

# FBO.GOV Vendor Guide 1.6

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# 1 System Overview

The system is a web-based portal which allows vendors to review Federal Business Opportunities (FedBizOpps).

**All Users:** From the site's main navigation page, any user (not password protected) can utilize navigation to review:

- Getting Started
- General Information
- Opportunities
- Agencies / Offices Lists
- Privacy Statement

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

Vendor Profile: Vendors maintain account profiles in the system. Having a profile in place streamlines use of the portal. Among other profile elements, the following key vendor information is maintained in their profile:

1. DUNS (Data Universal Numbering System) Number - According to the FAR 4.11, prospective vendors must be registered in CCR (Central Contractor Registration) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to FAR 52.204-7, to register in CCR, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.
2. Commercial and Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized method of identifying a given facility at a specific location. The code may be used for Facility Clearance, Pre-Award survey, automated Bidders Lists, pay processes, source of supply, etc.
3. MPIN (Marketing Partner Identification Number) – Optional profile field required to view sensitive materials.

## Vendor Opportunity Review Features:

- Vendors can search for opportunities based on the following elements:
  - Keyword/Solicitation#
  - Opportunity/Procurement Type
  - Posted Date
  - Response Deadline
  - Last Modified Date
  - Contract Award Date
  - Place of Performance State
  - 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 location(s)
  - Recovery and Reinvestment Act Action

- Active vs. Archived Status
- J&A Statutory Authority (Justification & Approval)
- Vendors can set up “search agents” based on detailed search elements that highlight newly added opportunities aligning with their search criteria.
- Vendors can add opportunities to a “watched list” list (a la “favorites” list). This allows for ease in referencing targeted opportunities. Additionally, vendors receive updates about opportunities on their Watched List.
- Per the vendor’s profile status, vendor can review documents associated with the opportunity (Packages).

Vendor Opportunity Actions:

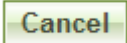
- Vendor is able to add themselves to the “interested vendors list” for an opportunity.
- If the buyer has indicated that reviewing vendors are able to review other interested vendors, vendors can review vendors who have expressed interest in the opportunity.

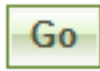



**Key Buyer Capabilities:** Using secured accounts (password protected), buyers are able to take advantage of key system functionality as outlined below:



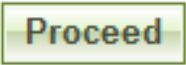


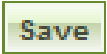
- Maintain Buyer Profile
- Create, Modify/Amend, or Cancel an Opportunity Notice
- Manage document package content, and vendor accessibility to package documents, that support opportunities.
- Create an Award

## 1.1 Definition of key terms

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

Term	Icon	Description
Accessibility	 or 	Accessibility Mode – Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site. Icon is “red” if accessibility mode is on or “blue” if accessibility mode is off.
Active Notice	n/a	Notice that is open for vendor review/response.
Archived Notice	n/a	Notice that is viewable for archival purposes only.
Authorized Party	n/a	Certain controlled, 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’s Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application. Those vendors that are certified to receive export controlled materials are termed “authorized vendors.” This system receives a daily feed of authorized vendors, which determines access based on a vendor’s CAGE code/MPIN.
Bids/Responses	n/a	If enabled by the Buyer, this feature allows for the submission of electronic responses to opportunities until the responses deadline has passed. Note: Vendors must login to be able to submit/review electronic responses.
Buyer	n/a	Government user that is presenting an opportunity notice in the system.
CAGE Code	n/a	Commercial And Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized method of identifying a given facility at a specific location.
Cancel		The “Cancel” button returns the user to the previous page, without updating any record fields.
Clear		The “Clear” button appears when a user is using search filters. If selected, the system “clears” any previously entered search filters.

Document	n/a	"Document" is a single attachment (either link or uploaded document) that can be attached to a "Notice". A collection of documents can be bundled to create a "Package"
DUNS	n/a	DUNS (Data Universal Numbering System) Number - According to the FAR 4.11, prospective vendors must be registered in CCR (Central Contractor Registration) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to FAR 52.204-7, to register in CCR, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.
Electronic Response / Submission	n/a	If the "Bids/Responses" feature is enabled by the Buyer for an opportunity, a vendor can submit an electronic response which can be in the form of a Line Item Builder template and/or a document upload; the Buyer determines the type of electronic response submission that is available to the vendor. Vendors must login to be able to submit/review electronic responses.
Explicit Access	n/a	Vendor is given explicit access to review controlled, unclassified document(s) or package(s). A government user can pre-select a vendor user for access, or a vendor user can request and be granted access.
Export Controlled	n/a	Export Controlled requires that the vendor's company be certified by the Defense Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application. FBO receives a daily feed of authorized vendors, which determines access based on a vendor's CAGE code/MPIN.
Form	n/a	Any screen where a user enters data that is saved in the system.
Go		If data is entered in keyword search filter, select the "Go" button to submit the request.
Help	 or 	Throughout the system, the system presents users with the opportunity to review system "Help" messages. The icons presented here will take the users to the help message that is available.
Interested Vendor	n/a	If a notice is set to allow for either of these features (note the features are set by the buyer), vendors will be allowed to do the following: 1) indicate interest in a particular notice, 2) review the listing of interested vendors for a notice (i.e., potential list of targets for potential collaboration).
Log-in		Use username and password to logon to an account on the system

Logout		The "Logout" button can be used to log the user off the system.
MPIN	n/a	Marketing Partner Identification Number. Export Controlled access level requires that the vendor's company (MPIN) be certified by the Defense Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application.
Package		Collection of "documents" that can be attached to a "notice".
Proceed		The "Proceed" button saves the entered data on a form and takes the user to the next step (first prompting users to complete required fields on the form).
Quicklink	n/a	A "quicklink" is a system navigational option that if selected takes a user to a specific action on the site.
Register		Request a user account on the system.
Required Field	*	A red asterisk next to a field label indicates that the field is a required.
Response	n/a	If the Buyer enables the "Bids/Responses" feature for an opportunity, vendors can submit electronic responses in the form of a Line Item Builder template and/or a document upload; vendors must login to be able to submit an electronic response and can review their responses at any time.
Review		"Review" opens an object for review.
Save		The "Save" button saves the entered data on the form. User will be required to complete all required fields on the form.
Search Agent	n/a	Vendors can set up "search agents" based on selected detailed search elements. Search agents can be run on an ad hoc or scheduled basis to highlight newly filed opportunities which align with the designated search criteria.
Sensitive, but unclassified Document	n/a	Vendors are required to logon to the system and to have a valid MPIN on file, to review controlled, unclassified documents. "Export Controlled" and "explicit access" are more stringent access controls that may also apply to controlled, unclassified documents.
Sub-tab	n/a	These are sections of a main navigation that a user can move to while in that main navigation (e.g., "my profile" is a main navigation, and "account" and "contact information" are sub tabs in that main navigation).
Vendor	n/a	Provider of services.
Watched List	n/a	Designation that vendor can set on a notice that saves the notice on a sub-tab list of notices. The Watched List

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		is easily accessed with a quicklink and the vendor receives a daily "Watched List" notice email that outlines any changes impacting a notice on their Watched List target of opportunities. <b>Note:</b> This functionality is similar to "register to receive notification" where vendor requested to receive updates if an opportunity was updated.
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## 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. Getting Started – Provides basic training materials, such as User Guides and Frequently Asked Questions (FAQs).
- II. General Information
- III. Opportunities (for all agency/office locations) – Users can search and review opportunities without logging onto the system. Any controlled, unclassified documents that may be attached to an opportunity will require that the user be logged into the system and that the user have a validated account.
- IV. Agencies
- V. Privacy

Note – Green versus blue on the main navigation indicates which navigational element has been selected.



## 2.3 Register for an Account

**Note** - Before a vendor registers in the system, they will need a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities. This system retrieves a firm's profile information directly from the CCR system. Please contact <http://www.ccr.gov> for more information.

- I. To get started, go to [fbo.gov](http://fbo.gov) and click on the "Register Now" link located in the green "Vendors / Citizens" section. This will open up a series of screens where the user enters registration data.

The screenshot displays the FBO.GOV website interface. At the top, the header includes the logo "FEDBIZOPPS.GOV" and "Federal Business Opportunities". Navigation tabs include Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. A search bar at the top left indicates "Search more than 1,100\* active federal opportunities." Below this is a search filter section with dropdown menus for "Posted Date" (Last 90 Days), "Set-Aside Code" (Any), "Place of Performance" (Any State or Territory), and "Type" (Any). There are also input fields for "Keyword / Solicitation #" and "Agency". A "Search" button is present, along with a link to an "advanced search form".

On the right side, there is a "RECOVERY" section with buttons for "SEARCH RECOVERY OPPORTUNITIES" and "SEARCH RECOVERY AWARDS". Below that are "FBO RECOVERY REPORTS" with links for "Opportunities" and "Awards", and "USER GUIDES" for Buyer, Vendor, Engineer, and Location / Agency Admin. A "DEMONSTRATION VIDEOS" section is also visible.

The main content area is divided into two sections: "Buyers / Engineers" and "Vendors / Citizens". The "Vendors / Citizens" section is highlighted in green and contains a registration form with fields for "Username" and "Password", and buttons for "View Opportunities", "Find Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs". A yellow arrow labeled "I" points to the "Register Now" button. The "Buyers / Engineers" section is highlighted in blue and contains a similar form with buttons for "View Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs".

- I. Step one—"DUNS #" - Enter your company's 9 digit DUNS #
  - a. Vendors should provide the DUNS# to be able to access controlled, unclassified data associated with some business opportunities in FBO.
  - b. If you do not have, or do not wish to provide, the DUNS #, click "skip this step". Data will not be auto-filled and vendor will not have access to controlled, unclassified data.
- II. If user entered the DUNS #, click the "proceed" button to move to the next step.

Home Getting Started General Info Opportunities Agencies Privacy

Vendor/Citizen Registration

RETURN TO HOME

1 DUNS #

2 Company Information

3 Personal Information

4 Review/Submit

**On this step:** If you are a vendor: Enter your DUNS and click **Proceed**. The system will retrieve your company information in CCR.

**If you do not know the DUNS number for your company:** you may find this information through the following search page: <https://www.bpn.gov/CCRSearch/Search.aspx>

**If your company does not have a DUNS number,** you can obtain one free of charge via webform at <http://fedgov.dnb.com/webform/displayHomePage.do> or by calling the D&B Government Customer Response Center at 1-866-705-5711 (visit [http://fedgov.dnb.com/webform/pages/reqDuns\\_phone.jsp](http://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp) for more details). If requested over the phone, your DUNS number is provided immediately. Webform requests take 1 - 2 business days.

**If you are a citizen or do not wish to enter your DUNS number:** You may click **skip this step**. Your data will not be auto-filled and you will not have access to controlled unclassified data until your DUNS number is entered and verified by CCR.

**Enter DUNS Number (Optional)** \* indicates a required field

**Vendors:** Please enter your company's 9 digit DUNS number. This will allow you to access controlled unclassified documents.

**Citizens / Others:** You may skip this step by leaving the field empty and pressing **Skip this Step** at the bottom of the page.

**DUNS # (optional):**  
Vendors should complete this field to ensure access to controlled unclassified data.

Cancel Proceed Skip This Step

- I. Step two—"Company Information" is pre-populated on the form based on the entered DUNS # and registrant is asked to update any required fields. If not found, user will be requested to enter data on form.
- II. Select "proceed" to move forward in the process.

**Vendor Registration**

1 DUNS #

2 **Company Information**

3 Personal Information

4 Review/Submit

**Note:** Your company information was found in CCR. Please click **Proceed** to continue to the next step.

**Company Information** \* indicates a required field

**DUNS #:**  
010301019

**Legal Business Name:**  
Test Firm

**Doing Business As (DBA):**  
*Not Found in CCR*

**Cage #:**  
Alpha

**Division Name:**  
*Not Found in CCR*

**Divison Number:**  
*Not Found in CCR*

**Physical Address:**

**Street Address:**  
Davis Trail - unit 6

**City:**    **State:**                      **Zip+4:**  
Austin    TX                                      79873

**Country:**

**Mailing Address:**

**Street Address:**  
Davis Trail - unit 6

**City:**    **State:**                      **Zip+4:**  
Austin    TX                                      79873

**Country:**

- I. Step three – “Personal Information” - Registrant enters contact information, username and password. When registrant enters a desired password, for security purposes, the password must meet the following criteria:
  - a. Must be between 8 and 14 characters
  - b. Must contain 1 of each of the following:
    - i. lower case letter
    - ii. upper case letter
    - iii. number
    - iv. special character (e.g. !, %, ^)
- II. Once required fields are entered, select “proceed & review”.

**2** Company Information

**3** Personal Information

**4** Review/Submit

**Personal Information** \* indicates a required field

**Group Name:**

**Full Name\*:**

**Suffix:**

**Title:**

**Email Address\*:**

**Phone Number\*:**

**Username\*:**  
Choose your username to login with

**Enter Password\*:**  
For security purposes, the password must meet the following criteria:  
1. Must be between 8 and 14 characters  
2. Must contain 1 of each of the following:  
• Lower case letter • upper case letter • number • special character (i.e. !, %, ^)

**Verify Password\*:**

II

- I. Review/Submit - Registrant is asked to review registration information. If everything is correct, click "submit" (at bottom of page).
- II. Otherwise, at the bottom of the page click "go back" to correct information on previous steps.
- III. "Cancel" cancels the account registration.
- IV. "Submit" enters the registration.
- V. Users receive an e-mail after submitting a registration request which allows them to confirm the validity of their identity/email. Users should follow the directions in the e-mail. **Users will not be able to logon to the system until they have complied with the requirements specified in the email.**

The screenshot displays the 'Vendor/Citizen Registration' page on FEDBIZOPPS.GOV. The navigation menu includes Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. The main heading is 'Vendor/Citizen Registration' with a 'RETURN TO HOME' link. A progress indicator on the left shows four steps: 1. DUNS #, 2. Company Information, 3. Personal Information, and 4. Review/Submit. The 'Company Information' section is currently active, containing the following fields and values:

- Legal Business Name:** legal business name
- Doing Business As (DBA):** DBA Name
- Physical Address:**
  - Street Address: Street
  - City: State: Zip+4: City Virginia 22209

Below the address section, there are three password-related fields:

- Username:** user100001
- Enter Password:** \*\*\*\*\*
- Verify Password:** \*\*\*\*\*

At the bottom of the form, there are three buttons: 'Go Back', 'Cancel', and 'Submit'. A yellow arrow labeled 'IV' points to the 'Submit' button, indicating the step described in the text above.

## 2.4 Returning Users – Log into the system

- I. Point your browser to <https://www.fbo.gov>.
- II. Enter username and password.
- III. Click "Login."
- IV. The "Password Reminder" option allows a user to request a password via email

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with links for Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. Below this is a search bar with the text "Search more than 1,100\* active federal opportunities." and various filters for Posted Date, Set-Aside Code, Place of Performance, Type, Keyword/Solicitation #, and Agency. A "Search" button is located below the filters.

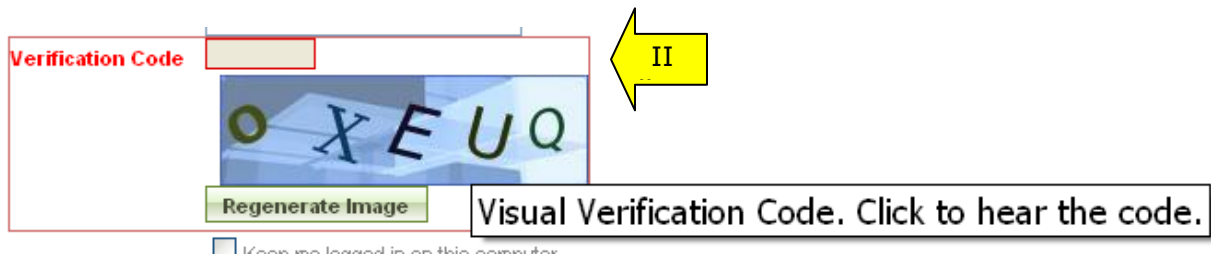
On the right side, there is a "RECOVERY" section with buttons for "SEARCH RECOVERY OPPORTUNITIES" and "SEARCH RECOVERY AWARDS". Below that is a "FBO RECOVERY REPORTS" section with links for "Click here for Opportunities" and "Click here for Awards".

At the bottom, there are two main sections: "Buyers / Engineers" and "Vendors / Citizens". The "Buyers / Engineers" section includes a "Login" button and links for "View Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs". The "Vendors / Citizens" section includes a "Login" button and links for "Find Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs".

Yellow arrows labeled I, II, III, and IV point to the search bar, the login fields, and the password reminder options in both sections.

## 2.5 Captcha Security

- I. Login Security – When a user (or machine) enters a username or password incorrectly three consecutive times, a captcha (image with characters) is displayed as a check to see if the user attempting to log in is indeed a human user.
- II. The user must enter the characters displayed in the “Verification Code” with their username and password in order to attempt another login. This prevents unauthorized access by spammers and other security threats. Users can click on the image to hear the code.





## 2.6 FBO Terms and Conditions

- I. All users are required to review and to agree to FBO Terms and Conditions which are presented after a user has entered correct username and password data.
- II. To agree to the terms and conditions, select "Accept."
- III. If you do not consent to the conditions stated, select "Decline." Decline logs the 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.

**CONTROLLED UNCLASSIFIED INFORMATION PROPERTY OF THE UNITED STATES GOVERNMENT**


DISCLOSURE, COPYING, DISSEMINATION, OR DISTRIBUTION OF CONTROLLED UNCLASSIFIED INFORMATION TO UNAUTHORIZED USERS IS PROHIBITED.

Please dispose of controlled unclassified information when no longer needed.

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**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 Federal Business Opportunities (FBO) 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



## 3 Vendor Interface

### 3.1 “session time out”

Once a user is logged onto the system, the system will check to make sure the user is actively using the site. If a user is inactive for 60 minutes, the user will be automatically logged off the system. Activity in this sense is defined as data that has been submitted by the user. Some examples are the request for a navigational (e.g., selection of a quicklink) or if a user submits a form (e.g., selection of “go” after search filters have been entered on a list).

To ensure the user is aware of this pending circumstance, after 55 minutes of inactivity, a warning message appears that indicates the pending action. When the warning message appears, to remain logged onto the system, select “click keep me logged in”. If the user does not make this selection, the session will be closed and any unsaved data will be lost. The system returns the user to the system logon screen (fbo.gov).

### 3.2 Top of Page Navigation

Navigation for the vendor’s secured interface appears across the top of the user’s page. Using this navigation, users can move between the following key navigational elements: “My FBO”, “My Profile”, “Opportunities”, and “Agencies”.

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

The screenshot displays the top navigation bar of the FBO.GOV Vendor Interface. The header includes the logo for FEDBIZOPPS.GOV (Federal Business Opportunities) and the E.GOV USA.gov logo. Below the header is a navigation bar with four tabs: "My FBO" (highlighted in green), "My Profile", "Opportunities", and "Agencies".

The main content area is titled "My FBO" and includes a welcome message: "Welcome, Micki Vendor". There are links for "Accessibility", "User Guide", and "Logout".

The "Quicklinks" section contains the following links:

- [View Watched List](#)
- [View Saved Searches](#)
- [Find Opportunities](#)
- [Search and Create Saved Searches](#)
- [Edit My Profile](#)
- [Change Username/Password](#)
- [Browse By Agency](#)

The "Video Demonstrations" section, marked as "NEW", includes a note: "The Adobe Flash plugin is required." and the following links:

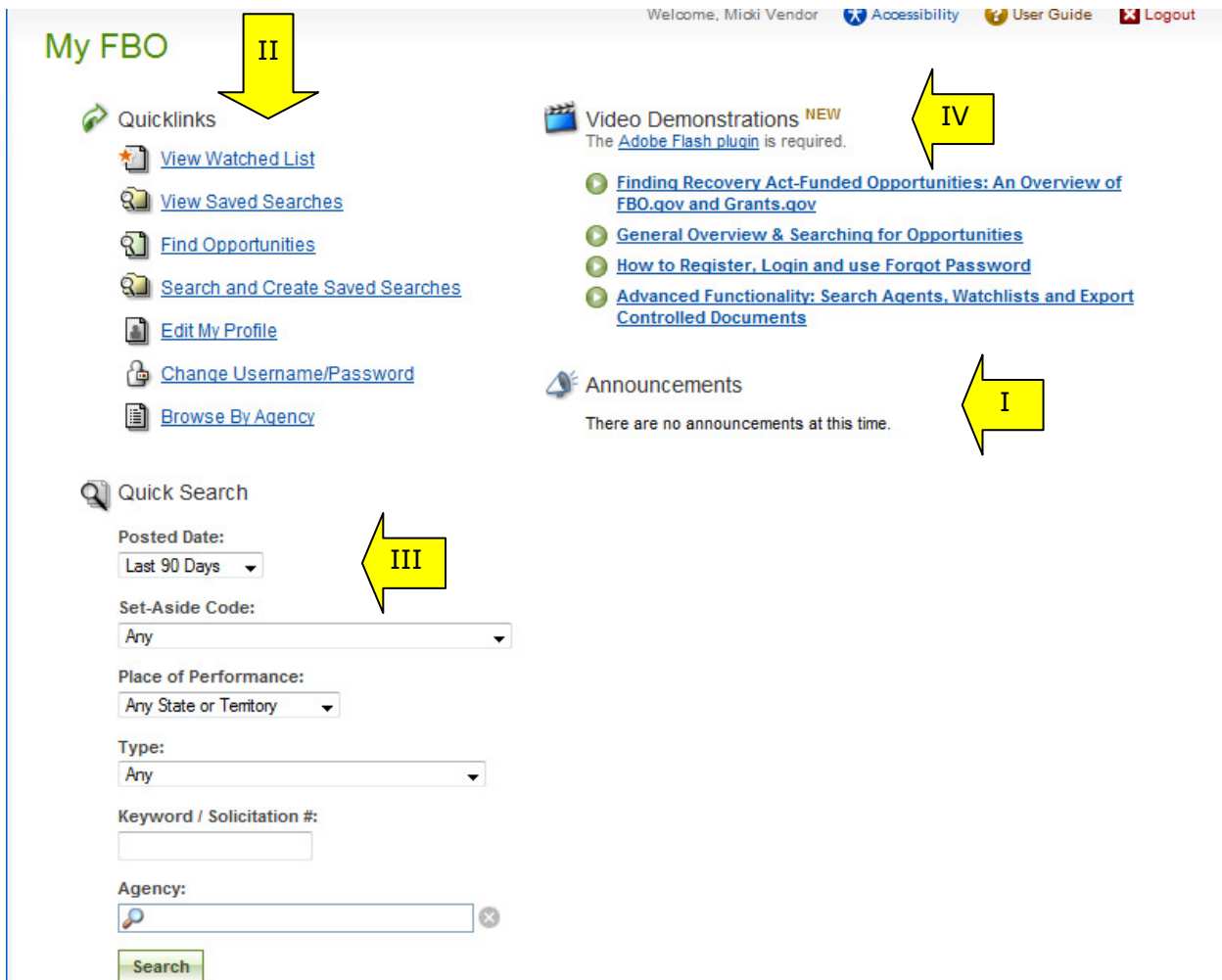
- [Finding Recovery Act-Funded Opportunities: An Overview of FBO.gov and Grants.gov](#)
- [General Overview & Searching for Opportunities](#)
- [How to Register, Login and use Forgot Password](#)
- [Advanced Functionality: Search Agents, Watchlists and Export Controlled Documents](#)

The "Announcements" section states: "There are no announcements at this time."

### 3.3 My FBO

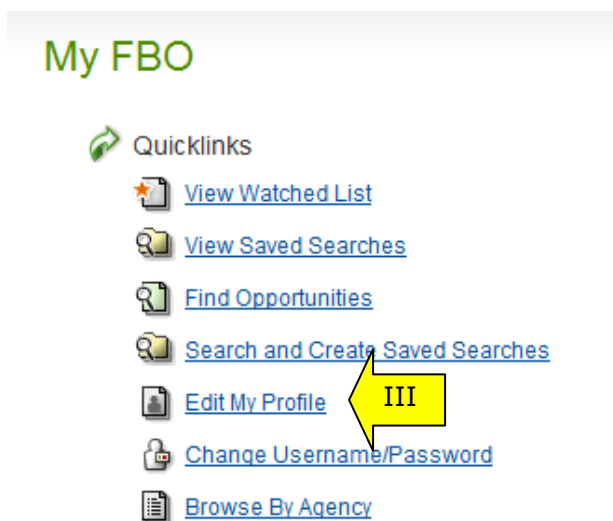
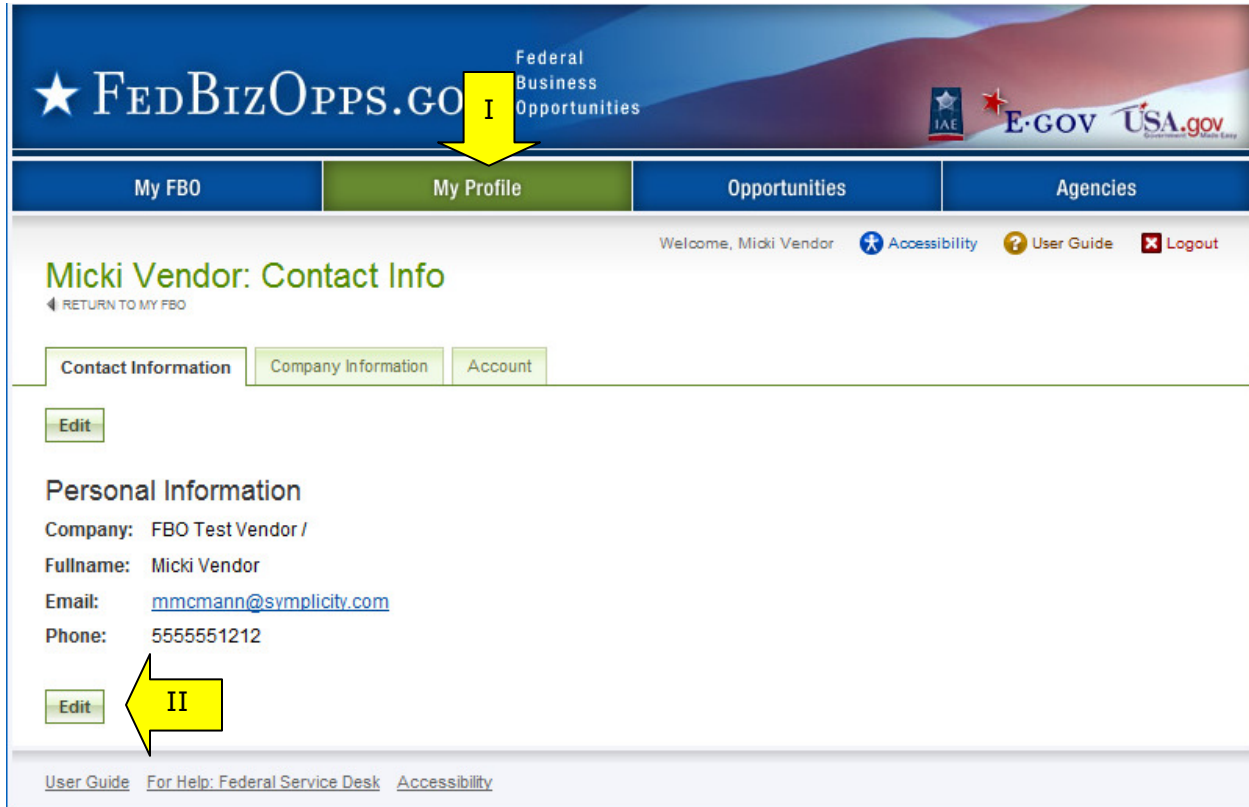
"My FBO" is a user's home page (resource page). The page allows for easy access to the following system features:

- I. "Announcements" – System Announcements posted for the user's reference.
- II. "Quicklinks" – Navigational options that if selected take a user to a specific action on the site (e.g., "view saved searches").
- III. "Quick Search" – Ability to search for business opportunities quickly by either posted date, set-aside code, place or performance, notice type, agency and/or keyword/Solicitation #.
- IV. Video Demonstrations



### 3.4 My Profile

- I. There are three tabs on the users "My Profile" page. On these tabs the user is able to update "contact information," "company information" and "account" data.
- II. From the "contact information" tab, select "edit" to change contact fields.
- III. Alternatively, a vendor can use the quicklink "Edit Profile" on their "My FBO" home page to get to the screen where they can edit their profile.



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

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO My Profile Opportunities Agencies

Welcome, Micki Vendor Accessibility User Guide Logout

### Micki Vendor: Contact Info

RETURN TO MY FBO

Contact Information Company Information Account

Save Return \* indicates a required field

#### Personal Information

Edit your personal information

Company: FBO Test Vendor /

Title:

Fullname\*: Micki Vendor

Suffix:

E

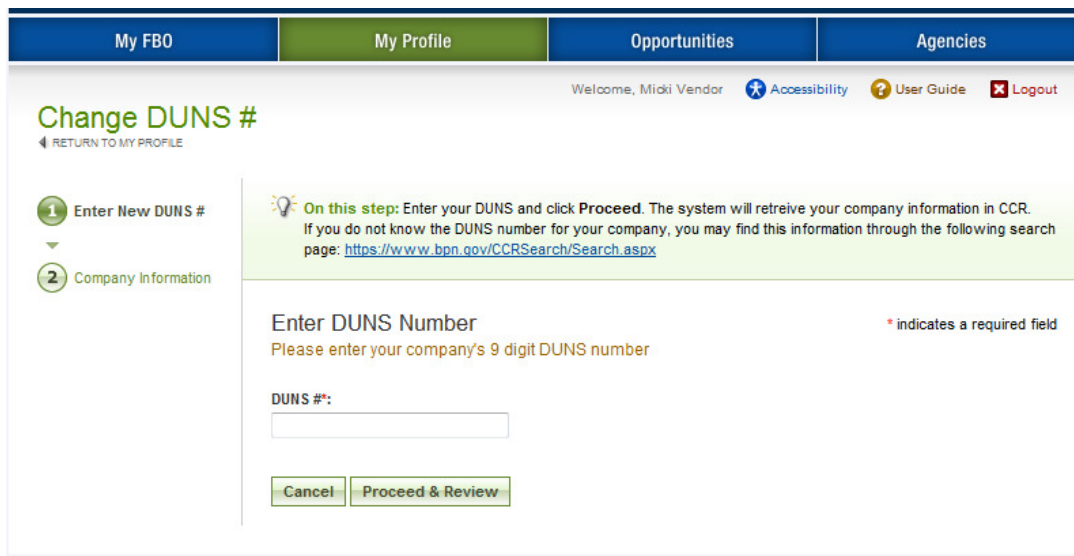
P

IV

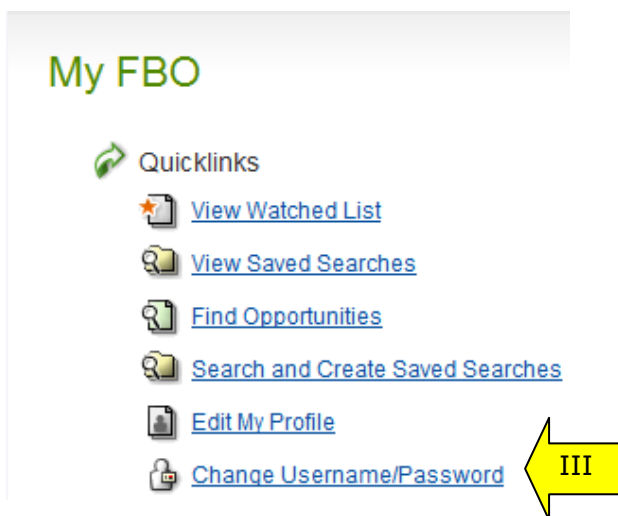
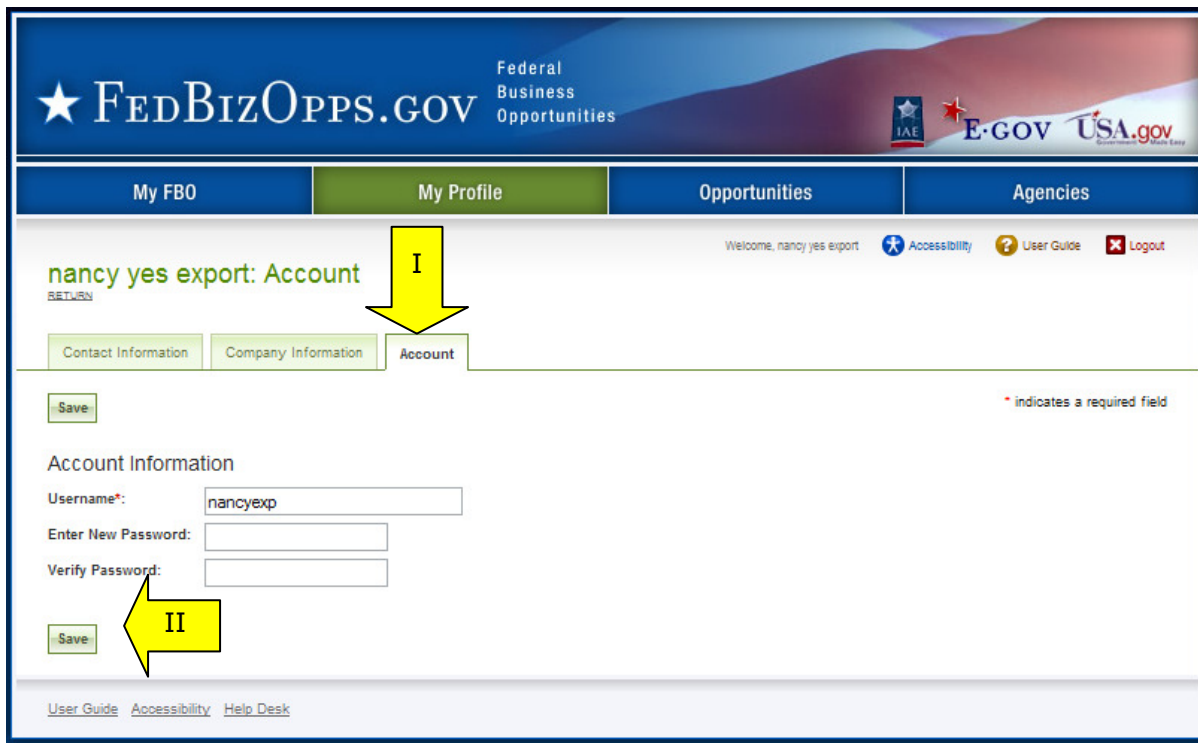
Save Return

[User Guide](#) [For Help: Federal Service Desk](#) [Accessibility](#)

- I. From the "company information" tab, users can review their company's profile data. No changes can be made on this screen once information has been validated by CCR. Contact CCR to make edits to this profile.
- II. If a vendor did not register initially using a DUNS# or the vendor needs to update the DUNS# in their profile, they can do so from this tab by clicking the "register duns" button. The system will attempt to pull the profile data from CCR.gov if found.



- I. From the "account" tab, users can change their username or password.
- II. Select "save" to save updates to the form.
- III. Alternatively, a vendor can use the quicklink "Change username/password" on their "My FBO" home page to get to this screen where they can edit their username or password.



### 3.5 Opportunities

- I. There are six sub-tabs on the "Opportunities" navigation.
- II. When the navigation is opened, the user is taken to the "opportunities list" (will be initially filtered to recently posted opportunities). The keyword search field searches several opportunity fields (e.g., title, agency, solicitation number, and description). This is a "full text" search (meaning you need to match full words).
- III. Click the "search by agency, set-aside, state, and type" link in green to display additional search filters within the opportunities list; click the link again to hide the filters. The "search by classification, NAICS, Recovery action, and more" link will take the user to the Advanced Search tab.
- IV. The next tab to the right is an "advanced search" tool. On advanced search, a complete set of search field options are presented.
- V. The "watched" tab presents opportunities that a vendor has saved on their "Watched List". The "Watched List" is easily accessed with a quicklink from the vendors My FBO (home) page. The vendor receives a daily "Watched List notice" email that outlines any changes impacting a notice on their Watch List target list. **Note:** This functionality is similar to "register to receive notification" where vendor requested to receive updates if an opportunity was updated.
- VI. Vendors can set up "search agents" based on selected detailed search elements. Search agents can be run on an ad hoc, or scheduled, basis. Search agents can help vendors identify opportunities that align with the designated search criteria.
- VII. The "bids/responses" tab presents a list of all the vendor's responses to online requests for bids/responses for specific opportunities, including drafts and submitted responses.
- VIII. "Archives" lists non-active notices which are not visible to vendors/public.
- IX. A vendor can use the quicklink "Find Opportunities" on their "My FBO" home page to get to this "opportunities" tab.

The screenshot shows the 'Opportunities' section of the FBO.GOV website. At the top, there is a navigation bar with tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is active. Below the navigation bar, there are six sub-tabs: 'Opportunities List', 'Advanced Search', 'Watched', 'Search Agents', 'Bids/Responses', and 'Archives'. The 'Opportunities List' tab is selected. The main content area includes a search bar with a 'Keyword / Solicitation #' field, a 'Posted Date' dropdown set to 'Last 90 Days', and 'Search', 'Clear', and 'Save Defaults' buttons. Below the search bar, there are two search filters: 'Search by Agency, Set-aside, State, and Type' (highlighted in green) and 'Search by Classification, NAICS code, Recovery actions, and more'. The results section shows a list of opportunities with columns for 'Opportunity', 'Agency/Office/Location', 'Type / Set-aside', and 'Posted On'. Three yellow arrows point to specific elements: Arrow I points to the 'Opportunities' tab; Arrow II points to the 'Opportunities List' sub-tab; Arrow III points to the 'Search by Agency, Set-aside, State, and Type' link; Arrows IV-VIII point to the 'Advanced Search', 'Watched', 'Search Agents', 'Bids/Responses', and 'Archives' sub-tabs respectively.

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
S---subject N000104000A S -- Utilities and housekeeping services	AMC AMCOM Carla Test Office	Presolicitation	Aug 13, 2067
S---subject N0001040001234 S -- Utilities and housekeeping services	AMC AMCOM Carla Test Office	Presolicitation	Aug 13, 2067
10--JWTEST G11PS00026 10 -- Weapons	INTERIOR, DEPARTMENT OF THE GEOLOGICAL SURVEY GHQ	Presolicitation (Modified)	Jul 30, 2010



### 3.6 Agencies

- I. The “agencies” main navigation takes the vendor to a list of registered agencies in the system.
- II. Alternatively, a vendor can use the quicklink “Browse by Agency” on their “My FBO” home page to get to the “agencies” tab.
- III. Click on the review icon to open up a page that presents specific profile data for the agency, office locations, and a listing of active and archived opportunities associated with that agency.
- IV. Keyword search is available to help users more quickly find a particular agency.

Items 1-20 of 123      Showing 20 per page    Jump 1 | Next >

Icons	Name	Offices	Locations	Notices
	<a href="#">Administrative Office of the U. S. Courts</a>	70	73	14
	<a href="#">African Development Foundation</a>	1	1	1
	<a href="#">Agency for International Development</a>	3	92	408
	<a href="#">AGENCY REPORT AGENCY NAME</a>	0	0	0
	<a href="#">American Battle Monuments Commission</a>	1	3	0
	<a href="#">Architect of the Capitol</a>	1	1	42
	<a href="#">Armed Forces Retirement Home</a>	1	2	4
	<a href="#">British Defense Staff (Washington)</a>	1	1	0
	<a href="#">Broadcasting Board of Governors</a>	1	19	10
	<a href="#">Comm for Purchase from People Who Are Blind or Severely Disabled</a>	1	1	11

- I. When an agency record is opened, the user is on the "opportunities" sub-tab for that agency. Opportunities for that agency will be listed on this page.
- II. Use the review icon to open the opportunity.
- III. Additional filter options can be used to target specific opportunities (e.g., "keyword search", posting date, etc.).

**GENERAL SERVICES ADMINISTRATION: Opportunities**

My FBO | My Profile | Opportunities | Agencies

Welcome, Micki Vendor | Accessibility | User Guide | Logout

Opportunities | Profile | Offices | Locations

Opportunities List | Advanced Search | Archives

Keyword / Solicitation #:  TIPS Posted Date:  Search Clear

More Search Fields Search by Classification, NAICS code, Recovery actions, and more

1 - 20 of 138 Sort By Posted On (Asc.) Showing 20 per page 1 | 2 | 3 | 4 | 5 | 6 | 7 »

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
<a href="#">Test with Package</a> RECOVERY ds1048 9 -- Training aids & devices	GENERAL SERVICES ADMINISTRATION Office of Integrated Acquisition Environment EDS TEST LOCATION	Presolicitation (Modified)	Jun 15, 2009
<a href="#">11--TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESC</a> 7FCI-L3-030084-B 11 -- Nuclear ordnance	GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE 10FT	Solicitation	Jan 05, 2010

- I. The agency's "Profile" sub-tab presents general agency profile data.

FEDBIZOPPS.GOV Federal Business Opportunities

My FBO | My Profile | Opportunities | Agencies

Welcome, nancy | Accessibility | User Guide | Logout

Opportunities | Profile | Offices | Locations

Return

**Defense Logistics Agency**

Agency Information

Code:  
DLA

Return

User Guide | Help Desk | Accessibility

- I. The "Offices" sub-tab presents a listing of the agency offices. Depending on an agency structure, the "office" navigation may be absent. This would mean that the agency's structure does not include a subordinate office.
- II. Use the "review" icon to open a list of a specific office's opportunities.
- III. Click on the links in the two left columns to navigate directly to a specific Office's list of Locations of Notices.

The screenshot shows the 'GENERAL SERVICES ADMINISTRATION: Offices' page. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. A yellow arrow labeled 'I' points to the 'Offices' tab. Below the tabs, there is a search bar with a 'Search' button and a 'Search Tips' section. A yellow arrow labeled 'II' points to the 'review' icon (a magnifying glass) next to the 'FEDERAL SUPPLY SERVICE' entry in the table. Another yellow arrow labeled 'III' points to the 'Locations' and 'Notices' columns of the table.

Name	Locations	Notices
<a href="#">FEDERAL SUPPLY SERVICE</a>	<a href="#">22 Locations</a>	<a href="#">83 Notices</a>
 <a href="#">FEDERAL TECHNOLOGY SERVICE</a>	<a href="#">25 Locations</a>	<a href="#">0 Notices</a>
 <a href="#">GSA BOARD OF CONTRACT APPEALS</a>	<a href="#">0 Locations</a>	<a href="#">0 Notices</a>

- I. The "Locations" sub-tab, presents a listing of the agency locations.
- II. Use the "review" icon to open location's opportunities.
- III. The "location profile" sub-tab presents profile data for the selected location.

Administrative Office of the U.S. Courts: Locations

RETURN TO AGENCIES RETURN TO LIST (AGENCIES)

Opportunities Profile Offices **Locations**

Keywords:  Search

1-20 of 104 Showing 20 per page Jump 1 | Next >

Office ▼	Name ▼	Notices	City ▼	State ▼	Zip
AO-Application Development Office	App Dev Off	<a href="#">0</a>	Washington	District of Columbia	20544-0001
AO-Judicial Data Center	AO U.S. Courts	<a href="#">0</a>	Washington	District of Columbia	20544

GENERAL SERVICES ADMINISTRATION: 10FT (10FT)

RETURN TO AGENCIES RETURN TO LIST (OFFICES)

Opportunities Profile **Locations**

Opportunities **Location Profile**


[Return](#)

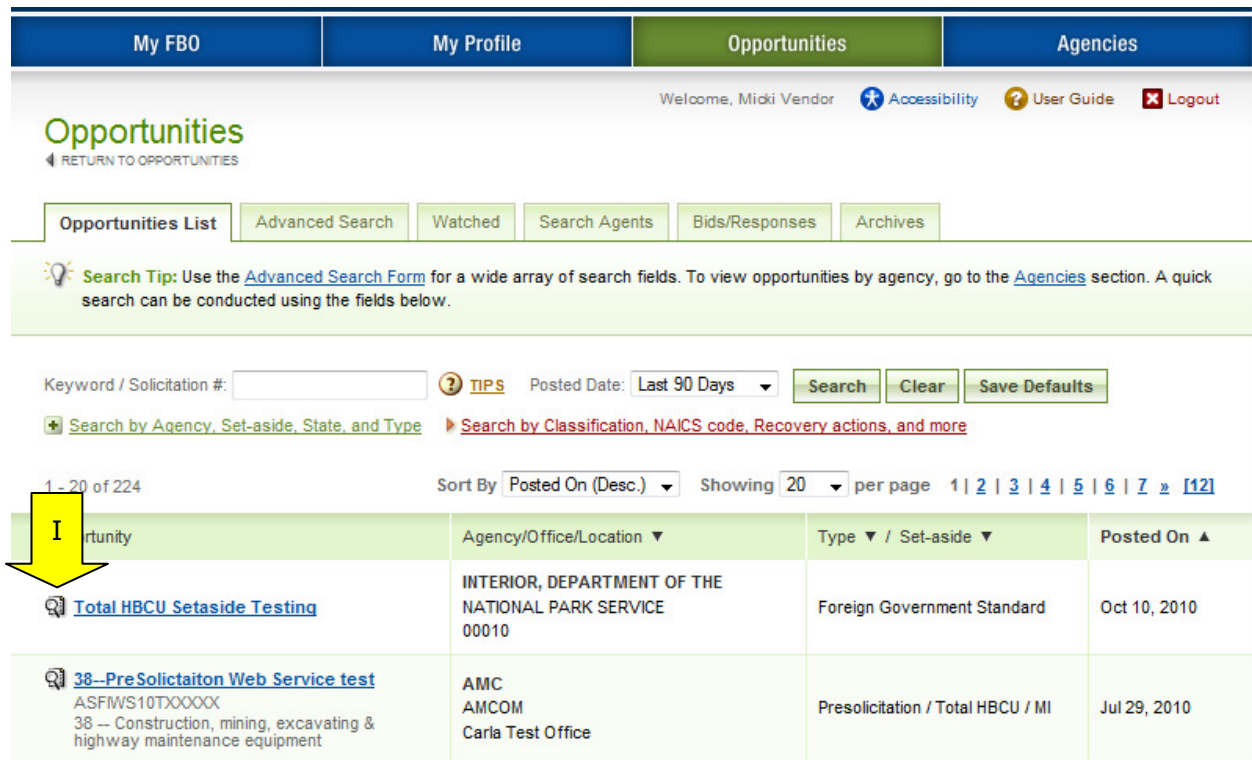
**Office Location Information**

Code: 10FT  
Name: 10FT  
Address: Test  
United States



## 4 Vendor Opportunity Actions

### 4.1 Reviewing an Opportunity

I. To review the details of an opportunity, click the review icon  .



The screenshot shows the 'Opportunities' section of the FBO website. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Opportunities' (selected), and 'Agencies'. Below the tabs, a welcome message reads 'Welcome, Micki Vendor' with links for 'Accessibility', 'User Guide', and 'Logout'. The main heading is 'Opportunities' with a 'RETURN TO OPPORTUNITIES' link. There are several filter buttons: 'Opportunities List', 'Advanced Search', 'Watched', 'Search Agents', 'Bids/Responses', and 'Archives'. A search tip is provided: 'Search Tip: Use the [Advanced Search Form](#) for a wide array of search fields. To view opportunities by agency, go to the [Agencies](#) section. A quick search can be conducted using the fields below.' Below this is a search form with a text input for 'Keyword / Solicitation #', a 'TIPS' icon, a 'Posted Date' dropdown set to 'Last 90 Days', and 'Search', 'Clear', and 'Save Defaults' buttons. There are also links for 'Search by Agency, Set-aside, State, and Type' and 'Search by Classification, NAICS code, Recovery actions, and more'. The results show '1 - 20 of 224' items, sorted by 'Posted On (Desc.)', showing 20 per page. The first two opportunities are listed in a table:

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
 <a href="#">Total HBCU Setaside Testing</a>	INTERIOR, DEPARTMENT OF THE NATIONAL PARK SERVICE 00010	Foreign Government Standard	Oct 10, 2010
 <a href="#">38--PreSolicitation Web Service test</a> ASFWS10TXXXXX 38 -- Construction, mining, excavating & highway maintenance equipment	AMC AMCOM Carla Test Office	Presolicitation / Total HBCU / MI	Jul 29, 2010

- I. Once a vendor has selected the review icon, the "notice details" sub-tab is opened.
- II. On the "notice details" sub-tab, besides being able to review the details of the opportunity, a vendor can use "Watch This Opportunity," or if previously added "Stop Watching This Opportunity" options, to manage whether this opportunity is part of their "Watched List" or not. The "Watched List" is a designation that a vendor can set on a notice that saves the notice on a sub-tab list of notices. The Watched List is easily accessed with a quicklink, and the vendor receives "Watched List notice" emails that outline any changes impacting a notice on their Watched List target of opportunities. **Note:** This functionality is similar to "register to receive notification" where a vendor requested to receive updates if an opportunity was updated.
- III. If the opportunity allows for "interested vendor" designation (established by each buyer on each opportunity), the vendor can manage their designation as being an interested vendor for an opportunity. To do so, click the "add me to interested vendors" (or if previously added "remove me from interested vendors").

The screenshot shows the 'Total HBCU Setaside Testing' opportunity page. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Opportunities' (selected), and 'Agencies'. Below the tabs, a welcome message reads 'Welcome, Micki Vendor' with links for 'Accessibility', 'User Guide', and 'Logout'. The main header area includes a search icon, the title 'Total HBCU Setaside Testing', and the solicitation number '00010'. The agency information is 'AGENCY: INTERIOR, DEPARTMENT OF THE OFFICE OF NATIONAL PARK SERVICE'. Below this, there are tabs for 'Notice Details', 'Packages', and 'Interested Vendors List'. A yellow arrow labeled 'I' points to the 'Notice Details' tab. To the right of these tabs are 'Print' and 'Link' icons. A yellow arrow labeled 'II' points to the 'Interested Vendors List' tab. Below the tabs, there are three buttons: 'Return To Opportunities List', 'Watch This Opportunity', and 'Add Me To Interested Vendors'. A yellow arrow labeled 'III' points to the 'Add Me To Interested Vendors' button. To the left of these buttons is the 'Original Synopsis' section, which includes the date 'Oct 10, 2010 1:15 pm', the notice type 'Foreign Government Standard', and the synopsis 'No Description Provided'. To the right of the buttons is the 'GENERAL INFORMATION' section, which includes 'Notice Type: Foreign Government Standard', 'Posted Date: October 10, 2010', 'Response Date: -', 'Archiving Policy: Automatic, on specified date', and 'Archive Date: -'.

- I. Because notices are subject to revisions and updates, the system allows a vendor to review the "original", "amendments/modifications" (including "awards") or the "complete" notice.
- II. When opened originally, the display will be the "complete" view of the notice. You will notice a "history tree" on the left of the notice. This history tree presents a complete listing of the notice and how it may have evolved.
- III. The record opens to the current complete notice and then the branches under show the original notice (prior to any changes) as a branch, and all the modifications/additions, or awards, as branches in the history.
- IV. You may view each branch in the history by clicking on the link for each branch.

The screenshot displays the FBO.GOV vendor portal interface. At the top, there are navigation tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below the navigation is a user welcome message: 'Welcome, Micki Vendor' with links for 'Accessibility', 'User Guide', and 'Logout'. The main content area shows a notice for 'B--studies' with the following details: Solicitation Number: N00000CONSBUY, Agency: DEPT OF DEFENSE, Office: DEPT OF THE NAVY, and Location: Naval Supply Systems Command. There are three tabs: 'Notice Details', 'Packages', and 'Interested Vendors List'. The 'Notice Details' tab is active, showing a 'Complete View' of the notice. A history tree on the left shows two entries: 'Original Synopsis' (Presolicitation, May 31, 2010, 12:42 pm) and 'Changed' (May 31, 2010, 1:42 pm). A yellow arrow labeled 'II' points to the 'Complete View' link, and another yellow arrow labeled 'IV' points to the 'Changed' link. To the right of the history tree are buttons for 'Return To Opportunities List', 'Watch This Opportunity', and 'Add Me To Interested Vendors'. Below the history tree, the notice details are shown: Solicitation Number: N00000CONSBUY, Notice Type: Presolicitation, and Synopsis: Added: May 31, 2010 12:42 pm Modified: May 31, 2010 1:42 pm Track Changes studies. On the right side of the page, there is an 'ALL FILES' section with a list of attachments, including 'Attachment' (May 31, 2010) and 'Attachment' (May 31, 2010), each with a file icon and a link to the file.

## 4.2 Printing an Opportunity

- I. To open an opportunity in a printer friendly format, select the "Print" icon. Doing so will open a new window with the opportunity laid out for printing.

The screenshot shows the 'Opportunities' section of the FBO.GOV website. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Opportunities' (selected), and 'Agencies'. Below the tabs, a user greeting reads 'Welcome, Micki Vendor' with links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'B--studies' and includes the following information:

- Solicitation Number: N00000CONSBUY
- Agency: DEPT OF DEFENSE
- Office: DEPT OF THE NAVY
- Location: Naval Supply Systems Command

Below this information are three tabs: 'Notice Details' (selected), 'Packages', and 'Interested Vendors List'. To the right of these tabs are 'Print' and 'Link' icons. A yellow arrow labeled 'I' points to the 'Print' icon. Below the tabs, there are several buttons: 'Return To Opportunities List', 'Watch This Opportunity', and 'Add Me To Interested Vendors'. The main content area displays the following details:

- Solicitation Number:** N00000CONSBUY
- Notice Type:** Presolicitation
- Synopsis:** Added: May 31, 2010 12:42 pm Modified: May 31, 2010 1:42 pm [Track](#)
- [Changes](#)  
studies

On the left side, there is a 'Complete View' section with a list of items:

- [Original Synopsis](#)  
Presolicitation  
May 31, 2010  
12:42 pm
- [Changed](#)  
May 31, 2010  
1:42 pm

On the right side, there is an 'ALL FILES' section with a list of attachments:

- [Attachment](#)  
May 31, 2010  
[N00000CONSBUYbabyint...](#)
- [Attachment](#)  
May 31, 2010  
[N00000CONSBUYbabyint...](#)
- [Attachment](#)  
[N00000CONSBUYCasual ...](#)
- [Attachment](#)  
[N00000CONSBUYIlovely...](#)



- II. Use the "Print" button to execute the print job.
- III. "Close" closes the print window.

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



47 -- Hose Assembly, Nonmetallic  
**Solicitation Number: SPM7M4-08-R-0034**  
 Agency: Defense Logistics Agency  
 Office: Acquisition Management  
 Location: Defense Supply Center Columbus BSM

**Notice Type:**  
 Modification/Amendment/Cancel

**Original Posted Date:**  
 February 26, 2008

**Posted Date:**  
 April 8, 2008

**Response Date:**  
 May 28, 2008 1:00 pm Eastern

**Original Response Date:**  
 April 14, 2008

**Archiving Policy:**  
 Automatic, 15 days after response date

**Original Archive Date:**  
 April 29, 2008

**Archive Date:**  
 -

**Classification Code:**  
 47 -- Pipe, tubing, hose & fittings

**NAICS Code:**  
 332 -- Fabricated Metal Product Manufacturing/332999 -- All Other Miscellaneous Fabricated Metal Product Manufacturing

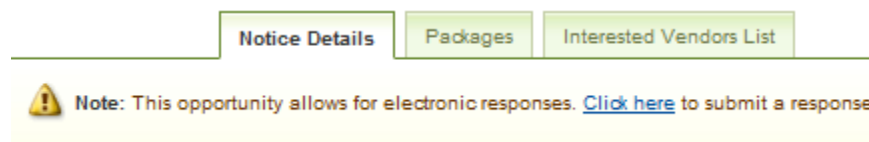
**Synopsis:**

Added: February 26, 2008 Modified: Apr 08, 2008 2:45 pm [Track Changes](#)  
 Hose Assembly, Nonmetallic, 1-1/2 in. ID, 50 ft length, Mil-Spec titled "Hose, End Fittings and Hose Assemblies, Synthetic Rubber, Aircraft Fuels", NSN 4720-00-826-4782. Spider Cable Assembly to be installed after pressure testing. Approved Source: Durodyne (62913). Item must be manufactured I/A/W Spec NR MIL-H-17902F (1)Type Number: M17902-A-NCA-50 I/A/W Std Nr MIL-STD-129P(3) . This solicitation contains provisions for First Article Testing (FAT). FAT is required of all non cuurrently approved offerors. This solicitation is being solicited under full and open competition and is unrestricted. The proposed procurement contains a 100% quantity option. Delivery will be to DoD depots located at Tracy, CA and New Cumberland, PA. All responsible sources may submit an offer. See note 26. Copies of this solicitation will be available on the DSCC website after 28 Apr 08.

## 4.3 Managing Electronic Responses to an Opportunity

### 4.3.1 Submitting an Electronic Response

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



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

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

Notice Details
Packages
Interested Vendors List
Electronic Response

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

Submit
Save As Draft
Return

\* indicates a required field

Response

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

Documents:

Description:

File:

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

Browse...
Large Upload (Java)

Add New

Submit
Save As Draft
Return

a

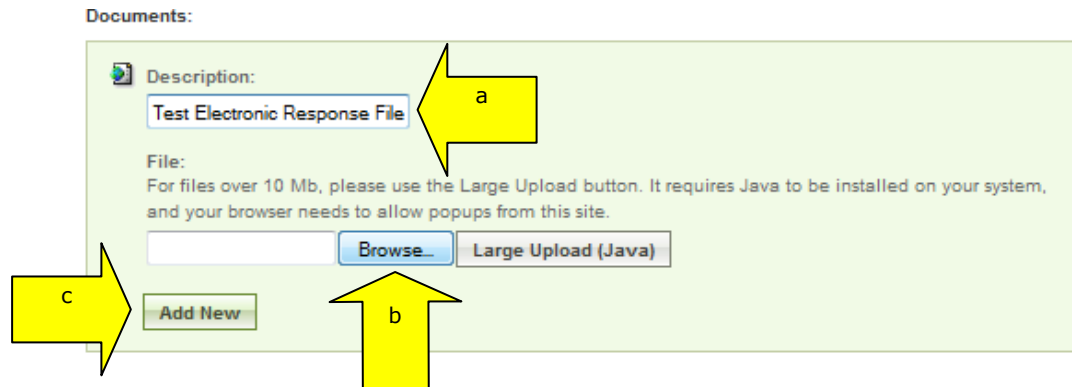
b

- V. The Line Item Builder form will provide the following information in spreadsheet fashion:
  - a. Line Item Description;
  - b. Child Line Item Description which will be indented under the related parent Line Item;
  - c. Quantity per Line Item and Child Line Item
- VI. The user must enter a price per Line Item in the "Unit Price" column; the Total column will calculate the Quantity multiplied by the price entered; the system will also calculate the Grand Total price (sum of all Line Item Totals) which will be displayed in the last row of the form.

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

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

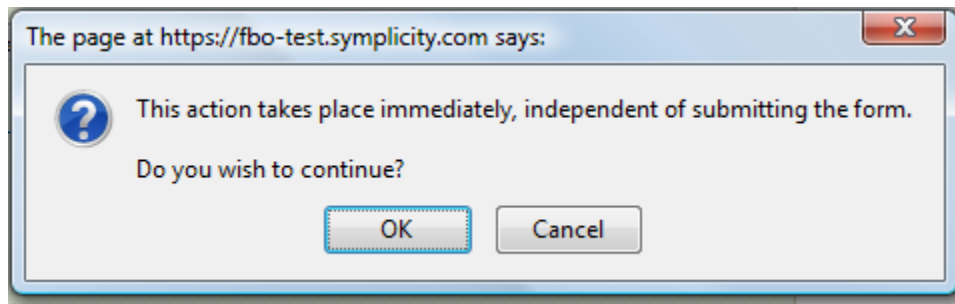
- a. The user can enter a description for every file to be uploaded, note this is optional.
- b. To select a file for upload, the user clicks on the "Browse" button. (Note, for files over 10 Mb, please use the "Large Upload (JAVA)" button.) This will allow the user to select a file located on their computer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



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

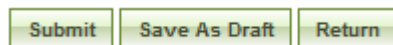


Note, the system displays a warning if the user clicks the "Delete" button and provides the option to cancel the action.

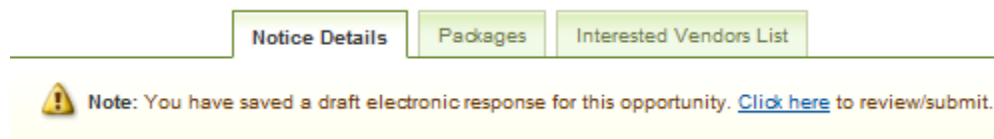


If the user clicks "OK," the system will immediately remove the file and returns the user to the "Response" page.

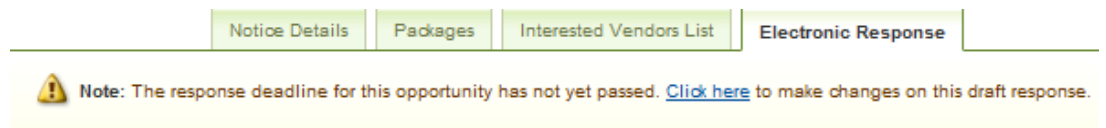
VIII. The user has three options at the bottom of the "Response" page:



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



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



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

### 4.3.2 Reviewing / Editing an Electronic Response





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

**Bids/Responses**  
RETURN

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


Keywords:  Go

Items 1-10 of 10

	Notice ▼	Agency/Office ▼	Location ▼	Modified on ▼	Submitted ▼
	<a href="#">Bid Mod Test 40 - MM-FBO-040</a>	<a href="#">Office of Integrated Acquisition Environment(IAE)</a>	Symlicity Test Location(SYMP)	Feb 21, 2009 10:38 pm	✓
	<a href="#">Bid Mod Test 34 - MM-FBO-034</a>	<a href="#">Office of Integrated Acquisition Environment(IAE)</a>	Symlicity Test Location(SYMP)	Feb 12, 2009 2:06 pm	✓
	<a href="#">Bid Mod Test 32 - MM-FBO-032</a>	<a href="#">Office of Integrated Acquisition Environment(IAE)</a>	Symlicity Test Location(SYMP)	Feb 10, 2009 3:39 pm	✗
	<a href="#">Bid Mod Test 33 - MM-FBO-033</a>	<a href="#">Office of Integrated Acquisition Environment(IAE)</a>	Symlicity Test Location(SYMP)	Feb 11, 2009 6:04 pm	✓


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

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

 **Note:** The response deadline for submissions has passed. You may no longer edit this response

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

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

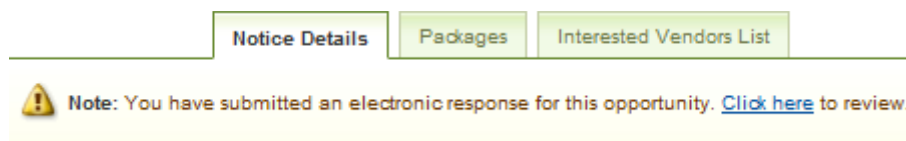
 **Note:** The response deadline for this opportunity has not yet passed. [Click here](#) to make changes.

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

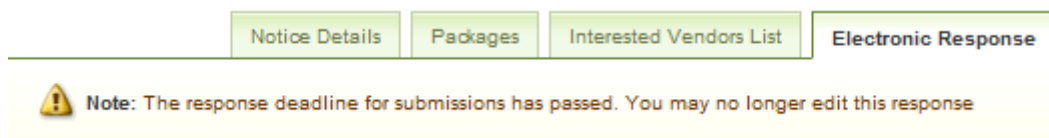
Builder. In addition, the user can review any documents previously uploaded, as well as delete and/or upload additional documents. There are two options on this page:

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

- IV. A user can also review their submitted electronic responses from the "Notice Details" tab of an opportunity. From the "Bids/Responses" tab, the user can click on the notice title link to access the "Notice Details" sub-tab. (See sections 3.5 and 4.1 for more information on locating and viewing an opportunity.) If a user previously submitted an electronic response to an opportunity, the system will display a message at the top of the "Notice Details" tab within the opportunity indicating that the user submitted an electronic response.
- V. To review the response details, click on the blue "Click here" link in the note, or click on the blue "Review Response" link located at the top of the right side bar under the heading "My Electronic Submission."




- VI. After clicking on the "Click here" or "Review Response" link, the system will open the "Electronic Response" tab. Note, the right side bar will provide response information including the date and time that the response was created and modified, as well as the name of the submitter.
- VII. If the response deadline has passed for the opportunity, the system will display the following message at the top of the "Electronic Response" tab indicating that the user may no longer edit the response. Note, the user will still be able to review their submitted response and at any time can return to the "Notice Details" tab by clicking on the "Return" button within the response.

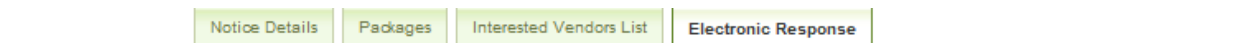



- VIII. If the response deadline has not yet passed, the system will display the following note at the top of the "Electronic Response" tab indicating that the user can make changes to their response:



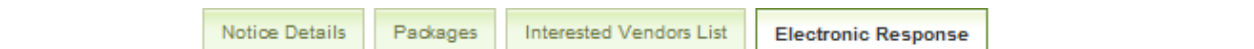
 **Note:** The response deadline for this opportunity has not yet passed. [Click here](#) to make changes.


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



 **Note:** The response deadline for this opportunity has not yet passed. [Click here](#) to make changes.  
The buyer has modified the template since your submission. If you choose to make changes to your response, you will be presented with a blank copy of the new template

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



 **Instructions:** Please fill out all required fields and click save/submit. Until the response deadline passes, you may edit your response.  
**Note:** You may review your past responses below:  

- [Feb 21, 2009 10:12 pm](#)

#### 4.4 Reviewing Packages associated with an Opportunity

- I. Within an opportunity, on the “notice details” sub-tab, associated packages will show on the right under the heading “all files”. If a “file” link in this list is clicked, the user is taken to the “packages” sub-tab for the opportunity.
- II. Alternatively, the “packages” sub-tab could be clicked. On the “packages” sub-tab, the vendor will see the packages associated with an opportunity.



★ FEDBIZOPPS.GOV
Federal Business Opportunities

My FBO
My Profile
Opportunities
Agencies

Welcome, Alan Vendor
 [Accessibility](#)
[User Guide](#)
[Logout](#)

### New headquarters for the Dept. of Defence.

Solicitation Number: 123123456  
 Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
 Office: test section  
 Location: 5

Notice Details
Packages
Interested Vendors List

**Complete View**

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

Back
Add To Watchlist
Add Me To Interested Vendors

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

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

**Solicitation 01**

Sensitive/Secure Package: no  
 Type: Solicitation

**ALL**

[Solicitation 01](#)

Mar 25, 2008

[View File](#)

[Solicitation 02](#)

Mar 25, 2008

[View File](#)

**GENERAL INFORMATION**

**Notice Type:**  
Modification/Amendment/Cancel

**Original Posted Date:**  
March 24, 2008

**Posted Date:**  
March 25, 2008

### 4.5 View Controlled, Unclassified Document

- I. To review a controlled, unclassified document (sensitive/secure), a user is required to have a valid MPIN (Marketing Partner Identification Number) entered in the system. The MPIN is part of the CCR profile for an entity.
- II. Note: MPIN verification is saved and this step is only again required if the MPIN entered does not align with current data for a firm. If a previously entered MPIN becomes invalid, the system will prompt a vendor to enter a new MPIN and to verify the new value.
- III. Enter MPIN if prompted.

The screenshot shows the 'Test Notice' page on the FBO.GOV website. The page has a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The main content area includes the Office of Integrated Acquisition Environment logo and details for a 'Test Notice' with Solicitation Number: Test-000002, Agency: GENERAL SERVICES ADMINISTRATION, Office: Office of Integrated Acquisition Environment, and Location: Symplicity Test Location. Below this are tabs for 'Notice Details', 'Packages', and 'Interested Vendors List'. A prominent red warning box titled 'MPIN Verification' contains the text: 'To view controlled unclassified documents (marked with icon and red links) you must verify your account by providing your MPIN below. Your MPIN is a unique CCR vendor ID. Only your company point of contact has access to the MPIN. If you do not know your MPIN please go to <http://www.ccr.gov>. MPIN verification is not required to view other documents.' A yellow callout bubble with the Roman numeral 'III' points to the 'Verify MPIN' button. Below the warning box is a 'Document Viewers' section with a lightbulb icon and the text: 'Please consult the list of [document viewers](#) if you cannot open a file.' At the bottom, there is a search bar with 'Keywords:' and a 'Search' button, and a table header with columns: 'Label', 'Type', 'Date Posted', and 'Secure'.

## 4.6 Request Explicit Access to View a Document

- I. If a package requires explicit access, when the “packages” sub-tab is clicked, the vendor will see a warning indicating that the controlled, unclassified documents require “explicit access.”
- II. To request “explicit access” use the “request explicit access” button.
- III. If a request for explicit access was previously submitted, and is pending review, the vendor will see designation that explicit access was previously requested.
- IV. Vendors receive email notification once their request has been approved or rejected.

My FBO      My Profile      Opportunities      Agencies

Welcome, mukur hazari      Accessibility      User Guide

Office of Integrated Acquisition Environment logo      **Test Notice 4**  
 Solicitation Number: Test-000004  
 Agency: GENERAL SERVICES ADMINISTRATION  
 Office: Office of Integrated Acquisition Environment  
 Location: Symplicity Test Location

Notice Details      Packages      Interested Vendors List

**Notice - Documents Require Explicit Access:**  
 The controlled unclassified documents for this solicitation require explicit access permissions. To request access for this solicitation and to be added to the Authorized Parties List, please click the following button.

**Request Explicit Access**

**Document Viewers:** Please consult the list of [document viewers](#) if you cannot open a file.

Keywords:       More Search Fields      Search

Items 1-1 of 1

Label ▼	Type ▼	Date Posted ▼	Secure ▼
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Welcome, mukur hazari      Accessibility      User Guide

Office of Integrated Acquisition Environment logo      **Test Notice 4**  
 Solicitation Number: Test-000004  
 Agency: GENERAL SERVICES ADMINISTRATION  
 Office: Office of Integrated Acquisition Environment  
 Location: Symplicity Test Location

Notice Details      Packages      Interested Vendors List

**Notice - Explicit Access Request is Pending Review/Approval:**  
 Your request for explicit access to controlled unclassified documents for this solicitation is pending. You will receive an email notification upon approval/rejection

I. If a request for explicit access was previously submitted, and granted, the vendor will see designation that explicit access was granted.

The screenshot shows a web interface for a solicitation titled "explicit one". It includes a search icon, navigation tabs for "Notice Details" and "Packages", and a yellow warning box with a note: "Note: You are on the Authorized Party List for this solicitation". A yellow arrow with the letter "I" points to this note. Below the note is a search bar with "Keywords:" and a "Go" button. The page indicates "Items 1-1 of 1" and displays a table with one item.

Label ▼	Type ▼	Date Posted ▼	Secure ▼
<a href="#">testlinkexplicit</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 23, 2008	Explicit Access

## 4.7 Viewing Export Controlled Documents

- I. If a user tries to view a document that is export controlled, and the vendor is not authorized, the user will see an explanation of why they are not able to access the documents. No further action is allowed.
- II. Vendors without export control authorization will only be able to review non-secure packages associated with an opportunity where any of the controlled, unclassified documents are export controlled.

2nd explicit access make sure not universal status for all

Solicitation Number: estate  
 Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
 Office: test section  
 Location: 5

Notice Details Packages Interested Vendors List

**Documents Are Export Controlled:**  
 The unclassified documents for this solicitation are export controlled. Your vendor information does not contain this level of permission which is required to view the documents.

Back To List

Keywords:  More

Items 1-5 of 5

Label ▼	Type ▼	Date Posted ▼	Secure ▼
<a href="#">bill7</a> Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 25, 2008	Exist / Exploit Access / Export Controlled
<a href="#">eee</a> Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 23, 2008	Exist / Exploit Access / Export Controlled
<a href="#">nancyenqonlvp</a> Locked	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Mar 25, 2008	Exist / Exploit Access / Export Controlled

- I. If a vendor’s firm is authorized to review export controlled documents, and if a valid MPIN is entered in the system, documents will be available for review.
- II. If MPIN has not been verified for the user, the user will be prompted to enter an appropriate MPIN.
- III. Note, MPIN verification will be saved and this step is only again required if the MPIN entered does not align with current data for a firm/office. If a previously entered MPIN becomes invalid, the system will prompt a vendor to enter a correct MPIN to verify the new value.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | Opportunities | Agencies

Welcome, nancy murray | Accessibility | Help | Logout

### Export Control Test

Solicitation Number: 235689  
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
Office: test section  
Location: 5

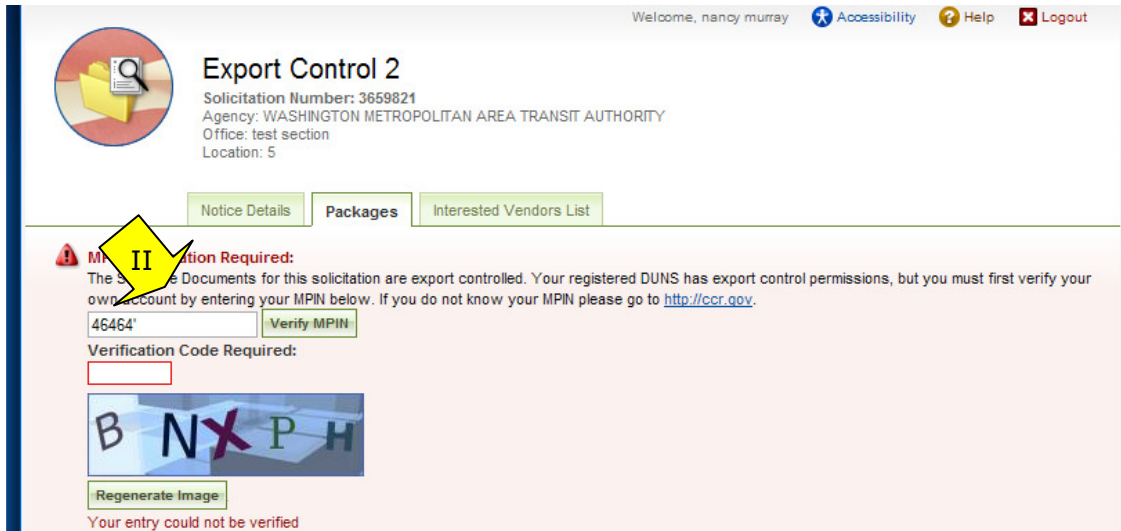
Notice Details | Packages | Interested Vendors List

**MPIN Verification Required:**  
The Solicitation Documents for this solicitation are export controlled. Your registered DUNS has export control permissions, but you must first verify your own MPIN by entering your MPIN below. If you do not know your MPIN please go to <http://ccr.gov>.


[enter MPIN here]

Keywords:

- I. When a user (or machine) enters a MPIN incorrectly three consecutive times, a captcha (image with characters) is displayed as a check to see if the user attempting to log in is indeed a human user.
- II. The user must enter the characters displayed in the "Verification Code" with MPIN in order to attempt another submission. This prevents unauthorized access by spammers and other security threats.
- III. Users can click on the image to hear the code.



Welcome, nancy murray [Accessibility](#) [Help](#) [Logout](#)


 **Export Control 2**  
Solicitation Number: 3659821  
Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  
Office: test section  
Location: 5

[Notice Details](#) [Packages](#) [Interested Vendors List](#)

**⚠️ MPIN Verification Required:**  
The Solicitation Documents for this solicitation are export controlled. Your registered DUNS has export control permissions, but you must first verify your own account by entering your MPIN below. If you do not know your MPIN please go to <http://ccr.gov>.

[Verify MPIN](#)

Verification Code Required:



[Regenerate Image](#)

Your entry could not be verified

### 4.8 Explicit Access and Export Controlled Documents

- I. If both export control and explicit access document controls apply, both requirements will be listed in the "Secure" column.
- II. The vendor will need to first enter a valid MPIN (if not previously established in the system). Once MPIN is entered, click "verify MPIN"
- III. Then the vendor will be given the option to request explicit access. To request "explicit access" use the "request explicit access" button.
- IV. If a request for explicit access was previously submitted, and is pending review, the vendor will see designation that explicit access was previously requested.
- V. If a request for explicit access was previously submitted, and granted, the vendor will see designation that explicit access was previously granted.

The screenshot shows the 'Test Notice' page for solicitation Test-000002. It includes navigation tabs for 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. A 'Test Notice' section displays the solicitation number, agency (GENERAL SERVICES ADMINISTRATION), and location (Simplicity Test Location). Below this are tabs for 'Notice Details', 'Packages', and 'Interested Vendors List'. A red warning box titled 'MPIN Verification' contains instructions and a 'Verify MPIN' button. A yellow arrow labeled 'II' points to the 'Verify MPIN' button. Below the warning is a 'Document Viewers' section. A search bar with a 'Search' button is present. A yellow arrow labeled 'I' points to the 'Secure' column in the document search results table. The table shows one result for 'Test00002' with a 'Secure' status of 'Export Controlled / Explicit Access'.

Label ▼	Type ▼	Date Posted ▼	Secure ▼
<a href="#">Test00002</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	Jul 31, 2010	Export Controlled / Explicit Access



My FBO	My Profile	Opportunities	Agencies
--------	------------	---------------	----------

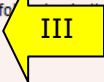
Welcome, mukur hazari [Accessibility](#) [User Guide](#)

Office of  
Integrated  
Acquisition  
Environment logo

**Test Notice 4**  
Solicitation Number: Test-000004  
Agency: GENERAL SERVICES ADMINISTRATION  
Office: Office of Integrated Acquisition Environment  
Location: Symplicity Test Location

- Notice Details
- Packages**
- Interested Vendors List

**Notice - Documents Require Explicit Access:**  
The controlled unclassified documents for this solicitation require explicit access permissions. To request access for this solicitation and to be added to the Authorized Parties List, please click the following link.



[Request Explicit Access](#)

**Document Viewers:** Please consult the list of [document viewers](#) if you cannot open a file.

Keywords:  [+ More Search Fields](#) [Search](#)

Items 1-1 of 1

Label ▼	Type ▼	Date Posted ▼	Secure ▼
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## 4.9 Interested Vendor List

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

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user profile section displays 'Welcome, edmara calva' and links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled '2nd explicit access make sure not universal status for all' and includes details for a solicitation: 'Solicitation Number: estate', 'Agency: WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY', 'Office: test section', and 'Location: 5'. There are three tabs: 'Notice Details', 'Packages', and 'Interested Vendors List'. The 'Interested Vendors List' tab is active, showing a list of buttons: 'Back', 'Add To Watchlist', and 'Add Me To Interested Vendors'. A yellow arrow labeled 'II' points to the 'Add Me To Interested Vendors' button. Below the buttons, the 'Synopsis' section contains the following text: 'Added: Mar 23, 2008 2:58 pm Modified: Mar 23, 2008 4:14 pm Track Changes this is a more clear description - added'. Below this, it says 'Added: Mar 23, 2008 4:16 pm special note - please be extremely detailed in your response on details of unique capabilities - will be very competitive bid review process.' On the right side, there is an 'ALL FILES' section with a list of files: 'eee' (Mar 23, 2008, Locked), 'bill7' (Mar 25, 2008, Locked), 'nancienqontip' (Mar 25, 2008, Locked), and 'Solicitation 01'.

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

The screenshot shows the FEDBIZOPPS.GOV website interface. At the top, there is a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below this, a user is logged in as 'edmara calva'. The main content area displays a solicitation titled '2nd explicit access make sure not universal status for all' from the 'WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY'. A yellow notification banner states: 'Note: You have been added to the Interested Vendors List for this notice'. Below the notification, there are three buttons: 'Back', 'Add To Watchlist', and 'Remove Me From Interested Vendors'. A yellow arrow labeled 'I' points to the 'Remove Me From Interested Vendors' button. The page also shows a 'Complete View' section with links to 'Original Synopsis', 'Amendment 1', 'Amendment 2', and 'Amendment 3'. On the right, there is an 'ALL FILES' section with links to 'eee', 'bill7', and 'nanvengonlp', each with a 'Locked' status.

- I. The buyer for an opportunity will also establish whether an opportunity allows a vendor to review the list of other vendors that have indicated interest in a particular opportunity.
- II. If allowed, the vendor will see the "Interested Vendors List" sub-tab when reviewing an opportunity. If viewing of other interested vendors is not allowed, this sub-tab will not display.
- III. Use the "keywords" filter to search for a particular vendor in the list.

2nd explicit access make sure universal status for all

Solicitation Number: estate  
 Agency: WASHINGTON METROPOLITAN AREA  
 Office: test section  
 Location: 5

Notice Details Packages Interested Vendors List

Keywords:

Items 1-3 of 3

Last Name ▼	First Name ▼	Email	Name ▼	DUNS ▼
calva	edmara	<a href="mailto:edmar@system.com">edmar@system.com</a>	OPTOMETRICS CORPORATION	001002138
One	Vendor	<a href="mailto:vendor1@symplicity.com">vendor1@symplicity.com</a>	INTERNATIONAL BUSINESS MACHINES	084006741
Vendor	Alan	<a href="mailto:test10@symplicity.com">test10@symplicity.com</a>	LOEB, H CORP	001001668

Items 1-3 of 3

[User Guide](#) [Accessibility](#) [Help Desk](#)

## 4.10 Search Agents

- I. As previously discussed, the system allows vendors to search for opportunities based on a variety of search metrics. These searches, once created, can be useful tools for recurring use in the system. As such, advanced searches can be saved as “search agents” that can be scheduled for recurring exploration, or executed on an ad hoc basis.
- II. To review/manage existing “search agents,” go to the “Search Agents” sub-tab on the main navigation “Opportunities”.
- III. Each “search agent” will be listed in this list.
- IV. Any search agent can be executed on ad hoc basis to generate search results (no email notification). Use the “run” button to execute the search basis. Results will display on the “Search Results” tab.
- V. If a search agent has been scheduled for recurring execution, the “Schedule” column will indicate the frequency for the recurring schedule. A red “x” in the schedule column indicates that a search agent has not been enabled for recurring execution.
- VI. Click on the “Schedule” button to edit frequency settings for the search agent.
- VII. Click on the “edit” button to edit the search filters for the search agent.
- VIII. Click on the “delete” button to delete the search agent.

The screenshot shows the 'Search Agents' page on the FEDBIZOPPS.GOV website. The page has a navigation bar with 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' tab is active. Below the navigation bar, there are tabs for 'Opportunities List', 'Advanced Search', 'Watch List', 'Search Agents', and 'Archives'. The 'Search Agents' tab is selected. The main content area displays a table of search agents with columns for Label, Agent Type, Last Run On, Next Scheduled Run, and Schedule. Below the table are buttons for 'Add New Search Agent' and 'Items 1-4 of 4'. At the bottom, there are links for 'User Guide', 'Accessibility', and 'Help Desk'. Yellow arrows labeled with Roman numerals point to specific UI elements: II points to the 'Search Agents' tab; VI, VII, and VIII point to the 'Schedule', 'Edit', and 'Delete' buttons respectively; V points to the 'Add New Search Agent' button; and IV points to the 'Run' button.

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Actions
<a href="#">nanc</a>	Vendor Notice Search	-	-	×	Schedule Edit Run Delete
<a href="#">Search Agent Presolicitation / Agency X</a>	Vendor Notice Search	-	Mar 27, 2008	1 day	Schedule Edit Run Delete
<a href="#">Search List Test</a>	Vendor Notice Search	-	-	×	Schedule Edit Run Delete
<a href="#">test agent</a>	Vendor Notice Search	Mar 30, 2008 4:45 am	Mar 31, 2008	1 day	Schedule Edit Run Delete

- I. There are three ways to create a search agent.
  - a. A user can navigate directly to the "Advanced Search" sub-tab to build a query specifically for the purpose of being a search agent by selecting the "Search and Create Saved Searches" Quicklink on the My FBO page.
  - b. A user can click on the "Advanced Search" sub-tab within the Opportunities section and save a search for future use that is robust in terms of finding relevant opportunities.
  - c. A user can navigate directly to the list of saved searches by selecting the "View Saved Searches" Quicklink on the My FBO page. From there, the user can click the "Add New Search Agent" button.

#### 4.10.1 Creating a Search Agent from "Search Agents"

- I. To create a search agent, go to the "Search Agents" sub-tab on the main navigation "Opportunities".
- II. Select "Add New Search Agent" to add a new search agent.

Items 1-7 of 7

Label ▼	Agent Type ▼	Last Run On ▼	Next Scheduled Run ▼	Schedule	Options
<a href="#">072710TB</a>	Vendor Notice Search	-	Jul 28, 2010	1 day	Schedule Edit Run Delete
<a href="#">072710TB2</a>	Vendor Notice Search	-	Jul 28, 2010	1 day	Schedule Edit Run Delete
<a href="#">Vendor Notices</a>	Vendor Notice Search	May 03, 2010 4:45 am	May 10, 2010	1 week	Schedule Edit Run Delete
<a href="#">Vendor Presol Notice</a>	Vendor Notice Search	Aug 17, 2009 4:45 am	Aug 24, 2009	1 week	Schedule Edit Run Delete

[Add New Search Agent](#) II

- I. Enter a "label" for the search agent.
- II. Enter desired search agent search filters using the fields available on the form. Not all fields are shown in the screen shot below.
- III. "Save", saves the search agent, but does not "enable" the search agent to run on a recurring basis (see below).
- IV. "Save And Schedule Search Agent," should be used to enable the search agent and to set up a recurring schedule for running the agent.

- I. "Save And Schedule Search Agent," if used, opens a form that allows the user to enable the search agent.
- II. Vendors must enable a search agent to have it execute on a recurring basis.
- III. If a search agent is set up to recur, vendors will receive email communication about search agent findings. When "enabled" is set to yes, the "Period" and "Multiple" fields will appear.
- IV. "Period" sets the frequency that the search agent will execute. Search agents can be set up to run daily, weekly, or monthly.
- V. "Multiple" establishes the frequency for the "period." So to run a search agent every third day, the period should be set to "day" and the multiple should be set to "3."
- VI. Hit "Save" to save your settings.

Welcome, Micki Vendor [Accessibility](#) [User Guide](#) [Logout](#)

**Berry Farms**  
[RETURN TO OPPORTUNITIES](#) [RETURN TO LIST \(AGENTS\)](#)

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

**About Scheduled Emails:** Scheduled emails include only opportunities that are **new or have been modified** since the last scheduled run. You can view all matches regardless of new/modified status by clicking the **Run** button on the Search Agents list.

### Enable/Schedule Your Search Agent

\* indicates a required field

**Label\*:**

**Enabled\*:**  
 Checking 'yes' will enable your agent to be run on a scheduled basis.  
 yes  no

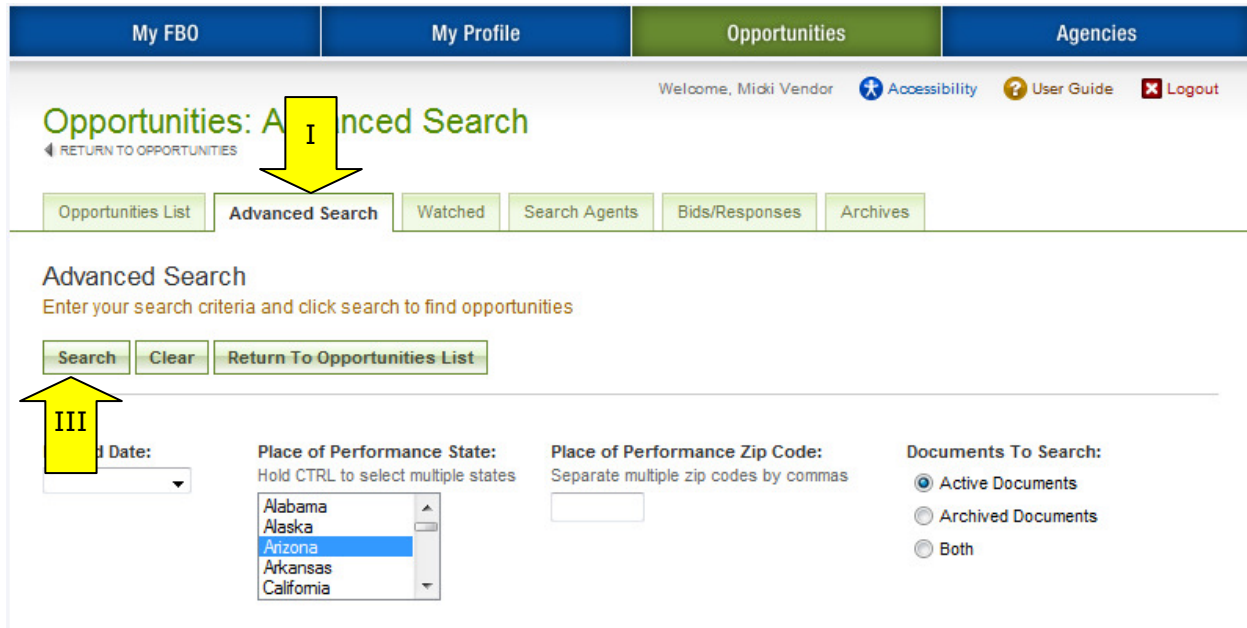
**Period\*:**

**Multiple\*:**  
 The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)



### 4.10.2 Creating a Search Agent from an Advanced Search

- I. To initiate an "Advanced Search", go to the "Advanced Search" sub-tab on the main navigation "Opportunities".
- II. Enter the search filter criteria for your search. Note not all search filters are shown below in the screen shot.
- III. Select "search" button when filters have been set (not all filter options are shown in screen shot below because of the length of the form).

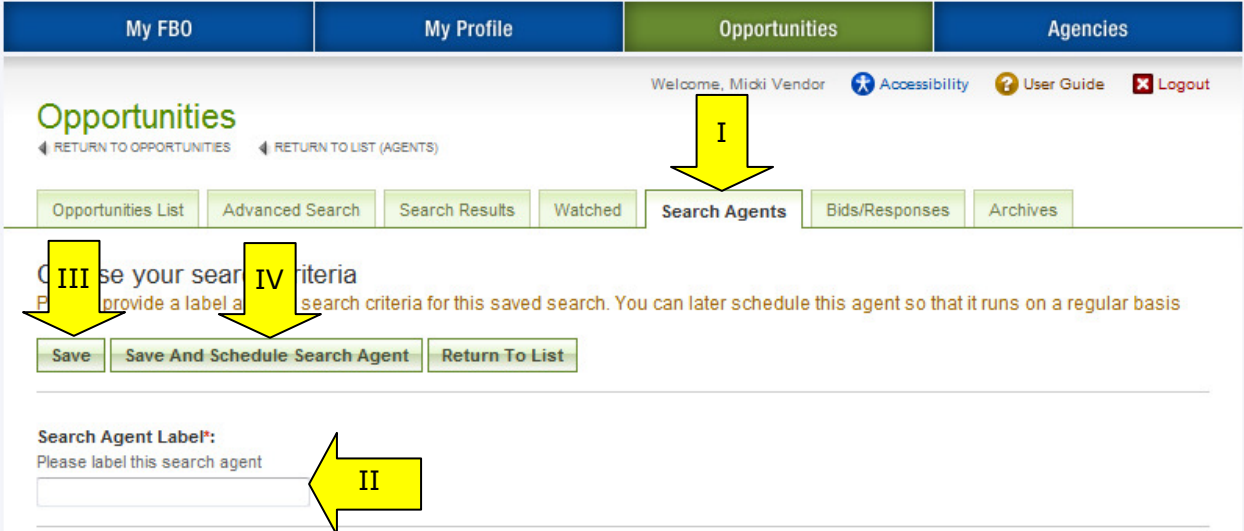


- I. Search results will appear on the "Search Results" sub-tab.
- II. If a vendor wants to save the settings used in the search, use the "Save Search Agent" button.

The screenshot shows the FBO.GOV Opportunities page. At the top, there are navigation tabs: My FBO, My Profile, Opportunities (highlighted), and Agencies. Below the tabs, the page title is "Opportunities" with a "RETURN TO OPPORTUNITIES" link. A yellow arrow labeled "I" points to the "Search Results" sub-tab in the navigation bar. Below the sub-tabs, there is a warning message and a "Save Search Agent" button, with a yellow arrow labeled "II" pointing to it. The main content area shows search results for "12--FBO BUY TEST" from the "STATE, DEPARTMENT OF UNIVERSAL POSTAL UNION ACC".

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
<a href="#">12--FBO BUY TEST</a> FBO_BUY_TEST 12 -- Fire control equipment	STATE, DEPARTMENT OF UNIVERSAL POSTAL UNION ACC	Combined Synopsis/Solicitation	Mar 05, 2010

- I. This opens the "search agent" sub-tab for opportunities.
- II. Enter a "label" for the search agent.
- III. "Save", saves the search agent, but does not enable the search agent.
- IV. "Save And Schedule Search Agent," should be used to enable the search agent and to set up a recurring schedule for the search agent.



- I. "Save And Schedule Search Agent," if used, opens a form that allows the user to enable the search agent. Vendors must enable a search agent to have it execute on a recurring basis.
- II. If a search agent is set up to recur, vendors will receive email communication about search agent findings.
- III. When "enabled" is set to yes, the "Period" and "Multiple" fields will appear.
- IV. "Period" sets the frequency that the search agent will execute. Search agents can be set up to run daily, weekly, or monthly.
- V. "Multiple" establishes the frequency for the "period." So to run a search agent every third day, the period should be set to "day" and the multiple should be set to "3."
- VI. Hit "Save" to save your settings.

The screenshot shows the 'Enable/Schedule Your Search Agent' form. At the top, there are navigation tabs: 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. Below the tabs, the user is logged in as 'Micki Vendor'. The main heading is 'Arizona Construction Opps'. There are navigation links for 'RETURN TO OPPORTUNITIES' and 'RETURN TO LIST (AGENTS)'. A menu bar contains 'Opportunities List', 'Advanced Search', 'Search Results', 'Watched', 'Search Agents', 'Bids/Responses', and 'Archives'. A message about scheduled emails is displayed. The form itself has a title 'Enable/Schedule Your Search Agent' and buttons for 'Save' and 'Return To List'. A legend indicates that an asterisk (\*) denotes a required field. The form contains the following fields:

- Label\*:** A text input field containing 'Arizona Construction Opps'.
- Enabled\*:** Radio buttons for 'yes' (selected) and 'no'. A note states: 'Checking 'yes' will enable your agent to be run on a scheduled basis.'
- Period\*:** A dropdown menu currently set to 'Day'.
- Multiple\*:** A text input field containing the number '1'. A note explains: 'The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)'

At the bottom of the form are 'Save' and 'Return To List' buttons. Yellow arrows labeled III, IV, V, and VI point to the 'Enabled' radio buttons, the 'Period' dropdown, the 'Multiple' input field, and the bottom 'Save' button respectively.

### 4.10.3 Search Agent Emails

- I. Search agent emails highlight those notices that were either newly added, or modified, since the last search agent email was sent. If a search agent is slated to run daily, the email will list those notices that fall into the search criteria, and that were either newly added, or modified, since the last email was sent to you (in this example, in the past day).
- II. Search agents can be set up to find notices that meet a specific set of criteria. The search agent criteria may, or may not, include filtering for the date posted. When a search agent is "run" on the system, "run" results will include all notices meeting that search agent criteria. If the search agent is "enabled", and "scheduled" on a periodic basis, the search agent email lists only notices that meet the criteria and that were added or modified since the last email was sent. So "run" results for a search agent, and the search agent email listing of notices on a particular day, will potentially differ - although both are correct.
- III. You can click on the presented solicitation link to navigate directly to a notice of interest.

#### Sample Email Image:

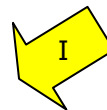
Monday, July 26, 2010, 04:45 am

Dear Micki:

Your FBO Opportunity Search Agent called: 'Vendor Notices' has identified the following opportunities that have either been newly posted or modified and match your search criteria.

Title:	DRY CLEAN TABLE CLOTHS
Sol. #:	HARRIS-F2M311702404-DCTC-10023
Agency:	DEPT OF THE AIR FORCE
Office:	AETC
Location:	345th Contracting Training Flight
Posted On:	Jul 23, 2010 4:25 pm
Base Type:	Presolicitation
Link:	

<https://fbo-test.symplicity.com/notices/5c085d452808e4d345ae8eb952ba6cdc>



-----

Title:	Dry Clean table cloths
Sol. #:	chapman-F2M311702402-DRY-10023
Agency:	DEPT OF THE AIR FORCE
Office:	AETC
Location:	345th Contracting Training Flight
Posted On:	Jul 23, 2010 4:22 pm
Base Type:	Presolicitation
Link:	

<https://fbo-test.symplicity.com/notices/b2064e42528df87ce8a2f0be12c2a0c8>

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## 4.11 Search Field Tips

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

My FBO My Profile Opportunities Agencies

Welcome, Midki Vendor Accessibility User Guide Logout

### Opportunities: Advanced Search

RETURN TO OPPORTUNITIES

Opportunities List Advanced Search Search Results Watched Search Agents Bids/Responses Archives

#### Advanced Search

Enter your search criteria and click search to find opportunities

Search Clear Return To Opportunities List

Posted Date:

Place of Performance State: Hold CTRL to select multiple states

- Alabama
- Alaska
- Arizona
- Arkansas
- California

Place of Performance Zip Code: Separate multiple zip codes by commas

Documents To Search:

- Active Documents
- Archived Documents
- Both

Keywords or SOL#: Enter a keyword or solicitation number to search all opportunity data.  TIPS

### Sample Searches

These illustrate the use of search terms and phrases, Boolean operators, grouping, wildcards, and proximity searches.

- space AND flight  
Finds notices containing with the words "space" and "flight".
- "space flight"~10  
Finds notices containing the words "space" and "flight" within 10 words of each other (proximity search).
- database AND mysql NOT oracle  
Finds notices containing the words "database" and "mysql", but not "oracle".
- micro\* AND circuitry  
Finds notices containing both words that begin with "micro" and the word "circuitry".
- "office supplies" AND ( printer OR toner)  
Finds notices containing the phrase "office supplies" in addition to either of "printer" or "toner".
- +space flight  
Finds notices with the word "space" which may or may not contain the word "flight".

## Search Terms and Phrases

When you are entering a search item (for instance data in a keyword search field), you will want to think of your search as being comprised of two components: terms and operators.

There are two types of terms: Single Terms and Phrases:

- A Single Term is a single word such as *test* or *hello*.
- A Phrase is a group of words surrounded by double quotes such as "*bath tub*". Multiple terms can be combined together with Boolean operators to form a more complex query.

## Boolean Operators and Grouping

Boolean operators allow terms to be combined through logic operators. FBO supports AND, OR, NOT, "+", and "-" as Boolean operators.

**Note: Boolean operators AND, OR, NOT must be in ALL CAPS otherwise they are interpreted as search terms.**

- The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union of sets. The symbol "|" can be used in place of the word OR.
- To search for items that contain either of *jakarta*, *apache* or just *jakarta* use the query: *jakarta apache*.
- The AND operator finds results where both terms exist anywhere in the text of an item. This is equivalent to an intersection using sets. The symbol can be used in place of the word AND. To search for documents that contain *jakartaapache* and *Apache Lucene* use the query: "*jakarta apache*" AND "*Apache Lucene*"
- The "+" or required operator requires that the term after the "+" symbol exist somewhere in a field of an item. To search for documents that must contain *jakarta* and may contain *lucene* use the query: *+jakarta lucene*
- The NOT operator excludes items that contain the term after NOT. This is equivalent to a difference using sets. The symbol "!" can be used in place of the word NOT. To search for items that contain *jakarta* but not *Apache Lucene* use the query: *jakarta NOT "Apache Lucene"*. Note: The NOT operator cannot be used with just one term. For example, the following search will return no results: *NOT "jakarta apache"*
- The "-" or prohibit operator excludes items that contain the term after the "-" symbol. To search for items that contain *jakarta apache* but not *Apache Lucene* use the query: "*jakarta apache*" -"*Apache Lucene*"
- **Grouping** - The system supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query. To search for either *jakarta* or *apache* and *website* use the query: *(jakarta OR apache) AND website*. This makes sure *website* exists and either term *jakarta* or *apache* may exist in the result.

## Term Modifier Operators (Wildcard, Fuzzy, Proximity)

FBO supports modifying query terms to provide a wide range of searching options:

- **Wildcard Searches** - FBO supports single and multiple character wildcard searches within single terms (not within phrase queries). To perform a single character wildcard search use the ? symbol. To perform a multiple character wildcard search use the \* symbol. The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for *text* or *test*, you can use the search: *te?t*. Multiple character wildcard searches looks for zero or more characters. For example, to search for *test*, *tests* or *tester*, you can use the search: *test\**. You can also use the wildcard searches in the middle of a term: *te\*t*. Note: You cannot use a \* or ? symbol as the first character of a search.
- **Fuzzy Searches** - FBO supports fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm. To do a fuzzy search use the tilde, ~, symbol at the end of a single word term. For example to search for a term similar in spelling to *roam* use the fuzzy search: *roam~*. This search will find terms like *foam* and *roams*. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only terms with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. For example: *roam~0.8*. The default that is used if the parameter is not given is 0.5.
- **Proximity Searches** - FBO supports finding words that are within a specific distance away from each other in a data set. To do a proximity search use the tilde, "~", symbol at the end of a Phrase. For example to search for a *apache* and *jakarta* within 10 words of each other in a document use the search: *"jakarta apache"~10*

*FBO Uses the Lucene search engine and this documentation is adapted from the official Lucene query syntax document, with portions Copyright © 2006 The Apache Software Foundation.*



## 4.12 Watched List

- I. Vendors can add opportunities to a "watched list" list (a la "favorites" list). This allows for ease in referencing targeted opportunities. Additionally, vendors receive email updates about opportunities on their Watched List.
- II. To review/manage existing "watched list" opportunities, go to the "Watched" sub-tab on the main navigation "Opportunities".
- III. Each "opportunity" on the watched list will be listed.
- IV. Click on the "Remove" button to remove an opportunity from the watched list.
- V. Use "keywords" search tool to look for a specific opportunity on the watched list.
- VI. Click on the "notice" link to go to "notice details"
- VII. Click on the agency/office name to go to the agency/office profile tab.

The screenshot shows the 'Watched Opportunities' page in the FBO.GOV system. The navigation bar includes 'My FBO', 'My Profile', 'Opportunities', and 'Agencies'. The 'Opportunities' section is active, showing a 'Watched' sub-tab. A search bar with a 'Search' button is present. Below the search bar, a table lists 8 items. Annotations I-VII point to specific elements: II points to the 'Watched' tab, IV points to a 'Remove' button, VI points to a notice link, and VII points to an agency name link.

Notice ▼	Agency/Office ▼	Location ▼	Last Modified	Options
<a href="#">Total HBCU Setaside Testing -</a>	<a href="#">NATIONAL PARK SERVICE(1443)</a>	00010	Oct 10, 2010 1:15 pm	<a href="#">Remove</a>
<a href="#">Explicit Access Test - ExplicitAccessTest01</a>	<a href="#">Office of Integrated Acquisition Environment(OAE)</a>	Symplicity Test Location(SYMP)	Jul 26, 2010 3:07 pm	<a href="#">Remove</a>
<a href="#">cr478 FGS - MM-FBO-300</a>	<a href="#">Office of Integrated Acquisition Environment</a>	Symplicity Test Location(SYMP)	Jun 10, 2010 4:05 pm	<a href="#">Remove</a>