Doing Business with

Army Contracting Command - Warren

Federal Business Opportunities

Federal Business Opportunities or FedBizOpps is the single point-of-entry for federal government procurement opportunities. Through one portal – FedBizOpps commercial vendors seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire federal contracting community.

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FBO REGISTRATION

FBO provides Vendor Accounts for non-government users. Using secure password, protected accounts, vendors are able to take advantage of key system functionality as outlined below:

- Maintain Vendor Profile
- Search for Contracting Opportunities
- Set Up Search Agents
- Add Contracting Opportunities to a Watch List
- Review Documents Associated with Contracting Opportunities
- Requested Inclusion to Interested Vendors Lists for Contracting Opportunities
- View Other Interested Vendors for Contracting Opportunities

To Register for an FBO Vendor Account:

I. To get started, open your web browser and go to www.FBO.gov and click on the Register Now link located in the Vendors / Citizens section. This will open up a series of screens where the user enters registration data.

II. DUNS Information

Note: If you are a citizen or do not wish to enter your DUNS number, you may skip this step. Your data will not be auto-filled on the next screen and you will not have access to controlled unclassified data until your DUNS number is entered and verified by the System for Award Management (SAM).

III. Company Information – This section is pre-populated based on the entered DUNS Number on the previous screen. If not found, users will be requested to enter the data on the form. Once information has been entered and validated, select "Proceed".

IV. Personal Information – This section is reserved for the registrant's contact information, username, and password.

Personal Information

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*:

| Go Back | Cancel | Proceed & Review |

V. Review/Submit – Review the information, verify accuracy, and click "Submit". Users will receive an email after submitting their registration request which allows them to confirm the validity of their identity/email. Users will not be able to logon to FBO until complying with the requirements specified in the email.

LOGGING INTO FBO

I.   Once registration has been confirmed, open your web browser and go to www.FBO.gov

II. Enter the username and password selected during the FBO registration process in the Vendors / Citizens section. The Password Reminder option allows a user to request a password via email.

III. Click Login

Additional Note:

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 login is indeed a human user. 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.
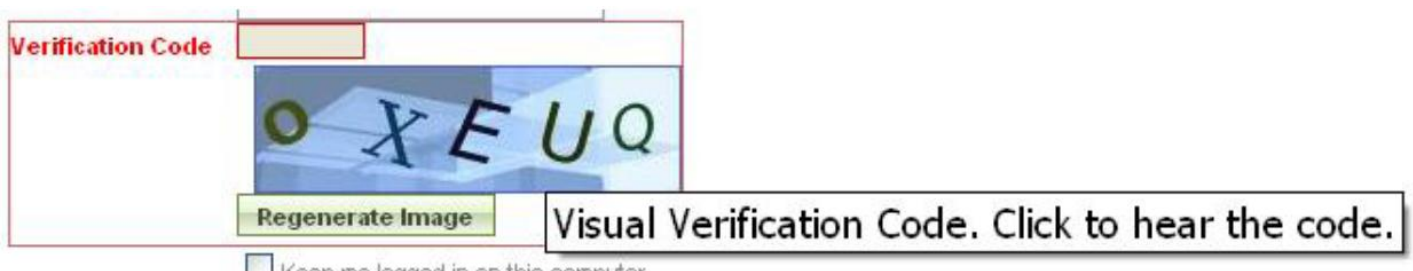
IV. Upon logging into FBO, all users are required to review and agree to FBO Terms and Conditions. To agree to the terms and conditions, select Accept.

LOCATING BUSINESS OPPORTUNITIES

To locate ACC-WRN specific opportunities follow the below steps. Note: Interested parties do not have to login to FBO solely to view a list of available contracting opportunities.

I.   Click on the advanced search form link

II. Scroll down to the Agency/Office/Location(s) section and select the option to locate opportunities for a Specific Agency/Office/Locations

III. In the Specific Agencies / Offices field type: Army Contracting Command

IV. Select Department of Army/Army Contracting Command

V. Click Show/Update Office Locations for Selected Agencies

Agency/Office/Location(s)*:
○ All Agency/Office/Locations ● Specific Agency/Office/Locations

Specific Agencies / Offices*:
Type in a partial agency name below and then choose a match to add it to your selection.
To remove a choice from your selection press the [X] icon on the left.

[🔍]

☒ Department of the Army/Army Contracting Command

To specify office locations, click the button below. You will lose any saved selections in the Office Location field.

[Show/Update Office Locations For Selected Agencies]

VI. Scroll down until locating Army Contracting Command/ACC – Warren (ACC-WRN)(DTA)

Note: Interested parties can also select the following office locations to view contracting opportunities at our ACC-WRN Depot and Arsenal Sites:

Anniston Army Depot - Army Contracting Command/ACC – Warren (ACC-WRN)(ANAD)
Red River Army Depot - Army Contracting Command/ACC – Warren (ACC-WRN)(RRAD)
Sierra Army Depot - Army Contracting Command/ACC – Warren (ACC-WRN)(SIAD)
Watervliet Arsenal - Army Contracting Command/ACC – Warren (ACC-WRN)(WVA)

VII.   Select the checkbox field

Office Location:

⊞ ⊟   🔍 search here

☐ Army Contracting Command/ACC - Orlando
☐ Army Contracting Command/ACC - Pine Bluff Contracting Office (ACC-RI-Pine Bluff)
☐ Army Contracting Command/ACC - Rock Island (ACC-RI)
☐ Army Contracting Command/ACC - Rock Island (ACC-RI)(JMTC-RIA)
☐ Army Contracting Command/ACC - Rock Island – C3 (ACC-RI-C3)
☐ Army Contracting Command/ACC - Tooele Contracting Office (ACC-RI-Tooele)
☐ Army Contracting Command/ACC - Warren (ACC-WRN)(ANAD)
☑ Army Contracting Command/ACC - Warren (ACC-WRN)(DTA)
☐ Army Contracting Command/ACC- Warren (ACC-WRN)(RRAD)
☐ Army Contracting Command/ACC- Warren (ACC-WRN)(SIAD)

1 of 46 selected [show selected] [show all]

VIII. Search criteria can filtered furthered based on the following elements:

- Keyword/Solicitation Number
- 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
- Classification Code
- NAICS
- Recovery and Reinvestment Act Action

IX. Once all search parameters have been selected, click the Search button. A list of opportunities will be displayed on the next page.

DOWNLOADING TECHNICAL DATA PACKAGES

Army Contracting Command – Warren distributes all controlled, unclassified documents, including technical data via FBO. If there are controlled, unclassified documents associated with a solicitation, this will be detailed in ACC-WRN local clause 52.211-4072 Technical Data Package Information.

To access technical data through FBO:
- Login to FBO password protected account
- Enter Marketing Partner Identification Number (MPIN)
- Search for the Solicitation Number

Additional Notes:

- Export Controlled Solicitations require Marketing Partner Identification Number (MPIN) validation
- If technical data is otherwise restricted, users will be required to submit an Explicit Access Request. This request will generate an email to the ACC-WRN FBO System Administrator. FBO will subsequently generate an email when permissions have been granted. Please allow 2-3 business days for this access/approval process.
- If multiple individuals need access to the technical data, each individual must be registered in FBO and must submit an explicit access request. Any individuals no longer associated with companies should be deleted.

SUBMITTING ELECTRONIC BID RESPONSES

As of 10 August 2015, unless directed to do otherwise in Section L of a solicitation, interested parties are required to submit offers, bids, or quotes electronically via FBO. The following are requirements for the online FBO Electronic Bid Response submission:

- Vendors must login to submit electronic responses for opportunities
- Vendors must be registered in the System for Award Management (SAM) at www.sam.gov
- Vendors must have a CAGE Code
- Vendors must have a Marketing Partner Identification Number

To submit an electronic response

I. Go to the Notice Details sub-tab of the opportunity

II. Select the blue click here link to submit a response.

Note: If the response deadline has passed for an opportunity, interested parties will no longer be able to submit an electronic response.
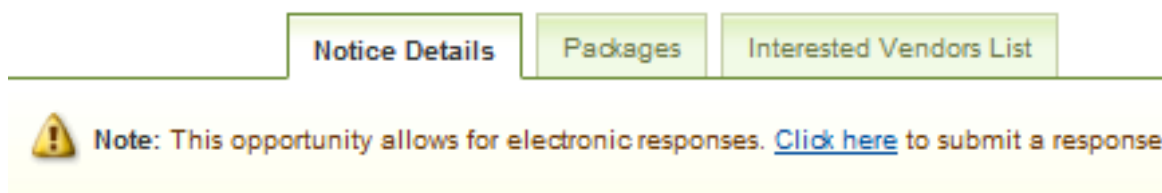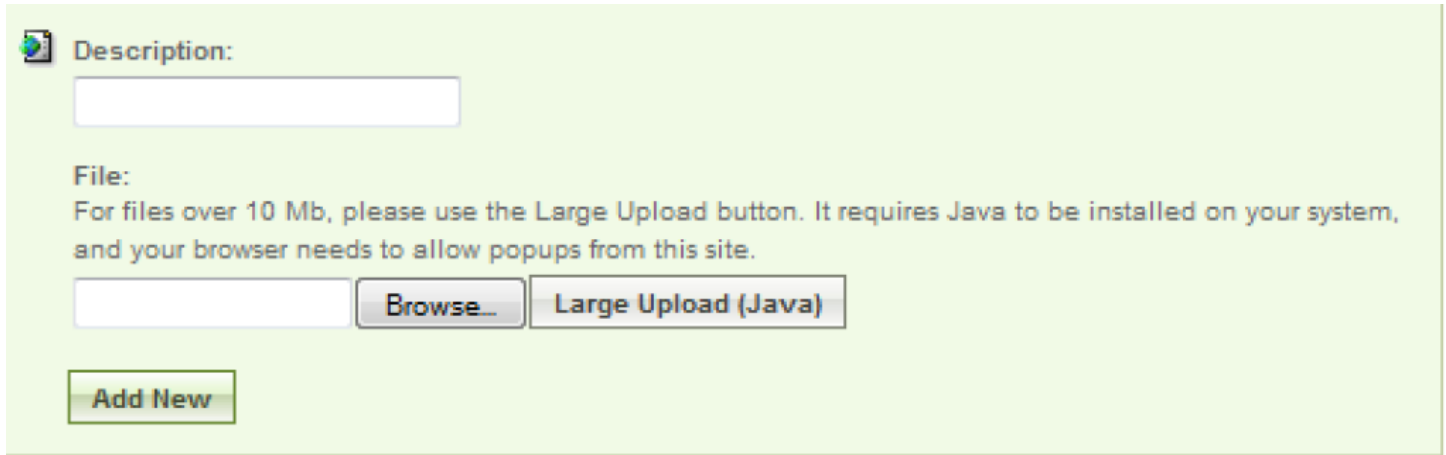
The system will open a new tab called Electronic Response.
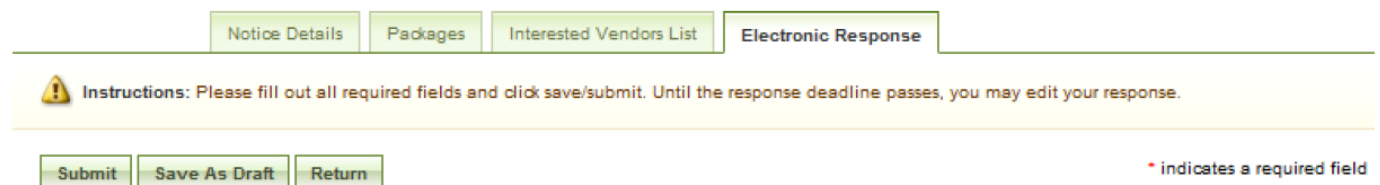
III. Enter Description (optional)

IV. To select a file for upload, click on the Browse button

V. To add additional files, select the "Add New" button

Once all files have been upload

VI. Select Submit or Save as Draft

- Submit will save and electronically submit the response to the Government point of contact listed on the opportunity

- Save as Draft saves the response but does not submit it to the government point of contact. The system will return to the Notice Details tab and there will be a note that you have saved a draft response. The user can click the link to review/submit the response.

For additional information on submitting electronic bid responses reference the FBO Vendor Guide – Section 4.3.1 Submitting an Electronic Response

FBO HELP DESK

Users can reach the FedBizOpps Help Desk by clicking on the help desk link on the bottom left of every FBO page or by visiting the Federal Service Help Desk (https://www.fsd.gov).

Users may also call the help desk by dialing 1-866-606-8220 (national) or 1-334-206-7828 (international). The help desk hours are 8:00 A.M. to 8:00 P.M. EST.

Most users phone the Federal Service Help Desk, sometimes triggering long wait times. Users may receive expedited service by first searching the FBO Top Help Topics or by contacting the Federal Service Help Desk via the "Submit a Question" electronic web form.

PROCUREMENT TECHNICAL ASSISTANCE

Procurement Technical Assistance Centers (PTACs) are a local resource available at no or nominal cost that can provide assistance to businesses in marketing products and services to the federal, state and local governments.

There are over 300 PTAC locations across the country, as well as the territories of Puerto Rico and Guam. Visit the National Procurement Technical Assistance Center website at http://www.aptac-us.org to locate a regional center near you.

For business located in the Macomb County, Michigan, the Macomb Regional PTAC offers several events throughout the year to assist businesses in government contracting. They provide training in local, state and federal government contracting, sponsor matchmaking events, as well as other special events to serve the business community.

DEFINITION OF KEY TERMS

TERM	DESCRIPTION
Active Notice	Notice that is open for vendor review/responses.
Archived Notice	Notice that is viewable for archival purposes only.
Authorized Party	Certain controlled, unclassified packages require that a vendor be explicitly authorized to review the materials. A government user can pro-actively select a vendor 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	Export controlled requires that the vendor's company be certified by the DLA 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	If enabled, 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	Government user that is presenting an opportunity notice in the system

CAGE Code	A five (5) position code that identified 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.
Document	Document is a single attachment (either link or uploaded document) that can be attached to a Notice.
Document Package	A collection of documents that can be attached to a notice.
Electronic Response/Submission	If the Bids/Responses feature is enabled for an opportunity, a vendor can submit an electronic response. Vendors must login to be able to submit/review electronic responses.
Explicit Access	Vendor is given explicit access to review controlled, unclassified document(s) or package(s). A government user can pre-select a vendor for access or a vendor user can request and be granted access.
Export Controlled	Export Controlled requires that the vendor's company be certified by the DLA 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.
Interested Vendor	If this feature is enabled, vendors will be allowed to 1) indicate interest in a particular notice, 2) review the listing of interested vendors for a notice
MPIN	Marketing Partner Identification Number. Export Controlled access level requires that the vendor's company (MPIN) be certified by the DLA Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application.
Watch List	Designation that vendor can set on a notice that saves the notice on a sub-tab list of notices. The watch is easily accessed with a quicklink and the vendor receives a daily watch list notice email that outlines any changes impacting a notice on their watch list target of opportunities. Note: This

	functionality is similar to register to receive notification when vendor requested to receive updates if an opportunity was updated.

Document
Document Package
Electronic Response/Submission
Explicit Access
Export Controlled
Interested Vendor
Watch List

ACRONYMS

CAGE Code ....Commercial and Government Entity (CAGE) Code
FAR .... Federal Acquisition Regulation
FBO.. Federal Business Opportunities
MPIN ....Marketing Pin Identification Number
SAM ....System for Award Management

REFERENCES

- FAQs
- Complete FBO Vendor Guide
- Demonstration Videos
- System for Award Management (SAM)