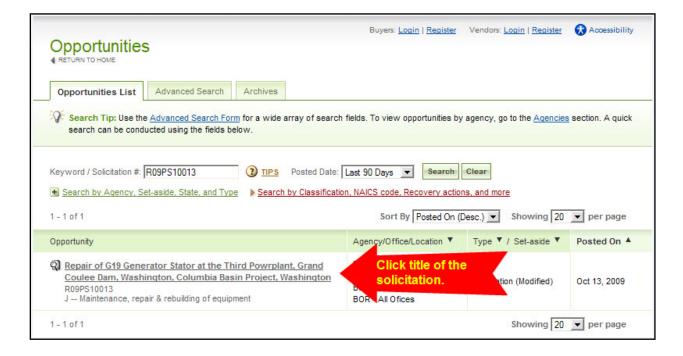


Accessing solicitations on FedBizOpps.gov

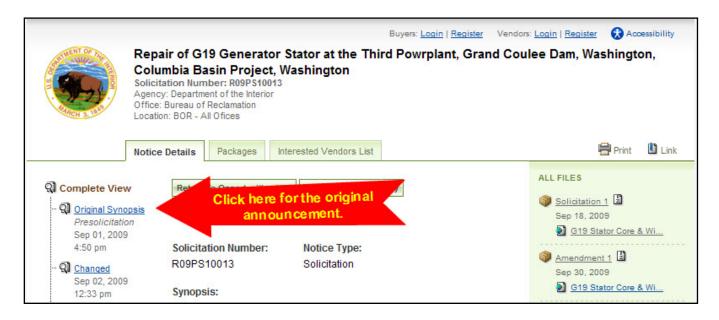
1. Go to www.fbo.gov. In the "Keyword / Solicitation #" box near the middle of the screen, enter the solicitation number (for example, R09PS10013).



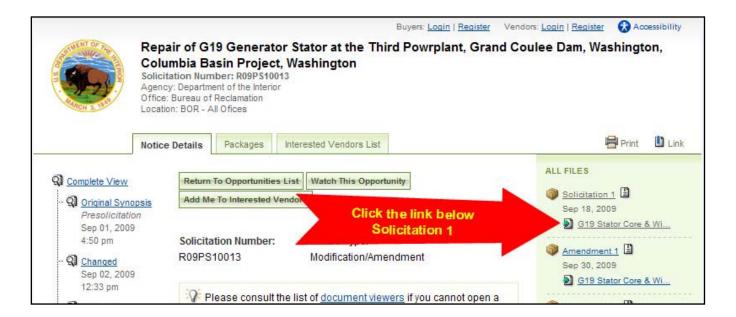
2. The search will display a page titled "Opportunities". The title of the solicitation will be displayed as a link. Click that link to display all announcements related to that solicitation.



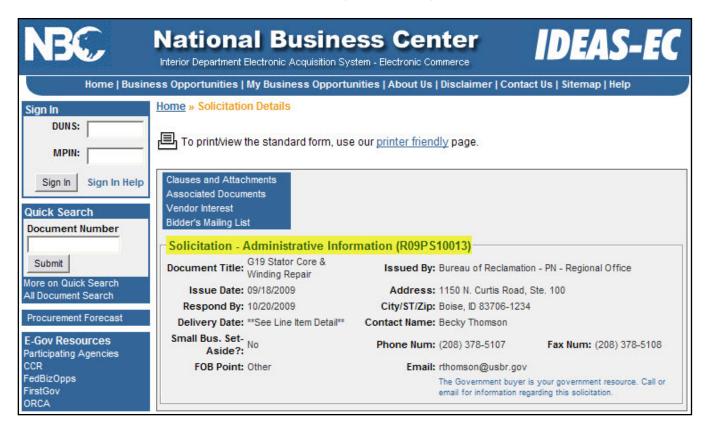
3. On the left side of that page, under the title "Complete View", you will see links, including a link called "Original Synopsis" which is the full text of the original announcement. There may be additional links for any actions that have been taken such as amendments.



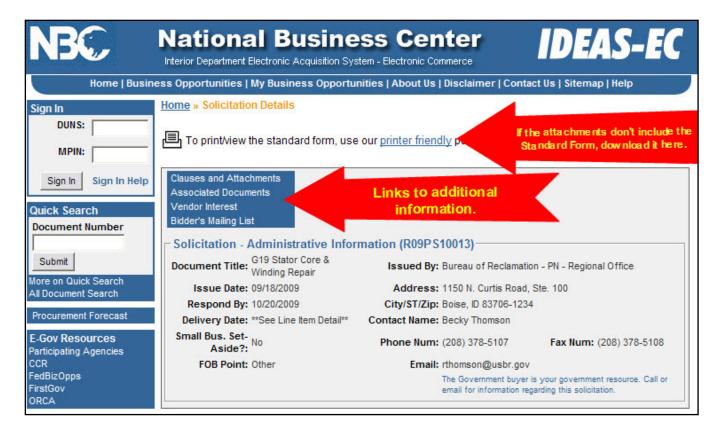
4. On the right side of the page you will see a list of "All Files". There is a direct link to each document that is part of the solicitation. Those links will take you to the solicitation files which are posted on the National Business Center's "IDEAS-EC" website at ideasec.nbc.gov.



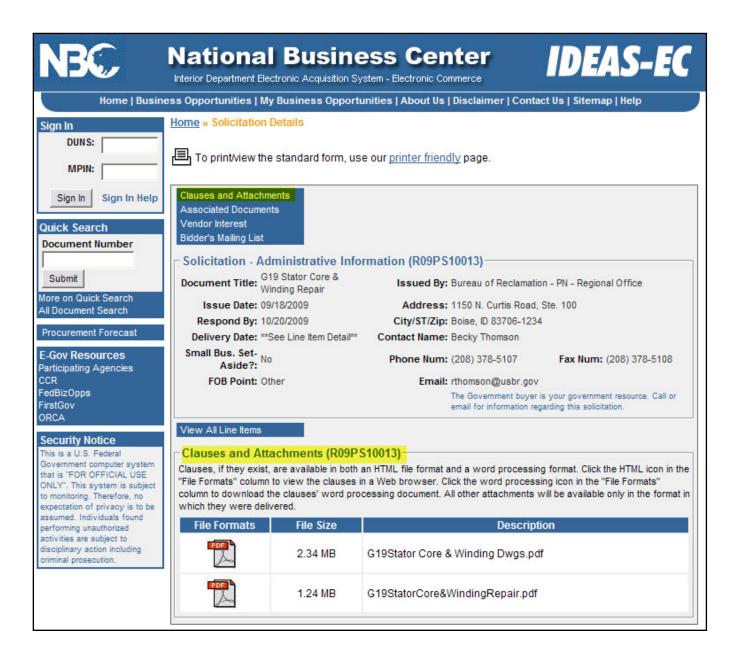
5. A new window will open to display the "Solicitation Details" page on the National Business Center's IDEAS-EC site, with a summary of the requirement shown at the center of the page [see highlighted text below, "Solicitation - Administrative Information (R09PS10013)"].



6. There are four links in the small blue box above the administrative information. You can view amendments, clauses, and other documents by clicking on these links.



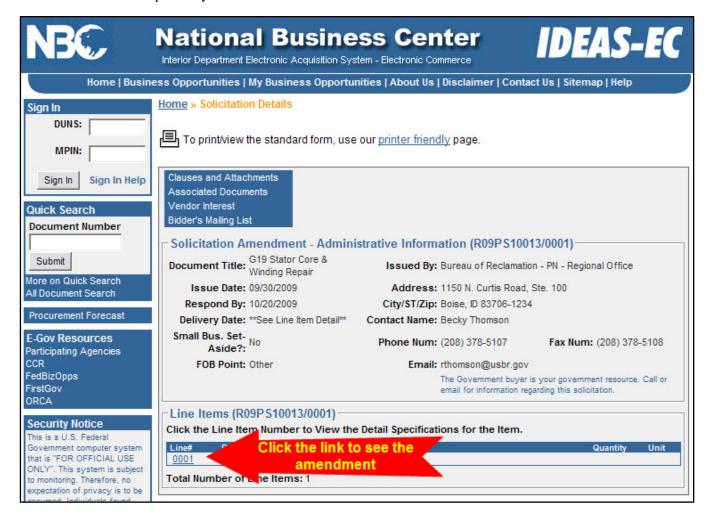
7. Select the "Clauses and Attachments" link to see a list of associated files. Usually these will be Adobe PDF files. We recommend you right-click and select "Save Target As" to download the file to your computer for future reference. For solicitations with large attachments or drawing packages there will be several files; be sure to download all of them. The PDF file may also contain a copy of the applicable standard form for the solicitation. If it doesn't, you'll need to select the "printer friendly" link to retrieve and print a copy of the standard form.



8. If you select "Associated Documents" in the blue box of links, you will see a new screen (image below) with a list of documents and amendments associated with the solicitation, if there are any. Click the link to view another screen that has a link to the amendment.



9. This screen comes up when you click the "solicitation amendment" link.



To view or add your firm to the "interested vendors list" for the solicitation:

From the summary page for the solicitation on www.fbo.gov choose the tab labeled "Interested Vendors List" to view and print the current list. You can add your firm to the list via the "Add Me to Interested Vendors" link at bottom left hand corner of that page. You will be required to open a FedBizOpps account before you can add yourself to any lists. You can also select the "Add to Watchlist" link to receive email notices related to the FedBizOpps postings for a solicitation (see the guide at https://www.fbo.gov/downloads/FBO_Vendor_Guide.pdf for more information).



