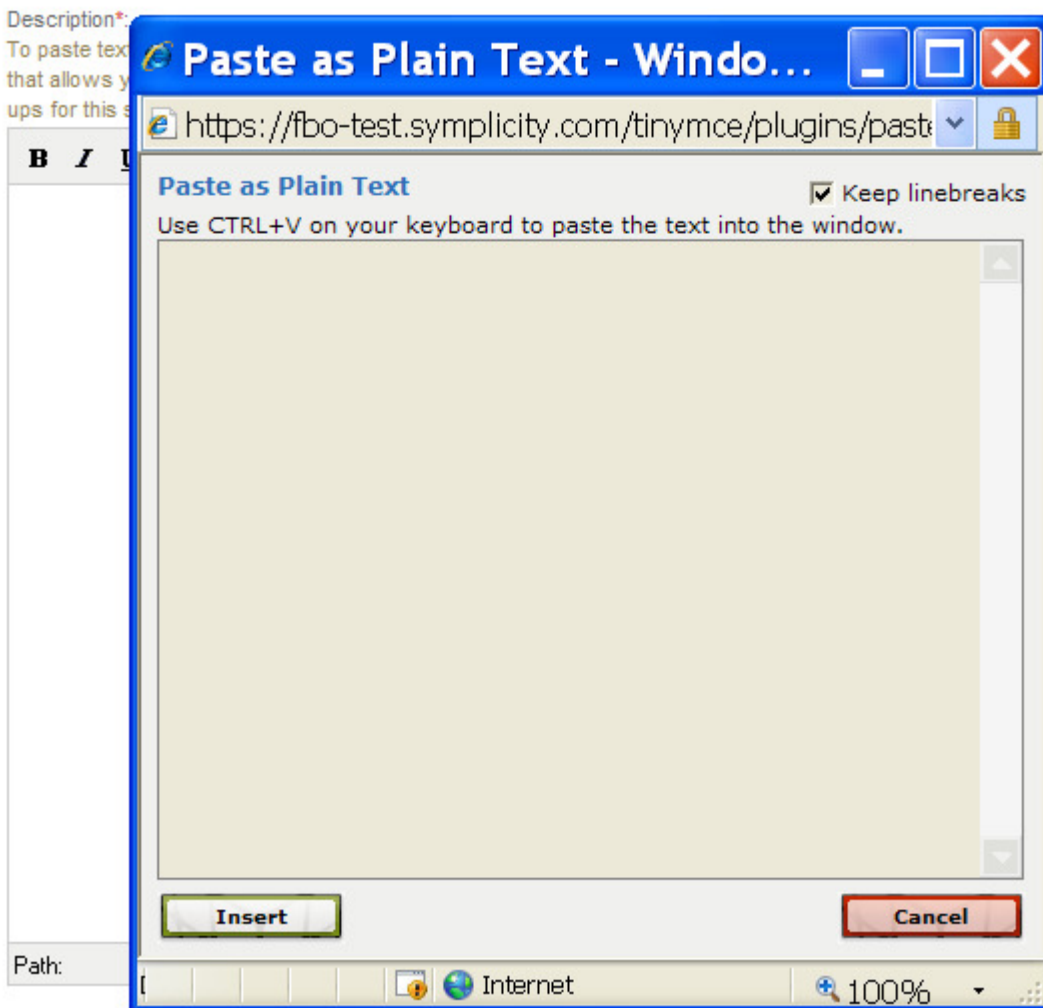
- V. If you start to type the numeric code, the system will present codes containing that string of values.



- VI. Click the "having problems with this field, click here" button to have the system display a complete listing of NAICS codes which can be used for selection. Use the arrow key field to open a complete listing. Highlight the target code and hit enter.



- I. When creating a notice, if you are having trouble cutting and pasting text to the description text box, click the icon with the letter T on the icon , or press the "control" and the "v" keys. Performing either action will open a pop-up window that allows you to paste in plain text to the field. Note, it may take a few seconds for the pop-up window to open. Unless you use the icon, pop-up blocking will need to be disabled for this site.
- II. Once the pop-up window is open, paste the text in the pop-up box and click "insert" ("cancel" aborts the process.) Text is converted to plain text and inserted at the top of the text field box. Note, insertion does not overwrite existing text in the field. Use the alignment, bold, italicize, and underline tools to add formatting to the plain text being inserted.
- III. Note, IE 6 users, will be able to cut and paste, but will not have html editor or the icon.



For the IVL (Interested Vendor List) fields, agency administrators can force agency solicitations to be configured a certain way on the two fields that pertain to IVL. If the IVL fields are not editable, the system is applying agency forced values for this setting.

- I. There are four options at the bottom of the form which the user can use on this form.
- II. The first is "Go Back". Use of this button takes the user back to step one.
- III. As the user is creating the notice, they may use the "Save Draft" option to save data entered for later edits/review. Notices saved in draft format will show with a red x for posted date on the notices list and they will only have the "review" action available.

Image of Notice list, displaying "draft" notice:

Title ▼	Sol/Ref Number ▼	Type ▼	Response Deadline ▼	Modified ▼
 II	SPM7L508R0033	Pre solicitation	-	Apr 02, 2008 10:10 am

- IV. "Quit Process and Return" if used when the notice was not previously saved as a draft, means that the solicitation will not be saved (will not appear on the notice list).
- V. "Proceed" – takes the user to step three in the process.

**Archiving Policy\*:**  
Archiving policy. Synopsis and associated documents may be scheduled for archiving fifteen days after the response date, or upon a user-specified date subsequent to the posting date, or left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

Automatic, 15 days after response date  
 Automatic, on specified date  
 Manual Archive

**Allow Vendors To Add/Remove From Interested Vendors\*:**  
Choose "yes" if you want vendors to be able to add/remove themselves.

yes  no

**Allow Vendors To View Interested Vendors List\*:**  
Choose "yes" if you want vendors to be able to view the interested vendors list

yes  no

IV

### Step 3 – Attachments

- I. The third step allows the user to attach documents or packages to the notice. A Package is simply a collection of Documents bundled together for review.
- II. During Step 3, if you save the notice as a draft, you can edit the attachment(s) again before posting. When you upload a file during this step, it saves the document as a fixed attachment. Users cannot ever edit attached files per se. Users can “delete” an attached document or “remove Package” and upload a new one if the notice is still in draft status.
- III. If a user does not wish to attach any documents/packages, they may use “proceed” button to move to the next step without attaching any documents.
- IV. Click “Add New Package” to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

The screenshot shows the 'Create New Notice' interface on FEDBIZOPPS.GOV. The page has a blue header with the site logo and navigation tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The main content area is titled 'Create New Notice' and includes a sidebar with steps: 1. Notice Type, 2. Notice Details, 3. Attachments (highlighted), and 4. Review/Submit. The 'Attachments' section contains the text: 'Click Add New Package below to upload documents to this notice. You may proceed and review without attaching documents.' Below this text is a large light green button labeled 'Add New Package', which is pointed to by a yellow arrow labeled 'IV'. At the bottom of the section are buttons for 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Proceed'. The footer includes links for 'User Guide', 'Accessibility', 'Help Desk', and contact information: '077-472-3770 (Toll Free) fbo\_support@fas.gov'.

## Sensitive, but Unclassified, Attachments

NOTE: If export control or explicit access is required on any of the solicitation's sensitive, but unclassified packages, then all sensitive, but unclassified packages attached to that solicitation will take on those requirements. So for instance if "attachment A" is export controlled and "attachment B" is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a buyer is adding a new package, the first step is to indicate whether the attachment is a sensitive, but unclassified/secure package.
- II. If "no," see below "Non-Sensitive Attachments".
- III. If yes, this means the buyer wishes to attach a document that has been uploaded by an engineer (unless they are themselves an engineer). If the buyer indicates "yes", then the buyer is prompted to select the "PR#" from a list of available packages.
- IV. The buyer is also given the option to manually enter the PR# and use the "find package" button.
- V. Once the secure package has been added, use "proceed" (bottom of form) to go to the next step.

The screenshot shows a form titled "Package #1" with the following elements and annotations:

- Question:** "Is this is package sensitive/secure?\*" with radio buttons for "yes" (selected) and "no". A yellow arrow labeled "I" points to the "yes" radio button.
- Dropdown:** "Select PR # From Your Office:" with a dropdown menu. A yellow arrow labeled "II" points to the dropdown.
- Text:** "If not found above, Enter PR #\*:" followed by a text input field and a "Find Package" button. A yellow arrow labeled "III" points to the "Find Package" button.
- Instructions:** "Use 'find package' to find that pr on the system if it already exists, otherwise this PR # will be assigned to this package".



- I. Buyers who are also "Engineers," will also be asked whether or not they want to create a new package. If yes, the form will allow the user to enter a new sensitive, but unclassified document package. Buyers who are not also "Engineers" will be allowed to select a sensitive package (created by engineer).

**Attachments** \* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this is package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

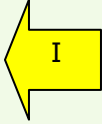
Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:



- I. If adding new, a form will present that allows the user to set up the package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.

## Attachments

*\* indicates a required field*

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

Part Number #:

Nomenclature:

Is this Export Controlled?\*

yes  no

Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

**File / Link #1**

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.

If Uploaded File is compressed (.zip), check here to unzip after



- I. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use "add new package" to add another package or "proceed" to go to the next step.

is this Export Controlled? :

yes  no


Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

 **File / Link #1**

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.

If Uploaded File is compressed (.zip), check here to unzip after uploading

Description\*:

Enter in a short description for this file/link

---

III

## Non-Sensitive Attachments

- I. If the user is attaching a document that is not sensitive, they should mark Is this package sensitive/secure? "no".
- II. Next, users are prompted to enter the "package type" (available package type options will align with the notice type).
- III. On the file "Type" field, the user indicates whether or not the material to upload is either a file or a "link"
- IV. If "upload" is chosen, the user is asked to specify the filename (note, user can use "browse" option to find the file) and to specify if the file is compressed (in .zip format). If "link" is chosen, the user is asked to specify the URL.
- V. Users are required to enter a description of the package.
- VI. After the document has been added, the user can add another document to this package or add another entirely new package.
- VII. "Go Back" button (bottom of form) takes the user back to step two in the process (not shown in image).
- VIII. "Save Draft" saves the materials to the draft notice (not shown in image).
- IX. "Quit Process and Return" does not attach the materials (not shown in image).
- X. "Proceed" takes the user to the next step in notice creation process (not shown in image).

**Package #1**

Is this package sensitive/secure?\*

yes  no

**Package Type\*:**  
Mod/Amendment cannot be selected for base notices.

Solicitation

Mod/Amendment

Other (Draft RFPs/RFIs, Responses to Questions, etc..)

---

**Type\*:**  
Choose "upload" to select a file from your computer or choose "link" to enter in website URL.

upload  link

**Description\*:**  
Enter in a short description for this file/link

---

---

**Step 4 – Review / Submit (Note – If the Bid Module is enabled, 'Review / Submit' becomes Step 5 in the process. See section 3.4 for more details. )**

- I. The fourth step allows the user to review the notice and attachments and to submit the notice.
- II. The "go back" button takes user back in reverse order of the previous steps (3, 2, 1) and allows the user to edit data entered in earlier steps.
- III. "Save Draft" saves the materials to the draft notice.
- IV. "Quit Process And Return" returns the user to the previous navigation
- V. "Delete" allows the user to delete the draft package (save draft must have been used previously to see this option).
- VI. "Print" allows user to open the notice in a printer friendly format. See page 73 for more details.
- VII. "Post" moves the notice for review by users.

**Create New Notice**

On this step, Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

Go Back Save Draft Quit Process And Return Post

**Notice Details**

Solicitation #	Procurement Type	Date Posted
test55	Combined Synopsis/Solicitation	March 30, 2008

Title:  
test

Classification Code:  
IT – Aircraft launching, landing & ground handling equipment

NAICS Code  
111150 – Dry Pea and Bean Farming


Response Date  
Mar 31, 2008 5:00 pm

Primary Point of Contact:  
Nancy Buyer Only  
[naspetl@valvol.com](mailto:naspetl@valvol.com)

Description:  
test

Archiving Policy:  
Automatic, 15 days after response date

### 3.3.2 Modify/Amend Notice

- I. From any page on the system, a user can go to upper navigation “Notices” button and then use the modify/amend option to make edits to the notice. Look for: 
- II. Additionally, a user can use the quicklink “Mod/Amend Notice” on their “My FBO” page to modify / amend a notice.



[RETURN](#)  
[Procurement Notices](#) [Archived](#) [Non FBO Solicitations](#)

Keywords/SOL #:  [More](#)

Items 1-20 of 23 show more search fields. Additional fields will appear below. Showing  per page. Jump  | [Next >](#)

Actions	Title	Sol/Ref Number	Type	Posted	Response Deadline	Modified
	<a href="#">telephones</a>	123456789	Presolicitation	✓	Mar 26, 2008 5:30 pm	Mar 21, 2008 2:17 pm
	<a href="#">explicit one</a>	323exploitone	Combined Synopsis/Solicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 2:56 pm
	<a href="#">one</a>	one	Presolicitation	✓	Apr 26, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">two</a>	two	Presolicitation	✓	Apr 04, 2008 5:00 pm	Mar 20, 2008 6:00 pm
	<a href="#">three</a>	three	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 6:12 pm
	<a href="#">You can reach the FedBizOpps Help Desk by clicking on the Help desk link</a>	8788788	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 6:13 pm

- I. During the “modification type” step in the modify/amend process, the user indicates which step they would like to start with as they move forward:
  - a. Add to or edit the description
  - b. Attach files to the notice
  - c. Note, if the Bid Module is enabled, there will be an additional option presented called “Bids (CLIN/Doc Packages).” See section 3.3.10 for more details.
- II. The system will then present the appropriate steps to allow the user to make the requested modifications/amendments.
- III. If making edits to notice details, they will be taken to “notice details” step.
- IV. If only attaching files, the user is taken directly to attachments.

The screenshot displays the 'New Modification For Telephones - 123456789' page on the FEDBIZOPPS.GOV website. The page is titled 'New Modification For Telephones - 123456789' and is part of the 'Notices' section. The navigation menu on the left includes: 1 Notice Type, 2 Modification Type (highlighted with a yellow arrow labeled 'I'), 3 Notice Details, 4 Attachments, and 5 Review/Submit. The main content area is titled 'Modification Details' and contains the question 'Where do you want to start the modification process\*:' with two radio button options: 'Notice Details, add/edit description' and 'Attachments, attach Files'. Below the options are three buttons: 'Go Back', 'Quit Process And Return', and 'Proceed'. The page also includes a header with the site logo and navigation tabs, and a footer with contact information.

I. If the user indicates that they would like to add/edit the description, the system will prompt the user to specify whether the existing description should be modified or if the user would like to append a new text field to the notice that would be highlighted as newly added material (highlighted in a vendor's review).

The screenshot displays the 'New Modification For Telephones - 123456789' page on the FEDBIZOPPS.GOV website. The page features a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Notices' tab is active. The main content area includes a sidebar with a progress indicator showing five steps: 1. Notice Type, 2. Modification Type, 3. Notice Details, 4. Attachments, and 5. Review/Submit. A yellow arrow labeled 'I' points to the 'Add To Description' radio button in the 'Modification Details' section. The 'Modification Details' section contains the following text and options:

**Modification Details** \* indicates a required field

Where do you want to start the modification process\*:

- Notice Details, add/edit description
- Attachments, attach Files

Do you want to change the existing description or simply add to it\*:

- Edit Existing Description
- Add To Description

Buttons: [Go Back](#) [Quit Process And Return](#) [Proceed](#)

Logos: [simplicity](#) [eProcurement](#)

Footer: [User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@fbo.gov](mailto:fbo.support@fbo.gov)

I. If editing the existing description, the user will be able to edit the existing description and other notice detail fields.

II.

**Notice Details**

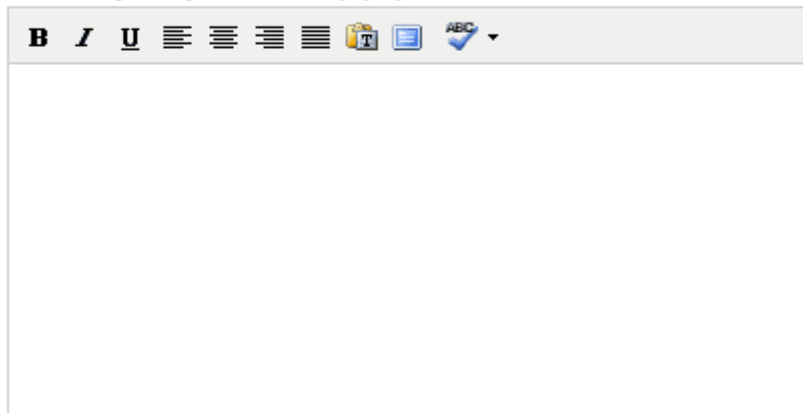
*\* indicates a required field*

You may update notice information below. Note that many fields are locked and cannot be changed from the base notice. When are you satisfied with your changes, you can click **save draft** to save this Modification/Amendment for later. Otherwise, click **proceed** to review your information

III. If adding new text field to the notice, a new text box "add the following to description" appears and is a required field (red asterisk).

**Add The Following To Description\*:**

To paste text into this field, click the icon with the letter T, or press CTRL+V. That will open a pop-up window that allows you to paste in the text. Click "insert" to add the text to the field. Note: you may need to allow pop-ups for this site.



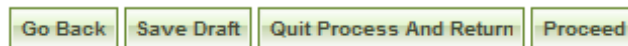
- 1 Notice Type
- 2 Modificaton Type
- 3 Notice Details
- 4 Attachments
- 5 Review/Submit

IV. At the bottom of the form for step three, the "Go Back" takes the user back to step two in the process.

V. "Save Draft" saves the modification in draft notice.

VI. "Quit Process and Return" does not save the modification.

VII. "Proceed" takes the user to the next step in notice modification process.





- I. The fourth step allows the user to attach documents or packages to the notice. A Package is simply a collection of Documents bundled together for review.
- II. If a user does not wish to attach any documents/packages, they may use "proceed" button to move to the next step without attaching any documents.
- III. Click "Add New Package" to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

The screenshot displays the 'Attachments' section of a notice on the FEDBIZOPPS.GOV website. The notice title is 'New Modification For Telephones - 123456789'. The page features a navigation menu with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Attachments' section includes an 'Add New Package' button, a 'Proceed' button, and other navigation buttons like 'Go Back', 'Save Draft', and 'Quit Process And Return'. A yellow arrow labeled 'III' points to the 'Add New Package' button, and another yellow arrow labeled 'II' points to the 'Proceed' button.

**Sensitive, but Unclassified, Attachments**

**NOTE:** If export control or explicit access are required on any of the solicitation's sensitive, but unclassified packages, then all sensitive, but unclassified packages attached to that solicitation will take on those requirements. So for instance if "attachment A" is export controlled and "attachment B" is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a buyer is adding a new package, the first step is to indicate whether the attachment is a sensitive, but unclassified/secure package.
- II. If yes, this means the buyer wishes to attach a document that has been uploaded by an engineer (unless they are themselves an engineer). If the buyer indicates "yes", then the buyer is prompted to select the "PR#" from a list of available packages.
- III. The buyer is also given the option to manually enter the PR# and use the "find package" button.

The screenshot shows a form titled "Package #1" with the following elements:

- A question: "Is this is package sensitive/secure?\*" with radio buttons for "yes" (selected) and "no". A yellow arrow labeled "I" points to the "yes" radio button.
- A section titled "Select PR # From Your Office:" with a dropdown menu. A yellow arrow labeled "II" points to the dropdown menu.
- A section titled "If not found above, Enter PR #\*:" with a text input field and a "Find Package" button. A yellow arrow labeled "III" points to the "Find Package" button.

- IV. Once the secure package has been added, use "add new package" to add another package or "proceed" to go to the next step.

- I. If attaching sensitive, but unclassified, the user is given the option to enter a new package (if user has Engineer User rights) or to select an existing (enter the PR# and use the "find package" button).

**Attachments** \* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this is package sensitive/secure?<sup>\*</sup>

yes  no

Do you want to create new or attach/select existing?<sup>\*</sup>

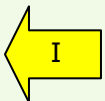
Create New  Attach/Select Existing

PR #<sup>\*</sup>:

Label<sup>\*</sup>:

Project #:

NSN / MMAC:



- I. If adding new, a form will present that allows the user to set up the package. Users can either create a new package or select an existing package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.

## Attachments

*\* indicates a required field*

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

Part Number #:

Nomenclature:

Is this Export Controlled?\*

yes  no

Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

**File / Link #1**

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.

If Uploaded File is compressed (.zip), check here to unzip after

- I. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use "add new package" to add another package or "proceed" to go to the next step.

is this Export Controlled? :

yes  no


Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

 **File / Link #1**

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.

If Uploaded File is compressed (.zip), check here to unzip after uploading

Description\*:

Enter in a short description for this file/link

---

---



## Non-Sensitive Attachments

- I. If the user is attaching a document that is not sensitive, they should mark Is this package sensitive/secure? "no".
- II. Next, users are prompted to enter the "package type" (available package type options will align with the notice type).
- III. On the file "Type" field, the user indicates whether or not the material to upload is either a file or a "link"
- IV. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- V. If "upload" is chosen, the user is asked to specify the filename (note, user can use "browse" option to find the file) and to specify if the file is compressed (in .zip format). If "link" is chosen, the user is asked to specify the URL.
- VI. Users are required to enter a description of the package.
- VII. After the document has been added, the user can add another document to this package or add another entirely new package.
- VIII. "Go Back" button (bottom of form) takes the user back to step two in the process.
- IX. "Save Draft" saves the materials to the draft notice.
- X. "Quit Process and Return" does not attach the materials.
- XI. "Proceed" takes the user to the next step in notice creation process (not shown on image).

**Package #1**

Is this package sensitive/secure?\*

yes  no

**Package Type\*:**  
Mod/Amendment cannot be selected for base notices.

Solicitation  
 Mod/Amendment  
 Other (Draft RFPs/RFIs, Responses to Questions, etc..)

---

**Type\*:**  
Choose "upload" to select a file from your computer or choose "link" to enter in website URL

upload  link

**Description\*:**  
Enter in a short description for this file/link

VII

- II. At step five, the user is able to review materials, and if appropriate to “post” the modification/amendment for vendor review.
- III. “Go back” allows the user to go back in the stepwise process.
- IV. The “save draft” button saves the modifications in draft format.
- V. “Quit Process And Return” returns the user to the previous navigation.
- VI. “Post” moves the notice for review by users.

The screenshot displays the 'New Modification For Telephones - 123456789' page on the FEDBIZOPPS.GOV website. The page features a navigation menu at the top with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A sidebar on the left lists five steps: 1. Notice Type, 2. Modification Type, 3. Notice Details, 4. Attachments, and 5. Review/Submit. The main content area includes a message: 'On this step: Please review your notice information. If satisfied, click post to finalize your notice. You may click save draft to save your work for a later time, or can click go back to modify the information.' Below this message are four buttons: 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Post'. A yellow arrow labeled 'VI' points to the 'Post' button. The 'Modification Details' section contains the following information:

Where do you want to start the modification process:  
Notice Details, add/edit description

Do you want to change the existing description or simply add to it?  
Edit Existing Description

**Notice Details**


Solicitation #: 123456789	Procurement Type: <b>Modification/Amendment</b>	Date Posted: March 20, 2008
------------------------------	--	--------------------------------

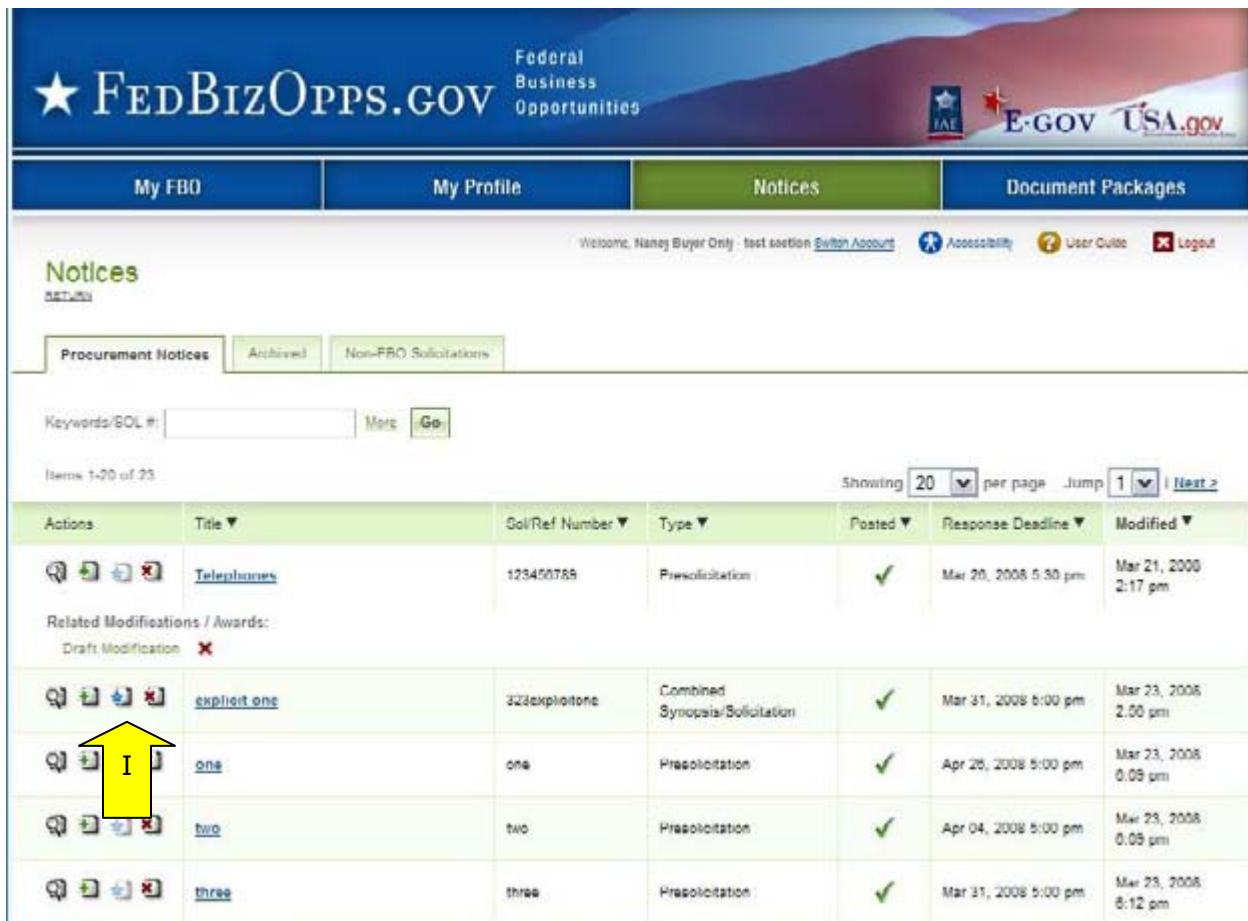
Title:  
Telephones

Description:  
Added: Mar 21, 2008 2:17 pm Modified: Mar 20, 2008 2:53 pm






### 3.3.3 Create Award

- I. From any page on the system, a user can go to upper navigation "Notices" button and then use the create award button to add an award to the notice. Look for: 
- II. Additionally, a user can use the quicklink "create award" on their "My FBO" page to modify / amend a notice.
- III. If a notice is not eligible for award, the award icon will be grayed out and non-selectable.



















Notices

Welcome, Nancy Buyer Only - test section [Switch Account](#)  [Accessibility](#)  [User Guide](#)  [Logout](#)

Procurement Notices Archived Non-FBO Solicitations

Keywords/SOL #:  Meta

Items 1-20 of 23 Showing 20 per page Jump 1 | [Next >](#)

Actions	Title	Sol/Ref Number	Type	Posted	Response Deadline	Modified
  	<a href="#">Telephones</a>	123456789	Presolicitation	✓	Mar 26, 2008 5:30 pm	Mar 21, 2008 2:17 pm
Related Modifications / Awards: Draft Modification 						
  	<a href="#">explicit one</a>	323explicitone	Combined Synopsis/Solicitation	✓	Mar 31, 2008 6:00 pm	Mar 23, 2008 2:00 pm
  	<a href="#">one</a>	one	Presolicitation	✓	Apr 26, 2008 5:00 pm	Mar 23, 2008 0:09 pm
  	<a href="#">two</a>	two	Presolicitation	✓	Apr 04, 2008 5:00 pm	Mar 23, 2008 0:09 pm
  	<a href="#">three</a>	three	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 8:12 pm

- I. At step two of the award notice, the user is required to enter the contract award date, contract award number, contract dollar amount, and awarded contractor name.
- II. Contract Line Item Number and Contractor Awarded Address are not required fields.

**FEDBIZOPPS.GOV** Federal Business Opportunities

Welcome, Nancy Roper Only - [leaf section](#) [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### New Award For Another test - 456987123

**1** Notice Type

**2** Notice Details

**3** Attachments

**4** Review/Submit

**Notice Details** \* indicates a required field

Please enter in contract award details below. Note that many fields are locked and cannot be changed from the base notice. When are you satisfied with your changes, you can click **save draft** to save this Award for later. Otherwise, click **proceed** to review your information

Solicitation #	Procurement Type	Date Posted
456987123	<b>Award Notice</b>	March 30, 2008

**Title:**  
Brief title description of services, supplies, or project required by the posting agency. Note: 255 character limit.  
Another test

**Classification Code:**  
Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.  
30 - Mechanical power transmission equipment

**NAICS Code:**  
Type the naics code to search for naics codes  
111150 - Rice Farming

**Contract Award Date\*:**  
The date the contract was awarded

**Contract Award Number\*:**

- III. The form is too long to capture in a screen shot. Users should work through the form in sequence.
- IV. At the bottom of the form, the "save draft" button saves the award in draft format.
- V. "Quit Process and Return" returns the user to the list of notices
- VI. "Go back" allows the user to go back in the stepwise process.
- VII. "Proceed" moves the user forward in the stepwise process.

- I. The next step allows the user to attach documents or packages to the award notice. A Package is simply a collection of Documents bundled together for review.
- II. If a user does not wish to attach any documents/packages, they may use "proceed" button to move to the next step without attaching any documents.
- III. Click "Add New Package" to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

The screenshot displays the 'New Award For Another test - 456987123' page on the FEDBIZOPPS.GOV website. The page features a navigation menu with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A sidebar on the left lists four steps: 1. Notice Type, 2. Notice Details, 3. Attachments, and 4. Review/Submit. The main content area is titled 'Attachments' and includes a green 'Add New Package' button. Below this are buttons for 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Proceed'. A yellow arrow labeled 'III' points to the 'Add New Package' button, and another yellow arrow labeled 'II' points to the 'Proceed' button. The footer contains links for 'User Guide', 'Accessibility', and 'Help Desk', along with the contact information '877-472-3779 (Toll Free)' and 'fbo.support@ops.gov'.

## Sensitive, but Unclassified, Attachments

NOTE: If export control and/or explicit access are required on any of the solicitation's sensitive, but unclassified packages, then all sensitive, but unclassified packages attached to that solicitation will take on those requirements. So for instance if "attachment A" is export controlled and "attachment B" is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a buyer is adding a new package, the first step is to indicate whether the attachment is a sensitive, but unclassified/secure package.
- II. If yes, this means the buyer wishes to attach a document that has been uploaded by an engineer (unless they are themselves an engineer). If the buyer indicates "yes", then the buyer is prompted to select the "PR#" from a list of available packages.
- III. The buyer is also given the option to manually enter the PR# and use the "find package" button.

The screenshot shows a form titled "Package #1" with the following fields and annotations:

- Is this is package sensitive/secure?\***: A radio button selection with "yes" selected and "no" unselected. A yellow arrow labeled "I" points to the "yes" radio button.
- Select PR # From Your Office:**: A dropdown menu. A yellow arrow labeled "II" points to the dropdown arrow.
- If not found above, Enter PR #\*:**: A text input field followed by a "Find Package" button. A yellow arrow labeled "III" points to the "Find Package" button.

- I. Buyers who are also "Engineers," will also be asked whether or not they want to create a new package. If yes, the form will allow the user to enter a new sensitive, but unclassified, document package.

**Attachments** \* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this is package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:



- I. If adding new, a form will present that allows the user to set up the package. Users can either create a new package or select an existing package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.

## Attachments

\* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Is this package sensitive/secure?\*

yes  no

Do you want to create new or attach/select existing?\*

Create New  Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

Part Number #:

Nomenclature:

Is this Export Controlled?\*

yes  no

Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

**File / Link #1**

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.

If Uploaded File is compressed (.zip), check here to unzip after

- I. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use "add new package" to add another package or "proceed" to go to the next step.

is this Export Controlled? :

yes  no


Explicit Access\*:

yes  no

Is CD Available\*:

yes  no

---

 **File / Link #1**

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.

If Uploaded File is compressed (.zip), check here to unzip after uploading

Description\*:

Enter in a short description for this file/link

---



## Non-Sensitive Attachments

- I. If the user is attaching a document that is not sensitive, they should mark Is this package sensitive/secure? "no".
- II. Next, users are prompted to enter the "package type" (available package type options will align with the notice type).
- III. On the file "Type" field, the user indicates whether or not the material to upload is either a file or a "link"
- IV. If "upload" is chosen, the user is asked to specify the filename (note, user can use "browse" option to find the file) and to specify if the file is compressed (in .zip format). If "link" is chosen, the user is asked to specify the URL.
- V. Users are required to enter a description of the package.
- VI. After the document has been added, the user can add another document to this package or add another entirely new package. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- VII. "Go Back" button (bottom of form, not shown) takes the user back to step two in the process.
- VIII. "Save Draft" (bottom of form, not shown) saves the materials to the draft notice.
- IX. "Quit Process and Return" (bottom of form, not shown) does not attach the materials.
- X. "Proceed" (bottom of form, not shown) takes the user to the next step in notice creation process.

The screenshot shows a web form titled "Package #1" with a light green background. It contains several sections:

- Is this package sensitive/secure?\***: Radio buttons for "yes" and "no". The "no" button is selected and highlighted with a dashed box.
- Package Type\*:**: Radio buttons for "Solicitation", "Mod/Amendment", and "Other (Draft RFPs/RFIs, Responses to Questions, etc..)". A note below says "Mod/Amendment cannot be selected for base notices."
- Type\*:**: Radio buttons for "upload" and "link".
- Description\*:**: A text area with the prompt "Enter in a short description for this file/link".
- Buttons:** "Add Another File / Link To This Package" and "Add New Package".

A yellow arrow labeled "VI" points to the "Add New Package" button, indicating the step described in the text above.

- I. At step four in the process, the user is able to review materials, and if appropriate, to "post" the modification/amendment for vendor review.
- II. "Go back" allows the user to go back in the stepwise process.
- III. The "save draft" button saves the modifications in draft format.
- IV. "Quit Process And Return" returns the user to the previous navigation
- V. "Post" moves the award notice for review by users.

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My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - last section [System Account](#) [Accessories](#) [User Guide](#) [Logout](#)

### New Award For Another test - 456987123

On this step: Please review your notice information. If satisfied, click post to finalize your notice. You may click save draft to save your work for a later time, or can click go back to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Post](#)

#### Notice Details

Solicitation #:	Procurement Type:	Date Posted:
456987123	<b>Award Notice</b>	March 30, 2008

Title:  
Another test


Classification Code:  
30 - Mechanical power transmission equipment

NAICS Code:  
111100 - Rice Farming

Contract Award Date:  
March 31, 2008

Contract Award Number:  
0077

### 3.3.4 Cancel Notice

- I. From any page on the system, a user can go to upper navigation "Notices" button and then use the cancel award button to cancel the notice. Look for: 
- II. Additionally, a user can use the quicklink "cancel notice" on their "My FBO" page to cancel a notice.



Notices

Keywords/SOL #:  [More](#)

Items 1-20 of 23 Showing 20 per page Jump 1 | [Next >](#)

Actions	Title	Sol/Ref Number	Type	Posted	Response Deadline	Modified
	<a href="#">Telephones</a>	123456789	Presolicitation	✓	Mar 26, 2008 5:00 pm	Mar 21, 2008 2:17 pm
Related Modifications / Awards: Draft Modification 						
	<a href="#">explicit_one</a>	323explicitone	Combined Synopsis/Solicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 2:56 pm
	<a href="#">one</a>	one	Presolicitation	✓	Apr 26, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">two</a>	two	Presolicitation	✓	Apr 04, 2008 5:00 pm	Mar 23, 2008 6:00 pm
	<a href="#">three</a>	three	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 6:12 pm

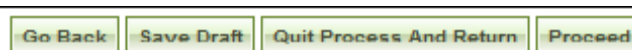
- I. If an award is being cancelled, the user is prompted to enter additional text that will be highlighted to vendors reviewing the cancelled notice.

The screenshot shows the 'Cancellation For Telephones - 123456789' form on the FedBizOpps.gov website. The form is divided into three main sections: 'Notice Type', 'Notice Details', and 'Review/Submit'. The 'Cancellation Details' section includes the following information:

- Solicitation #: 123456789
- Procurement Type: Cancellation
- Date Posted: March 30, 2008

The 'Title' field contains the text 'Telephones'. The 'Cancellation Description\*' field is currently empty and has a rich text editor toolbar above it. A yellow arrow labeled 'I' points to this field, indicating where the user should enter additional text to be highlighted to vendors.

- II. At the bottom of the form, the "Go Back" button takes the user back to step two in the process
- III. "Save Draft" saves the materials to the draft notice.
- IV. "Quit Process and Return" does not attach the materials.
- V. "Proceed" takes the user to the next step in notice creation process.



- I. At step three, the user is able to review materials, and if appropriate to “post” the cancellation notice for vendor review.
- II. “Go back” allows the user to go back in the stepwise process.
- III. The “save draft” button saves the modifications in draft format.
- IV. “Quit Process And Return” returns the user to the previous navigation
- V. “Post” moves the cancellation notice for review by vendors.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### Cancellation For Telephones - 123456789

On this step: Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Post](#)

#### Notice Details

Solicitation #: 123456789 Procurement Type: **Cancellation** Date Posted: March 30, 2008

Title: Telephones

Cancellation Description: budget changes.

Classification Code: 74 -- Office machines, text processing systems & visible record equipment

NMCS Code: 423460 -- Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers

Response Date: Mar 26, 2008 5:30 pm

### 3.3.5 Deletion of Draft Notices

- I. A user can review all drafts from the main "procurement notices" list of notices. Draft items are indicated with a red x in the posted column.
- II. To delete a draft item, the user can click on the review icon for the list item to open the draft notice.

The screenshot shows the FEDBIZOPPS.GOV interface. The top navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Notices' section is active, displaying a list of notices. A yellow arrow labeled 'I' points to the 'Drafts' tab. Below the tabs is a search bar with 'Keywords/DOL #' and buttons for 'More', 'Go', and 'Clear'. The table below shows three draft notices, each with a red 'x' in the 'Posted' column and a review icon. A yellow arrow labeled 'II' points to the review icon in the first row.

Title ▼	Sol/Ref Number ▼	Type ▼	Response Deadline ▼	Modified ▼
	SPM7L508R0033	Presolicitation	-	Apr 02, 2008 10:10 am
	WARS030210	Presolicitation	-	Apr 02, 2008 11:05 am
	SPM4A7-08-R-1073	Presolicitation	-	Apr 02, 2008 12:47 pm

- I. Within the notice use the “proceed” option to move forward to the “review/submit” step
- II. When on the Review/Submit step, if the user selects “delete,” they will be asked to confirm that they indeed want to delete the item. This is important to consider, as deleted drafts do not go to archives and because the process of deletion cannot be undone.

The screenshot displays the 'Base Notice: new example solicitation - combined123' page. The left sidebar contains a navigation menu with four steps: 1. Notice Type, 2. Notice Details, 3. Attachments, and 4. Review/Submit. A yellow arrow labeled 'I' points to the 'Review/Submit' step. The main content area shows a message: 'On this step: Please review your notice information. If satisfied, click post to finalize your notice. You may click save draft to save your work for a later time, or can click go back to modify the information.' Below this message are buttons for 'Go Back', 'Save Draft', 'Quit Process', 'Delete', and 'Post'. A yellow arrow labeled 'II' points to the 'Delete' button. The 'Notice Details' section includes the following information:

Solicitation #:	Procurement Type:	Date Posted:
combined123	Combined Synopsis/Solicitation	March 19, 2008

Title:  
new example solicitation

Classification Code:



### 3.3.6 Archive Notices

- I. A user can “archive” a notice from the main “procurement notices” list of notices. To archive a notice, the user can click on the review icon for the list item to open the draft notice.
- II. When the notice information tab is open, select the “archive” button to archive the notice.

Keywords/SOL #:  [More](#)

Items 1-20 of 30 Showing 20 per page Jump 1 [Next >](#)

Actions	Title	SoliRef Number	Type	Posted	Response Deadline	Modified
	<a href="#">1test replication</a>	aabb	Presolicitation	✓	-	Apr 10, 2008 1:19 pm
	<a href="#">417buyersol</a>	78979a8sd7f	Combined Synopsis/Solicitation	✓	-	Apr 17, 2008 11:33 am
Related Modifications / Awards:						
Modification 1 Apr 17, 2008						
	<a href="#">added export after</a>	78979a8sd7f	Presolicitation	✓	-	Apr 15, 2008

Notice Information Packages Interested Vendors

**Note:** This notice has been posted. Any changes must be done in the form a new modification/amendment notice

[Return To List](#) [Modify/Amend](#) [Archive](#) [Print](#)

**Notice Information**

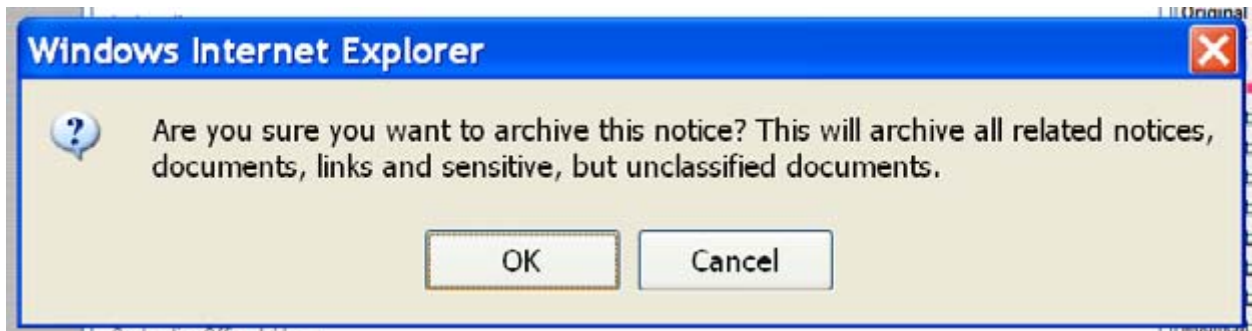
Solicitation: aabb Agency/Office: test section

Location: 5

**PROCUREMENT NOTICE INFO**  
 Created: April 9, 2008 10:39 am  
 By: [nancy both](#)  
 Modified: April 18, 2008 1:19 pm  
 By: [nancy both](#)

**NOTICE HISTORY**  
 Original Notice: aabb (Apr 18, 2008)

- I. User will be asked to confirm the "archive".



### 3.3.7 Unarchive Notices

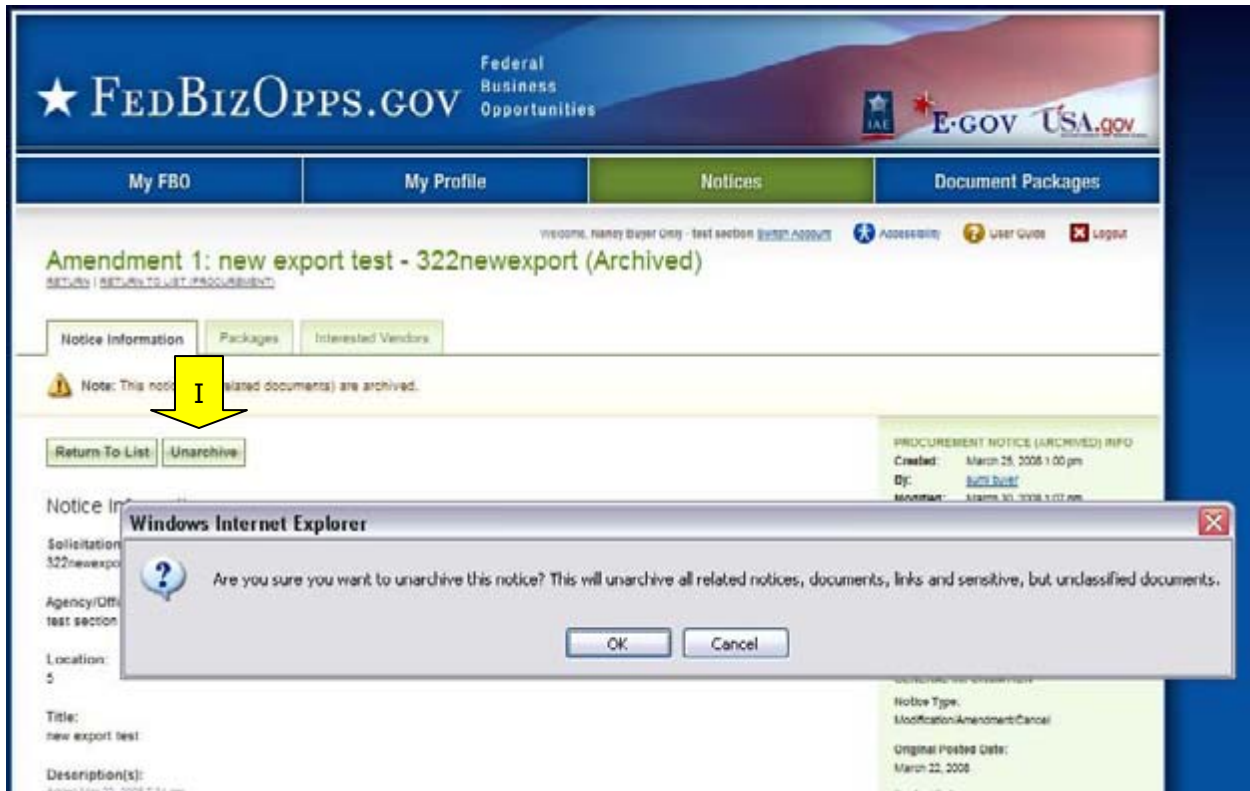
- I. To review all archived notices, go to upper navigation "notices" and the sub-tab "archived".
- II. To unarchive the notice, from the archived sub tab, click on the view icon for the notice.

The screenshot shows the FEDBIZOPPS.GOV website interface. The top navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Notices' section is active, displaying a 'Welcome, Admin User' message and links for 'Accessibility', 'User Guide', and 'Logout'. Below the navigation, there are tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Archived' tab is selected. A search bar for 'Keywords/SOL #' is present, along with 'More', 'Go', and 'Clear' buttons. A pagination indicator shows '1 - 20 of 459' and a list of page numbers from 1 to 11, with a link to page 231. A table of notices is displayed with columns: Title, SolNet #, Type, Last Posted Date, and Archived On. The first notice is '99 -- International Broadcast Rights for TV Programming from MarVista Entertainment' with SolNet # 316480606456, Type 'Special Notice', Last Posted Date 'Mar 10, 2008', and Archived On 'Mar 29, 2000 12:00 am'. The second notice is '70 -- Complete Apple Computer System' with SolNet # HG002873479002, Type 'Special Notice (Modified)', Last Posted Date 'Mar 04, 2008', and Archived On 'Mar 21, 2008 12:00 am'. A 'Modification 4 - Mar 04, 2000' note is visible below the second notice.

Title ▼	SolNet # ▼	Type ▼	Last Posted Date	Archived On ▲
99 -- International Broadcast Rights for TV Programming from MarVista Entertainment	316480606456	Special Notice	Mar 10, 2008	Mar 29, 2000 12:00 am
70 -- Complete Apple Computer System	HG002873479002	Special Notice (Modified)	Mar 04, 2008	Mar 21, 2008 12:00 am

Modification 4 - Mar 04, 2000

- I. Select "unarchive" to return the notice and associated documents to active status.
- II. The system will prompt the user to confirm this operation.



### 3.3.8 Print Notices

- I. Users can print both released and draft notices.
- II. For a non-draft notice, go to the notice list and select the review icon.
- III. When the notice is in review format, use the "Print" button to open a window that displays the notice in a printer friendly format.

The screenshot shows the 'Notices' page on FEDBIZOPPS.GOV. The user is logged in as 'nancy both - test section'. The page displays a list of notices with columns for Actions, Title, Sol/Ref Number, Type, Posted, Response Deadline, and Modified. The first notice is titled 'test replication' with Sol/Ref Number 'sabb' and Type 'Presolicitation'. A yellow arrow labeled 'I' points to the review icon (a magnifying glass) in the Actions column of this notice.

Actions	Title	Sol/Ref Number	Type	Posted	Response Deadline	Modified
	<a href="#">test replication</a>	sabb	Presolicitation	✓	-	Apr 10, 2000 1:19 pm
	<a href="#">t17buyersol</a>	78979e8sd7f	Combined Synopsis/Solicitation	✓	-	Apr 17, 2000 11:33 am

The screenshot shows the 'Base Notice' page for 'teset - 777423sol'. The user is logged in as 'nancy both - DELAWARE RIVER BASIN COMMISSION'. The page displays notice information and a 'Print' button in the top navigation bar. A yellow arrow labeled 'II' points to the 'Print' button.

Notice Information

Solicitation: 777423sol Agency/Office: DELAWARE RIVER BASIN COMMISSION

PROCUREMENT NOTICE INFO  
 Created: April 24, 2008 9:05 am  
 By: nancy both  
 Modified: April 24, 2008 9:05 am  
 By: nancy both

- I. In the print window, "print" sends the notice to the printer.
- II. Use "Close" to close the print window.

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

**Award: 5533hou / added export after original explicit added - testexpexport**

---

<b>Notice Type:</b> Award Notice	<b>Original Posted Date:</b> March 23, 2008
<b>Posted Date:</b> March 23, 2008	<b>Original Response Date:</b> Mar 31, 2008 5:00 pm
<b>Response Date:</b> -	
<b>Archiving Policy:</b> Automatic, 15 days after response date	
<b>Original Archive Date:</b> -	
<b>Archive Date:</b> -	
<b>Classification Code:</b> A -- Research & Development	
<b>NAICS Code:</b> 111 -- Crop Production/111130 -- Dry Pea and Bean Farming	

---

- II. For draft notices, the print option is available at the "review/submit" step of the notice



### 3.3.9 Review Interested Vendors List

- I. To review the "interested vendors list" for a solicitation, use the review icon to open the solicitation from the procurement notices list.
- II. Go to the "interested vendors" sub-tab.

FEDBIZOPPS.GOV Business Opportunities  
 E-GOV USA.gov

My FBO | My Profile | **Notices** | Document Packages

Welcome, nancy both - test section | Accessibility | User Guide | Logout

**Notices**  
RETURN TO HOME

Procurement Notices | Drafts | Archived | Non-FBO Solicitations

Keywords/SOL #:  More

Items 1 - 20 of 30      Showing 20 per page    Jump 1 | Next >

Actions	Title	SOL/Ref Number	Type	Posted	Response Deadline	Modified
   	<a href="#">ttest replication</a>	sabb	Presolicitation	✓	-	Apr 10, 2000 1:19 pm
   	<a href="#">417buyersol</a>	78979a8sd7f	Combined Synopsis/Solicitation	✓	-	Apr 17, 2000 11:33 am

Related Modifications / Awards:  
 Modification 1 Apr 17, 2008

FEDBIZOPPS.GOV Federal Business Opportunities  
 E-GOV USA.gov

My FBO | My Profile | **Notices** | Document Packages

Welcome, nancy both - test section | Accessibility | User Guide | Logout

**417buyersol - 78979a8sd7f**  
RETURN | RETURN TO LIST (PROCUREMENT)

Notice Information | Packages | **Interested Vendors**

Keywords:

Items 1-1 of 1

Last Name	First Name	Email	Contractor	Phone	Address
Vendor	Alan	test10@symplicity.com,napcttff@yahoo.com,btmnap@gmail.com	LOFR, H CORP	201-874-7854	419 SAWYER ST NEW BEDFORD MA 027461013

Items 1-1 of 1



## 3.4 Manage FBO Notices with Bid Module Enabled

### 3.4.1 Create Notice

The Bid Module functionality allows buyers to receive and electronically evaluate vendor responses to notices. If this feature is enabled by the Location Administrator, there will be an additional step included in the "Create Notice" process outlined in section 3.3.1 called "Bids." Note, Location Administrators can choose to enable or disable the two response types (CLIN and Doc Package) independently from one another.

- I. After completing step three "Attachments" and clicking "Proceed," the next step is to indicate the preferred type(s) of electronic submission for the notice by clicking on the appropriate check box: CLIN and/or Doc Package.

#### Create New Notice

- II. By selecting "CLIN," the buyer enables an online Item (CLIN) builder which will serve as a template for the items that vendors will be requested to quote on.
- III. If "Doc Package" is selected, vendors will be able to submit document responses (file uploads) electronically.
- IV. The CLIN template includes the following fields:
  - a. Line Item Description\*: Buyer provides a brief description about the Line Item;
  - b. Quantity\*: Buyer enters the quantity of the Line Item;
  - c. "Add Line Item:" Buyer clicks this button to add as many additional parent line items as needed to complete the template;
  - d. "Add New Child Item:" Buyer can add unlimited child line items under each parent line item; the child line items will be indented when displayed.

## Bids

\* indicates a required field

## CLIN.

**Edit CLIN information**

Line Item Description\*:  
Provide a brief description about the Line Item

Line Item #1

Quantity\*:  
Enter the quantity of line item

1000

Children:  
Add a child line item

**Edit CLIN information**

Line Item Description\*:  
Provide a brief description about the Line Item

Child Line Item #1

Quantity\*:  
Enter the quantity of line item

500

Children:  
Add a child line item

Add New Child Item Delete Child Line Item

Add New Child Item Delete

- e. "Delete:" Buyer can use this button to delete parent and/or child line items at any time during this process.
- f. "(Undelete):" If Buyer deletes a line item, the button will change to allow the buyer to "(Undelete)" the line item which will retain the values entered previously.



- V. The Buyer has four options at the bottom of the main page:
  - a. "Go Back" returns to the previous step in the process where changes can be made;
  - b. "Save Draft" saves data entered up to this point for later edits/review;
  - c. "Quit Process And Return" means that the solicitation will not be saved if selected when the notice was not previously saved as a draft;
  - d. "Proceed" takes the user to the next step in the process, "Bids, Review."

- VI. After clicking "Proceed," the buyer can review the type(s) of electronic submission selected and if applicable, the CLIN template created.

## Create New Notice

**Bids** \* indicates a required field

**Electronic Submission/ Responses:**  
Select the type of electronic submission that you would prefer  
CLIN, Doc Package


**CLIN:**

Line Item Description	Quantity
Line Item #1	1000
Child Line Item #1	500
Line Item #2	750

Buttons: **Go Back** **Save Draft** **Quit Process And Return** **Proceed**

- VII. The Buyer has four options at the bottom of this page:
- "Go Back" returns to the previous step in the process where changes can be made;
  - "Save Draft" saves data entered up to this point for later edits/review;
  - "Quit Process And Return" means that the solicitation will not be saved if selected when the notice was not previously saved as a draft;
  - "Proceed" takes the user to the next step in the process, "Review/Submit." See section 3.3.1 "Create New Notice" for more information on the next step.

### 3.4.2 Modify / Amend Notice

- From any page on the system, a user can go to upper navigation "Notices" button and then use the modify/amend option to make edits to the notice. Look for: 
- Additionally, a user can use the quicklink "Mod/Amend Notice" on their "My FBO" page to modify / amend a notice. (See section 3.3.2, page 43 for a screen shot.)
- During the "modification type" step in the modify/amend process, the user indicates at which step they want to start the modification process:
  - add to or edit the description (see section 3.3.2)
  - attach files to the notice (see section 3.3.2)
  - bids (CLIN/Doc Packages)

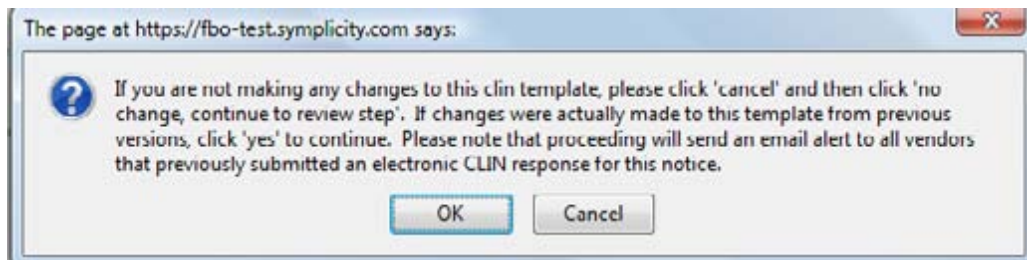
## New Amendment for Bid Mod Test 39 - MM-FBO-039

- IV. If the user indicates that they would like to start the modification process at the "Bids" section, the system will first allow the user to review/modify the type(s) of electronic submission previously selected (CLIN and/or Doc Package).
- V. Note, if the user previously created a CLIN template, and deselects that option now, the system will recall the template if and when the user re-enables the CLIN option.

## New Amendment for Bid Mod Test 39 - MM-FBO-039


- VI. At the bottom of the form for step five "Bids - Type," there are five options:
- "Go Back" takes the user to step four Attachments;
  - "Save Draft" saves the modification in draft notice;
  - "Quit Process and Return" does not save the modification;
  - "No Change, Continue to Review Step" does not save any changes made to the form and takes the user to step six "Review / Submit;"
  - "Proceed" saves any changes made to the form and takes the user to the next step in the modification process.
- VII. If the user selects the CLIN type option and clicks "Proceed," the system will provide a CLIN Template for completion or modification.
- If the user previously created a CLIN template and then disabled the option, the system will recall the original template for modification at this time.
  - The user can make any changes to the CLIN template form, including:
    - Edit Line Item Description;
    - Edit Quantity;
    - Add and/or Delete Line Item;

- iv. Add and/or Delete Child Line Item.
- VIII. At the bottom of the form for step five "Bids – CLIN Template," there are five options:
- "Go Back" takes the user to step five "Bids - Type;"
  - "Save Draft" saves the modification in draft notice;
  - "Quit Process and Return" does not save the modification;
  - "No Change, Continue to Review Step" does not save any changes made to the form and takes the user to step six "Review / Submit;"
  - "Proceed" saves any changes made to the form and takes the user to the next step in the modification process; note, if the user selects "Proceed," the system will provide the following warning message:



- IX. After clicking "OK," the system will move to the next step, "Bids – Review" at which point the user can review the type(s) of electronic submission selected, if any, as well as the CLIN template created, if applicable. There are four options at the bottom of the review page:
- "Go Back" takes the user to step five "Bids – CLIN Template;"
  - "Save Draft" saves the modification in draft notice;
  - "Quit Process and Return" does not save the modification;
  - "Proceed" saves any changes made to the Bids section and takes the user to the next step in the modification process.
- X. At step six, the user is able to review materials, and if appropriate to "post" the modification/amendment for vendor review; see section 3.3.2 page 53 for more information on this final step in the modification process.

### 3.4.3 Manage Vendor Electronic Responses

- A buyer can review vendor electronic responses by following the below steps:
  - Go to upper navigation "Notices" button or click on the "Active Procurement Notices" link on the "My FBO" page under Statistics.
  - Locate the desired notice in the list and click on the corresponding "Title," or use the view icon to open the Notice Information page. Look for: 
  - If the Bid Module is enabled for a notice, there will be an additional tab called "Bids/Responses" from where the user can review any vendor electronic response submissions for that notice.
  - Note, on this page, the user can also review the available type(s) of electronic submission, as well as the CLIN template created, if applicable.

Base Notice: Bid Mod Test 39 - MM-FBO-039

Notice Information Packages Bids/Responses Interested Vendors

Note: This notice has been posted. Any changes must be done in the form a new modification/amendment notice

Return To List Modify/Amend Archive Print

Notice Information

Solicitation: MM-FBO-039 Agency/Office: Office of Integrated Acquisition Environment

Location:

PROCUREMENT NOTICE INFO  
Created: February 16, 2009  
By: Micki Buyer  
Modified: February 16, 2009  
By: Micki Buyer

ELECTRONIC SUBMISSIONS  
Doc Package  
[CLIN](#)

II. If there are no vendor electronic submissions, the tab will indicate no items found:

Bid Mod Test 39 - MM-FBO-039

Notice Information Packages Bids/Responses Interested Vendors

Keywords:  Go

No items found

III. If available, vendor electronic response submissions will be displayed in spreadsheet fashion and will provide the following information:

- a. Vendor's first and last name;
- b. Vendor's company name;
- c. DUNS if available;
- d. Type(s) of electronic submission;
- e. Total Bid amount;
- f. Date the response was submitted.

Last Name	First Name	Contractor	DUNS	Type	Total Bid	Submitted On
Vendor	Micki	FBO Test Vendor		CLIN, Doc Package	2,500.00	Feb 21, 2009 10:12 pm
Vendor02	Micki	Test Vendor 2		CLIN, Doc Package	1,500.00	Feb 21, 2009 11:25 pm

IV. Click on the "View" icon to review the details of a vendor's electronic response; the system will display two sub-tabs for each response submitted, "Core" and "Notes:"

- a. The "Core" sub-tab provides details of the response, including:



- i. Additional contact information for the vendor, including full name, company name, email address, and telephone number;



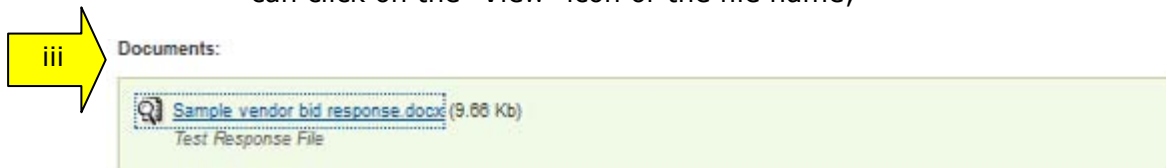
Response



- ii. The CLIN template, if applicable, as completed and submitted by the vendor with a Unit Price and Total price (Quantity multiplied by the Unit Price) per line item, as well as a Grand Total price for all line items;

Line Item Description	Quantity	Unit Price	Total
Line Item #1	1000	2.50	2,500.00
<b>Grand Total:</b>			<b>2,500.00</b>

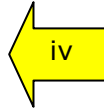
- iii. A "Documents" section at the bottom where the user can view any file(s) submitted by the vendor as part of the response, including the file name, file size, and file description, if available; to open a file, the user can click on the "View" icon or the file name;



- iv. A right side bar displaying the date the response was created, the date it was modified, and the vendor's full name.



**RESPONSE INFO**  
 Created: February 21, 2009 10:12 pm  
 By: [Micki Vendor](#)  
 Modified: February 21, 2009 10:38 pm  
 By: [Micki Vendor](#)

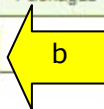


- b. The "Notes" sub-tab allows the user to enter and save notes for each electronic response submission:
  - i. If there are no notes saved, the system will indicate "No Items Found;"
  - ii. To create a note, click on the "Add New Note" button located at the bottom of the page;

Notice Information Packages Bids/Responses Interested Vendors

Core Notes

Keywords:  Go



No items found

Add New Note

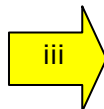


- iii. The system provides a text field where the user can enter in "Note Information;"

Notice Information Packages Bids/Responses Interested Vendors

Core Notes

Submit Save Return



Note Information

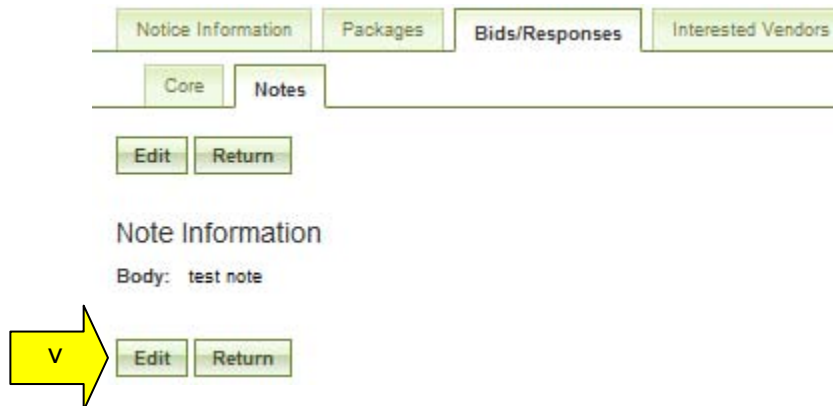
Body\*

Submit Save Return

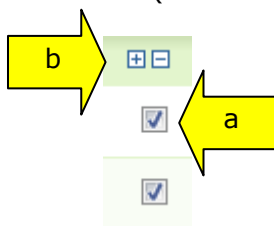
1. "Submit" saves the text entered and returns the user to the main "Notes" sub-tab listing all saved entries;
  2. "Save" saves the text entered and keeps the user within that particular note for review;
  3. "Return" does not save the text entered and returns the user to the main "Notes" sub-tab listing all saved entries.
- iv. A user can view and/or edit a note entry at any time by opening the "Notes" sub-tab within a response and clicking on the "View" icon next to the desired note.



- v. The user can review the "Note Information" and make changes (or delete the note) by clicking on the "Edit" button; otherwise, the user clicks "Return" to go back to the main list of "Notes" for that response.



- V. A user can download all or a select number of vendor responses into a Zip file by following these steps:
- a. Within the "Bids/Responses" tab of a particular notice, select the responses to be downloaded using the checkboxes next to each response;
  - b. Note, to select (or deselect) all responses, the user can simply click on the plus (or minus) sign at the top of the checkbox column;



- c. Next, click on the down arrow next to "Batch Options" and select the "Download Zip" option;

Notice Information Packages **Bids/Responses** Interested Vendors

Keywords:

Batch Options  of 2

Download Zip  
Mail

<input type="checkbox"/>	<input type="checkbox"/>	Last Name ▼	First Name ▼	Contractor ▼
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor	Micki	FBO Test Vendor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor02	Micki	Test Vendor 2

- VI. Users can also send email messages to selected vendors by following these steps:
- Within the "Bids/Responses" tab of a particular notice, select the response(s) for which you would like to send an email message to the associated vendor(s) using the checkboxes next to each response;
  - Note, to select (or deselect) all responses, the user can simply click on the plus (or minus) sign at the top of the checkbox column;
  - Next, click on the down arrow next to "Batch Options" and select the "Mail" option;

Notice Information Packages **Bids/Responses** Interested Vendors

Keywords:

Batch Options  Items 1-2 of 2

Download Zip  
Mail

<input type="checkbox"/>	<input type="checkbox"/>		First Name ▼	Contractor ▼	DUNS ▼
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor	Micki	FBO Test Vendor	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor02	Micki	Test Vendor 2	

- The system opens "Mail Wizard" sub-tab which provides instructions for creating an email message to the vendors selected in the previous step:
  - Enter the Subject of the email message;
  - The system will automatically enter in the email addresses on file for the vendor response(s) selected by the user;
  - If desired, enter the email address(es) for the people who should be carbon copied (Cc) and/or blind copied (Bcc) on the email message;
  - Use the yes/no radio buttons to indicate if the message should be formatted using HTML;

**STEP 1: Review/Edit Message**

Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

**i** **Subject\*:**  
Enter the subject of the email message.

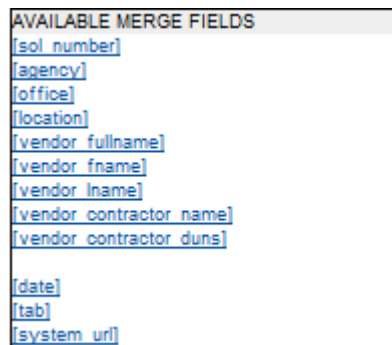
**ii** **From:**  
Please enter the e-mail address which will be used in the from field.

**iii** **Cc:**  
Address(es) who should be carbon copied

**iii** **Bcc:**  
Address(es) who should be blind copied

**iv** **HTML Format:**  
Do you wish to format this message using HTML?  
 yes  no

- v. Enter the message body, including any "merge fields" which are identified in the right side bar; the user can either type the identifier (including the brackets) directly into the text body, or click on the blue text in the side bar to insert the information wherever needed.




- vi. The user is able to select one or more files from their computer to be included as part of the message.
1. Click on the "Browse" button to select a file;
  2. Use the radio buttons to indicate the method for sending the file, either as an attachment in the email message, or as a link to the file;
  3. The user can delete attachments at any time using the "Delete Attachment" button (note, this action takes place immediately, independent of submitting the form);

4. The user can attach more files using the "Add Additional Attachments" button;

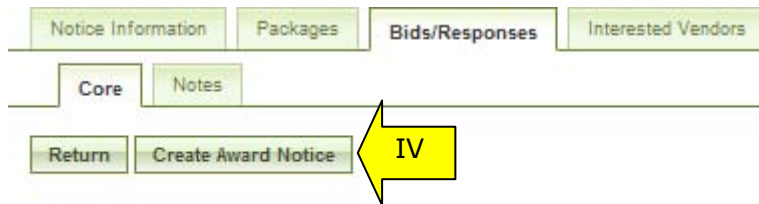
- vii. "Cancel" does not save the message and returns the user to the main "Bids/Responses" tab;
- viii. "Next" moves the user to step two, "Review Recipients" where the system will allow the user to review the list of recipients, and make any necessary changes

- ix. "Cancel" does not save the message and returns the user to the main "Bids/Responses" tab;
- x. "<prev" returns the user to step one, "Review/Edit Message;"
- xi. "Send Messages" begins the mailing process. **Note, this action cannot be reversed.**

### 3.4.4 Create Award

- I. From any page on the system, a user can go to upper navigation "Notices" button and then use the create award button to add an award to the notice. Look for:  (see section 3.3.3 page 54 for screen shot).
- II. Additionally, a user can use the quicklink "create award" on their "My FBO" page to modify / amend a notice.
- III. If a notice is not eligible for award, the award icon will be grayed out and non-selectable.
- IV. If the Bid Module is enabled for a user's notice and there are vendor electronic responses submitted, the user can also initiate the award process directly from the

"Core" sub-tab of an electronic response by clicking on the "Create Award Notice" button. (Note, this button will only be present if the notice is eligible for award.)



## Response

- V. After clicking "Create Award Notice," the system will take the user to step two of the award process, "Notice Details," where the following fields are pre-populated:
  - a. Title;
  - b. Classification Code and NAICS Code;
  - c. Contract Award Date;
  - d. Contractor Awarded Name and Address;
  - e. Primary and Secondary Point of Contact Information;
  - f. Existing Description.
- VI. See section 3.3.3 for detailed information on the steps required to continue processing an award.

### 3.4.5 Cancel Notice

See section 3.3.4.

### 3.4.6 Deletion of Draft Notices

See section 3.3.5.

### 3.4.7 Archive Notices

See section 3.3.6.

### 3.4.8 Unarchive Notices

See section 3.3.7.

### 3.4.9 Print Notices

See section 3.3.8.

### 3.4.10 Review Interested Vendors List

See section 3.3.9.

## 3.5 Non-FBO Secure Document Link

Users can create links to documents posted in FBO for viewing outside the context of FBO notices. These sorts of links were previously managed through FedTeDS.

### 3.5.1 Create Non-FBO Secure Document Link

- I. From notices tab, go to Non-FBO Solicitation sub-tab to see list of Non-FBO Solicitations.
- II. Red x in the released column indicates the Non-FBO solicitation is in draft format (not released yet). A date in this column means the Non-FBO solicitation was released on this date.
- III. Click "Add New Non-FBO Solicitation" to create a new Non-FBO solicitation link.

The screenshot displays the 'Non-FBO Solicitations' page on the FEDBIZOPPS.GOV website. The page features a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the navigation bar, there are tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Non-FBO Solicitations' tab is active, showing a list of solicitations with columns for 'Actions', 'SolRef #', 'Created on', and 'Released'. A red 'x' is visible in the 'Released' column for the first row. A yellow arrow labeled 'I' points to the 'Non-FBO Solicitations' tab, and another yellow arrow labeled 'III' points to the 'Add New Non-FBO Solicitation' button at the bottom left.

Actions	SolRef # ▼	Created on ▼	Released ▼
	GS02P08VWC0018	Apr 07, 2008 4:18 pm	×
	GS0507SVC0022	Apr 10, 2008 5:02 pm	Jul 06, 2007 5:09 am
	GS06P009YC0005	Apr 10, 2008 5:02 pm	Jan 25, 2008 3:44 am
	GS06P08CYC0004	Feb 06, 2008 2:00 am	Feb 06, 2008 2:00 am
	GS06P009ZC0004	Apr 08, 2008 4:52 pm	Feb 27, 2008 11:00 am
	GS06P08ZC0009	Apr 01, 2008 4:52 pm	Feb 28, 2008 11:30 am

At the bottom left of the page, there is a button labeled 'Add New Non-FBO Solicitation' and a text indicator 'Items 1 to 6 of 6'.



- I. The first step of creating a Non-FBO Secure Document Link is essentially a simplified version of the notice form. This form only captures three key elements:
  - i. the archive date
  - ii. point of contact(s)
  - iii. solicitation #.
- II. Note, solicitation # and archive date must be entered before the "save draft" button can be used to save the Non-FBO Solicitation in draft format.
- III. "Cancel" returns the user to the list of Non-FBO Solicitations.
- IV. "Proceed" takes the user to the next step in the process.

Non-FBO Solicitation: nonfbo123

**Note:** This solicitation and attached Secure Packages have not yet been released and are saved as draft. You may make modifications and submit when ready.

**1** Details

---

**2** Attach Packages

---

**3** Review/Submit

\* Indicates a required field

**Save Draft** **Cancel** **Proceed**

### Solicitation Details

Please enter the details for this non-fbo solicitation

**Solicitation #:** Enter the solicitation number  
nonfbo123

**Primary Point of Contact\*:** Select the primary point of contact

Select an Existing or New Contact:

Title:

Full Name:

Email:

Phone:

Fax:

**Secondary Point of Contact:** Optionally, select a secondary point of contact.

Select an Existing or New Contact:

Title:

Full Name:

Email:

Phone:

Fax:

**Archive Date:** The date this solicitation and packages will be archived

**Save Draft** **Cancel** **Proceed**

- I. The next step of creating a Non-FBO form allows the user to add the secured package(s).
- II. The user can create new or attach/select existing secured package.
- III. Contingent on the response, the system will prompt users to enter data as appropriate.
- IV. Use the "Attach Additional Secure Package" button to add additional packages to the Non-FBO Solicitation.
- V. "Go Back" takes the user back one step in the process.
- VI. Use the "save draft" button to save the Non-FBO Solicitation in draft format.
- VII. "Cancel" returns the user to the list of Non-FBO Solicitations.
- VIII. "Proceed & Review" takes the user to the final step in the process.

The screenshot shows the 'Attach Packages' page in the FEDBIZOPPS.GOV system. The page is titled '[New Non-FBO Solicitation]'. The navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The main content area is titled 'Attach Packages' and contains a form for adding packages. The form includes a 'Package #1' section with a dropdown for 'Select PR # From Your Office', a text field for 'PR #', and a 'Find Package' button. Below this is an 'Attach Additional Secure Package' button. At the bottom are buttons for 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Proceed & Review'. A yellow arrow labeled 'I' points to the 'Attach Packages' step in the left sidebar. A yellow arrow labeled 'VIII' points to the 'Proceed & Review' button.

- I. The final step of creating a Non-FBO allows the user to review and submit materials.
- II. "Go Back" takes the user back one step in the process.
- III. Use the "Save Draft" button to save the Non-FBO Solicitation in draft format.
- IV. "Quit Process and Return" returns the user to the list of Non-FBO Solicitations
- V. "Release Solicitation" makes the Non-FBO solicitation link valid. Users will be asked to confirm release.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, nancy both - test section /Accessibility User Guide Logout

### [New Non-FBO Solicitation]

**1** Details  
▼  
**2** Attach Packages  
▼  
**3** Review/Submit

#### Solicitation Details

Solicitation #: esdfesfdesdf

Primary Point of Contact:  
nancy both,  
Supervisor Ollyer  
[test-1@symplicity.com](mailto:test-1@symplicity.com), [test-13@symplicity.com](mailto:test-13@symplicity.com)  
Phone: 512 555 6667

Archive Dates:  
April 30, 2008

#### Attach Packages

**Package #1**  
PR #: newspaper3rus  
Is this Export Controlled?: yes  
Explicit Access: no

[tiffany.txt](#) (74.46 Kb)  
Description: tset

Go Back Save Draft Quit Process And Return Release Solicitation

- I. The link for the Non-FBO solicitation is presented in the notice when it is released.
- II. Vendors must log in after clicking that link and will see the uploaded packages - and can request access etc, same way they would for FBO Solicitation. Users will manage explicit access requests in the same way as described for FBO solicitations.

The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, the site logo and navigation tabs (My FBO, My Profile, Notices, Document Packages) are visible. The main content area is titled "Non-FBO Solicitation: 32608" and includes a "Details" tab. Under the "Details" tab, there are buttons for "Unrelease Solicitation", "Return", and "Archive". The "Solicitation Details" section lists the following information:

Solicitation #:	32608
Primary Point of Contact:	nancy cybil <a href="mailto:cybil@ca.gov">cybil@ca.gov</a>
Secondary Point of Contact:	nancy office five <a href="mailto:test-4@symlicity.com">test-4@symlicity.com</a>
Archive Date:	April 25, 2008
Vendor Link:	<a href="https://fbo-test.symlicity.com/notifications/32608">https://fbo-test.symlicity.com/notifications/32608</a>

A yellow arrow with the letter "I" points to the Vendor Link. Below the details is an "Attach Packages" section with a "Package #1" box containing the following information:

Package #1
PR #: 235887
Is this Export Controlled?: no
Explicit Access: yes
Is CD Available: no

On the right side of the page, there is a "NON-FBO SOLICITATION INFO" box with the following details:

Created:	March 26, 2008 2:20 pm
By:	<a href="#">nancy both</a>
Modified:	April 16, 2008 5:45 pm
By:	<a href="#">nancy both</a>

### 3.5.2 Un-release Non-FBO Secure Document Link

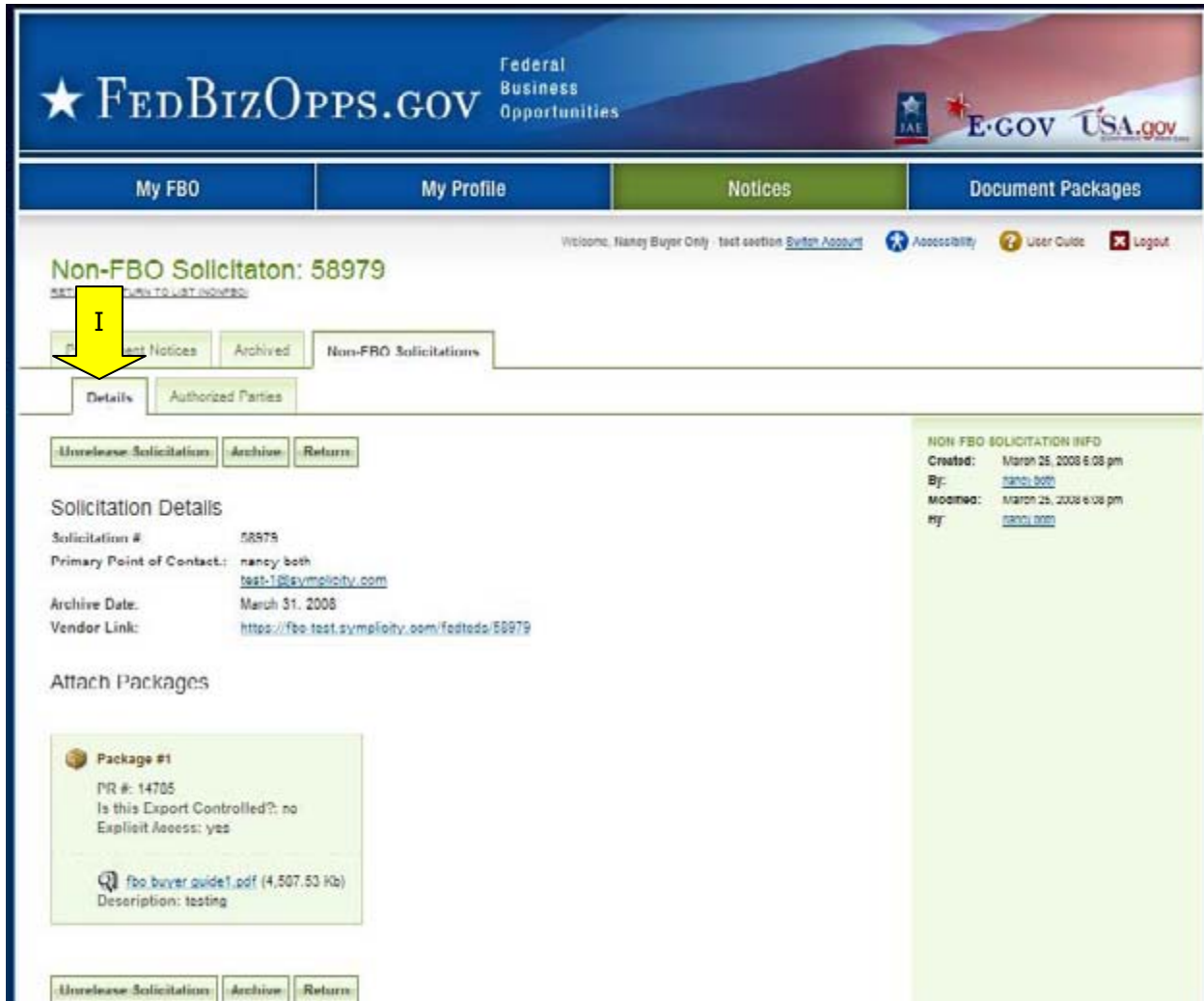
- I. Users can un-release Non-FBO solicitations. Doing so renders the Non-FBO Solicitation link nonfunctional. Vendors trying to view the link of an unreleased Non-FBO solicitation will receive the following error message:  
NOTE: The Secure Documents link (formerly FedTeDS) you are trying to access cannot be found
- II. Un-released Non-FBO solicitations are returned to "draft" status on the list of Non-FBO solicitations. On that list, in the released date, a red x will display.
- III. To unrelease a previously released Non-FBO document, go to "Notices" and the "Non-FBO Solicitations" sub-tab. Click on the review tab to open the previously released item.

The screenshot displays the 'Non-FBO Solicitations' page on the FEDBIZOPPS.GOV website. The page includes a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the navigation bar, there are tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Non-FBO Solicitations' tab is active, and there are sub-tabs for 'Solicitations' and 'Archived'. A search bar with the keyword 'qs' and buttons for 'More', 'Go', and 'Clear' is present. Below the search bar, it says 'Items 1-6 of 6'. A table lists six solicitations with columns for 'Actions', 'SolRef #', 'Created on', and 'Released'. The first row has a red 'x' in the 'Released' column. A yellow arrow labeled 'II' points to the search area. Another yellow arrow labeled 'III' points to the 'Review' icon in the 'Actions' column of the second row.

Actions	SolRef # ▼	Created on ▼	Released ▼
	GS02P08VWC0018	Apr 07, 2008 4:18 pm	<b>x</b>
	GS0507SVC0022	Apr 10, 2008 5:02 pm	Jul 06, 2007 5:09 am
	GS06P00GYC0005	Apr 10, 2008 5:02 pm	Jan 25, 2008 3:44 am
	GS06P08GYC0004	Feb 06, 2008 2:00 am	Feb 06, 2008 2:00 am
	GS06P08GZC0004	Apr 01, 2008 4:52 pm	Feb 27, 2008 10:00 am
	GS06P00GZC0009	Apr 01, 2008 4:52 pm	Feb 20, 2008 11:30 am

At the bottom of the table, there is a button labeled 'Add New Non-FBO Solicitation' and the text 'Items 1-6 of 6'.

- I. From the Details tab, use the “unreleased solicitation” button to unreleased the Non-FBO solicitation. When prompted, the user will need to confirm intended operation.
- II. If there is not an intention to re-release the solicitation, use “archive” to send the solicitation to archives. When prompted, the user will need to confirm intended operation.
- III. “Return” returns the user to the list of Non-FBO Solicitations





### 3.5.3 Delete Draft Non-FBO Secure Document Link

- I. A user can review all drafts non-fbo solicitations from main "procurement notices" navigation and the sub-tab "non-fbo solicitations. Draft items are indicated with a red x in the released column.
- II. To delete a draft item, the user can click on the review icon for the list item to open the draft notice.

The screenshot displays the "Non-FBO Solicitations" page on the FEDBIZOPPS.GOV website. The page includes a navigation bar with "My FBO", "My Profile", "Notices", and "Document Packages". Below the navigation bar, there are tabs for "Procurement Notices", "Drafts", "Archived", and "Non-FBO Solicitations". The "Non-FBO Solicitations" tab is active, and there are sub-tabs for "Solicitations" and "Archived". A search bar with the keyword "qs" and buttons for "More", "Go", and "Clear" is present. Below the search bar, there is a table of solicitations with columns for "SolRef #", "Created on", and "Released". The first row has a red "x" in the "Released" column, indicating it is a draft. A yellow arrow labeled "I" points to the "Released" column header, and another yellow arrow labeled "II" points to the review icon for the first row.

	SolRef # ▼	Created on ▼	Released ▼
	GS02P08VWC0018	Apr 07, 2008 4:18 pm	x
	GS0507SVC0022	Apr 10, 2008 5:02 pm	Jul 06, 2007 5:09 am
	GS06P00GYC0005	Apr 10, 2008 5:02 pm	Jan 25, 2008 3:44 am
	GS06P08GYC0004	Feb 06, 2008 2:00 am	Feb 06, 2008 2:00 am
	GS06P08GZC0004	Apr 01, 2008 4:52 pm	Feb 27, 2008 10:00 am
	GS06P00GZC0008	Apr 01, 2008 4:52 pm	Feb 20, 2008 11:30 am

At the bottom of the table, there is a button labeled "Add New Non-FBO Solicitation" and a text label "Items 1-6 of 6".

- I. Within the Non-FBO notice use the “proceed” option to move forward to the “review/submit” step “
- II. When on the Review/Submit step, if the user selects “delete,” (appears at the bottom of the form), they will be asked to confirm that they indeed want to delete the item. This is important to consider, as deleted drafts do not go to archives and because the process of deletion cannot be undone.

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test vendor [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

## Non-FBO Solicitation: 32608

1 Details

2 Attach Packages

3 Review/Submit

**Note:** This solicitation and attached Secure Packages have not yet been released and are saved as draft. You may make modifications and submit when ready.

### Solicitation Details

Solicitation #: 32608

Primary Point of Contact:  
nancy both  
[test-1@symphony.com](mailto:test-1@symphony.com)

Archive Date:  
March 31, 2008

### Attach Packages

**Package #1**

PR #: 205607  
Is this Export Controlled?: no  
Explicit Access: yes

[fbo\\_vendor\\_guide.MDI](#) (2,057.88 Kb)  
Description: ghjk

**I**

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Delete](#) [Release Solicitation](#)

## 3.6 Manage Document Packages

(outside context of FBO Notice Creation)

### 3.6.1 Add New Document Package to Existing Notice

- I. From the "Document / Links" main navigation, users can create, and assign new documents to released solicitations.
- II. Use the "add new" button.
- III. Additionally, a user can use the quicklink "upload new docs/links" on their "My FBO" page to add a new package.
- IV. Note, if you create a new document using this resource, and save the materials as drafts, the resources will remain as drafts in the system until they are posted or deleted.
- V. Buyers that are buyer only – versus both "buyer and engineer" = will only be able to create non-secured packages through this process.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The 'Document Packages' tab is highlighted in green. Below the navigation bar, there is a header for 'Document Packages/Links' with a 'SECURE' label. To the right of the header, there are links for 'Visitors: Many Buyer Only - last section', 'Button Account', 'Accessibility', 'Guide', and 'Logout'. A yellow arrow labeled 'I' points to the 'Document Packages' link in the navigation bar. Below the header, there are search filters for 'Keywords', 'Secure' (yes/no), 'Type' (dropdown), 'Posted Date' (with 'Select' and 'Clear' buttons), and 'Posted' (yes/no). There are 'Go' and 'Clear' buttons for the search filters. Below the filters, it says 'Items 1-1 of 1'. A table with the following columns is displayed: 'Label / PR #', 'Type', 'Solicitation', 'Created on', and 'Posted On'. The table contains one row with the following data: 'Label / PR #' (with a small icon), 'Type' (Other (Draft RFPs/RFIs, Responses to Questions, etc.)), 'Solicitation' (333exploitons), 'Created on' (Mar 23, 2009 2:55 pm), and 'Posted On' (Mar 23, 2009). Below the table, there is an 'Add New Package' button and 'Items 1-1 of 1'. At the bottom of the page, there are links for 'User Guide', 'Accessibility', and 'Help Desk', and a footer with the phone number '877-472-3775 (Toll Free)' and the email 'fbo.support@fbo.gov'.

- I. At step one, Details, the user indicates whether the document is sensitive, tied to a FBO solicitation, and completes the other elements of the document package creation process (fields will appear conditionally based on user responses).
- II. At the bottom of the form, "Save Draft" saves the materials to the draft notice; "Quit Process and Return" returns the user to the list of document packages and; "Proceed" moves the user forward in the stepwise process.

The screenshot shows the 'FEDBIZOPPS.GOV' website interface. The top navigation bar includes 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The main content area is titled '[New Documents/Links]' and contains a 'Package Details' form. The form has three steps: 1. Details, 2. Upload Files, and 3. Review/Submit. A yellow arrow labeled 'II' points to the 'Review/Submit' step. The 'Package Details' section includes a dropdown for 'Contracting Office Location\*', a text field for 'Sol/Ref #', and radio buttons for 'Type\*': Solicitation, Mod/Amendment, and Other (Draft RFPs/RFIs, Responses to Questions, etc.). At the bottom of the form are three buttons: 'Save Draft', 'Quit Process And Return', and 'Proceed'. The footer contains links for 'User Guide', 'Accessibility', 'Help Desk', and contact information: '877-472-3775 (Toll Free)' and 'fbo.support@fbo.gov'.

- I. At step two, the user uploads files.
- II. A "description" is required.
- III. Bottom of page, "Go back" allows the user to go back in the stepwise process.
- IV. "Save Draft" saves the materials to the draft notice.
- V. "Cancel" returns the user to the previous navigation.
- VI. "Proceed & Review" moves the user forward in the stepwise process.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - feel section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

[New Documents/Links]

1 Details

2 Upload Files

3 Review/Submit

Files / Attachments \* indicates a required field

File / Link #1

Type\*:  
Choose "upload" to select a file from your computer or choose "link" to enter in website URL.

upload  link

Description\*  
Enter in a short description for this file/link.

Delete

Add Another Document

Go Back Save Draft Quit Process and Return Proceed & Review

User Guide Accessibility Help Desk

877-472-3179 (Toll Free) [fbo\\_support@fbo.gov](mailto:fbo_support@fbo.gov)

- I. At step three, "review/submit," the user is able to review materials, and if appropriate to use "post documents."
- II. "'Go back" allows the user to go back in the stepwise process.
- III. "Save Draft" saves the materials to the draft notice.
- IV. "Cancel" returns the user to the previous navigation.
- V. "Release Package" adds the documents for use in the system.

The screenshot displays the FEDBIZOPPS.GOV interface. At the top, the header includes the site logo and navigation tabs: "My FBO", "My Profile", "Notices", and "Document Packages". The main content area is titled "[New Documents/Links]" and shows a progress indicator with three steps: "1 Details", "2 Upload Files", and "3 Review/Submit". The "Review/Submit" step is active. The "Package Details" section includes fields for "Contracting Office Location" (5), "Sol/Ref #:" (322newsexport (Combined Synopsis/Solicitation)), and "Type:" (Solicitation). Below this, the "Files / Attachments" section shows a file named "uh\_po.bmp" (1,727.64 Kb) with a description of "test". At the bottom of the package details, there are four buttons: "Go Back", "Save Draft", "Quit Process And Return", and "Release Package". A yellow arrow points to the "Release Package" button. The footer contains links for "User Guide", "Accessibility", and "Help Desk", along with the contact information "877-472-3775 (Toll Free)" and "fbo.support@fbo.gov".



### 3.6.2 Edit Document Package

- I. Note, if a package has been posted to a solicitation, the user will not be able to edit the package. Only packages that list "unassigned" in the solicitation column will have "edit" as an option when opened.
- II. To edit a document package, go to main navigation "document packages", and select the package link for the package to be edited. This opens the "details" of the package.
- III. When "details" are open, select the "edit" button.

Document Packages/Links

Keywords:  [More](#)

Items 1-20 of 57 Showing 20 per page Jump 1 | [Next >](#)

Label / PR #	Type	Solicitation	Created on	Posted On
<a href="#">123456</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">123456456</a>	Mar 25, 2008 10:02 am	Mar 25, 2008
<a href="#">1238a</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc. )	[Unassigned]	Mar 29, 2008 1:19 pm	Apr 14, 2008
<a href="#">508</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">508</a>	Mar 25, 2008 4:02 pm	Mar 25, 2008

test414

Details [Audit Trail](#)

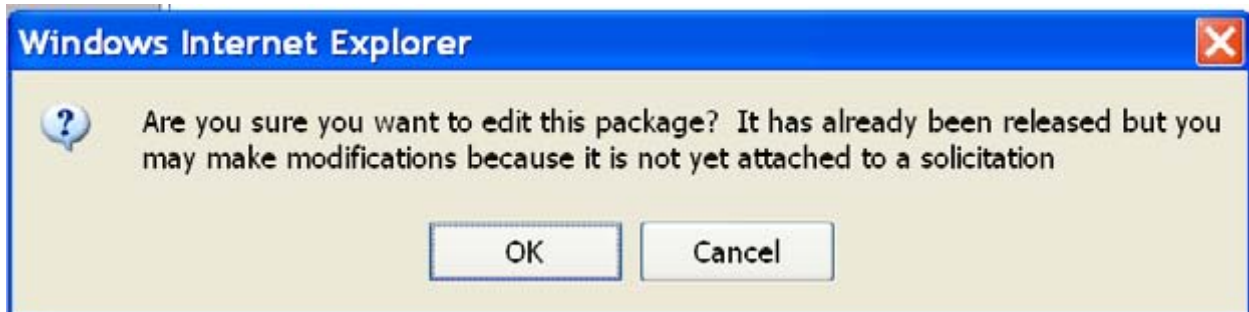
**Note:** This is a sensitive, but unclassified document package.

[Return](#) [Delete](#) [Edit](#)

Contracting Officer's Name: 5  
Is this a sensitive document package?: yes



- I. After edit is selected, user see message indicating why edits are allowed, and will need to confirm the desire to make edits to the package.



- II. Users will be taken to step one of document creation and can progress as if the document had been previously saved as draft. See above for details on notice creation.

### 3.6.3 Delete Document Package

- I. Note, if a package has been posted to a solicitation, the user will not be able to delete the package. Only packages that list "unassigned" in the solicitation column will have "delete" as an option when opened.
- II. To delete a document package, go to main navigation "document packages", and select the package link for the package to be deleted. This opens the "details" of the package.
- III. When "details" are open, select the "delete" button.

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My FBO My Profile Notices Document Packages

Welcome, nancy both - test section Accessibility User Guide Logout

Document Packages/Links

RETURN TO PROCUREMENT

Packages Authorized Parties

Keywords:  More Go

Items 1 20 of 57 Showing 20 per page Jump 1 | next >

Label / PR #	Type	Solicitation	Created on	Posted On
<a href="#">123456</a> More stuff	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	<a href="#">123456456</a>	Mar 25, 2008 10:02 am	Mar 25, 2008
<a href="#">123aa</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	[Unassigned]	Mar 29, 2008 1:19 pm	Apr 14, 2008

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test414

RETURN RETURN TO LIST (DOCUMENT\_PACKAGE)

Details Audit Trail

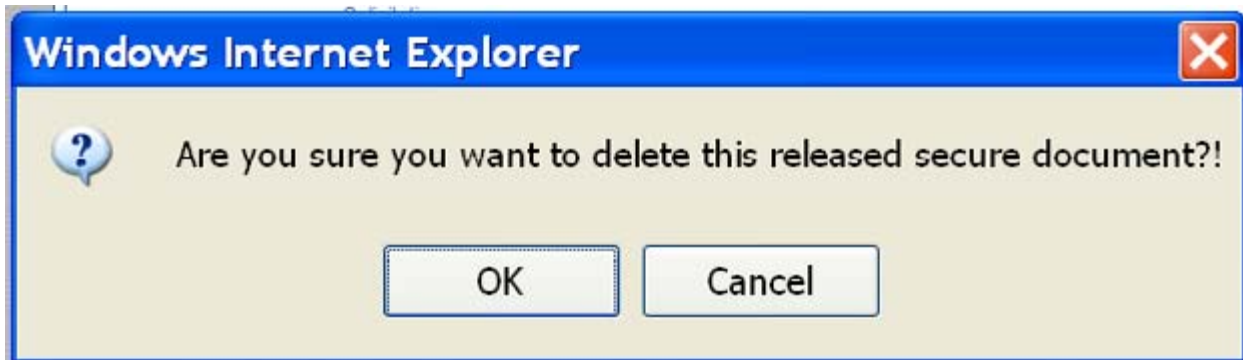
Note: This is a sensitive, but unclassified document package.

Return Delete Edit

Contracting Location: 5

Is this a sensitive package?: yes

- I. After delete is selected, user sees message indicating why delete is allowed, and will need to confirm the desire to delete the package.




### 3.6.4 Manage Explicit Access Requests

- I. A user can see if they have any pending Explicit Access Requests on their home page in the Pending Actions display. Note this tally is specific to the account.
- II. Click on the presented link to navigate to the list of pending requests.
- III. Alternatively, a user can navigate to the "authorized parties" list from the "Document Packages" main navigation, and selecting the "authorized Parties" sub-tab.

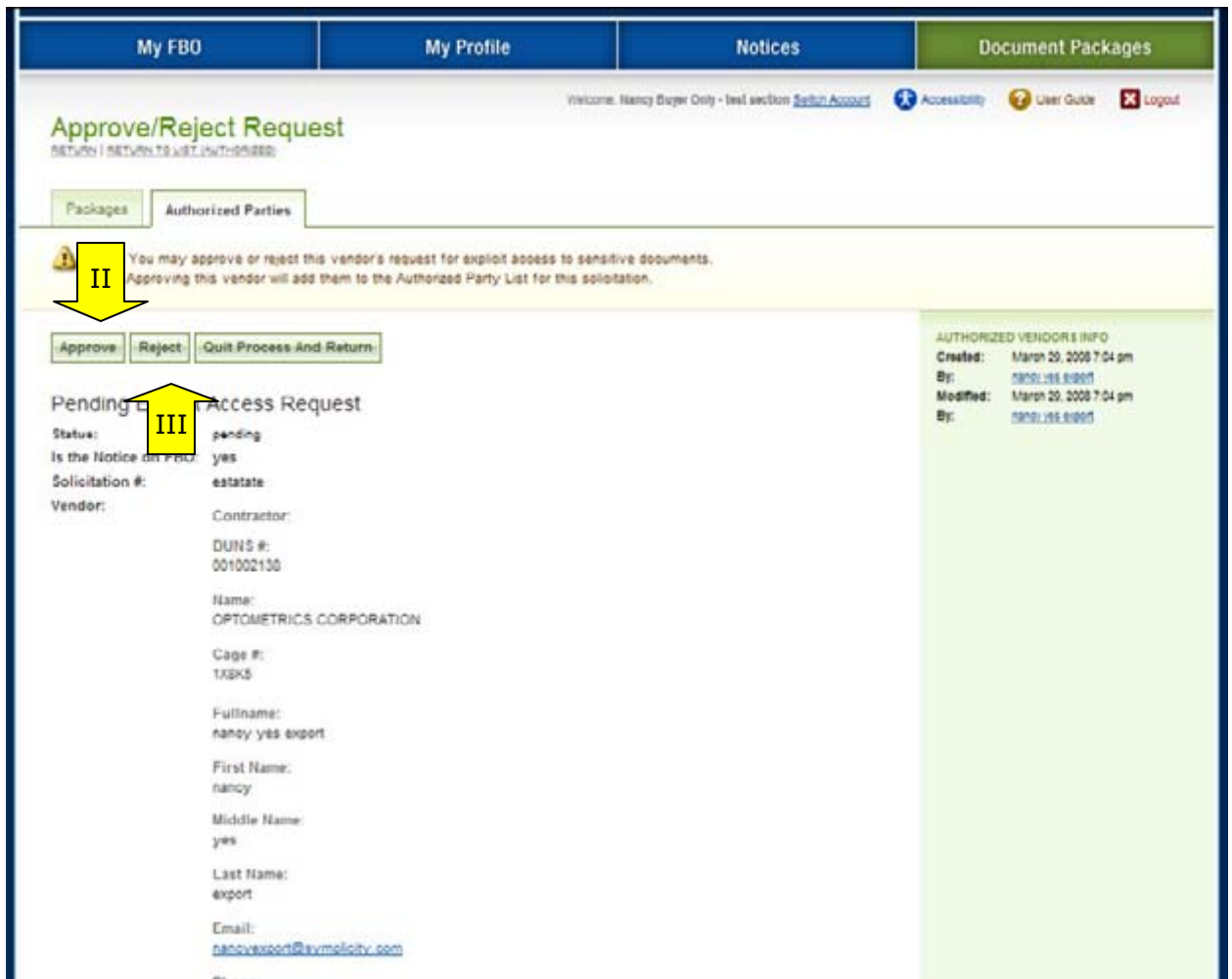
The screenshot shows the FedBizOpps.gov website interface. At the top, there is a header with the FedBizOpps.gov logo and the text "Federal Business Opportunities". Below the header is a navigation bar with four tabs: "My FBO", "My Profile", "Notices", and "Document Packages". The "My FBO" tab is selected. Below the navigation bar, the page displays the "My FBO" section. On the left, there is a "Pending Actions" section with a warning icon and a count of 2 "Explicit Access Requests". A yellow arrow points to this link. Below this is a "Quicklinks" section with several links: "Edit Draft", "Create Notice", "Mod/Amend Notice", "Create Award", "Cancel Notice", and "Upload New Documents/links". On the right, there is a "Statistics" section with a bar chart icon and a count of 26 "Active Procurement Notices" and 1 "Archived Procurement Notice". Below this is an "Announcements" section with a speaker icon and the text "There are no announcements at this time." At the bottom of the page, there is a "Notice of Section 508 Compliance" stating that buyers utilizing the website are required to ensure that all data posted complies with Section 508 of the Rehabilitation Act, 29 U.S.C. 5704d.

- I. The "authorized parties" list is divided into three sub-tabs: "pending requests," "authorized," and "rejected requests".
- II. To review a pending request, click on the review icon for the request record.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below this is a header for 'Document Packages/Links' with a 'RETURN TO HOME' link. The main content area has tabs for 'Packages' and 'Authorized Parties'. Under 'Authorized Parties', there are sub-tabs for 'Pending Requests', 'Authorized', and 'Rejected Requests'. A search bar with a 'Go' button is present. Below the search bar, it says 'Items 1-1 of 1'. A table with the following columns is displayed: Actions, Sol/Ref #, Last Name, First Name, Email, Contractor, DUNS, and Cage #. The first row contains a review icon (a magnifying glass over a document) in the 'Actions' column, the value 'astatate' in 'Sol/Ref #', 'export' in 'Last Name', 'nancy' in 'First Name', 'nancyexport@symplicity.com' in 'Email', 'OPTOMETRICS CORPORATION' in 'Contractor', '001002138' in 'DUNS', and '1X8K5' in 'Cage #'. A yellow arrow with the letter 'I' points to the review icon. At the bottom of the table, it says '1-1 of 1'. The footer includes links for 'Guide', 'Accessibility', and 'Help Desk', along with the phone number '877-472-3775 (Toll Free)' and the URL 'fbo.support@fbo.gov'.

Actions	Sol/Ref #	Last Name	First Name	Email	Contractor	DUNS	Cage #
	astatate	export	nancy	nancyexport@symplicity.com	OPTOMETRICS CORPORATION	001002138	1X8K5

- I. When the review icon is clicked, the pending explicit access request record is opened.
- II. If the user is comfortable "approving" the request for access to the document, they select "approve"  
 Approved vendors receive email notification that they have been granted explicit access to the document. If approved is selected, user will be asked to confirm action.
- III. To "reject" the request, select "reject" (see below for details on rejection).
- IV. If the user is not ready to do either action, use "quit process and return" to retain pending status on the record.



- I. If "reject" was selected, the user will be prompted to provide text explaining the rejection. This information will be included in the rejection email received by the vendor.
- II. If a user changes their mind at this step, they can still use "quit process and return" button to retain the pending status of the explicit access request.
- III. "Save and Send Rejection" will change the request status to rejected and send vendor notification about rejection.

The screenshot displays the 'Reject Request' page on the FEDBIZOPPS.GOV website. The page header includes the site logo and navigation tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The main content area is titled 'Reject Request' and includes a note: 'Note: Please add a reason for rejection.' Below this, there are two buttons: 'Quit Process And Return' and 'Save And Send Rejection'. The 'Save And Send Rejection' button is highlighted with a yellow arrow and labeled with the Roman numeral 'III'. The form also displays details for the 'Reject Authorized Party Request', including the status (rejected), solicitation number (estate), and vendor information (nancy yes expert). A text area for providing a rejection reason is visible, along with a 'User Guide' link and contact information at the bottom.



### 3.6.5 Review Authorized / Rejected Explicit Access Requests

- I. To review the previously authorized / rejected explicit access requests, got to the Notice of interest, and the "packages" sub-tab and the "authorized parties" sub-tab.
- II. Authorized vendors will be listed on the "authorized" sub-tab.
- III. Previously rejected requests will be listed on the "rejected requests" sub-tab.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, nancy both - test section Accessibility User Guide Logout

417buyersol-979a8sd7f: Authorized Parties

RETURN RETURN TO (CUREMENT)

Notice Information Packages Interested Vendors

Packages Authorized Parties

Pending Requests Authorized Rejected Requests

Keywords:

Items 1-1 of 1

Actions	Last Name ▼	First Name ▼	Email	Contractor ▼	DUNS ▼	Cage # ▼
	Kern	Doug	aqccity@symplicity.com	nancy's import export	000002222	XXXXY

Add Authorized Party Items 1-1 of 1

### 3.6.6 Document Audit Trail

- I. For sensitive, but unclassified documents, the system tracks each time a vendor reviews the record. This is captured in the "audit trail" sub-tab of a released document.
- II. Go to main navigation "Document Packages."
- III. For the document package you would like to review, click on the package link (not the actually document file link(s)).

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A yellow arrow labeled 'II' points to the 'Document Packages' tab. Below the navigation bar, there is a search area with a 'Keywords' field containing '3', and buttons for 'More', 'Go', and 'Clear'. A table of document packages is displayed below, with columns for 'Label', 'Type', 'Solicitation', 'Created on', and 'Posted On'. A yellow arrow labeled 'III' points to the 'Label' column header. The table contains three rows of data, each with a package ID, a description, a solicitation link, and dates.

Label	Type	Solicitation	Created on	Posted On
12345678	Other (Draft RFPs/RFIs, Responses to Questions, etc. )	testexpport	Mar 23, 2000 12:52 pm	Mar 23, 2000
76767	Other (Draft RFPs/RFIs, Responses to Questions, etc. )	afdsf76td07	Mar 25, 2000 5:05 pm	Mar 25, 2000
07a90e7r	Other (Draft RFPs/RFIs, Responses to Questions, etc. )	afdsf76td07	Mar 25, 2000 5:05 pm	Mar 25, 2000

- I. When the Document package record is opened, it defaults to the “details” sub-tab for the record. Click on the “audit trail” sub-tab, to review the listing of vendor document reviews.
- II. On the “audit trail” sub-tab, the system will list out each time a document was viewed (note, if viewed multiple times by the same vendor, each occurrence will be reflected in the list.)
- III. Click the review icon to open the audit trail record.

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with tabs for "My FBO", "My Profile", "Notices", and "Document Packages". Below the navigation bar, the page title is "Audit Trail" and the document ID is "PR # explicitone: 323explicitone". There are two sub-tabs: "Details" and "Audit Trail". A yellow arrow labeled "II" points to the "Audit Trail" tab. Below the tabs, there is a search bar with the text "Keywords:" and a "Go" button. Below the search bar, there is a table with the following columns: "Last Name", "First Name", "Contractor", "DUNS", "Filename", and "Created on". The table contains one entry: "Vendor", "Alan", "LOEB, H CORP", "001001008", "package.zip", and "Mar 23, 2008 3:35 pm". A yellow arrow labeled "III" points to a review icon (a magnifying glass) in the first row of the table. At the bottom of the page, there are links for "User Guide", "Accessibility", and "Help Desk", and a phone number "877-473-3775 (Toll Free)" and an email address "fbo.support@fbo.gov".

- I. The "audit trail" record details the specifics of the secured, but unclassified, document review.
- II. "Return" closes the record.

The screenshot displays the 'Audit Trail' page for a specific document. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below these, a header area includes a welcome message for 'Nancy Dwyer Only - test section', along with links for 'Switch Account', 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'Audit Trail' and shows the document ID 'PR # explicitone: 323explicitone'. A yellow arrow labeled 'I' points to the 'Audit Trail' tab. Below the tab, there is a 'Return' button. The main content is divided into two sections: 'Secure Package Log' and 'SECURE DOCUMENT LOG INFO'. The 'Secure Package Log' section lists various details about the document, including PR #, Snd/Ref #, Filename, Vendor, Contractor, DUNS #, Name, Doing Business As (DBA), Cage #, Title, Fullname, Email, and Phone. The 'Action' is listed as 'download', and the 'Action Occured On' is 'Mar 23, 2008 3:35 pm'. The 'IP Address' is '00.108.204.235'. The 'SECURE DOCUMENT LOG INFO' section shows 'Created: March 23, 2008 3:35 pm', 'By: Alan Vendor', 'Modified: March 23, 2008 3:36 pm', and 'By: Alan Vendor'. A yellow arrow labeled 'II' points to the 'Return' button at the bottom of the page.

My FBO | My Profile | Notices | Document Packages

Welcome, Nancy Dwyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**Audit Trail** | PR # explicitone: 323explicitone

[Return](#) | [Details](#) | **Audit Trail**

[Return](#)

**Secure Package Log**

PR #: explicitone  
Snd/Ref #: 323explicitone  
Filename: package.zip  
Vendor: Contractor:  
DUNS #: 001001068  
Name: LOEB, H CORP  
Doing Business As (DBA): LOEB  
Cage #: 3XNWB  
Title: Mr  
Fullname: Alan Vendor  
Email: [test10@symcity.com](mailto:test10@symcity.com)  
Phone: 201-874-7864  
Action: download  
Action Occured On: Mar 23, 2008 3:35 pm  
IP Address: 00.108.204.235

[Return](#)

**SECURE DOCUMENT LOG INFO**  
Created: March 23, 2008 3:35 pm  
By: Alan Vendor  
Modified: March 23, 2008 3:36 pm  
By: Alan Vendor