



FedConnect[®]

Ready, Set, Go!

Now includes highlights of FedConnect 2.5!



New Features in FedConnect 2.53

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Do you want the US Federal government to buy your products or services? Or, are you seeking grants or assistance funding?

FedConnect® can help you do both. FedConnect is a one stop location where you can find opportunities for federal contracts, grants, and other types of assistance funding.

FedConnect is a web portal that bridges the gap between government agencies and their vendor and grants applicant communities to streamline the process of doing business with government. Through this portal you will be able to review opportunities and receive awards. You'll also have an open channel of communication with the government that is both secure and auditable where you can ask questions, submit responses, and acknowledge receipt of documents. You can even create teams within FedConnect to manage your response or award.

This guide is designed to help you get up and running as quickly as possible. First we'll take you through the registration process. ***It's fast, easy and most important, free!*** Next, we'll walk you through the basics of searching for an opportunity, participating in a reverse auction, submitting a response or proposal, and receiving an award.

Of course, if you ever need help, the FedConnect Support Team is standing by, ready to assist you.

Email: support@fedconnect.net

Phone: 1-800-899-6665

Hours: Monday – Friday, 8 a.m. to 8 p.m. EDT. Closed on Federal holidays.

Are you ready? Let's go!

www.fedconnect.net

New Features in FedConnect® 2.5

FedConnect 2.5 expands on existing features to enhance your experience with Reverse Auctions.

Upgraded Opportunity Page:

- Auction bar moved to top for easier access to bidding + guidance information for added instruction
- Message Center now has expanded instructions

Expanded Bid Submission Options:

- Accept T&Cs with one click
- Ensure your attachments have been uploaded and easily review them
- Add GWAC information with an easy to use drop-down list

Simplified Bid Submissions:

- Easy to find button allows you to Submit New Bid

Here are additional features to bring you faster access to the opportunities you are tracking:

- **All Auctions & Opportunities**
To reflect Agency Reverse Auction events, the **Opportunities** page has been renamed to **All Auctions & Opportunities**. You can tell what type of opportunity each listing is by referencing the **Type** column.
- **My Opportunities Page**
On **My Opportunities** page you will find a listing of all the opportunities for which you have registered to receive notifications or are a member of the opportunity team. Opportunities on this page are limited to non-auction type opportunities.
- **My Auctions Page**
On the **My Auctions** page, you will find a listing of all the reverse auction events for which you have registered to receive notifications or are a member of the reverse auction team.
- **Improved Control Over Notifications**
Limit notifications about opportunities to those coming from specific agencies and/or filter by NAICS code. To see this feature, go to **My Profile**. The link is on the toolbar at the top right of the screen after you sign in. Click **Notifications** on the menu to go to the **Notifications** page, where you are able to specify which notifications you'd like to receive.

Go to www.fedconnect.net.



Do you want the US federal government to buy your products or services? Or, are you seeking grants or assistance funding?

FedConnect can help. Every day, FedConnect helps over 100,000 vendors and grant applicants, find, respond to and win opportunities for contracts, grants, and other types of assistance funding. To learn more about how FedConnect works, click here to review the tutorial.

Do you

FedConnect
FedConnect
full lifecycle
responses
award, and post-award phases using FedConnect's secure 2-way messaging.

Use Internet Explorer 9.0 or higher for optimal experience

Sign In - Full Access →
Search Public Opportunities Only →
Register for Free Account →

Internet Explorer Compatibility Notice: If you are using Internet Explorer 9 (IE9) or above, Compatibility View must be on. Contact support with additional questions.

Need help?

- FedConnect: Ready, Set, Go! Tutorial
- **Updated!** Reverse Auction Vendor Tips
- Check Registration Status
- Password Reset
- Contact Your Organization's
- Contact FedConnect Support

[Want to learn more?](#)

Click Register for a Free Account.

Why register for your free account?

You don't have to register to see opportunities that have been posted and made available to the public. Just click the **Search Public Opportunities Only** button on the FedConnect® home page (it's right above the **Register for Free Account** button). However, becoming a registered FedConnect user offers additional functionality and expanded access, including the ability to:

- Receive alerts about postings, opportunities, and awards
- Receive opportunities and awards that are directed specifically to your organization
- Participate in reverse auctions and submit proposals and applications electronically
- Receive updates, amendments, and modifications for opportunities and awards
- Take advantage of FedConnect's secure messaging system to communicate with the government about specific opportunities and awards
- Submit post-award reports and deliverables

How many people from my organization can register?

You can register as many individuals as you need. All the accounts are free, and your organization can control who within your group has access and the level of access. FedConnect offers two user types: **administrators**, who manage your master FedConnect account and user access, and **representatives**, whose access is limited to reviewing and responding to government postings. We highly recommend that all those who need access have their own account in FedConnect so you can take advantage of FedConnect audit trails which will help you monitor your group's activity (e.g. who submitted what and when).

Complete the registration information.

The screenshot shows the 'Registration Request' form on the FedConnect website. The form includes the following fields and callouts:

- Company DUNS:** A callout box points to the first block of the DUNS field, stating 'Enter your organization's DUNS number.'
- Name:** A callout box points to the first name field, stating 'Enter your name.'
- Email:** A callout box points to the email field, stating 'Enter your email address.'
- Register Button:** A callout box points to the 'Register' button, stating 'Click Register.'

The form also includes a 'Cancel' button and a '* Required Field' indicator at the bottom right.

- **Company DUNS**
A DUNS number is a Dun & Bradstreet number. Enter the first 9 digits of your organization's DUNS in the first block of this field. If you also have a 4-digit extension, enter that in the second block. If you are not sure what your DUNS number is, ask your senior management for help. If your organization does not have a DUNS number, you can request one for free at <http://fedgov.dnb.com/webform>.
- **Name**
You should enter your first, middle initial (optional), and last name. The display name is how your name will be displayed within the system and how it will be submitted to the government. It should be your actual name and not just a User ID or screen name. This information will not be seen within FedConnect by FedConnect users outside of your organization.
- **Email**
For the email address, enter the email where you want FedConnect to send alerts. This email address will also be used as your **User ID** when you sign into FedConnect. Be sure to update your mail system to accept mail from fedconnect.net to prevent important notices from being blocked by your mail system or ending up in your spam folder.

I clicked Register, now what?

Behind the scenes FedConnect goes to work. First, FedConnect uses your DUNS number to see if anyone else in your organization has previously registered at FedConnect with that DUNS.

If FedConnect finds your organization has previously registered with the DUNS you entered:

- FedConnect electronically notifies your organization's FedConnect administrators that you would like an account. It is up to the administrators to grant you access.
- If access is granted, FedConnect will send you an email with a temporary password.
- Once you sign in using the temporary password, FedConnect will prompt you to set the real password for your account.

Important! The temporary password expires within 72 hours, so be sure to sign in right away. To learn more about signing in to FedConnect, see page 9.

The screenshot shows the FedConnect website homepage. At the top, there is a banner with the FedConnect logo and the tagline 'The Government Acquisition & Grants Portal'. Below the banner, there are three main sections: a left column with introductory text, a right column with navigation buttons, and a bottom right section with links for help and learning more. Two yellow callout boxes are overlaid on the page. The first callout box points to the 'Check Registration Status' link in the 'Need help?' section. The second callout box points to the 'Contact Your Organization's FedConnect Administrator' link in the same section.

FedConnect®
The Government Acquisition & Grants Portal

Do you want the US federal government to buy your products or services? Or, are you seeking grants or assistance funding?

FedConnect can help. Every day, FedConnect helps over 100,000 vendors and grant applicants, find, respond to and win opportunities for contracts, grants, and other types of assistance funding. To learn more about how FedConnect works, click here to review the tutorial.

Do you work for a federal agency?

FedConnect is the perfect complement to FedBizOpps and Grants.gov. FedConnect goes beyond the basic features of those systems to provide full lifecycle support including the ability to post opportunities, receive responses, deliver awards, and communicate throughout the pre-award, award, and post-award phases using FedConnect's secure two-way messaging. Click here to learn more.

Sign In - Full Access →

Search Public Opportunities Only →

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Need help?

- FedConnect: Ready, Set, Go! Tutorial
- **Updated!** Reverse Auction Vendor Tip Sheet
- Check Registration Status
- Password Reset
- Contact Your Organization's FedConnect Administrator
- Contact FedConnect Support

Want to learn more?

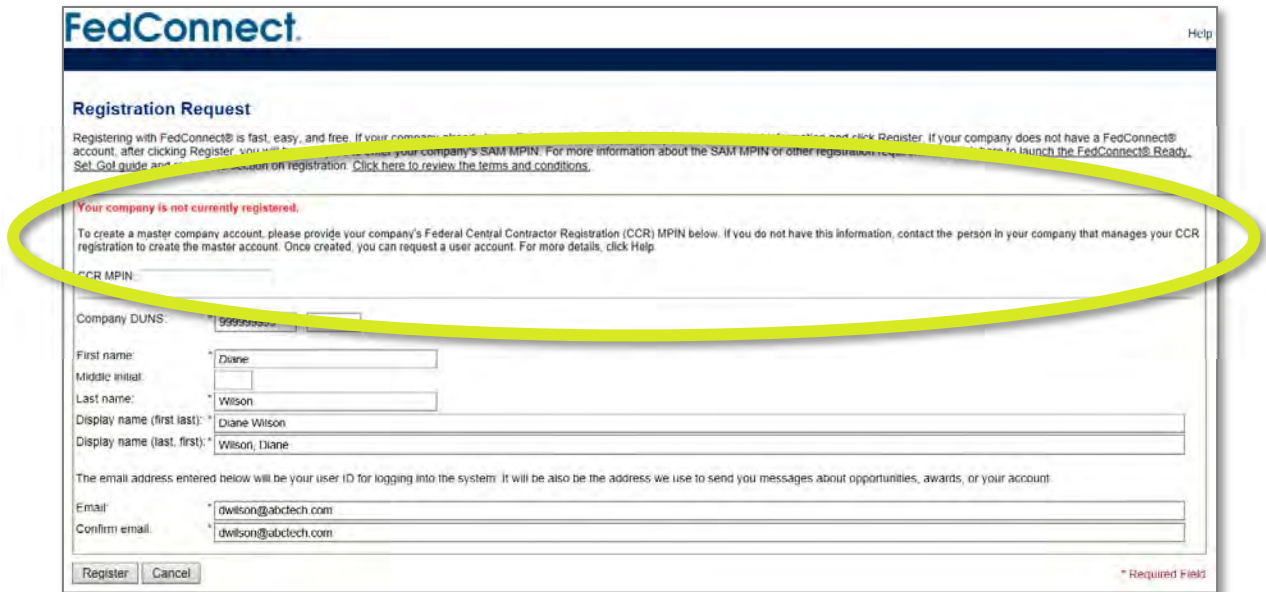
- Participating Government Agencies
- Accessibility Features

Click *Check Registration Status* to see where your registration request is in the process.

Click *Contact Your Organization's FedConnect Administrator* for a list of your team members.

If you are the first person in your organization to register with the DUNS you entered:

- FedConnect must authenticate your organization against the government’s SAM system at www.sam.gov.
- Immediately after you click the **Register** button (see page 5), FedConnect will redirect you back to the **Registration** page and ask for your organization’s SAM MPIN. FedConnect needs the MPIN to perform the authentication. *It is important to note that FedConnect does not store your MPIN. It is only passed to SAM as part of the authentication process and is an important part of FedConnect security.*



What’s a SAM MPIN, and how do I find it?

A SAM MPIN is the SAM Marketing Partner ID. It is a number that is set up by your organization as part of the registration in the U.S. Federal Government’s SAM system (www.sam.gov). Sign into your SAM account at <http://www.sam.gov>. Click on Register/Update Entity > Complete Registrations > Company Name (under Entity List) > View (under Registration Details > Entity Record (left side of page) > Core Data (left side of page) > Business Information Page. Your MPIN is on the Business Information Page.

What if I am not a SAM administrator for my organization?

If you don’t have the sign-in credentials for SAM, you can identify the person in your organization who does by looking up your organization’s SAM record at: <https://www.sam.gov/portal/public/SAM/##11>.

Once you find your record, scroll down to the bottom to locate the *Electronic Business POC* and *Alternate Electronic Business POC* information. Those are the people in your organization who should know your MPIN.

What if we are not registered in SAM?

The government requires SAM registration in order to receive most contracts, grants, and financial assistance funds. SAM registration is also required to register at FedConnect and a number of other government systems. To register, go to: www.sam.gov.

The screenshot shows the FedConnect 'Registration Request' page. At the top, it says 'Your company is not currently registered.' Below this, there is a section for 'CCR MPIN' with a text input field. A yellow callout box points to this field with the text 'Once you have your MPIN, enter it here.' Below the MPIN field are several other required fields: 'Company DUNS' (with a dropdown menu showing '999999999'), 'First name' (with 'Diane'), 'Middle initial' (empty), 'Last name' (with 'Wilson'), 'Display name (first last)' (with 'Diane Wilson'), and 'Display name (last, first)' (with 'Wilson, Diane'). Below these is an 'Email' field (with 'dwilson@abctech.com') and a 'Confirm email' field (with 'dwilson@abctech.com'). At the bottom left, there are 'Register' and 'Cancel' buttons. A yellow callout box points to the 'Register' button with the text 'Click Register.' At the bottom right, there is a small asterisk and the text '* Required Field'.

I've entered my MPIN, now what?

Since this is the first time your organization has registered for an account in FedConnect, FedConnect will use the MPIN to authenticate your account against SAM. If the DUNS and MPIN you entered match your organization's record in SAM, FedConnect will create an account for your organization, pulling core data from your SAM record. In addition:

- FedConnect will set you up as the first administrator for your organization. As an administrator, you will have the ability to set up accounts for other users, and approve registration requests from other users within your organization who self-register using the process documented on page 4. For more details about administrator level access rights, see page 50.
- FedConnect will email a temporary password to the email address you used when you registered.
- Once you sign in using the temporary password, FedConnect will prompt you to set the real password for your account.

Important! The temporary password expires within 72 hours, so be sure to sign in right away. To learn more about signing in to FedConnect, see page 9.

Signing In

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Need help?

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Want to learn more?

- Participating Government Agencies
- Accessibility Features

Click Sign in – Full Access.

Enter your sign in credentials.

FedConnect

Sign In

FEDERAL GOVERNMENT SYSTEM WARNING: This system is for the use of authorized users only. Individuals using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence to the appropriate law enforcement agency.

User ID: *

Password: * [Forgot your password? Click here.](#)

Enter your User ID.
It's the email address you used when you registered.

Enter your password.

Click Sign In.

If you attempt to sign in **Twice** and are unsuccessful, **STOP.** See guidance on the next page.

I'm having trouble signing in. What do I do?

There are a number of reasons why you may not be able to sign into FedConnect®. Here are some common scenarios and steps to take to correct the issues.

- I've tried my user ID and password once and FedConnect displays an error that an incorrect user ID or password has been entered.

Very carefully type in your user ID and password one more time and click [Sign In](#). If you get the same error message, **STOP**.

FedConnect has very stringent security guidelines and must inactivate the account after three unsuccessful attempts to log in. Even though your account is inactivated, FedConnect will continue to give you an error message saying that the user ID and password is incorrect.

If you have only tried to sign in twice unsuccessfully, request a new password from FedConnect. FedConnect will send a new temporary password to the email account you used when you registered. Once you receive your new temporary password, try to sign in again using that password. Be careful as you type in the temporary password as it is case sensitive and may contain symbols such as commas (,) and periods (.).

To request a new temporary password, enter your user ID and then click the [Forgot your password? Click here.](#) link as illustrated in the screenshot below.

The screenshot shows the FedConnect Sign In page. At the top left is the FedConnect logo. At the top right is a 'Help' link. Below the logo is a 'Sign In' heading. A red 'FEDERAL GOVERNMENT SYSTEM WARNING' is displayed. Below the warning are two input fields: 'User ID: *' and 'Password: *'. A blue link 'Forgot your password? Click here.' is located to the right of the password field. At the bottom left are 'Sign In' and 'Cancel' buttons. At the bottom right is a '* Required Field' note. Two yellow callout boxes with arrows point to the 'User ID' field and the 'Forgot your password? Click here.' link.

Enter your User ID.
It's the email address you used when you registered.

Click here to reset your password.

- I've tried my user ID and password more than twice and FedConnect displays an error that an incorrect user ID or password has been entered. *What do I do now?*

Accounts can only be re-activated by one of your organization's FedConnect administrators. To test to see if your account is inactive, request a new password on the FedConnect **Sign In** page by entering your user ID and clicking the *Forgot your password? Click here.* link as illustrated in the screenshot on the previous page.

If your account is still active, FedConnect will send you a new temporary password. However, if it has been inactivated, FedConnect will send you an email that explains this and lists all of the administrators for your organization along with their email addresses so that you can send them a request to have your account re-activated.

When the account is re-activated, FedConnect will alert you via email and will send you a new temporary password.

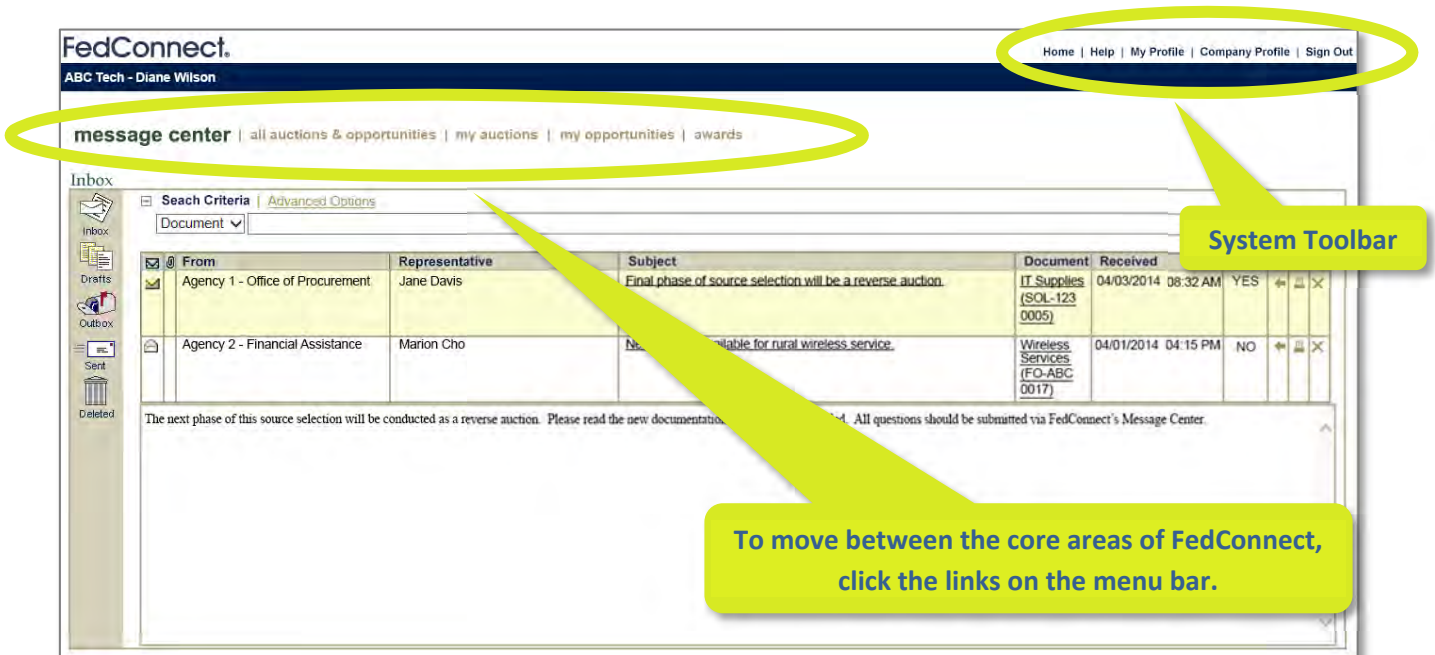
Having trouble?

Contact the FedConnect Support Team

Email: support@fedconnect.net

Phone: 1-800-899-6665

*The FedConnect Support Center is staffed Monday – Friday, 8 a.m. to 8 p.m., EDT.
Closed on Federal holidays.*



Each time you sign in to FedConnect, you will land on the **Message Center** as illustrated in the screenshot above. Notice that **Message Center** shows as bold on the menu bar. To move between the core areas of the FedConnect application, click the hyperlinks on the menu bar.

FedConnect is divided into five core areas:

- **Message Center** – Includes messages related to all opportunities and awards where you are a team member. For more details, review *Sending & Receiving Messages* beginning on page 48.
- **All Auctions & Opportunities** – Listing of all reverse auction events, procurements, grants, and other financial assistance opportunities. Includes both public and opportunities specifically directed to your organization. For more details, review *Searching All Opportunities* beginning on page 16.
- **My Auctions** – Listing of all the reverse auctions where you have registered to receive notifications or joined the team.
- **My Opportunities** – Listing of all the other types of opportunities where you have registered to receive notifications or joined the team. Included on this list are all non-auction type opportunities for contracts, grants, or other forms of financial assistance.
- **Awards** – Listing of all awards sent to your organization via FedConnect. For more details, review *Receiving an Award* beginning on page 44.

The System Toolbar (see screenshot on previous page) is available on most pages within FedConnect. The toolbar offers the following options:

- **Home** – Returns you to the **Message Center**, which is the home page for registered users.
- **Help** – Launches the FedConnect online help.
- **My Profile** – This is where you manage your personal settings for FedConnect. To learn more, review *My Profile* on page 52.
- **Company Profile** – The company profile is only editable by users who are designated as administrators for your organization’s FedConnect account. This is where users are managed (added, activated, inactivated, etc.) and company info can be refreshed from SAM (www.sam.gov). To learn more, review Company Profile on page 51.
- **Sign Out** – Signs you out of FedConnect and closes your session.

Searching Public Opportunities

Public opportunities are those posted by government agencies that are available for anyone to participate. These may include opportunities for procurement awards, auction events, grants or other types of financial assistance. You do not need to be a registered user of FedConnect® to view public opportunities.

Go to www.fedconnect.net



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[Search Public Opportunities Only](#) →

[Register for Free Account](#) →

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Want to learn more?

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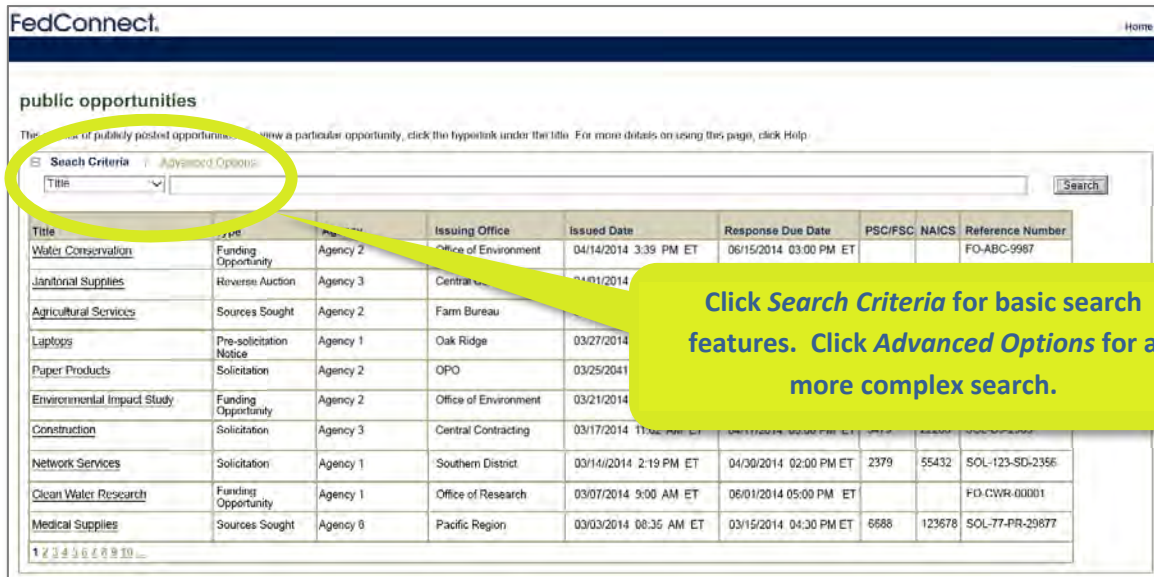
Click Search Public Opportunities Only

Review available auctions and opportunities in the list.

Title	Type	Agency	Issuing Office	Issued Date	Response Due Date	PSC/FSC	NAICS	Reference Number
Water Conservation	Funding Opportunity	Agency 2	Office of Environment	04/14/2014 3:39 PM ET	06/15/2014 03:00 PM ET			FD-ABC-9487
Janitorial Supplies	Reverse Auction	Agency 3	Central Contracting	04/01/2014 7:02 PM ET	04/15/2014 05:00 PM ET	5005	22153	SOL-D9-0077
Agricultural Services	Sources Sought	Agency 2	Farm Bureau	03/31/2014 10:57 AM ET	05/01/2014 04:00 PM ET	4422	1547	SOL-66-F-3047
Laptops	Pre-solicitation Notice	Agency 1	Central Contracting	03/27/2014 1:22 PM ET		1543	11177	SOL-123-OR-2984
Paper Products	Solicitation	Agency 2	OPO					
Environmental Impact Study	Funding Opportunity	Agency 2	Office of Environment	03/21/2014 4:13 PM ET	03/21/2014 04:00 PM ET			
Construction	Solicitation	Agency 3	Central Contracting	03/17/2014 11:02 AM ET	04/01/2014 04:00 PM ET			
Network Services	Solicitation	Agency 1	Southern District	03/14/2014 2:19 PM ET	04/30/2014 04:00 PM ET			
Clean Water Research	Funding Opportunity	Agency 1	Office of Research	03/07/2014 9:00 AM ET	06/01/2014 05:00 PM ET			FD-CWR-00001
Medical Supplies	Sources Sought	Agency 0	Pacific Region	03/03/2014 08:35 AM ET	03/15/2014 04:30 PM ET	6588	123678	SOL-77-PR-29877

To open an opportunity and view the details, click the title.

Search Features for Public Opportunities



FedConnect. Home

public opportunities

This is a list of publicly posted opportunities. To view a particular opportunity, click the hyperlink under the title. For more details on using this page, click Help.

Search Criteria | Advanced Options

Title: Search

Title	Type	Agency	Issuing Office	Issued Date	Response Due Date	PSC/FSC	NAICS	Reference Number
Water Conservation	Funding Opportunity	Agency 2	Office of Environment	04/14/2014 3:39 PM ET	06/15/2014 03:00 PM ET			FO-ABC-9987
Janitorial Supplies	Reverse Auction	Agency 3	Central Contracting	04/01/2014				
Agricultural Services	Sources Sought	Agency 2	Farm Bureau					
Laptops	Pre-solicitation Notice	Agency 1	Oak Ridge	03/27/2014				
Paper Products	Solicitation	Agency 2	OPO	03/25/2014				
Environmental Impact Study	Funding Opportunity	Agency 2	Office of Environment	03/21/2014				
Construction	Solicitation	Agency 3	Central Contracting	03/17/2014 11:00 AM ET	04/01/2014 03:00 PM ET			
Network Services	Solicitation	Agency 1	Southern District	03/14/2014 2:19 PM ET	04/30/2014 02:00 PM ET	2379	55432	SOL-123-SD-2356
Ocean Water Research	Funding Opportunity	Agency 1	Office of Research	03/07/2014 9:00 AM ET	06/01/2014 05:00 PM ET			FO-CWR-00001
Medical Supplies	Sources Sought	Agency 8	Pacific Region	03/03/2014 08:35 AM ET	03/15/2014 04:30 PM ET	6688	123678	SOL-77-PR-29877

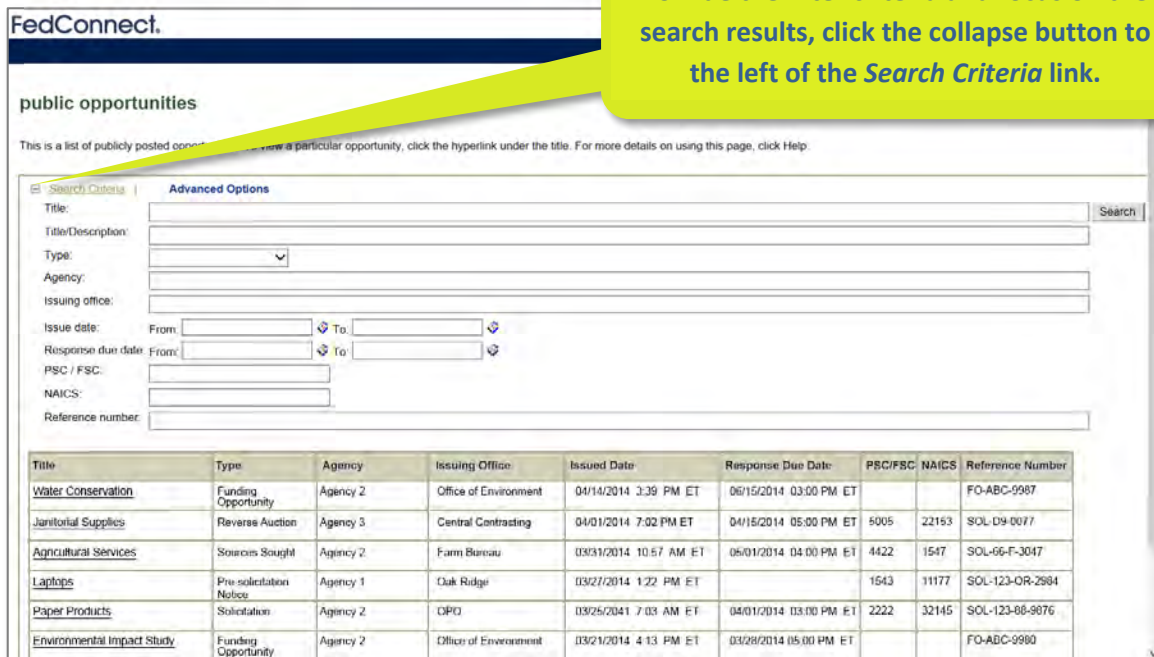
1 2 3 4 5 6 7 8 9 10 ...

Basic Search

The basic search capability in FedConnect provides the ability to search using one filter. To use the search, select the filter from the drop-down, enter a value, and then click **Search**.

Advanced Search

Advanced search provides the ability to search using multiple filter criteria. To access it, click **Advanced Options**. The screen below shows the advanced search options for the **Public Opportunities** page.



FedConnect.

public opportunities

This is a list of publicly posted opportunities. To view a particular opportunity, click the hyperlink under the title. For more details on using this page, click Help.

Search Criteria | **Advanced Options**

Title: Search

Title/Description:

Type:

Agency:

Issuing office:

Issue date: From To

Response due date: From To

PSC / FSC:

NAICS:

Reference number:

Title	Type	Agency	Issuing Office	Issued Date	Response Due Date	PSC/FSC	NAICS	Reference Number
Water Conservation	Funding Opportunity	Agency 2	Office of Environment	04/14/2014 3:39 PM ET	06/15/2014 03:00 PM ET			FO-ABC-9987
Janitorial Supplies	Reverse Auction	Agency 3	Central Contracting	04/01/2014 7:02 PM ET	04/15/2014 05:00 PM ET	6005	22153	SOL-D9-0077
Agricultural Services	Sources Sought	Agency 2	Farm Bureau	03/31/2014 10:57 AM ET	06/01/2014 04:00 PM ET	4422	1547	SOL-06-F-3047
Laptops	Pre-solicitation Notice	Agency 1	Oak Ridge	03/27/2014 1:22 PM ET		1543	11177	SOL-123-OR-2984
Paper Products	Solicitation	Agency 2	OPO	03/25/2014 7:03 AM ET	04/01/2014 03:00 PM ET	2222	32145	SOL-123-06-9076
Environmental Impact Study	Funding Opportunity	Agency 2	Office of Environment	03/21/2014 4:13 PM ET	03/28/2014 05:00 PM ET			FO-ABC-9980

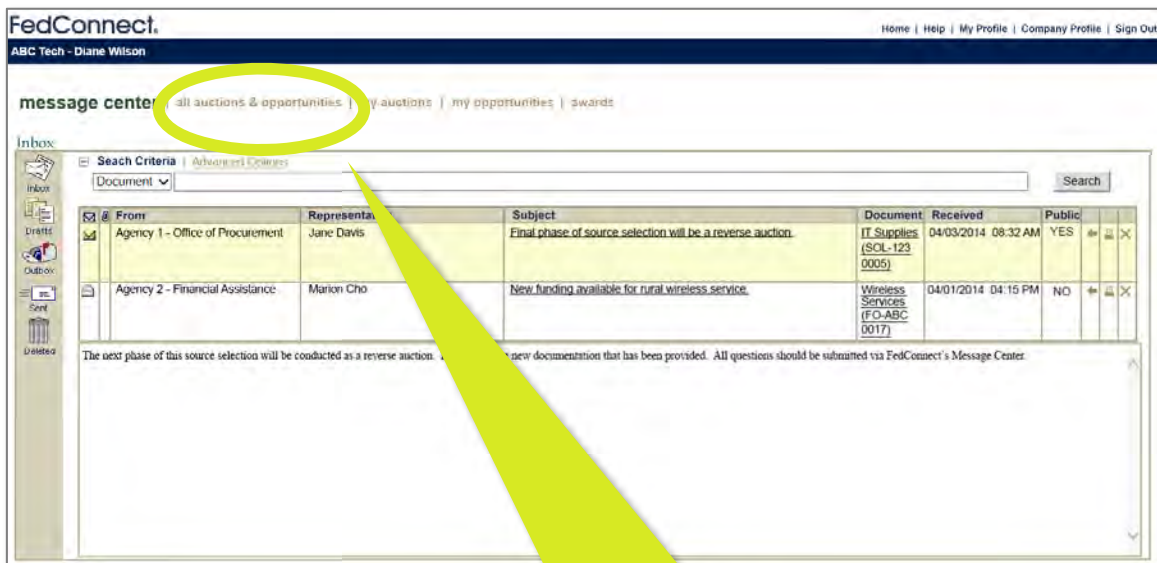
Searching All Opportunities

Federal agencies post a variety of opportunities on FedConnect® including those for procurement awards, auction events, grants and other financial assistance. Those opportunities can be posted to the public as discussed in the previous section, or they can be directed to a specific vendor/applicant, or a limited group of vendors/applicants.

To see all opportunities that were directed to your organization, you must be a registered user and sign in to FedConnect. If you need help signing in, review *Signing In* beginning on page 9.

Go to the *All Auctions & Opportunities* page.

When you first sign into FedConnect, you will land on the **Message Center**. To move to the page where you can search all opportunities, click *All Auctions & Opportunities* on the menu bar.



Click *All Auctions & Opportunities* on the menu.

Review available auctions and opportunities in the list.

The screenshot shows the FedConnect website interface. At the top, there is a navigation bar with 'FedConnect' logo and links for 'Home | Help | My Profile | Company Profile | Sign Out'. Below this, the user's name 'ABC Tech - Diane Wilson' is displayed. The main content area features a 'message center | all auctions & opportunities | my auctions | my opportunities | awards' menu. A descriptive text states: 'This is a list of directed and public auctions & opportunities that meet the criteria you have specified in your user profile. To view a particular opportunity, click the hyperlink under the title. For more details on using this page, click Help.' Below the text is a search section with 'Search Criteria' and 'Advanced Filters' tabs, a search input field, and a 'Search' button. The main part of the page is a table with the following columns: Title, Type, Agency, Issuing Office, Issued Date, Response Due Date, PSC/FSC, NAICS, Reference Number, and a link labeled 'Audits'. The table contains several rows of data, including 'Water Conservation', 'IT Supplies', 'Janitorial Supplies', 'Agricultural Services', 'Laptops', 'Paper Products', 'Environmental Impact Study', 'Construction', 'Network Services', and 'Printers'. A yellow callout box with a pointer highlights the 'IT Supplies' row, containing the text: 'To open an opportunity and view the details, click the title.'

Title	Type	Agency	Issuing Office	Issued Date	Response Due Date	PSC/FSC	NAICS	Reference Number	Audits
Water Conservation	Funding Opportunity	Agency 2	Office of Environment	04/14/2014 3:39 PM ET	06/15/2014 03:00 PM ET			FO-ABC-9987	Audits
IT Supplies	Reverse Auction	Agency 1	Office of Procurement	04/14/2014 9:45 AM ET	05/14/2014 05:00 PM ET	7042	423430	SOL-123-0005	Audits
Janitorial Supplies	Reverse Auction	Agency 3	Central Contracting	04/01/2014 7:02 PM ET	04/15/2014 05:00 PM ET	5905	22153	SOL-D9-0077	Audits
Agricultural Services	Sources Sought	Agency 2	Farm Bureau	03/31/2014 10:57 AM ET	05/01/2014 04:00 PM ET	4422	1547	SOL-66-F-3047	Audits
Laptops	Pre-solicitation Notice	Agency 1	Oak Ridge	03/27/2014 1:22 PM ET		1543	11177	SOL-123-OR-2984	Audits
Paper Products	Solicitation	Agency 2		03/25/2014 7:03 AM ET	04/01/2014 03:00 PM ET	2222	32145	SOL-123-88-9876	Audits
Environmental Impact Study	Funding Opportunity	Agency 2	Office of Environment	03/21/2014 4:13 PM ET	03/28/2014 05:00 PM ET			FO-ABC-9980	Audits
Construction	Solicitation	Agency 3	Central Contracting	04/17/2014 05:00 PM ET	04/17/2014 05:00 PM ET	5479	22266	SOL-D9-2965	Audits
Network Services	Solicitation	Agency 1	Southern District	03/11/2014 03:00 PM ET	03/11/2014 03:00 PM ET	3379	55133	SOL-123-SD-2356	Audits
Printers	Solicitation	Agency 1	Southern District						Audits

As a registered user who has signed in, you can see all public opportunities plus those that have been directed to your organization. You can quickly identify the type of opportunity by looking at the value in the **Type** column as seen in the screenshot above.

If you are looking for opportunities for a procurement type award (e.g. contract), look for opportunity posts of the following types:

- Reverse Auction
- Solicitation
- Notices:
 - Pre-solicitation Notice
 - Sources Sought
 - Special Notice

If you are looking for assistance type awards (e.g. grant), look for opportunity posts of the following type:

- Funding Opportunity

FedConnect offers a number of search filters to further help you narrow your search. More details on these begin on the next page.

Reverse Auction Events

Reverse auction events are an additional tool that government agencies use for procuring goods and simple services. In FedConnect®, reverse auctions are listed on the **All Auctions & Opportunities** page with other opportunities. If the reverse auction is a public event, then it can also be found on the **Public Opportunities** page.

You can quickly identify reverse auctions by looking in the **Type** column of the list on the **All Auctions & Opportunities** page. They will be listed as “Reverse Auction.” To learn more about how to search this list, see also *Searching All Opportunities* beginning on page 16.

An agency might post an opportunity as a reverse auction from the initial post. For other opportunities, the agency might post a series of notices, a solicitation, and even amendments before reaching the stage where they want to use the reverse auction feature of FedConnect.

The reverse auction capability in FedConnect is easy to use. The following pages will walk you through the process of participating in a reverse auction.

Open a reverse auction opportunity.

To identify a reverse auction opportunity, look at the value in the **Type** column. Reverse auction opportunities are listed as “Reverse Auction.”

If you have questions on how to navigate to this page, see *Searching All Opportunities* beginning on page 16.

FedConnect. ABC Tech - Diane Wilson Home | Help | My Profile | Company Profile | Sign Out

message center **all auctions & opportunities** | my auctions | my opportunities | awards

This is a list of directed and public auctions & opportunities that meet the criteria you have specified in your user profile. To view a particular opportunity, click the hyperlink under the title. For more details on using this page, click Help.

Search Criteria Advanced Filters

Title	Type	Agency	Issuing Office	Issued Date	Response Due Date	PSC/FSC	NAICS	Reference Number	Audits
Water Conservation	Opportunity							FO-ABC-9987	Audits
IT Supplies	Reverse Auction	Agency 1	Office of Procurement	04/14/2014 9:45 AM ET	05/14/2014 05:00 PM ET	7042	423430	SOL-123-0005	Audits
Janitorial Supplies	Solicitation	Agency 1	Office of Procurement	04/14/2014 9:45 AM ET	05/14/2014 05:00 PM ET	7042	423430	SOL-123-0005	Audits
Agricultural Services	Sources Solicitation	Agency 2	Farm Bureau	03/31/2014 10:57 AM ET	05/01/2014 04:00 PM ET	4422	1547	SOL-66-F-3047	Audits
Laptops	Pre-solicitation Notice	Agency 1	Oak Ridge	03/27/2014 1:22 PM ET		1543	11177	SOL-123-OR-2984	Audits
Paper Products	Solicitation	Agency 2	Office of Procurement	03/25/2014 7:03 AM ET	04/01/2014 03:00 PM ET	2222	32145	SOL-123-88-9876	Audits
Environmental Impact Study	Funding Opportunity	Agency 2	Office of Environmental Management	03/25/2014 4:13 PM ET	03/28/2014 05:00 PM ET			FO-ABC-9990	Audits
Construction	Solicitation	Agency 3	Central Contracting	03/17/2014 10:17 AM ET	04/17/2014 05:00 PM ET	5479	22266	SOL-D9-2965	Audits
Network Services	Solicitation	Agency 1	Southern District	03/14/2014 2:19 PM ET		2379	55432	SOL-123-SD-2356	Audits
Printers	Solicitation	Agency 1	Southern District	03/13/2014 08:35 AM ET					Audits

1 2 3 4 5 6 7 8 9 10 ...

To open the reverse auction opportunity, click the Title.

Review the information about the reverse auction.

If you are the first person to review the opportunity for your organization, or no one from your organization has registered yet, FedConnect will display a page similar to what you see in the screenshot below.

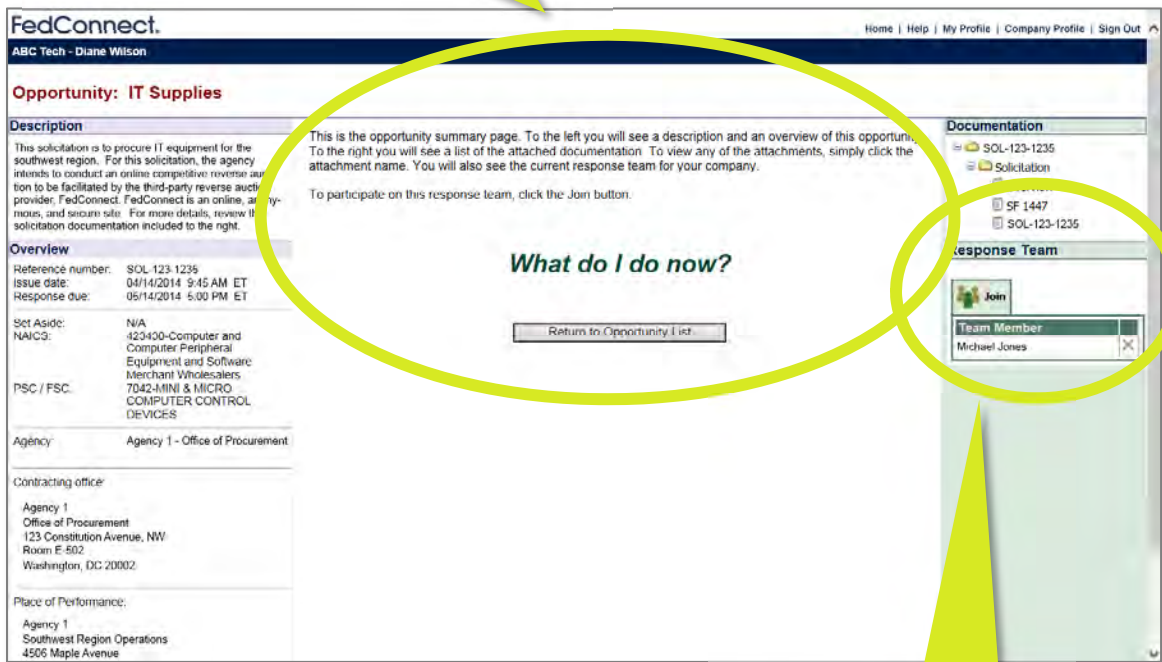
The screenshot displays the FedConnect website interface for an opportunity titled "IT Supplies". The page is divided into several sections:

- Opportunity title:** "Opportunity: IT Supplies" (highlighted by a callout).
- Description:** A detailed text block explaining the solicitation for IT equipment, including an overview section with key details like reference number (SOL 123 1235), issue date (04/14/2014 9:45 AM ET), and response due date (05/14/2014 5:00 PM ET). It also lists NAICS codes (423400-Computer and Computer Peripheral Equipment and Software Merchant Wholesalers) and PSC/FSC codes (7042-MINI & MICRO COMPUTER CONTROL DEVICES). Contracting officer and place of performance information are also provided.
- Documentation:** A list of attachments including "SOL-123-1235", "Solicitation", "Overview", "SF 1447", and "SOL-123-1235".
- What do I do now?:** A central section with a "Register to Receive Notifications" button and a "Return to Opportunity List" link.

Callouts highlight the "Opportunity title", "High level description of the opportunity with primary contact info" (pointing to the description section), and "Documentation for the opportunity" (pointing to the documentation list).

If someone from your organization has registered, FedConnect will display a page similar to the one below. What differs is the message in the center of the page, the display of the current response team for your organization, and the ability to join the team.

Different message after someone from your organization has registered



The team from your organization for this opportunity

Decide if you are interested in the reverse auction.

Based on your review of the information about the reverse auction, do you want to track it, be kept up to date on it, or possibly participate in it? If so, click the **Register to Receive Notifications** button as shown below. If you are not interested at this time, click **Return to Opportunity List** to exit. You can always open the opportunity again if you change your mind later.

FedConnect
ABC Tech - Diane Wilson

Opportunity: IT Supplies

Description
This solicitation is to procure IT equipment for the southwest region. For this solicitation, the agency intends to conduct an online competitive reverse auction to be facilitated by the third-party reverse auction provider, FedConnect. FedConnect is an online, anonymous, and secure site. For more details, review the solicitation documentation included to the right.

Overview

Reference number:	SOL-123-1235
Issue date:	04/14/2014 9:45 AM ET
Response due:	05/14/2014 5:00 PM ET
Set Aside:	N/A
NAICS:	423430-Computer and Computer Peripheral Equipment and Software Merchant Wholesalers
PSC / FSC:	7042-MINI & MICRO COMPUTER CONTROL DEVICES
Agency:	Agency 1 - Office of Procurement

What do I do now?

[Register to Receive Notifications](#)

[Return to Opportunity List](#)

Click **Register to Receive Notifications** to add this reverse auction to the list you are interested in and to be kept up to date on the latest information about it.

Click **Return to Opportunity List** if you are not interested to submit a bid.

Once you **Register to Receive Notifications**, you'll be prompted to review the **FedConnect Terms and Conditions**.

EXHIBIT B

Subscriber agrees to the following Terms and Conditions when participating in a Reverse Auction through FedConnect®:

1. By submitting a Bid, the individual representing Subscriber agrees that he/she has the authority to contractually bind Subscriber and/or Subscriber's supplier(s) to the price Bid for the item(s).
2. Successive Bids must be lower by at least \$100 unless Subscriber is correcting a pre-
3. The reverse-auction master clock indicating the date and time is maintained on the the "Refresh" button to ensure the current status of their leading/lagging position is va a reverse auction to submit Bids do so at their own risk; Compusearch is not responsible queue before the master clock expires.
4. Only new products shall be bid unless otherwise explicitly specified by the Buyer.
5. Buyer has the right to extend the reverse auction if Bids are submitted near the scheduled end of the auction.
6. The Subscriber acknowledges that the rules of any procurement, including the basis for the final award (e.g., LPTA, Best Value) are determined by the agency's Contracting Officer and defined in the solicitation. Subscribers need to refer to the solicitation to understand the basis for award, which often includes factors in addition to price.
7. The Subscriber who wins the award agrees to pay Compusearch a transaction fee by check or credit card within thirty (30) calendar days of the award notification being sent. Failure to pay Compusearch will result in the following penalties at the option of Compusearch:
 - a. Late payment interest penalty of 18% per year which shall be calculated from the day after payment was due until the day payment is made; and/or,
 - b. Discontinued access to FedConnect.
8. Any failure by the buyer to pay Subscriber in whole or in part for the full amount of its accepted Bid shall not relieve Subscriber of its obligation to pay Compusearch the full transaction fee based on the a

Subscriber Does Not Agree

Subscriber Agrees

[Continue](#) [Cancel](#) [Print Terms of Service and Use](#)

EXHIBIT B includes the **Terms and Conditions** for Reverse Auctions.

You must Agree to all **Terms and Conditions** in order to continue.

If someone from your organization has previously registered, then you will need to join the team by clicking the *Join* button. It is the equivalent of registering to receive notifications.

FedConnect. Home | Help | My Profile | Company Profile | Sign Out

ABC Tech - Diane Wilson

Opportunity: IT Supplies

Description
This solicitation is to procure IT equipment for the southwest region. For this solicitation, the agency intends to conduct an online competitive reverse auction to be facilitated by the third-party reverse auction provider, FedConnect. FedConnect is an online, anonymous, and secure site. For more details, review the solicitation documentation included to the right.

Overview
Reference number: SOL-123-1235
Issue date: 04/14/2014 9:45 AM ET
Response due: 05/14/2014 5:00 PM ET

Set Aside: N/A
NAICS: 423420-Computer and Computer Peripheral Equipment and Software Merchant Wholesalers
PSC / FSC: 7042-MINI & MICRO COMPUTER CONTROL DEVICES
Agency: Agency 1 - Office of Procurement

Contracting office:
Agency 1
Office of Procurement
123 Constitution Ave
Room E-502
Washington, DC

Place of Performance:
Agency 1
Southwest Region
4506 Maple Avenue

This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. You will also see the current response team for your company.

To participate on this response team, click the Join button.

Documentation
SOL-123-1235
Solicitation
Overview
SOL-123-1235

Response Team
Join
Team Member
Michael Jones

What do I do now?
Return to Opportunity List

If someone from your organization has already registered, click *Join* to become a part of the team.

Once you register interest or join the team, what's next?

FedConnect
Computer Supply Company — Alison Plato

Home | Videos | Help | My Profile | Company Profile | Sign Out

Opportunity: IT Supplies

Description
This solicitation is to procure IT equipment for the southwest region. For this solicitation, the agency intends to conduct an online competitive reverse auction to be facilitated by the third-party reverse auction provider, FedConnect. FedConnect is an online, anonymous, and secure site. For more details, review the solicitation documentation included to the right.

Overview
Reference number: SOL-123-4567
Issue date: 07/26/2016

Auctions

Auction Status	Title	Bid on Auction	Start Date/Time	End Date/Time
LIVE!	IT Supplies	Bid on Auction Monitor Auction	07/26/2016 01:52 PM US:Eastern	07/28/2016 05:00 PM US:Eastern

Message Center
To send a secure message or question to the contracting office, click New Message. You will receive an email notification once a reply is posted here. DO NOT submit pricing or solicitation attachments through the Message Center.

Search Criteria | [Advanced Options](#)

From: [Dropdown] Search

New

No messages found.

Documentation
SOL-123-4567
Solicitation
Overview
SOL-123-4567

Response Team
Team Member
Alison Plato

Auctions List

Message Center

Read Guidance for additional information

After registering interest or joining the team, FedConnect will expand the Opportunity Summary workspace to include access to the reverse auction and the ability to communicate with the posting government agency.

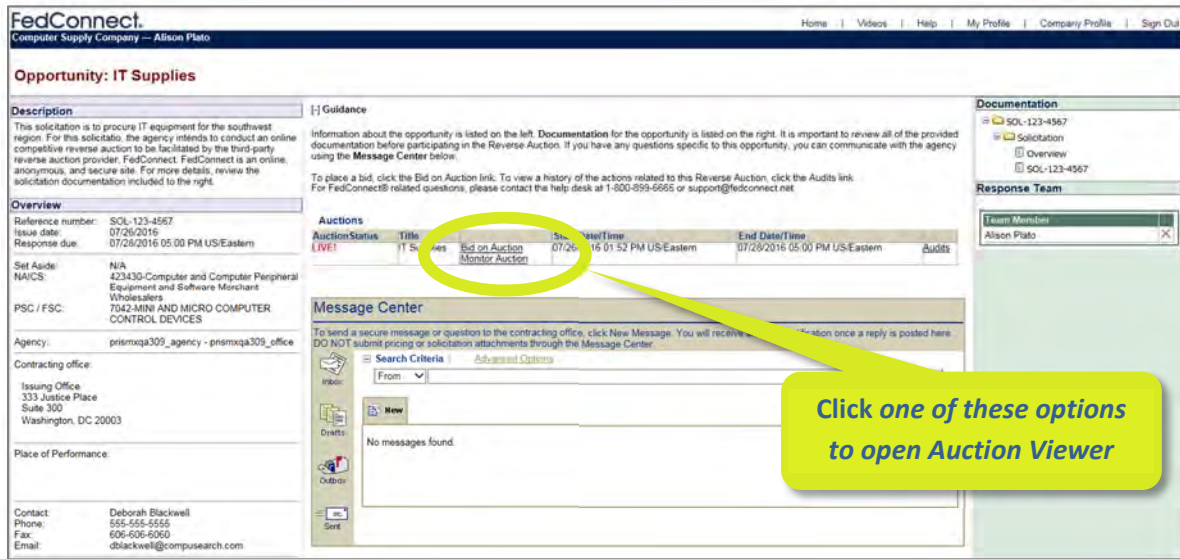
At the top center is the vendor guidance, followed by **Auctions** list. All reverse auctions related to this opportunity will be listed here along with their current status. In the example above, the auction is currently “Live.” That means that you have the ability to submit bids. If the auction has not yet started, a status of “Pending” will show and the **Start Date/Time** will show you when to sign in again to begin bidding.

Right below the **Auctions** list is the **Message Center** for the opportunity. This is where you will find messages from the government agency that set up the reverse auction, and it is where you can create and send messages to them. To learn more about how to use the **Message Center**, see *Sending and Receiving Messages* beginning on page 48.

When an auction ends, the status will display as “Closed.” Sometimes an agency may find it necessary to cancel a reverse auction. In that case, the status will show as “Canceled.” Depending upon the circumstances, the agency may decide to issue an amendment and launch a new auction session for the opportunity. The new documentation for that amendment will be listed in the **Documentation** section in the column to the right. The original auction will show in the **Auctions** list with a status of Canceled or Closed and the new auction will display along with the new dates/times of the new auction period. It is important to note that there can only be one active auction event in the list at a time.

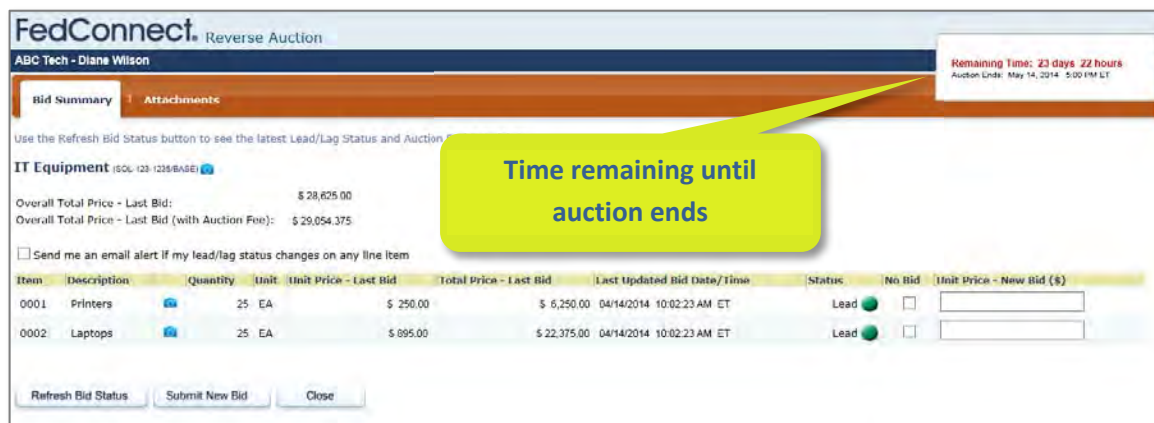
Reverse Auction Events – Understanding the Auction Viewer

Bidding on and monitoring the reverse auction is done within the FedConnect® **Auction Viewer**. The **Auction Viewer** is accessed from the **Opportunity Summary** page of the reverse auction. There is also a shortcut available directly from the **My Auctions** page. If you are not sure how to access either page, review *Reverse Auction Events* beginning on page 18 and *Navigating FedConnect* beginning on page 12.



To open the auction viewer for bidding, click **Bid on Auction**. If you just want to check the status of the auction, you can view the information in a read-only format by clicking **Monitor Auction**.

The screenshot below, and on the next few pages, shows the **Auction Viewer** when it has been opened via the **Bid on Auction** link. In this example, the auction is currently in progress and the user has previously submitted a bid. The first thing to note is the block at the top right of the viewer. Here you will find the time remaining before the auction closes.



The auction viewer is divided into two tabs:

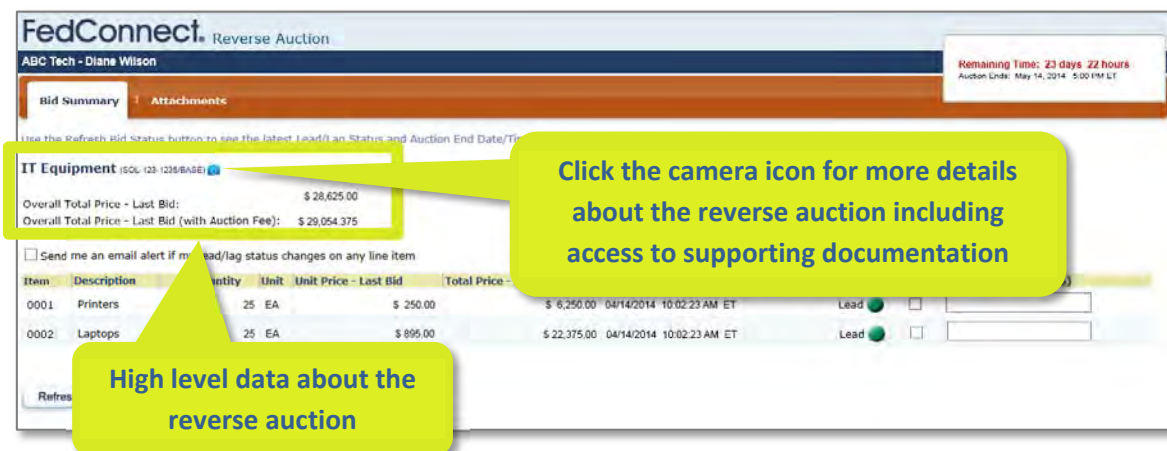
- **Bid Summary:** This is where you bid and see your current status in the auction.
- **Attachments:** This is where you upload any attachments you may need to deliver with your bid. Please DO NOT include any pricing in attachments.

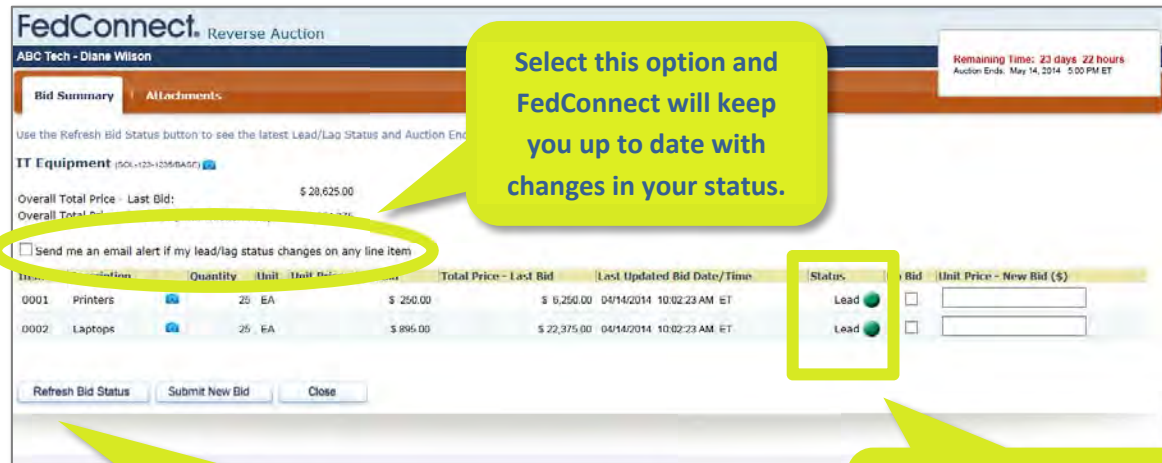
To move between the tabs, click the tab title.



High level information about the auction is shown at the top left of the page on the **Bid Summary** tab including the title of the reverse auction, the solicitation number and the current version (BASE, amendment 1, etc.), the overall total price of your last bid, and the overall total price of your last bid including the auction fee. The overall total price including the auction fee is the price the government would pay if they chose your organization as the winner of the reverse auction. The auction fee is the processing fee that is collected by Compusearch from the winner of the auction.

The camera icon to the right of the auction title provides a snapshot of this opportunity. When you click it, FedConnect will display additional information about the auction and provide access to any documentation the government may have provided such as the solicitation form, terms and conditions, and other supporting documents.





Select this option and FedConnect will keep you up to date with changes in your status.

Send me an email alert if my lead/lag status changes on any line item

Status
Lead
Lead

To refresh the data in the viewer and see your latest status, click Refresh Bid Status.

After you submit a bid, FedConnect displays your current status per item.

Whenever you submit a bid, FedConnect will determine if you are currently in a “Lead” or “Lag” status compared to other participants and displays that information on the screen. In the example above, the bidder currently has a “Lead” status for the two items in this reverse auction. You can tell that by looking in the **Status** column. When you are in the lead, FedConnect will display a green circle with the word “Lead.” If you are lagging, FedConnect will display a yellow triangle with the word “Lag.”

In a reverse auction, you are the “Lead” if you are currently the lowest bidder for that item. If you have a status of “Lag” on any item, it means that for that item, your last submitted bid is higher than the organization with the current lowest bid.

Since auctions can span hours, days, or even weeks, it could be hard to keep an eye on your current status. FedConnect can help. If you would like FedConnect to email you anytime your bid status changes, select the checkbox next to *Send me an email alert if my lead/lag status changes on any line item.*

The items included in the reverse auction are listed in the table on the **Bid Summary** tab. Click the camera icon next to each item for more information about the item. If you have previously submitted a bid, then your last unit price bid and the total price for that item will be displayed. FedConnect will also display the date and time of that bid.

To bid on an item, enter a value in the **Unit Price – New Bid (\$)** column. If you would prefer not to bid on an item, select the **No Bid** checkbox.

To submit the bid, click **Submit New Bid**. To exit without bidding, click **Close**.

The screenshot shows the FedConnect Reverse Auction interface. At the top, it says "FedConnect Reverse Auction" and "ABC Tech - Diane Wilson". A red box in the top right corner indicates "Remaining Time: 23 days 22 hours" and "Auction Ends: May 14, 2014 5:00 PM ET". Below this, there are tabs for "Bid Summary" and "Attachments". A message says "Use the Refresh Bid Status button to see the latest Lead/Lao Status and Auction End Date/Time." The main section is titled "IT Equipment" and shows "Overall Total Price - Last Bid: \$ 28,825.00" and "Overall Total Price - Last Bid (with Auction Fee): \$ 30,000.00". A table below lists items for bid:

Item	Description	Quantity	Unit	Unit Price - Last Bid	Total Price - Last Bid	Last Updated Bid Date/Time	Status	No Bid	Unit Price - New Bid (\$)
0001	Printers	25	EA	\$ 250.00	\$ 6,250.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	<input type="text"/>
0002	Laptops	25	EA	\$ 896.00	\$ 22,375.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	<input type="text"/>

Below the table are three buttons: "Refresh Bid Status", "Submit New Bid", and "Close".

Items available for bid

Enter amount to bid or click the No Bid box to the left

To submit a bid, click **Submit New Bid**.

To exit without submitting a bid, click **Close**.

Reverse Auction Events – Submitting Bids

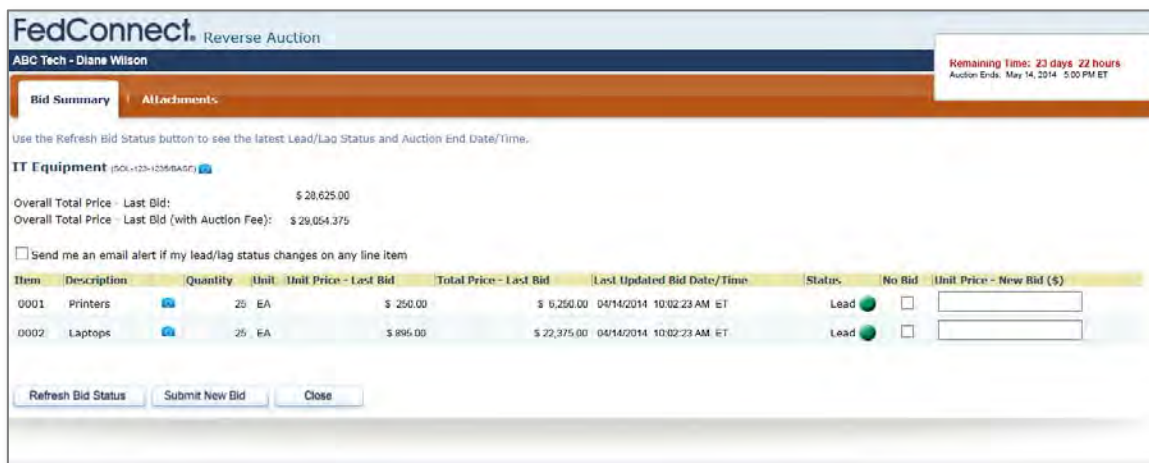
To participate in a reverse auction on FedConnect®, you must first register to receive notifications or join the team for the auction. If you are not sure how to do that, review *Reverse Auction Events* beginning on page 18.

Once you have registered or become a part of the auction team, you will find the auction listed on both the **Opportunity Summary** and the **My Auctions** page. If you are unsure about how to navigate to these pages, review *Navigating FedConnect* beginning on page 12 and *Reverse Auction Events* beginning on page 18.

Open the Auction Viewer.

You can launch the **Auction Viewer** directly from the **My Auctions** page by clicking the **Bid on Auction** link. Access is also available from the **Opportunity Summary** of the auction. If you want to open the **Auction Viewer** in a read-only mode, click **Monitor Auction**. You can also open up the details of the auction by clicking the auction title.

If you have not done so yet, we encourage you to review both *Reverse Auction Events* beginning on page 18 and *Understanding the Auction Viewer* beginning on page 24 before continuing with this section.



The screenshot displays the FedConnect Reverse Auction interface. At the top, it shows the user 'ABC Tech - Diane Wilson' and a 'Remaining Time: 23 days 22 hours' with an auction end date of 'May 14, 2014 5:00 PM ET'. The main section is titled 'Bid Summary' and includes a 'Refresh Bid Status' button. Below this, there is a table of bid items for 'IT Equipment'.

Item	Description	Quantity	Unit	Unit Price - Last Bid	Total Price - Last Bid	Last Updated Bid Date/Time	Status	No Bid	Unit Price - New Bid (\$)
0001	Printers	25	EA	\$ 250.00	\$ 6,250.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	<input type="text"/>
0002	Laptops	25	EA	\$ 896.00	\$ 22,375.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	<input type="text"/>

At the bottom of the interface, there are three buttons: 'Refresh Bid Status', 'Submit New Bid', and 'Close'.

Enter the bid amount.

You must enter a bid amount for each item included in the auction or select the **No Bid** option. Once your bid is complete, click **Submit New Bid**. It is important to note that by submitting the bid, you are representing that you have the ability to contractually bind your organization to the bid price.

If you need to include supporting documentation with your bid, click **Attachments** on the menu. Attachments can be added at any point before the auction closes. Attachments are automatically sent to the agency, along with your final bid price, after the auction closes. *Please do not include pricing in your attachments.*

The screenshot displays the FedConnect Reverse Auction interface. At the top, it shows 'FedConnect Reverse Auction' and 'ABC Tech - Diane Wilson'. A 'Remaining Time' indicator shows 23 days 22 hours until the auction ends on May 14, 2014, at 5:00 PM ET. The main section is titled 'Bid Summary' and 'Attachments'. Below this, there is a 'Refresh Bid Status' button and a note: 'Use the Refresh Bid Status button to see the latest Lead/Lag Status and Auction End Date/Time.' The auction is for 'IT Equipment' (506-123-12356789). Summary statistics show an Overall Total Price - Last Bid of \$28,625.00 and an Overall Total Price - Last Bid (with Auction Fee) of \$29,054.375. There is an option to 'Send me an email alert if my lead/lag status changes on any line item'. A table lists two items: Printers (Item 0001) and Laptops (Item 0002). Each item has columns for Description, Quantity, Unit, Unit Price - Last Bid, Total Price - Last Bid, Last Updated Bid Date/Time, Status, No Bid checkbox, and Unit Price - New Bid (\$). The 'Submit New Bid' button is highlighted with a yellow callout.

Item	Description	Quantity	Unit	Unit Price - Last Bid	Total Price - Last Bid	Last Updated Bid Date/Time	Status	No Bid	Unit Price - New Bid (\$)
0001	Printers	25	EA	\$ 250.00	\$ 6,250.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	
0002	Laptops	25	EA	\$ 896.00	\$ 22,375.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	

Bid submission confirmation.

Once you submit your bid, you will see a pop-up bid confirmation window, where you must confirm that you accept and are in compliance with the Terms & Conditions, have attached all necessary attachments (if any), and have entered any relevant GWAC information.

FedConnect Reverse Auction
Computer Supply Company - Alison Plato
Remaining Time: 2 hours, 15 mins, and 36 secs
Auction Ends: July 25, 2016 04:00:00 PM US/Eastern

Bid Submission Confirmation

Before this bid can be submitted, you must confirm the following and enter any additional information that may be required. Once submitted, this bid is legally binding.

- Computer Supply Company accepts and is in compliance with the Terms and Conditions specified in the solicitation.
Click here to review: IT Equipment for SS - FP (DUPLICATE-16-003 / 000001)
- All necessary documentation has been attached to this bid.
The following documents are currently attached to this bid. Click the hyperlink under the File Name
- This will be an order under an existing contract.

Contract Type:

- Select
- GSA Schedule
- SEWP V
- ECS III
- CIO SP3
- CIO SP3 Small Business
- CIO CS
- Alliant
- Alliant Small Business
- VETS
- 8(a) STARS II
- Other

Contract Name:

Contract Number:

Once you hit **Submit**, you will see another pop up window confirming that your bid was successfully submitted.

FedConnect Reverse Auction
Computer Supply Company - Alison Plato
Remaining Time: 2 hours, 13 mins, and 54 secs
Auction Ends: July 25, 2016 04:00:00 PM US/Eastern

Bid Summary | Attachments

Use the Refresh Bid Status button to see the latest Lead/Lag Status and Auction End Date/Time.

IT Equipment for SS - FP (DUPLICATE-16-003/000001)

Overall Total Price - Last Bid: \$ 12,000.00
Overall Total Price - Last Bid (with 3% Auction Fee): \$ 12,360.00

Send me an email alert if my lead/lag status changes on any line item

Item	Description	Quantity	Unit	Unit Price - Last Bid	Total Price - Last Bid	Last Updated Bid Date/Time	Unit Price - New Bid (\$)
1	Desktop Computers	10.00	EA	\$ 1,200.00	\$ 12,000.00		1200

Bid Successful
Your bid was successfully submitted.

Monitor the auction.

FedConnect will keep you informed of your current status compared to other bidders. If you are currently the lowest bid for an item, “Lead” will display in the status for the item. If you are not, then “Lag” will display. The page does not refresh automatically, so to see your current status, click **Refresh Bid Status**. FedConnect can also send you an email anytime your bid status changes. To set this up, select the checkbox labeled **Send me an email alert if my lead/lag status changes on any item**. It is located above the list of items.

The screenshot shows the FedConnect Reverse Auction interface. At the top, it says "FedConnect Reverse Auction" and "ABC Tech - Diane Wilson". A timer in the top right corner indicates "Remaining Time: 23 days 22 hours" and "Auction Ends: May 14, 2014 5:00 PM ET". Below the header, there are tabs for "Bid Summary" and "Attachments". A message says "Use the Refresh Bid Status button to see the latest Lead/Lag Status and Auction End Date/Time." The main section is titled "IT Equipment (SOL-123-12358AS8)". It shows "Overall Total Price - Last Bid:" and "Overall Total Price - Last Bid (including Auction Fee): \$ 2,320,472". There is a checkbox for "Send me an email alert if my lead/lag status changes on any line item". Below this is a table with columns: Item, Description, Quantity, Unit, Unit Price - Last Bid, Total Price - Last Bid, Last Updated Bid Date/Time, Status, No Bid, and Unit Price - New Bid (\$). The table contains two rows: 0001 Printers and 0002 Laptops. Both have a status of "Lead". At the bottom, there are buttons for "Refresh Bid Status", "Submit New Bid", and "Close". Three yellow callout boxes highlight: "Check for email notifications" pointing to the checkbox, "Current status" pointing to the "Lead" status in the table, and "Refresh Bid Status" pointing to the "Refresh Bid Status" button.

Item	Description	Quantity	Unit	Unit Price - Last Bid	Total Price - Last Bid	Last Updated Bid Date/Time	Status	No Bid	Unit Price - New Bid (\$)
0001	Printers	25	EA	\$ 250.00	\$ 6,250.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	<input type="text"/>
0002	Laptops	25	EA	\$ 896.00	\$ 22,375.00	04/14/2014 10:02:23 AM ET	Lead	<input type="checkbox"/>	<input type="text"/>

You can update your bid at any point while the auction is live. To update bid prices, enter a new value and then click **Submit New Bid**. The new **Overall Total Bid Price** must be lowered by at least \$100, unless you are correcting a previously submitted lower bid. After you submit the new bid, FedConnect will refresh and your status may change compared to the other auction participants.

Sometimes an agency will set up the auction to auto-extend. When this is configured, the auction will be extended by 60 minutes anytime a new bid is submitted within the last 60 minutes of the auction. But please note, this is not a guarantee so we encourage you not to wait until the last moment to submit a bid.

Government agencies do not necessarily award to the lowest bidder so when the auction closes, the winner is not instantly announced. The agency will evaluate the bids along with any documentation they may have requested and then make an award determination. Awards that result from an auction will be delivered to the winner via FedConnect. See also *Receiving an Award* beginning on page 44.

If you do win the reverse auction, CompuSearch will bill your organization for any auction fee that may be due.

Other Types of Opportunities

Government agencies post a wide range of opportunities on FedConnect®. These may include opportunities for procurement awards (e.g. contract), grants, or other types of financial assistance. For some opportunities the government requests some form of submitted quote or proposal. Others might be handled through a reverse auction.

This section explains how to participate when the request is NOT handled through a reverse auction. For more details on reverse auction events, see *Reverse Auction Events* beginning on page 18.

Opportunities are listed on the **All Auctions & Opportunities** page. To learn more about how to search this list, see also *Searching All Opportunities* beginning on page 16.

Open an opportunity that is NOT a reverse auction.

To identify the opportunity type, look at the value in the **Type** column. For this section we are focused on opportunities that are NOT labeled as “Reverse Auction.”

If you have questions on how to navigate to this page, review *Searching All Opportunities* beginning on page 16.

Title	Type	Agency	Issuing Office	Issued Date	Response Due Date	PSC/FSC	NAICS	Reference Number	
Water Conservation	Funding Opportunity	Agency 2	Office of Environment	04/14/2014 3:39 PM ET	06/15/2014 03:00 PM ET			FO-ABC-9987	Audits
IT Supplies	Reverse Auction	Agency 1	Office of Procurement	04/14/2014 9:45 AM ET	05/14/2014 05:00 PM ET	7042	423430	SOL-123-0005	Audits
Janitorial Supplies	Reverse Auction	Agency 3	Central Contracting	04/01/2014 7:02 PM ET	04/15/2014 05:00 PM ET	5005	22153	SOL-D9-0077	Audits
Agricultural Services	Sources Sought	Agency 2	Farm Bureau	03/31/2014 10:57 AM ET	05/01/2014 04:00 PM ET	4422	1547	SOL-66-F-3047	Audits
Laptops	Notice	Agency 1	Central Contracting	03/27/2014 1:22 PM ET	04/15/2014 05:00 PM ET			SOL-123-00-3984	Audits
Paper Products	Solicitation	Agency 2	OPO	03/25/2014 7:03 AM ET	04/01/2014 03:00 PM ET	2222	32145	SOL-123-88-9876	Audits
Environmental Impact Study	Community	Agency 1	Office of Environment	03/25/2014 11:02 AM ET	04/15/2014 05:00 PM ET			FO-ABC-9987	Audits
Construction	Solicitation	Agency 3	Central Contracting	03/17/2014 11:02 AM ET	04/17/2014 05:00 PM ET	5479	22266	SOL-D9-2965	Audits
Network Services	Solicitation	Agency 1	Southern District	03/14/2014 2:19 PM ET	04/30/2014 02:00 PM ET	2379	55432	SOL-123-SD-2366	Audits
Printers	Solicitation	Agency 1	Central Contracting	03/13/2014 08:35 AM ET	03/28/2014 04:30 PM ET	4388	55787	SOL-123-SD-2365	Audits

To open the opportunity, click the Title.

Review the information about the opportunity.

If you are the first person to review the opportunity for your organization, or no one from your organization has registered yet, FedConnect will display a page similar to what you see in the screenshot below.

The screenshot shows the FedConnect interface for an opportunity titled "Opportunity: Paper Products". The page is divided into several sections:

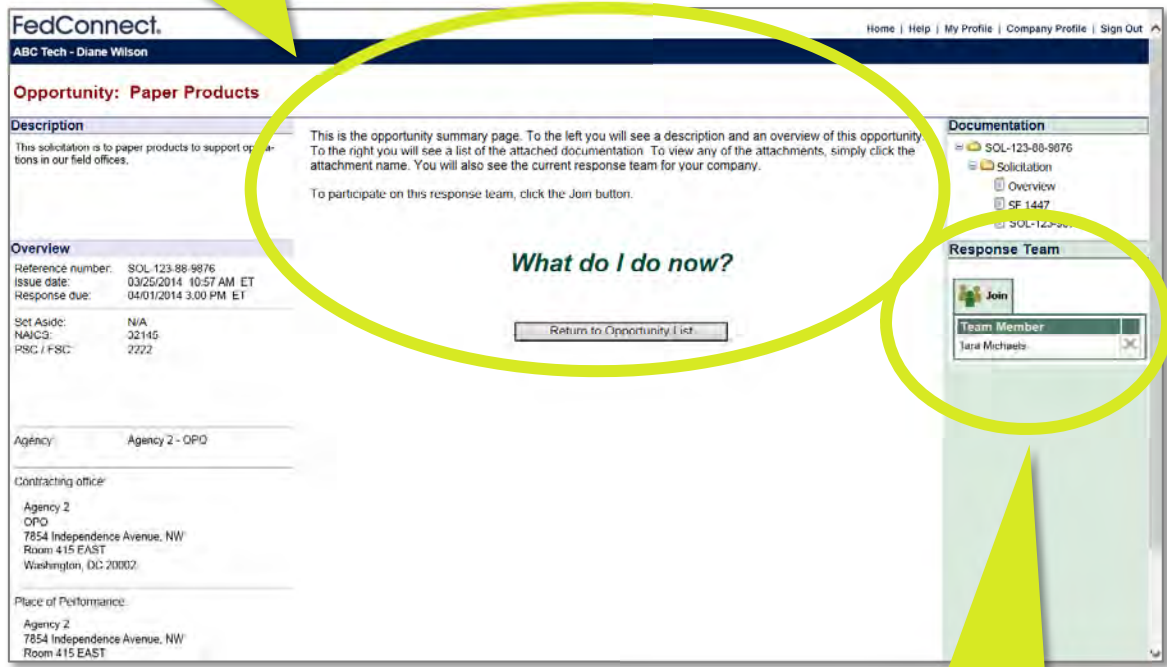
- Opportunity title:** "Opportunity: Paper Products" (highlighted by a callout).
- Description:** A text block stating "This solicitation is to paper products to support operations in our field offices." (highlighted by a callout).
- Overview:** A table with the following data:

Reference number:	SOL-123-88-9876
Issue date:	03/25/2014 10:57 AM ET
Response due:	04/01/2014 3:00 PM ET
Set Aside:	N/A
NAICG:	32145
PSC / FSC:	2222

(highlighted by a callout).
- Agency:** Agency 2 - OPD (highlighted by a callout).
- Contracting officer:** Agency 2, OPD, 7854 Independence Avenue, NW, Room 415 EAST, Washington, DC 20002 (highlighted by a callout).
- Place of Performance:** Agency 2, 7854 Independence Avenue, NW, Room 415 EAST (highlighted by a callout).
- Documentation:** A list of attachments including "SOL-123-88-9876", "Solicitation", "Overview", "SF 1447", and "SOL-123-88-9076" (highlighted by a callout).
- What do I do now?:** A central section with a "Register to Receive Notifications" button and a "Return to Opportunity List" button (highlighted by a callout).

If someone from your organization has registered, FedConnect will display a page similar to the one below. What differs is the message in the center of the page, the display of the current response team for your organization, and the ability to join the team.

Different message after someone from your organization has registered



The team from your organization for this opportunity

Decide if you are interested in the opportunity.

Based on your review of the information about the opportunity, you need to make a choice. Do you want to track it, be kept up to date on it, or possibly respond to it? If so, click the **Register to Receive Notifications** button as shown below. If you are not interested at this time, click **Return to Opportunity List** to exit. You can always open the opportunity again if you change your mind later.

Click **Register to Receive Notifications** to add this auction to the list you are interested in and to be kept up to date on the latest information about the auction.

FedConnect.
ABC Tech - Diane Wilson

Home | Help | My Profile | Company Profile | Sign Out

Opportunity: Paper Products

Description
This solicitation is to paper products to support operations in our field offices. This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. To respond to this opportunity or submit questions, you must first register as an interested party. To register, click the Register to Receive Notifications button below.

Documentation
SOL-123-88-9076
Solicitation
Overview
SF 1447
SOL-123-88-9076

Overview
Reference number: SOL 123-88-9876
Issue date: 03/25/2014 10:57 AM ET
Response due: 04/01/2014 3:00 PM ET
Set Aside: N/A
NAICS: 32145
HSC / FSC: 2222

Agency: Agency 2 - OPD

Contracting officer:
Agency 2
OPD
7854 Independence Avenue, NW
Room 415 EAST
Washington, DC 20002

Place of Performance:
Agency 2
7854 Independence Avenue, NW
Room 415 EAST

What do I do now?
Register to Receive Notifications
Return to Opportunity List

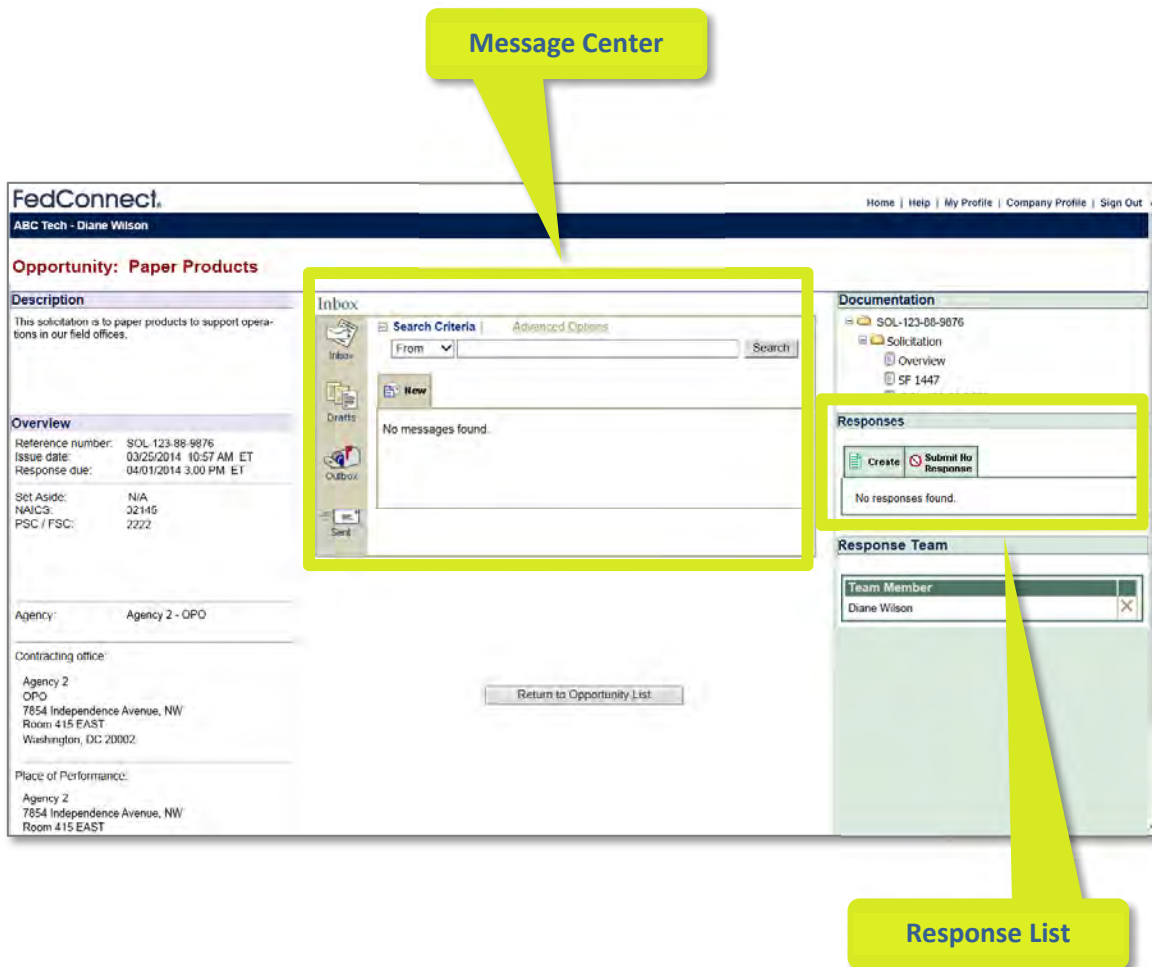
Click **Return to Opportunity List** if you are not interested to submit a bid..

If someone from your organization has previously registered, then you will need to join the team by clicking the *Join* button. It is the equivalent to registering to receive notifications.

If someone from your organization has already registered, click *Join* to become part of the team.

The screenshot displays the FedConnect interface for an opportunity titled "IT Supplies". The page includes a navigation bar with "Home | Help | My Profile | Company Profile | Sign Out", a user header "ABC Tech - Diane Wilson", and a "What do I do now?" section with a "Return to Opportunity List" button. The main content area is divided into several sections: "Description" (solicitation summary), "Overview" (reference number: SOL-123-88-9876, issue date: 03/25/2014 10:57 AM ET, response due: 04/01/2014 3:00 PM ET, set aside: N/A, NAICG: 32145, PSC / FSC: 2222), "Agency" (Agency 2 - OPO), "Contracting officer" (Agency 2, OPO, 7854 Independence Avenue, NW, Room 415 EAST, Washington, DC 20002), and "Place of Performance" (Agency 2, 7854 Independence Avenue, NW, Room 415 EAST). On the right side, there are sections for "Documentation" (listing attachments like SOL-123-88-9876, Solicitation, Overview, SF 1447, and SOL-123-88-9876) and "Response Team". The "Response Team" section shows a "Join" button and a "Team Member" list with "Tara Michaels" and a close button. A yellow callout bubble points to the "Join" button.

Once you register interest or join the team, what's next?



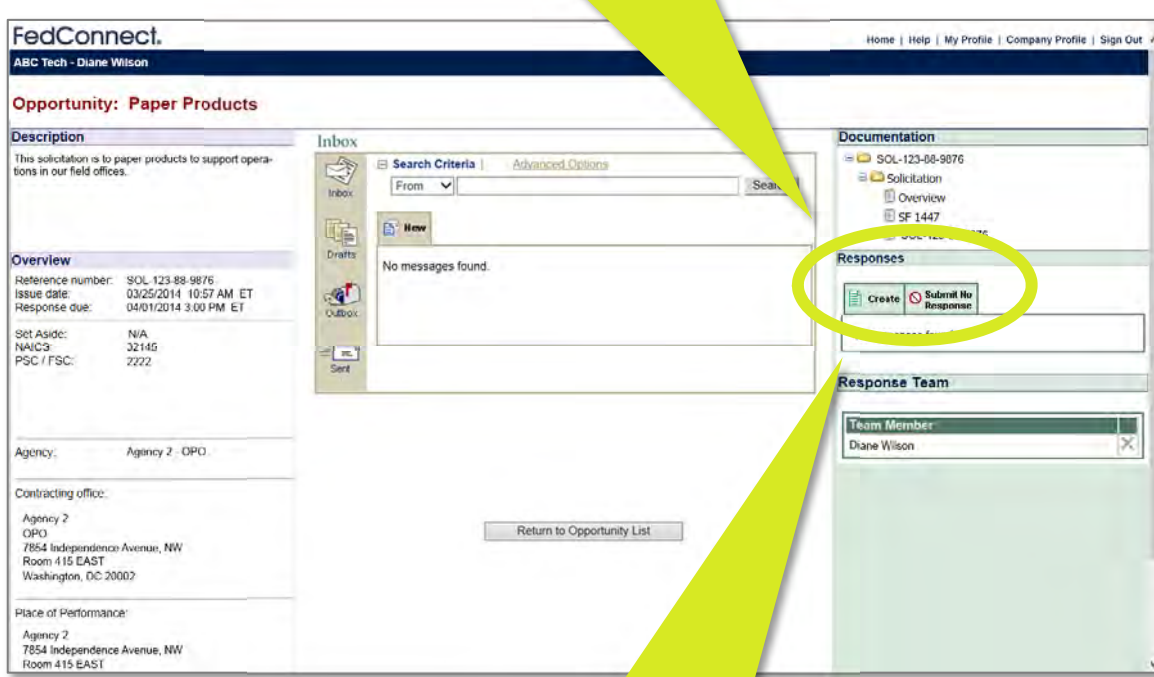
After registering interest or joining your organization's Response Team, FedConnect will expand the **Opportunity Summary** workspace. At the top center is the **Message Center** for the opportunity. This is where you will find messages from the government agency that posted the opportunity and it is where you can create and send messages to them. To learn more about how to use the **Message Center**, see *Sending and Receiving Messages* beginning on page 48.

In the right column, below the **Documentation** is the **Responses** list. All responses your organization creates for this opportunity will be listed here along with their current status. In this example, no response has been created yet. To create a new response, click the **Create** button. To learn more about the tools FedConnect offers for building and submitting a response, review *Understanding the Response Builder* beginning on page 38.

Other Types of Opportunities– Understanding the Response Builder

FedConnect® streamlines and automates the process of creating and submitting a response for non-auction type opportunities. The **Response Builder** is accessed from the **Opportunity Summary** page of the opportunity. If you are not sure how to access this page, review *Other Types of Opportunities* beginning on page 32. Opportunities where you have registered interest or joined the team can be found on the **My Opportunities** page. To learn how to access the **My Opportunities** page, review *Navigating FedConnect* beginning on page 12.

To create a response, click *Create*.



Or if you would prefer to submit a non-response such as a “No Bid” type response, click *Submit No Response*.

To create a response, click the *Create* button within the **Responses** section. FedConnect will open the **Response Builder**. If you would like to submit a “No Response,” such as a “No Bid” type response, click *Submit No Response*.

The screenshot shows the FedConnect web interface. At the top, there is a navigation bar with links for Home, Help, My Profile, Company Profile, and Sign Out. Below this, a breadcrumb trail shows the current page as 'cover page', with other tabs like 'pricing', 'attachments', 'cost sensitive attachments', 'summary', and 'complete' visible. The main content area is a form for entering response details. A yellow callout box with a pointer to the tabs contains the text: 'The response builder is divided into 6 tabs.' At the bottom of the form, there are two buttons: 'Continue' and 'Return to Opportunity Summary'.

The response builder is divided into 6 tabs. To move between the tabs, click the **Continue** and **Previous** buttons on the bottom of the page or click the tab name. Tabs include:

- **Cover Page:** This is where you will enter your organization’s contact information. To help make things faster for you, FedConnect will prefill these fields with data from your FedConnect **Company Profile**.
- **Pricing:** The ability to see the pricing page is determined by the agency posting the opportunity. It is most frequently used for simple requests for quotes. When present, you can enter your pricing for each item included in the request.
- **Attachments:** If you would like to include attachments with the response, add them on the attachments page. If the agency requests that you mark cost type proposals separately, add them to the next tab, **Cost Sensitive Attachments**.
- **Cost Sensitive Attachments:** Sometimes a government agency will request that pricing or other cost type data be included separately from your primary proposal. The way to do that is to add them to this tab.
- **Summary:** The summary will provide a high level view of all the data that is about to be transmitted. FedConnect also offers the ability to print a copy of this summary information.
- **Complete:** This is where you actually submit the response to the government. To send the response along with any attachments you may have added, click **Submit Response to Agency**. Once submitted, the response will become read-only and the record of when you submitted the response along with when the agency picked it up will display on this tab.

Other Types of Opportunities – Creating & Submitting a Response

Creating a response for a non-auction type opportunity can take a variety of forms. For example, you might be responding to a funding opportunity and submitting a proposal for financial assistance or a grant. Or, you might be seeking a government contract and need to submit a quote or proposal. The FedConnect® **Response Builder** is how you prepare and securely transmit that information directly to the government.

You can open opportunities for which you have registered to receive notifications or joined the team on the **My Opportunities** page. If you are unsure of how to access this page, review *Navigating FedConnect* beginning on page 12.

The **Response Builder** is accessed from the **Opportunity Summary** page of the opportunity. If you are not sure how to access the **Response Builder**, review *Other Types of Opportunities* beginning on page 32 and *Understanding the Response Builder* beginning on page 38.

Create a New Response.

The first step is to create a new response. To do that, click the **Create** button located in the **Response** section.

The screenshot displays the FedConnect interface for an opportunity titled "Opportunity: Paper Products". The page is divided into several sections: "Description", "Overview", "Inbox", "Documentation", "Responses", and "Response Team". The "Responses" section is highlighted with a yellow circle, and a yellow callout box points to the "Create" button with the text "To create a response, click Create." The "Overview" section shows the following details:

Reference number:	SOL 123-88-9876
Issue date:	03/25/2014 10:57 AM ET
Response due:	04/01/2014 3:00 PM ET
Set Aside:	N/A
NAICS:	32145
PSC / FSC:	2222

The "Response Team" section shows a table with one member:

Team Member
Diane Wilson

Complete the requested data.

FedConnect
ABC Tech - Diane Wilson

Home | Help | My Profile | Company Profile | Sign Out

cover page | pricing | attachments | cost sensitive attachments | summary | complete

Description: [AS 2016999999]
This description is for your convenience and will not be transmitted with the response to the agency.

Company name: ABC Tech
DUNS: 999999999

Mailing address: 123 Main Street

City: Alexandria
State: VA
Postal code: 20169
Country: USA

Contact: Diane Wilson
Phone: 703-123-4567
Fax: 703-123-4569
Email: dwilson@abctech.com

Continue Return to Opportunity Summary

The builder is divided into 6 tabs. Be sure to visit each.

Move through each of the tabs in the **Response Builder** completing any requested data. To learn more about how to use each tab, review *Understanding the Response Builder* beginning on page 38.

Submit the response.

FedConnect
ABC Tech - Diane Wilson

Home | Help | My Profile | Company Profile | Sign Out

cover page | pricing | attachments | cost sensitive attachments | summary | complete

This is the final step in the response process.

- If part or all of this response may result in a contract with the government, please ensure that your response includes an attachment containing the signature of someone who can contractually bind your organization.
- To review or make changes, click **Previous** to step back through the response pages.
- If the response is ready for submission, click **Submit Response to Agency**.

Offer valid for (days) 60

Submit Response to Agency

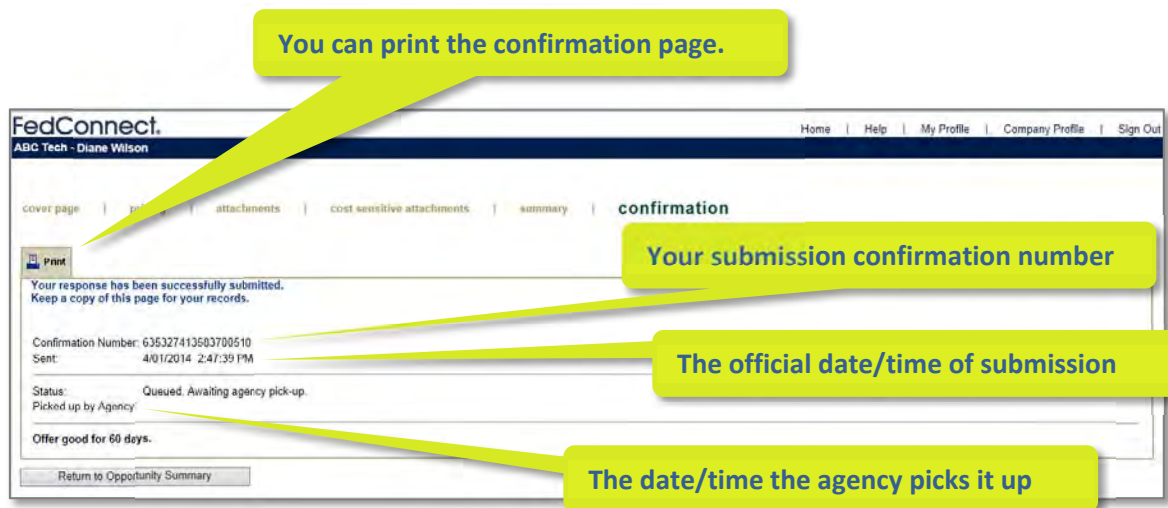
Previous Return to Opportunity Summary Cancel

Specify how long the offer is valid for and then click **Submit Response to Agency**.

Before submitting the response, specify how many days the offer remains valid. FedConnect defaults to 60 days, but you can change that. Make sure you've included an attachment that contains the signature of someone who can contractually bind your organization. Once everything is ready, click **Submit Response to Agency**. To exit without submitting, click **Return to Opportunity Summary**.

I've submitted my response, now what?

As soon as you submit your response, FedConnect will record the date and time of the submission and display the **Confirmation** page with this new data. The screenshot below shows the Confirmation page after a response is submitted.

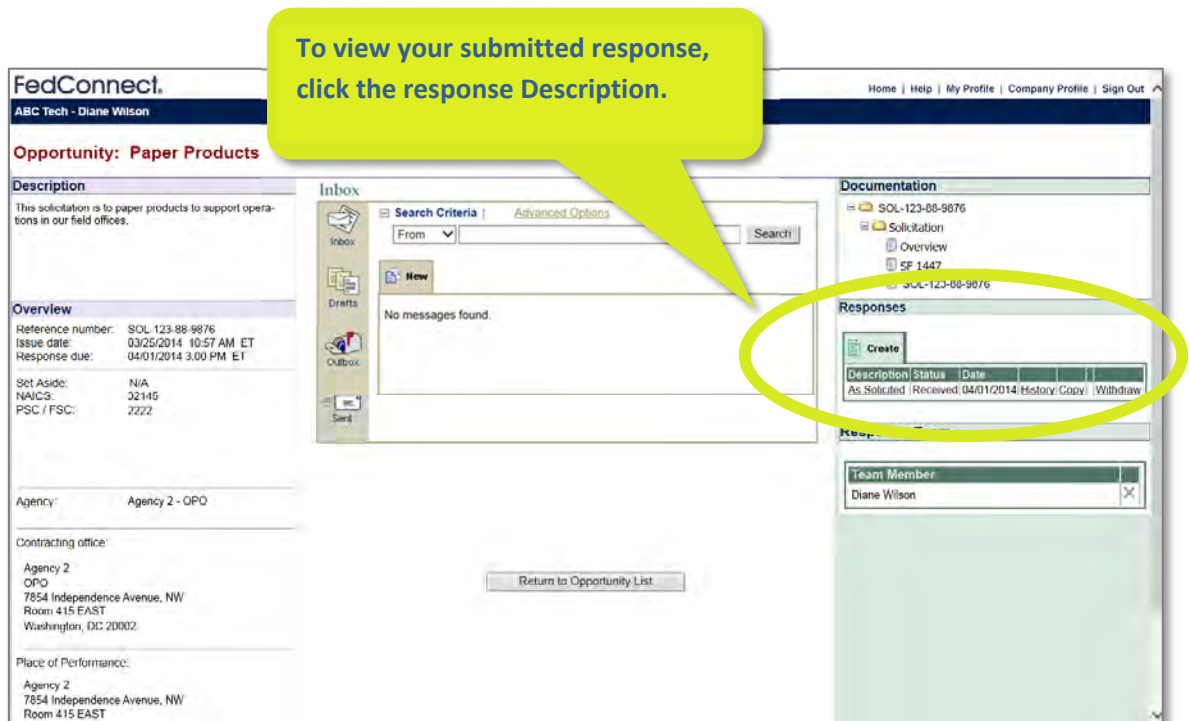


You will notice that the **Status** is “Queued. Awaiting agency pick-up.” The reason is that FedConnect must wait for the government agency’s system to pick it up. This may take a matter of minutes or even hours. It all depends on how the agency has its system configured.

Regardless of when the agency picks up your response, the date/time that they will see as the submitted date/time will be the actual date/time when you clicked to submit the response. It is displayed on the **Confirmation** page as the **Sent date/time**.

FedConnect also provides the ability to print out this confirmation page for your records.

To exit this page, click [Return to Opportunity Summary](#).



Your submitted response will be displayed in the **Responses** section of the **Opportunity Summary** page. To view the response, click the response description. If you had exited the response without submitting, you would also find it here. To open an in-progress response for editing, click the response description.

Depending upon the type of opportunity, you may submit more than one response. For example, the opportunity might have allowed for a primary and an alternate response. All of those responses would be created and managed here in this section of the **Opportunity Summary** page. Information included in the responses list table includes:

- **Description:** FedConnect automatically defaults the description to “As Solicited.” However, you can change this on the **Cover Page** tab of the response builder.
- **Status:** This shows the current status of the response. Examples of status include “Submitted” and “Received.”
- **Date:** The date is the status date. For example, if the status was “Received,” the date would be the date the government agency received the response.
- **History:** Clicking this link will open up the audit history of the response with data such as who accessed it, edited it, submitted it, etc.
- **Copy:** To make a copy of the response to use as the basis of a new response for this opportunity, click **Copy**.
- **Withdraw:** Clicking **Withdraw** sends a message to the agency that you wish to withdraw the response. Depending upon the rules of the competition, the agency will let you know whether your withdrawal request will be granted.

Receiving an Award

Government agencies can deliver awards to your organization via FedConnect®. Awards can include government contracts, grants, or other forms of financial assistance. To access the awards made to you, sign in to FedConnect. If you are unsure how to do this, review *Signing In* beginning on page 9.

Once an award is made, you will receive an automated email, notifying you of the award. Agencies may also send a notice through the message center to unsuccessful participants.

Go to the *Awards* page and click the award title.

To access the **Awards** page, click *Awards on the menu*.

Title	Agency	Issuing Office	Award Date	Award Number	Modification Number	PSC/FSC	NAICS	Auction	Audits
Printers	Agency 2	Office of Environment	04/09/2014	PO-897-123		1005	111551		Audits
IT Supplies	Agency 1	Office of Procurement	04/04/2014	DO-77-2014-55		7042	423430	Yes	Audits
Network Services	Agency 3	Office of Contracting	04/01/2014	CON-55-890-2	0001	5005	22153		Audits

To open the opportunity, click the Title.

Review the information about the award.

When you first open the **Award Summary**, FedConnect will display a page similar to what you see in the screenshot below.

Award title

Award: Printers

Description

This award is to provide printers to support operations in our field offices.

Overview

Post date: 04/09/2014

NAICS: 1005
PSC / FSC: 111551

Award date: 04/09/2014
Award / Order Number: PO-897-123

Agency: Agency 2
Office of the Environment

Issuing office:
Agency 2 -
Office of the Environment
55 3rd Street, NE
Room 205
Washington, DC 20002

Contact name: David Rao
Phone: 202-1231-2345
Fax: 202-1231-5432
Email: drao@agency2.gov

What do I do now?

This is the award summary page. To the left you will see a description and an overview of this award. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. You will also see the current award team for your company.

To participate on this award team, click the .join button.

[Return to Award List](#)

Documentation

- PO-897-123
- PO-897-123
- SF 1447
- BODY

High level description of the award with primary contact info

Documentation for the award

Join the Award Team.

Do you want to be kept up to date on any changes to the award or communication about the award? If so, click the **Join** button as shown below. If you are the first person from your organization to join the Award Team, FedConnect will also send an acknowledgement back to the government agency that you have received the award. If you don't want to join, click **Return to Award List** to exit.

Click Join.

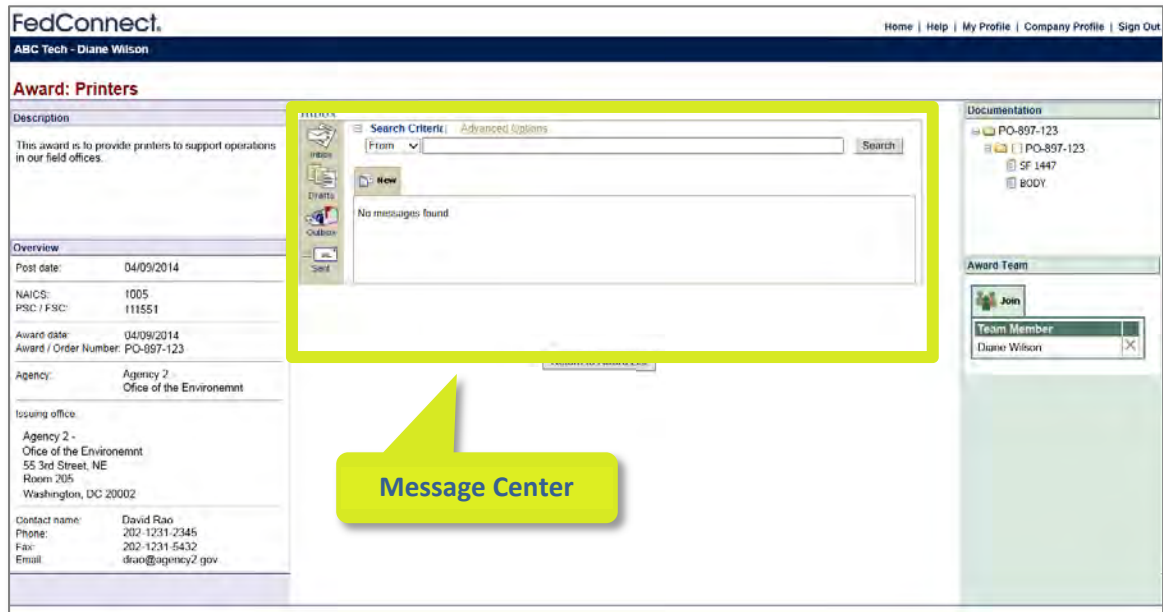
The screenshot shows the FedConnect interface for an award titled "Award: Printers". The page is divided into several sections:

- Description:** "This award is to provide printers to support operations in our field offices."
- Overview:** A table with the following data:

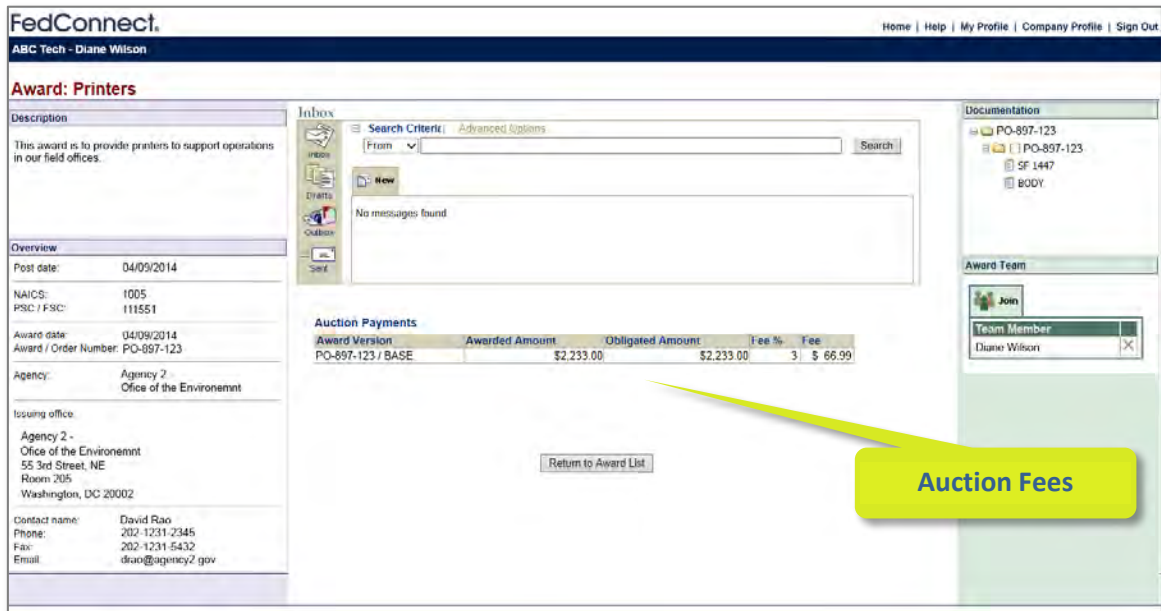
Post date:	04/09/2014
NAICS:	1005
PSC / FSC:	111551
Award date:	04/09/2014
Award / Order Number:	PO-897-123
Agency:	Agency 2 Office of the Environment
Issuing office:	Agency 2 - Office of the Environment 55 3rd Street, NE Room 205 Washington, DC 20002
Contact name:	David Rao
Phone:	202-1231-2345
Fax:	202-1231-5432
Email:	drao@agency2.gov
- Documentation:** A list of attachments including "PO-897-123", "SF 1447", and "BODY".
- Award Team:** A section with a "Join" button and the text "No team members found." This section is circled in yellow.

At the top of the page, there is a navigation bar with links for "Home", "Help", "My Profile", "Company Profile", and "Sign Out". The user's name "ABC Tech - Diane Wilson" is displayed in the top left. A "Return to Award List" button is located in the center of the page.

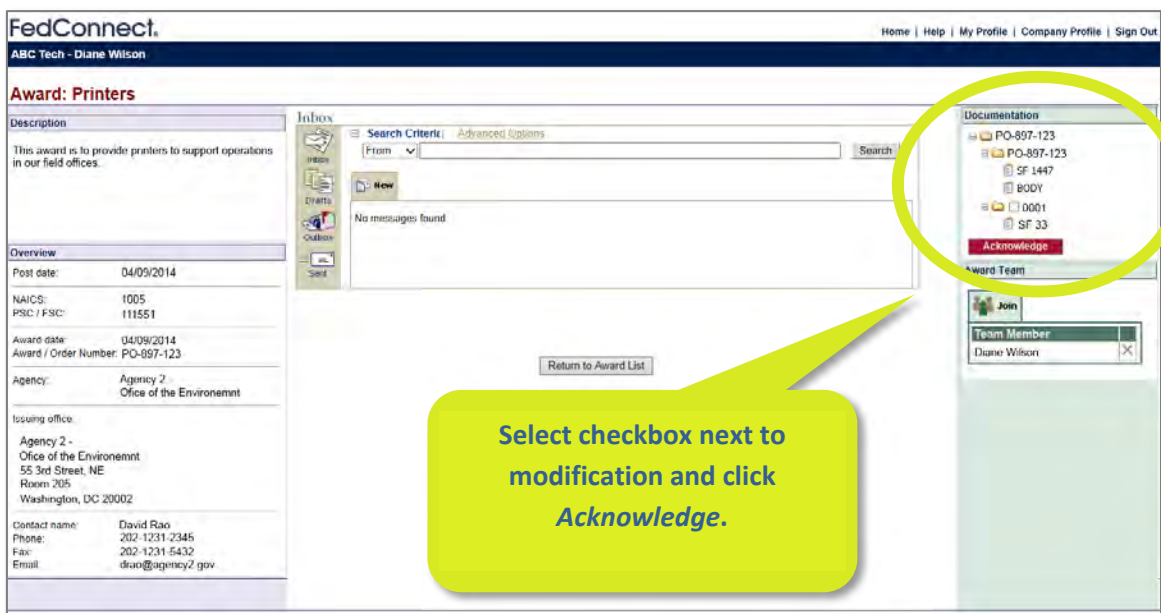
Once you join the Award Team, what's next?



After joining the Award Team, FedConnect will expand the **Award Summary** workspace. At the top center is the **Message Center** for the award. This is where you will find messages from the government agency that issued the award, and it is where you can create and send messages to them. To learn more about how to use the **Message Center**, see *Sending and Receiving Messages* beginning on page 48.



If the award was the result of an auction, a table with the auction fees will also display as seen in the screenshot above. Winners of reverse auction events are also notified by email of the fee amount and provided with instructions on how to make payment. If at some future date the agency adjusts the award and reduces the total amount of the award, you will receive a credit for any reverse auction fees previously paid that were based on the original, higher award amount.



Later, if the agency issues a modification to the award, it will appear in the **Documentation** section of the **Award Summary**. To acknowledge receipt, select the checkbox next to the modification and click the **Acknowledge** button. This is true for both auction and non-auction type awards.

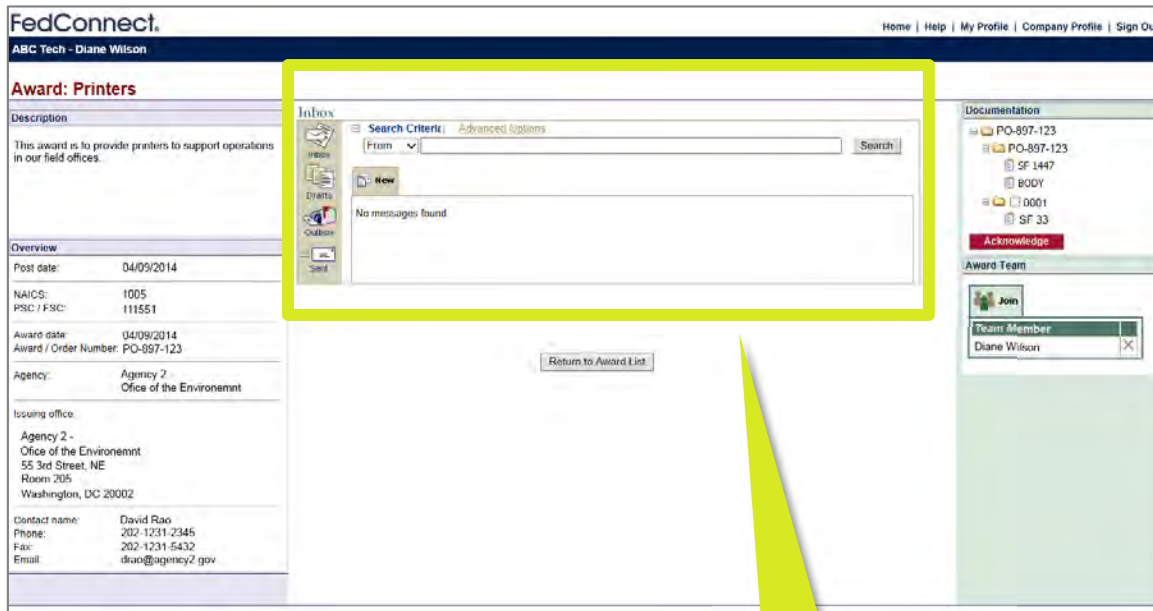
Sending & Receiving Messages

When you review an opportunity, work on a response, or manage an award, you might have questions or need to discuss something with the agency. FedConnect provides a dedicated, secure channel for that communication and automatically captures it in a permanent record. When you use FedConnect, there is no risk that you or the agency will lose any important information.

The FedConnect **Message Center** works much like a standard email program. Many of the concepts such as creating a new message, replying, or adding attachments will feel familiar. What is different is that everything sent through FedConnect is secure, recorded, and automatically associated with the related opportunity or award.

When you first sign into FedConnect, the **Message Center** page displays. Therein you will see a compilation of all messages, both those directed to you, and those sent publicly. Any time you open an opportunity or award to view the details, you will also find a condensed version of the **Message Center** where the content is limited to only the communication sent or received for that specific document.

The screenshot below shows an example of the **Message Center** within an **Award Summary**.



The **Message Center** contains different folders to organize your messages. Depending upon where you are in FedConnect, or the context of the page you are viewing, the available folders might differ. To move between folders, click the folder icons on the left side of the **Message Center**.

Here are the folders that might display and what they include:

- **Inbox** – Public or directed messages sent to your organization
- **Drafts** – Messages your organization previously saved but have not yet sent
- **Outbox** – Messages awaiting pickup by the agency
- **Sent** – Messages your organization sent that the agency has picked up
- **Deleted** – Messages you deleted from the main **Message Center** view

The main **Message Center** offers a delete option to make it more manageable and easier to find things. Messages deleted from the main **Message Center** are not actually deleted from the document record. They just don't display in your main **Message Center** any longer. However, they are still available for viewing within the summary of the related opportunity or award. To restore a deleted message, go to the main **Message Center's** Deleted folder and click the restore button. The message is returned to the folder from which it was originally deleted. The only exceptions to this are draft messages that have not yet been sent. When you click the delete option for a draft message, it permanently removes it from FedConnect.

It is important to note that an agency can respond publicly to any message you send, so be sure not to include any proprietary information.

Types of Users

FedConnect® offers two user types: **administrators**, who manage your master FedConnect account and user access, and **representatives**, whose access is limited to reviewing and responding to government postings. We highly recommend that all those who need access have their own account in FedConnect so you that can take advantage of FedConnect audit trails which will help you monitor your group's activity (e.g. who submitted what and when).

The first person who creates a FedConnect account for your organization automatically becomes the first administrator. We recommend that you designate more than one person in your organization as an administrator. This can be helpful if one administrator accidentally locks his or her FedConnect account.

Users are managed within the **Company Profile**. To access it, sign into FedConnect. If you are unsure of how to do this, review *Signing In* beginning on page 9. Once you have signed in, click **Company Profile** on the toolbar and then click **Users** on the menu.

The screenshot shows the FedConnect interface for managing users. The 'users' menu item is circled in yellow. Below it is a search criteria section with fields for First Name, Last Name, Email, Status, and Roles. A table lists three users: Diane Wilson (Vendor Administrator), Maria Chin (Vendor Administrator), and Samir Sengupta (Vendor Representative). A yellow callout box points to the 'Role' column in the table.

First Name	Last Name	Email	Status	Role
Diane	Wilson	dwilson@abctech.com	Active	Vendor Administrator
Maria	Chin	mchin@abctech.com	Active	Vendor Administrator
Samir	Sengupta	ssengupta@abctech.com	Active	Vendor Representative

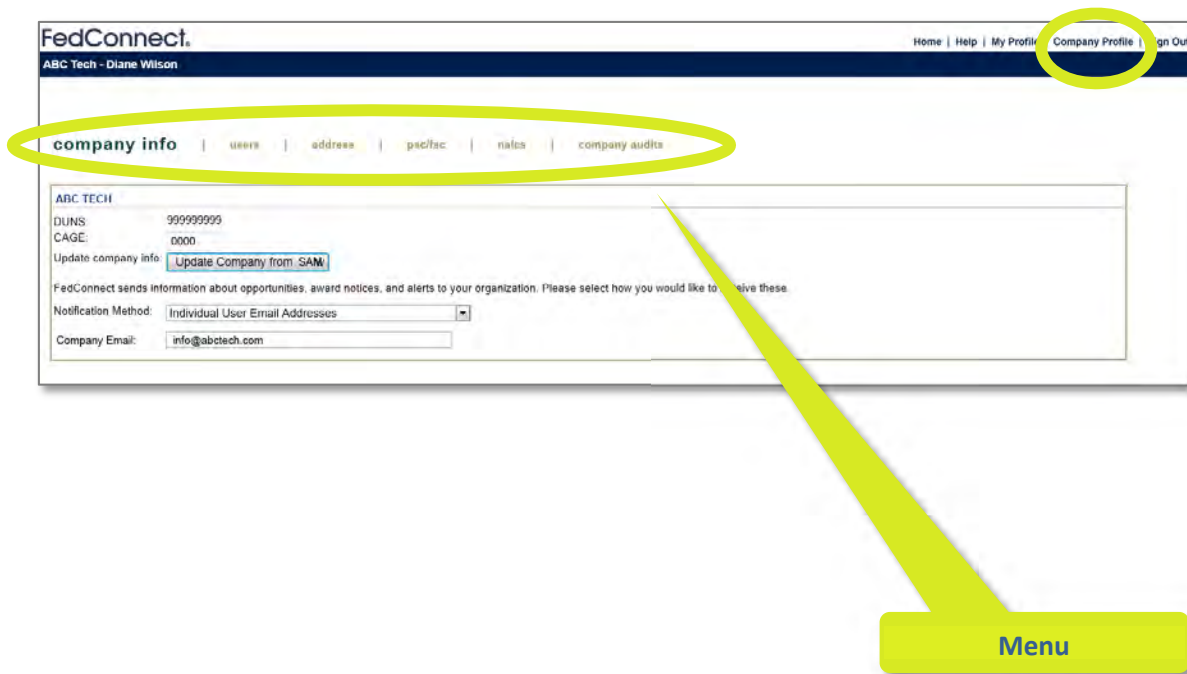
The user's role is listed here in the Role column. We recommend that you have more than one administrator.

Company Profile

The **Company Profile** in FedConnect® includes information such as your organization address, a list of organization users, and the NAICS codes as well as the PSC/FSC codes in which your organization is interested. The address and the codes are all downloaded automatically from SAM when the initial company account is created and cannot be edited within FedConnect.

To access the **Company Profile**, sign into FedConnect. If you are unsure of how to do this, review *Signing In* beginning on page 9. Once you have signed in, click **Company Profile** on the toolbar. To move between the sections of the company profile, click the options on the menu.

If your organization makes changes to its SAM information at www.sam.gov, an administrator for your organization's FedConnect account can click the **Update Company from SAM** button on the FedConnect **Company Info** page to download the changes to FedConnect.



My Profile

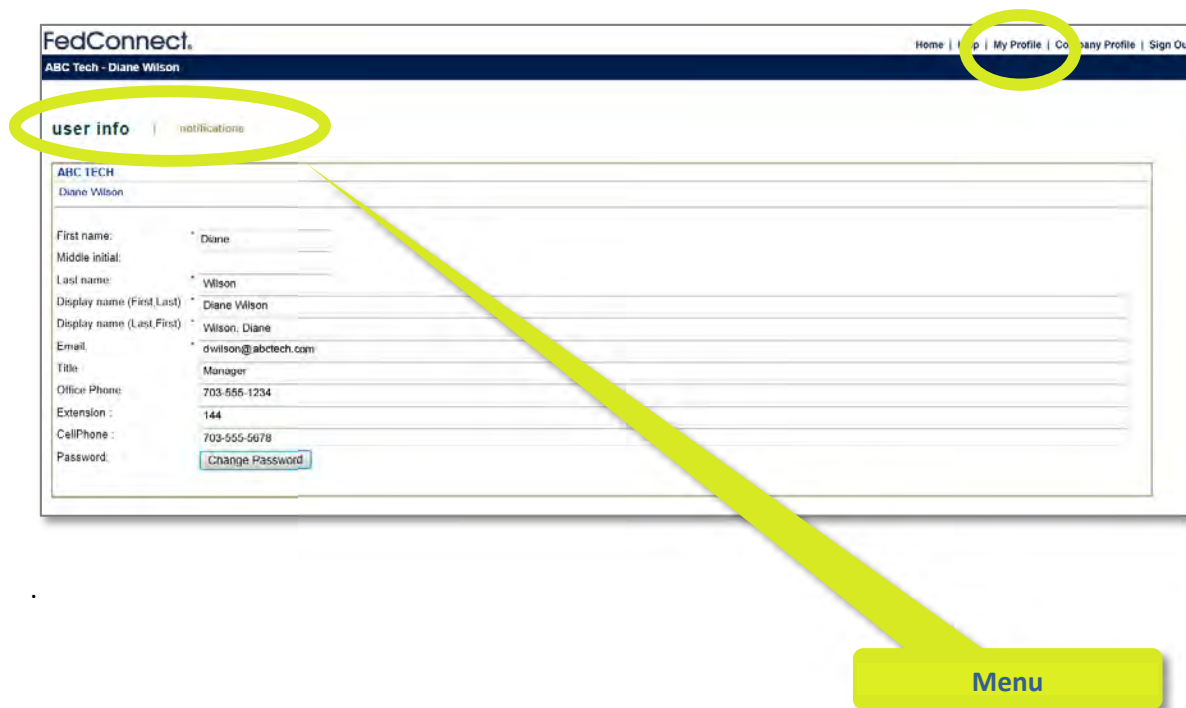
In FedConnect®, **My Profile** is your personal profile. It is where you maintain information such as your name, how it displays or prints, and the types of notifications you would like to receive from FedConnect. It is also where you go to change your password.

To access your profile, sign into FedConnect. If you are unsure of how to do this, review *Signing In* beginning on page 9. Once you have signed in, click **My Profile** on the toolbar. To move between the sections of your profile, click the options on the menu.

The email address listed in your personal profile is also your FedConnect user ID. Be sure the email address you use here is one you frequently monitor, as FedConnect will send email alerts for opportunities, awards, etc. to this address.

You can change your password at any time by clicking the **Change Password** button

The **Notifications** tab is where you can configure the types of notifications you want FedConnect to send to you via email. You can control this by filtering to only the NAICS and agencies where you have interest. This is a personal setting and does not affect others in your organization.



www.fedconnect.net