

Doing Business with Army Contracting Command - Warren

The screenshot shows the FedBizOpps.gov website interface. At the top, there is a blue header with the FedBizOpps.gov logo and the text "Federal Business Opportunities". To the right of the header are logos for IAE, E-GoV, and USA.gov. Below the header is a navigation bar with tabs for Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. The main content area is a yellow box with the text "Search more than 30,500* active federal opportunities." Below this text are search filters: "Posted Date: Last 90 Days", "Set-Aside Code: Any", "Place of Performance: Any State or Territory", "Type: Any", "Keyword / Solicitation #:", and "Agency:". A "Search" button is located below the filters. To the right of the search filters is a sidebar with a "RECOVERY" section, which includes a search button for "SEARCH RECOVERY OPPORTUNITIES" and another for "SEARCH RECOVERY AWARDS". Below this is a section for "FBO RECOVERY REPORTS" with links for "Click here for Opportunities" and "Click here for Awards". At the bottom of the sidebar is a section for "SMALL BUSINESS EVENTS" with links for "Learn more about the Small Business Central Event Listing" and "search now" for events. Below the search filters, there is an "ATTENTION" message with a lightbulb icon, stating that agency users are responsible for properly uploading controlled, unclassified materials to FBO using the access control procedures for document packages and attachments detailed in the FBO Buyers Guide. Do not upload ANY classified materials to FBO.

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

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.

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

* 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*:

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



Vendors / Citizens

Vendors and citizens may search, monitor, and retrieve opportunities.

Username

Password

[Find Opportunities](#)
No login is required to view opportunities.

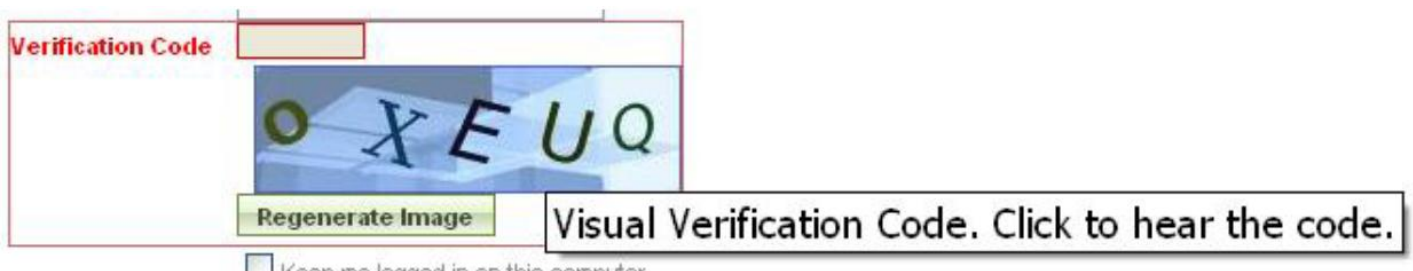
[Register Now](#)

[Password Reminder](#)

[Recovery FAQs](#)

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.

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.

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

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](#)

Search more than **33,500*** active federal opportunities.

Posted Date:

Set-Aside Code:

Place of Performance: Type:

Keyword / Solicitation #: Agency:

Additional criteria and multiple selections are available on the [advanced search form](#).
* Notices posted within the last 90 days.

- 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.

- 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:

<input type="checkbox"/>	Army Contracting Command/ACC - Orlando
<input type="checkbox"/>	Army Contracting Command/ACC - Pine Bluff Contracting Office (ACC-RI-Pine Bluff)
<input type="checkbox"/>	Army Contracting Command/ACC - Rock Island (ACC-RI)
<input type="checkbox"/>	Army Contracting Command/ACC - Rock Island (ACC-RI)(JMTC-RIA)
<input type="checkbox"/>	Army Contracting Command/ACC - Rock Island - C3 (ACC-RI-C3)
<input type="checkbox"/>	Army Contracting Command/ACC - Tooele Contracting Office (ACC-RI-Tooele)
<input type="checkbox"/>	Army Contracting Command/ACC - Warren (ACC-WRN)(ANAD)
<input checked="" type="checkbox"/>	Army Contracting Command/ACC - Warren (ACC-WRN)(DTA)
<input type="checkbox"/>	Army Contracting Command/ACC - Warren (ACC-WRN)(RRAD)
<input type="checkbox"/>	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.

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
M24 Spares Pack 4 W56HZV-15-T-0125 10 -- Weapons	Department of the Army Army Contracting Command ACC - Warren (ACC-WRN) (DTA)	Presolicitation (Modified) / Total Small Business	Jul 30, 2015
Bridges, Fixed and Floating W56HZV15R0260 54 -- Prefabricated structures and scaffolding	Department of the Army Army Contracting Command ACC - Warren (ACC-WRN) (DTA)	Presolicitation	Jul 29, 2015
39--ATERIAL HANDLING EQUIPMENT, NONSELF-PROPELLED W56HZV14R0335 39 -- Materials handling equipment	Department of the Army Army Contracting Command ACC - Warren (ACC-WRN) (DTA)	Presolicitation (Modified)	Jul 29, 2015
54--Bridges, Fixed and Floating W56HZV14R0350 54 -- Prefabricated structures and scaffolding	Department of the Army Army Contracting Command ACC - Warren (ACC-WRN) (DTA)	Presolicitation (Modified)	Jul 28, 2015

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

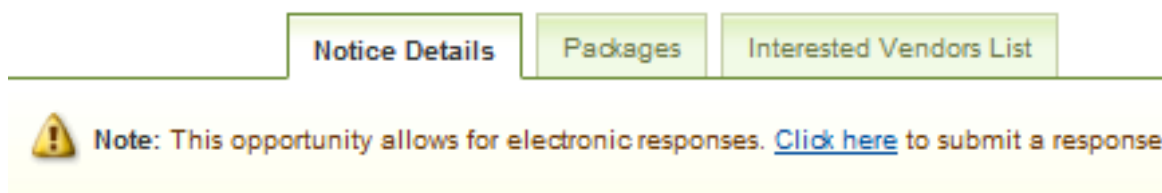
As of 10 August 2015, unless directed to do otherwise in Section L of a solicitation, interested parties are required to submit offers, bids, or quotes electronically via FBO. The following are requirements for the online FBO Electronic Bid Response submission:

- 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

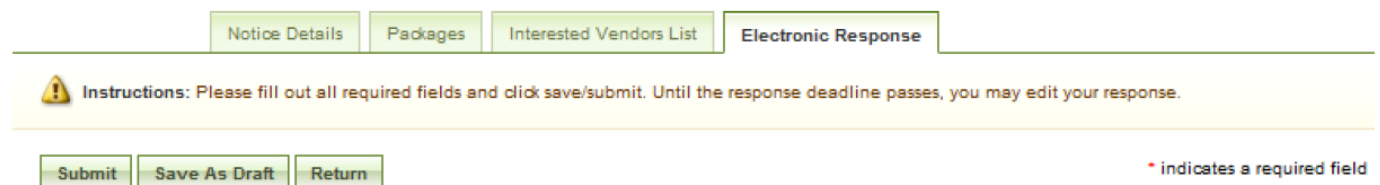
To submit an electronic response

- 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.



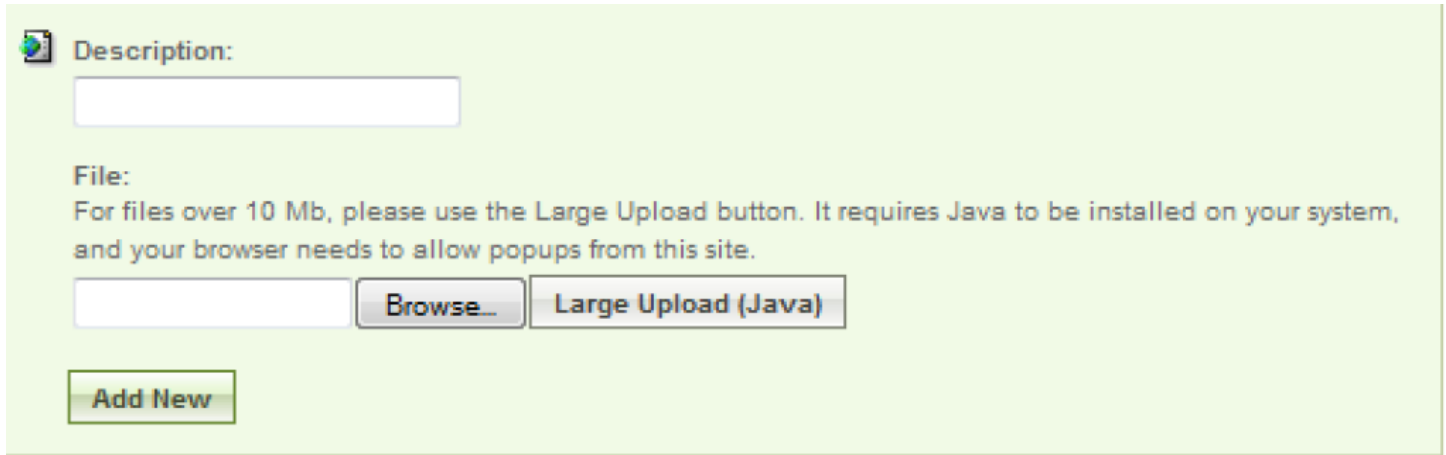
The system will open a new tab called Electronic Response.



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



The screenshot shows a light green background with a small globe icon next to the label "Description:". Below it is a white text input field. Underneath is the label "File:" followed by a paragraph of text: "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." Below this text is another white text input field, followed by two buttons: "Browse..." and "Large Upload (Java)". At the bottom left of the form area is a button labeled "Add New".

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 \(https://www.fsd.gov\)](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.

[FBO Top Help Topics](#)[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.
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- 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 \(SAM\)](#)