A quick guide to the Department of the Interior National Business Center Electronic Commerce

Web site: http://ideasec.nbc.gov/

Dated: April 2004
Version 1.0

Background

Interior Department Electronic Acquisition System (IDEAS) Electronic Commerce (EC) web site http://ideasec.nbc.gov was developed to provide the vendor community with an internet-based means to conduct business with the Department of the Interior (DOI) and its customers. It is fully integrated with other electronic government initiatives such as FedBizOpps (FBO) and the Central Contractor Registration (CCR).   IDEAS-EC through Procurement Desktop (PD), simplifies the purchasing process by allowing users to seamlessly link electronically transmit FedBizOpps (FBO) synopses, synopsis modifications, solicitations, solicitation amendments and contract awards and contract modifications to a wide spectrum of vendors.

RFQ's can be electronically quoted by vendors on this web site.

Home Page

The home page is your starting point for the NBC's EC/FedBizOpps interface. To use this site, the vendor must maintain an active registration with the Central Contractor Registration (CCR) System.

To view all business opportunities, click on "Business Opportunities" located on the header menu bar or the business opportunities text. You will be taken to a screen that will allow you to view all of the DOI's and other participating agencies business opportunities.

You are not required to be signed in to browse this web site. However, you must be signed in with a valid DUNS and MPIN to quote, view an award or solicitation directed to your company, and to add/update/delete your company's record on the Bidder's Mailing List.

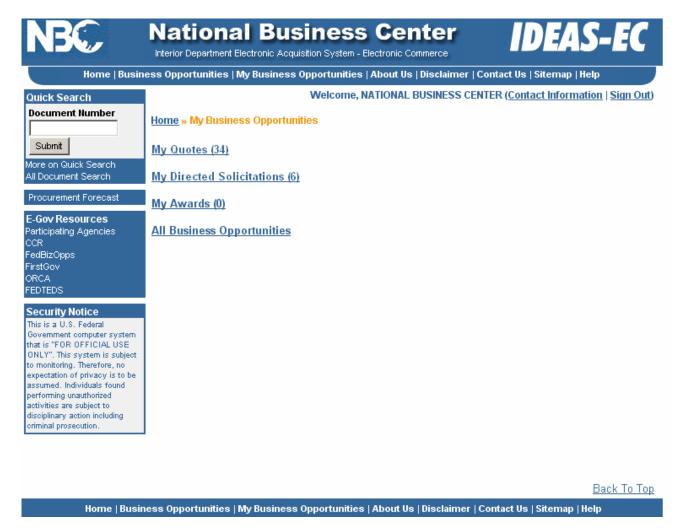## Quick Search Feature and other Search Features

If you are looking for a specific document and know the number, enter the number in the "Quick Search" field (left column of the web page) and click submit

A vendor can search for business opportunities by using the search features. Click on "Business Opportunities" and a screen will appear that will allow you to search for procurement actions. The quick search feature will take you to a specific document when you enter the document number. The general document search will allow you to search for all types of documents available.

My Business Opportunities

My "Business Opportunities" page is designed as a "holding bin" for your documents that are pending. It allows you to quickly view documents that have been directed to your company. In addition, it allows you to view or edit quotes that you are working on but have not yet submitted. Submitted quotes (RFQ's) that have closed are displayed (archived) for 90 days. After 90 days, they will be automatically removed from the EC web site.

My Business Opportunities Screen

Email Notification

Vendors are notified via Email that their company has received an award (i.e., Purchase Order, Delivery Order, Task Order, BPA Call, and Contract) through Electronic Commerce as well as the location where the award may be viewed

Submit a Quote

In order to submit your e-quote, you must be registered with CCR. You must be signed in to quote. After successfully signing in, search and click on your solicitation number of interest. The

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solicitation page will be available for you to submit a quote. This page also allows you to view the standard form and any clauses and attachments that are associated with the selected document. The contracting officer's phone number and email address is available for questions concerning the solicitation. Fill in your e-quote and click on save. You will be able to review your quote and submit it to the contracting officer.

Quote Process Screen

Quote on RFQ - Document Number (QA_RFQ4_T5)

Please enter your Line Item and Administrative quote information and click "Save". After saving, you will be able to review your quote and submit it to the contracting officer. (* denotes a mandatory field)

Do not use your browser's back button while quoting.

RFQ Details

Document Title: ReDesign QA T5   **Issued By:** Asst Director - Budget, Planning & Human Resources

Respond By: 05/05/2004   **Contact Name:** Paula Carey

FOB Point: Destination   **Email:**

Line Item Information

Line#	Description	Quantity	Quoted Quantity*	Unit	Unit Price* ($)	Delivery Period	Delivery Period Unit (ADC)	Comments (255 characters)
0001	furniture	5	5	ea	1000.00	30	days	This is a test

Total Number of Line Items: 1

Administrative Information

	10 Days	20 Days	30 Days	Days
Prompt Pay Discount	%	%	%	%

Price Guarantee Days   Days: 60   from Date (MM/DD/YYYY): 03/09/2004   Comments: (Please limit to 255 characters.) This is a test.

(Comments that exceed 255 characters can be emailed or faxed directly to the government buyer.)

E-mail Confirmation Contact

Please select a contact person that we can email a notification regarding this quote*

NBC_test_vendor (ideasec@nbc.gov)

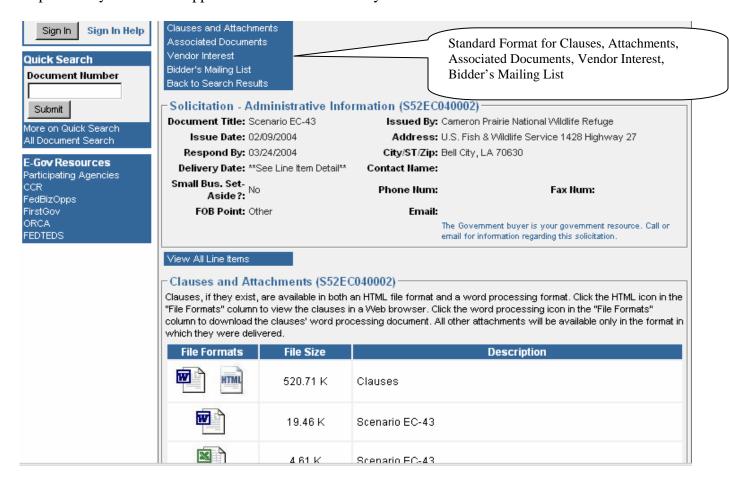Email notification

Save   Reset

After submitting your e-quote, a confirmation receipt page will open. This page is your receipt and it contains the recorded time stamps and a confirmation number. This is your copy. Please print this page for your records.

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The timeliness of your e-quote submission will be based on the contents of the confirmation receipt. Please make sure you reserve ample time to submit your quote over the internet. Do not wait until the last minute to submit your quote. It is your responsibility to post your quote to the NBC EC in time for the Government's posted solicitation closing date.

Attachments and Clauses

Vendors may view attachments or clauses associated with solicitations and awards.

The clauses, if they exist, appear in both HTML file format and in the word processing application used by the procurement office. Click the HTML icon in the "File Formats" column to view the clauses in a Web browser. Click the word processing icon in the "File Formats" column to download the clauses' word processing document. Attachments will appear in the format in which they were transmitted to IDEAS-EC. Any type of attachment may be posted, but it is the vendor's responsibility to have the application software necessary to view the solicitation/award document.

Bidder's Mailing List

IDEAS-EC collects Bidder's Mailing Lists (BML) and Vendor Interest for Solicitations (for RFP and IFB only).

All information is made available to the public before the solicitation closing date. The "Bidder's Mailing List displays all of the vendors who submitted a vendor interest form for the solicitation document. The Bidder's Mailing List may be viewed by any vendor. To view the "Bidders Mailing List" on a particular solicitation, select and open your solicitation page. Click on "Bidders Mailing List" located at the top of the solicitation detail page to view the Bidder's Mailing List.

The "Vendor Interest" is a page designed to capture a vendor's interest in a particular solicitation. It is a place where you can express your company's interest in being a primary contractor, or subcontractor to a specific solicitation. The information is made available to the vendor community before the solicitation closes. The vendor interest link is accessible through the solicitation details page and is only available for non RFQ's. You must be signed in to view the vendor interest.

USER SITES

Open a web browser (Internet Explorer or Netscape Navigator) and type http://ideasec.nbc.gov in your browser address field, then press the enter key.

NBC IDEAS-EC HOME PAGE

The NBC IDEAS-EC Home page should open in your browser.

- The top and bottom navigation section provides direct access to relevant information such as Business Opportunities, My Business Opportunities, About Us, Disclaimer, Contact Us, Sitemap and Help which can be accessed from every page throughout the site without losing the page and information that your are currently viewing.
- The left hand navigation section provides a sign in field, a quick search for documents, and links to other E-Government related resources. This navigation functionality can be accessed from every page throughout the site without losing the page and information that your are currently viewing.
- The main content area is used to display all information and data contained on EC. It will also provide secondary navigation where appropriate, such as buttons to complete functions and hyperlinks to other sites.

BUSINESS OPPORTUNITIES PAGE

The Business Opportunities page can be found at any time by clicking on the "Business Opportunities" link in the top or bottom navigation section or within the main content area. A

window will appear with a list of procurement opportunities within EC. Users can search for a specific or all documents.

MY BUSINESS OPPORTUNITIES PAGE

The My Business Opportunities page can be found at any time by clicking on the "My Business Opportunities" link in the top or bottom navigation section. This page serves has a "holding bin" for your documents that are pending.

Also available under this area are DOI's long range procurement forecasts which are available for vendor's to view under "Procurement Forecast".

ABOUT US PAGE

The About Us page can be found at any time by clicking on the "About Us" link in the top or bottom navigation section or the main content area. This page tells of the NBC's mission as well as information on the accessibility of EC.

DISCLAIMER PAGE

The Disclaimer page can be found at any time by clicking on the "Disclaimer" link in the top or bottom navigation section. This page provides important information regarding the NBC and the EC web site.

CONTACT US PAGE

The Contact Us page can be found at any time by clicking on the "Contact Us" link in the top or bottom navigation section or the main content area. A window will appear with a simple form that can be used to contact the NBC EC's help desk or provide feedback. Complete the appropriate fields on the form and click on the "Submit" button at the bottom of the page.

SITEMAP PAGE

The Sitemap page can be found at any time by clicking on the "Sitemap" link in the top or bottom navigation section. A window appears that provides links that will take the user directly to desired sites within EC.

HELP PAGE

The Help page can be found at any time by clicking on the "Help" link in the top or bottom navigation section. A window will appear displaying links to help information such as an acronym list, frequently asked questions and the vendor user guide.

SIGN IN

Access to Sign In can be accessed from most screens within EC on the left side of the screen's navigation section. It is not required to be signed in while browsing the EC web site. However, some areas require a sign in to gain access to certain actions.

QUICK SEARCH

Quick Search can be accessed from most screens within EC on the left side of the screen's navigation section. This function is used when a user wants to access a specific document and knows the number.

E-GOVERNMENT RESOURCES

The E-Government Resources can be accessed from most screens within EC on the left side of the screen's navigation section. Links are provided to other E-Government related resources.

PARTICIPATING AGENCIES

Participating Agencies can be found in the main content area on the Home page. To view a list of government agencies doing business on the NBC's EC web site, click on "Participating Agencies". A link is provided to each agencies home web page.

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