

# FBO.GOV Buyer User Guide 1.10

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Updated: May 28, 2019

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# 1 System Overview

The system is a web-based portal which allows vendors to review Federal Procurement Opportunities over \$25,000.

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

- Getting Started Training Materials
- General Information
- Opportunities
- Agencies / Offices List
- Privacy Statement

**Government Users,** when logged in using their password protected account can do the following:

- **Buyers:** Possess key system functionality as outlined below:
  - Maintain Buyer Profile. Buyers can be set up to be agency, or specific contracting office, Buyers.
  - Create, Modify/Amend, or Cancel an Opportunity Notice.
  - Manage document package content, and vendor accessibility to package documents, that support opportunities. Buyers can upload non-sensitive documents (and attach existing controlled, unclassified documents to notices)
  - Receive and electronically evaluate vendor proposals, quotes, and information (if the Agency/Office Location Administrator enables the Bid Module functionality for the Buyer's registered location).
  - Buyers can create non-FBO solicitation links. These links create document packages that are not tied to FBO solicitations (parallels functionality previously found in the FedTeDS system). With this feature, the Buyer is able to create a clickable link that can be used in other systems/documents. When clicked by a vendor, the vendor is taken to a system interface where their authorization to review materials (explicit access / export controlled) is vetted prior to letting the vendor access the materials.
- **Engineers:** This user group can post / update controlled, unclassified documents for use as attachments to Opportunities. Engineers, unless also designated to be a Buyer, cannot post or manage opportunities. **NOTE:** Every user is registered for a particular agency/office and usually location, which includes Engineers. Buyers of the same office will see unattached technical packages when posting notices for attachment. Buyers can also search by PR#, a technical package field, to find packages submitted for any office that is unattached, but a user must know the PR# to find it.
- **Buyer/Engineer:** A user can be given both Buyer and Engineer user rights. This allows a single user to both post controlled, unclassified documents and to create solicitations.
- **Location Administrators:** Users that have the authority to authorize an agency's staff member as being able to post opportunities in the system. Location Administrators are able to post opportunities for their agency and also have the ability to enable or disable the Bid Module functionality for their users
- **Super User:** Users with system oversight and administrative rights.

**Vendors,** when logged in using their password protected account can do the following:

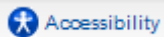
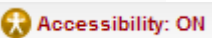
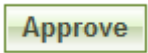
- Vendor Profile: Vendors maintain profiles in the system, streamlining use of the portal. Among other profile elements, the following key vendor information is maintained in their profile:
  - DUNS (Data Universal Numbering System) Number
  - Commercial and Government Entity (CAGE) Code
  - MPIN (Marketing Partner Identification Number) – Optional profile field required to view controlled, unclassified materials.
- Vendor Opportunity Review Features: Vendors can search for opportunities based on the following terms:
  - Keyword or Solicitation Number
  - Opportunity/Procurement Type
  - Posted Date
  - Response Deadline
  - Last Modified Date
  - Contract Award Date
  - Place of Performance Zip Code
  - Place of Performance State
  - Set-Aside Code (set-aside solicitations allow only specified business concerns)
  - Classification Code
  - NAICS (North American Industry Classification System) Code
  - Agency/Office/Location(s)
  - Recovery and Reinvestment Act Action
  - J&A Statutory Authority


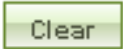



Vendor can set up search agents based on detailed search elements which highlight newly added opportunities aligning with their search criteria. Vendors can add opportunities to a watched list (akin to a favorites list). Per the vendor's profile status, a vendor can review documents associated with the opportunity (Packages).


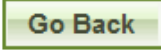





- Opportunity Actions: Vendors are able to add themselves to the Interested Vendors List (IVL) for an opportunity. If the Buyer has indicated that reviewing vendors are able to review other interested vendors, vendors can review the list of vendors who have expressed interest in the opportunity. Vendors can request explicit access to view controlled, unclassified packages with explicit access designation. If the vendor's profile indicates that the vendor is eligible for access to export controlled packages, the system allows the vendor access. Additionally, Vendors can electronically respond to RFIs, RFQs, and RFPs directly through the web site for those notices which have the Bid Module enabled by the Buyer. *Note: The Interested Vendor list is only available to those with FBO accounts. Agency Buyers / Engineers will need to go to the FBO homepage and login in order to view.*

## 1.1 Definition of key terms




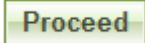
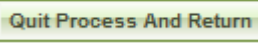

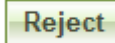




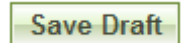
Below is a list of key terms and how they are used throughout the system.




Term	Icon	Description
Accessibility	 or 	Accessibility Mode – Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site. Icon is red if accessibility mode is on or blue if accessibility mode is off.
Account	n/a	From an account, a user is designated as a representative for a particular agency or office. Because some users are associated with multiple agencies/offices, they will have multiple accounts tied to their username.
Active Notice	n/a	Notice that is open for vendor review/response.
Approve		The Approve button is used to approve a vendor's request for explicit access to controlled, unclassified documents.
Audit Trail	n/a	For controlled, unclassified documents, the system tracks each time a vendor reviews the record. This is captured in the audit trail sub-tab of a released document.
Authorized Party	n/a	Certain controlled, unclassified package(s) require that a vendor be explicitly authorized to review the materials. A government user can pro-actively select a vendor user for access, or a vendor can request, and be granted access, through this system. Once the vendor is given explicit access to review the package, they are an authorized party.
Authorized Vendor	n/a	Export Controlled access level requires that the vendor's company be certified by the DLA Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application. Those vendors that are certified to receive export controlled materials are termed authorized vendors. This system receives a daily feed of authorized vendors, which determines access based on a vendor's CAGE code/MPIN.
Bids	n/a	If enabled by the Buyer, the Bid Module feature allows for the electronic submission and evaluation of vendor responses to notices.
Buyer	n/a	Government user that is presenting an opportunity notice in the system.
CAGE Code	n/a	Commercial and Government Entity (CAGE) Code - A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of

		alpha/numeric excluding I and O. All positions are non-significant. The code provides for a standardized method of identifying a given facility at a specific location.
Cancel Notice		Notice that has been cancelled. Does not go to archives until archive date for the notice.
Clear		The Clear button appears when a user is using search filters. If selected, the system clears any previously entered search filters.
CLIN	n/a	Buyers may enable an online Item (CLIN) builder which will serve as a template for the items that vendors will be requested to quote on; Buyers may utilize the Item (CLIN) Builder in conjunction with requesting electronic submission of proposals as well.
Create Award Document		Add designation of the contract award recipient. Document is a single attachment (either link or uploaded document) that can be attached to a Notice. A collection of documents can be bundled to create a Package
Doc Package	n/a	If enabled by the Buyer, vendors can submit an electronic response to notices in the form of document (file) uploads.
Document	n/a	Document is a single attachment (either link or uploaded document) that can be attached to a Notice. A collection of documents can be bundled to create a Package
Draft		Saved, but not necessarily complete. Drafts are not viewable on vendor interface.
DUNS	n/a	DUNS (Data Universal Numbering System) Number - According to the FAR 4.11, prospective vendors must be registered in SAM (System for Award Management) prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement. According to FAR 52.204-7, to register in SAM, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.
Edit		Open record for edits.
Electronic Submissions	n/a	If the Bid Module is enabled by the Buyer, vendors can submit electronic responses to notices called Electronic Submissions which can be a CLIN form and/or a doc package.
Engineer	n/a	User that can post/update controlled, unclassified documents for use as attachments to Opportunities. Engineers are registered for a particular agency/office and usually location. Buyers of the same office will see unattached technical packages when posting notices for attachment.

Explicit Access	n/a	Vendor is given explicit access to review controlled, unclassified package(s). A government user can proactively select a vendor user for access, or a vendor can request, and be granted access, through this system.
Export Controlled	n/a	Export Controlled access level requires that the vendor's company be certified by the DLA Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application. This system receives a daily feed of authorized vendors, which determines access based on a vendor's CAGE code/MPIN.
Form	n/a	Any screen where a user enters data that is saved in the system.
Go		If data is entered in keyword search filter, select the Go button to submit the request.
Go Back		During a stepwise process, use of the go back button takes the user back one step in the process.
Help	 or 	Throughout the system, the system presents users with the opportunity review system Help messages. The icons presented here will take the users to the help message that is available.
Interested Vendor	n/a	If a notice is set to allow for either of these features (note the features are set by the Buyer), vendors will be allowed to do the following: 1) indicate interest in a particular notice, 2) review the listing of interested vendors for a notice (i.e., list of targets for potential collaboration). <i>Note: The Interested Vendor list is only available to those with FBO accounts. Agency Buyers / Engineers will need to go to the FBO homepage and login in order to view.</i>
Log-in		Use username and password to logon to an account on the system
Logout		The Logout button can be used to log the user off the system.
Modify/Amend		Edit or amend a notice.
MPIN	n/a	Marketing Partner Identification Number. Export Controlled access level requires that the vendor's company be certified by the DLA Logistics Information Service's Joint Certification Program (JCP) to receive unclassified technical data disclosing military critical technology with military or space application. This system receives a daily feed of authorized vendors, which determines access based on a vendor's DUNS/MPIN.
Non-FBO Solicitation	n/a	Buyers can create links to controlled, unclassified documents posted in the FBO system for viewing outside the context of FBO notices. Non-FBO



		solicitations, when released in the system, support a link (URL) to the Non-FBO solicitation's controlled, unclassified, document packages. The Non-FBO link can be used in other systems, or documents, and when clicked by a vendor will link the vendor to the Non-FBO materials. The system controls vendor access (e.g., explicit access, export control) to the Non-FBO solicitation in the same manner as it does for a FBO solicitation. Non-FBO links were previously managed through FedTeDS.
Package		Collection of documents that can be attached to a notice.
Paste Plain Text		When entering description field for Solicitation, users can use this paste plain text tool to open pop-up that allows for plain text insertion into the field.
Post		Finalizes a Notice and posts the notice on the system for vendor review.
Proceed		The Proceed button saves the entered data on a form and takes the user to the next step (first prompting users to complete required fields on the form).
Quicklink	n/a	A quicklink is a system navigational option that if selected takes a user to a specific action on the site.
Quit Process and Return		The quit process and return button returns the user to the previous page, without updating any record fields.
Register		Request a user account on the system.
Reject		The Reject button is used to reject a vendor's request for explicit access to controlled, unclassified documents.
Release Package		Finalizes a Package and releases for use by a Buyer.
Required Field	*	A red asterisk next to a field label indicates that the field is a required.
Return		The return button returns the user to the navigation.
Review or view		Review opens an object for review.
Save		The Save button saves the entered data on the form. User will be required to complete all required fields on the form.
Save Draft		The Save Draft button saves the entered data in a draft document, (user is not required to complete required fields on the form).
Search Agent	n/a	Vendors can set up search agents based on selected detailed search elements. Search agents can be run on an ad hoc or scheduled basis to highlight newly filed opportunities which align with the designated search criteria.

Controlled, Unclassified Document	n/a	Vendors are required to logon to the system and to have a valid MPIN on file, to review controlled, unclassified documents. Export Controlled and explicit access are more stringent access controls that may also apply to controlled, unclassified documents.
Spell Check		Certain text entry fields offer spell check tool that is indicated by this icon.
Sub-tab	n/a	These are sections of a main navigation that a user can move to while in that main navigation (e.g., my profile is a main navigation, and account and contact information are sub-tabs in that main navigation).
Switch Accounts		Because some Buyers are associated with multiple agencies/offices, they will have multiple accounts tied to their username. Users having multiple associations can switch between accounts by using the switch account tool
Username	n/a	All users will have one username. The username is used to log into the system.
Vendor	n/a	Provider of services.
Watched List		Designation that vendor can set on a notice that saves the notice on a sub-tab list of notices. The watched list is easily accessed with a quick .

## 2 Logging onto the System

### 2.1 System URL

The URL for the system is <https://www.FBO.gov>. All system users navigate to this URL to logon to the system.

### 2.2 Navigation Bar on Logon Page – Unsecured features

The Navigation across the top of the login page allows users access to the following features prior to being logged onto the system:

- I. Getting Started
- II. General Information
- III. Opportunities (for all agency office locations)
- IV. Agencies
- V. Privacy

The screenshot displays the FEDBizOPPS.GOV website. At the top, the header includes the site logo, "Federal Business Opportunities", and navigation links for "Home", "Getting Started", "General Info", "Opportunities", "Agencies", and "Privacy". A search bar on the left prompts users to "Search more than 33,300\* active federal opportunities." Below this, there are filters for "Posted Date" (Last 90 Days), "Set-Aside Code" (Any), "Place of Performance" (Any State or Territory), "Type" (Any), and "Keyword / Solicitation #". A "Search" button is provided. A note mentions that additional criteria are available on the "advanced search form" and that notices are posted within the last 90 days.

On the right side, there are sections for "RECOVERY" (American Recovery and Reinvestment Act) with a "SEARCH RECOVERY OPPORTUNITIES" button, "FBO RECOVERY REPORTS" with links for "Opportunities" and "Awards", "SMALL BUSINESS EVENTS" with a "SEARCH SMALL BUSINESS EVENTS" button, and "VENDOR COLLABORATION" with a "VENDOR COLLABORATION" button. At the bottom right, there are "USER GUIDES" for Buyer, Vendor, Engineer, and Location / Agency Admin, along with a note about using Adobe Acrobat Reader for PDF files.

The main content area is divided into two sections: "Buyers / Engineers" and "Vendors / Citizens". The "Buyers / Engineers" section states that government users can post, manage, and award opportunities. It includes a login form with fields for "Username" and "Password", a "Login" button, and links for "View Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs". The "Vendors / Citizens" section states that vendors and citizens can search, monitor, and retrieve opportunities. It also includes a login form with "Username" and "Password" fields, a "Login" button, and links for "Find Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs".

## 2.3 Register for an Account

**Note - Before an individual government user can register to use FBO, his or her Agency must be registered with FBO.** Please contact the [Federal Service Desk \(www.fsd.gov\)](http://www.fsd.gov) for assistance with Agency Registration.

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

The screenshot displays the FedBizOpps.gov website. At the top, the header includes the FedBizOpps.gov logo, "Federal Business Opportunities", and "E-GOV USA.gov". Below the header is a navigation bar with links: Home, Getting Started, General Info, Opportunities, Agencies, and Privacy.

The main content area features a search bar with the text "Search more than 33,300\* active federal opportunities." Below this are several dropdown menus and input fields for filtering search results: "Posted Date" (set to "Last 90 Days"), "Set-Aside Code" (set to "Any"), "Place of Performance" (set to "Any State or Territory"), "Type" (set to "Any"), and "Keyword / Solicitation #:". There is also an "Agency" field with a magnifying glass icon and a "Search" button.

Below the search bar, there is a note: "Additional criteria and multiple selections are available on the [advanced search form](#). \* Notices posted within the last 90 days."

On the right side of the page, there is a "RECOVERY" section with a "SEARCH RECOVERY OPPORTUNITIES" button and a "SEARCH RECOVERY AWARDS" button. Below this is a "FBO RECOVERY REPORTS" section with links to "Click here for Opportunities" and "Click here for Awards".

Below the recovery section is a "SMALL BUSINESS EVENTS" section with a "SEARCH SMALL BUSINESS EVENTS" button. Below that is a "VENDOR COLLABORATION" section with a "VENDOR COLLABORATION" button.

At the bottom of the page, there are two main sections: "Buyers / Engineers" and "Vendors / Citizens".

**Buyers / Engineers**  
Government users may post, manage, and award opportunities.  
Username: [input field]  
Password: [input field]  
Login: [button]  
Links: [View Opportunities](#), [Register Now](#), [Password Reminder](#), [Recovery FAQs](#)

**Vendors / Citizens**  
Vendors and citizens may search, monitor, and retrieve opportunities.  
Username: [input field]  
Password: [input field]  
Login: [button]  
Links: [Find Opportunities](#), [Register Now](#), [Password Reminder](#), [Recovery FAQs](#)

At the bottom right, there is a "USER GUIDES" section with links to [Buyer](#), [Vendor](#), [Engineer](#), and [Location / Agency Admin](#). Below this is a note: "Use [Adobe Acrobat Reader](#) to view files in PDF format."

- II. Step one – Personal Information is entered. Once the required fields are completed select Proceed.

Home Getting Started General Info Opportunities Agencies Privacy

Accessibility

## Buyer/Engineer Registration

RETURN TO HOME

- 1 Personal Information
- 2 Account Information
- 3 Review/Submit

### FedBizOpps (FBO) Registration Form for Federal Users

\* indicates a required field

Before an individual user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk for Agency Registration

**Your Full Name\*:**  
Please enter your full name.  
Example: John F. Smith

**Your Suffix:**  
If applicable, enter your suffix.

**The Title of Your Position:**  
Enter the title of the position you hold at your agency.

**Your Email Address\*:**  
Enter your email address.  
Example: john@agency.gov

**Phone\*:**  
Enter your phone number

Cancel Proceed



- I. Step two – Account Information is entered – Agency and Office designation is selected, along with password creation. When you enter a desired password, for security purposes, the password must meet the following criteria:
  - Must be between 8 and 14 characters
  - Must contain 1 of each of the following:
    - lower case letter
    - upper case letter
    - number
    - special character (e.g. !, %, ^)
- II. During account registration, Buyers can register to be a Buyer, Engineer or both. Registering as both allows a single user to both create controlled, unclassified documents and to manage opportunities.
- III. Once required fields are entered select Proceed & Review.

## Buyer/Engineer Registration

1 Personal Information

2 Account Information

3 Review/Submit

 **On this step:** Please choose your agency/office location and choose an account password

### Account Information

\* indicates a required field

#### Agency\*:

Choose your agency down to the lowest level

APPALACHIAN REGIONAL COMMISSION

#### User Role(s)\*:

- **Buyers:** Create, Modify/Amend, or Cancel Opportunity Notices. They manage document package content, and vendor accessibility to package documents, that support opportunities. Buyers can upload non-sensitive docs (and attach existing sensitive, but unclassified docs to notices). Buyers can also create non-fbo solicitation links.
- **Engineers:** This user group can post / update sensitive, but unclassified packages for use as attachments to Opportunities.
- **Buyer/Engineer:** A single user can be given both Buyer and Engineer user rights. This allows a single user to both post secured, but unclassified packages and to create solicitations.
- **Office Location Administrators:** Users that authorize an office location's staff as either buyer / engineer. Office Location administrators are also able to post opportunities, and sensitive, but unclassified packages, for their location.

☐ Buyer ☐ Engineer ☐ Office Location Administrator

#### Username\*:

Please choose your login username now

#### Desired Password\*:

Enter the password you wish to use to gain access to the system.

For security purposes, the password must meet the following criteria:

1. Must be between 8 and 14 characters
2. Must contain **all of the following**:
  - 1 lower case letters
  - 1 upper case letters
  - 1 numbers
  - 1 special characters (e.g. !, %, ^)

#### Repeat Desired Password\*:


Repeat the password you entered in the previous field to verify it was entered correctly.

- I. Step three – Review/Submit - Registrant is asked to review registration information.
- II. Click Go Back to correct information on previous steps.
- III. If everything is correct, click Submit at the bottom of the page.

1 Personal Information

2 Account Information

3 Review/Submit

 **On this step:** Please review your registration information. If everything is correct, click **Submit Registration** now. Otherwise, click **Go Back** to correct information on previous steps.

### FedBizOps (FBO) Registration Form for Federal Users

Your Full Name:  
nancy

Your Suffix:  
n

The Title of Your Position:  
n

Your Email Address:  
[n@symplicity.com](mailto:n@symplicity.com)

### Account Information

Agency:  
AGENCY FOR INTERNATIONAL DEVELOPMENT

**Note:** You have selected the top level of this agency hierarchy.

Contracting Office (Enter Manually):  
test

User Role(s):  
Engineer

Username:  
testeng

Desired Password:  
\*\*\*\*\*

Repeat Desired Password:  
\*\*\*\*\*

- I. The next screen explains that registrants will receive an e-mail after submitting a registration which allows them to confirm the validity of their identity/email. Users should follow the directions in the e-mail



- II. Once the Buyer has completed the steps outlined in the email, the registrant's account must now wait for administrator approval prior to being able to logon to the system.
- III. Once approved, newly registered Buyers will be sent a confirmation e-mail. Once that approval is received, a new user may login to the system.



## 2.4 Returning Users – Log into the system

- I. Point your browser to <https://www.FBO.gov> and enter username and password.
- II. Click Login button.

The screenshot displays the FEDBIZOPPS.GOV website. The header includes the site logo, "Federal Business Opportunities", and navigation links for "Home", "Getting Started", "General Info", "Opportunities", "Agencies", and "Privacy". A search bar highlights "Search more than 200\* active federal opportunities." with filters for "Posted Date" (Last 90 Days), "Set-Aside Code" (Any), "Place of Performance" (Any State or Territory), "Type" (Any), "Keyword / Solicitation #", and "Agency". A "Search" button is present, along with a link to the "advanced search form".

On the right, the "RECOVERY" section states "FBO now contains Recovery and Reinvestment Act actions." and provides buttons for "SEARCH RECOVERY OPPORTUNITIES" and "SEARCH RECOVERY AWARDS". Below this, "FBO RECOVERY REPORTS" links to "Click here for Opportunities" and "Click here for Awards". A "Click here to learn more." link is also present.

The "USER GUIDES" section lists links for "Buyer", "Vendor", "Engineer", and "Location / Agency Admin", with a note to use "Adobe Acrobat Reader" for PDF files.

The "DEMONSTRATION VIDEOS" section encourages users to "Watch demonstration videos designed to familiarize you with the features and functionality of the new FBO." and includes a "Watch the Videos" link.

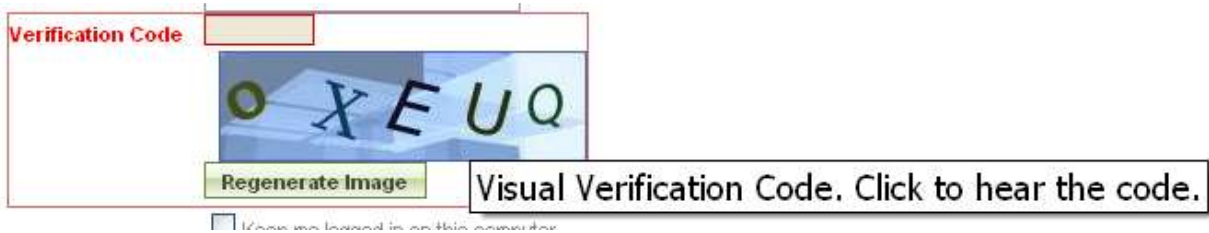
The main content area is divided into two sections: "Buyers / Engineers" and "Vendors / Citizens".

**Buyers / Engineers:** Government users may post, manage, and award opportunities. It includes a login form with fields for "Username" and "Password", a "Login" button, and links for "View Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs". A note states "No login is required to view opportunities."

**Vendors / Citizens:** Vendors and citizens may search, monitor, and retrieve opportunities. It includes a login form with fields for "Username" and "Password", a "Login" button, and links for "Find Opportunities", "Register Now", "Password Reminder", and "Recovery FAQs". A note states "No login is required to view opportunities."

## 2.4.1 Captcha Security

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



## 2.4.2 FBO Terms and Conditions

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

### FBO Terms and Conditions

LOG OFF IMMEDIATELY if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.

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

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

Please dispose of controlled unclassified information when no longer needed.

#### **I. Usage Agreement**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Federal Business Opportunities (FBO) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized FBO personnel. law

## 3 Buyer's Secured Interface

### 3.1 Session time out

Once a user is logged onto the system, the system will check to make sure the user is actively using the site. If a user is inactive for 60 minutes, the user will be automatically logged off the system. Activity in this sense is defined as data that has been submitted by the user. Some examples are the request for a navigational (e.g., selection of a Quicklink) or if a user submits a form (e.g., selection of save draft during notice creation).

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

### 3.2 Main Navigation

- I. Navigation for the Buyer's Secured Interface appears across the top of the user's page. Using this navigation, users can move between the following key navigational elements: My FBO, My Profile, Notices, and Document Packages.

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



### 3.2.1 My FBO

The My FBO page allows for easy access to the following system features:

- I. Quicklinks – Navigational options that if selected take a user to a specific action on the site (e.g., Create Notice).
- II. Announcements – System Announcements posted for the user's reference.
- III. Pending Actions – Tally of the pending actions, (e.g., number of explicit access requests in need of processing).
- IV. Statistics – Tally of the Active and Archived Notices on the site specific to their agency/location.
- V. Video Demonstrations – Links to training tools for user specific functionality.

## My FBO

**Video Demonstrations** NEW  
 The [Adobe Flash plugin](#) is required.
 

- [FBO Train-the-Trainer: Finding Opportunities](#)
- [Managing FBO Notices](#)
- [Managing Non-FBO Notices](#)
- [Receiving Notice Notifications: Search Agents & Watch Lists](#)
- [Engineer Interface](#)

**Pending Actions**  
 1 [Explicit Access Requests](#)

**Quicklinks**

- [Edit Draft Notice](#)
- [Create Notice](#)
- [Mod/Amend Notice](#)
- [Create Award](#)
- [Cancel Notice](#)
- [Upload New Documents/Links](#)

**Statistics**  
 115 [Active Procurement Notices](#)  
 60 [Archived Procurement Notices](#)

**Account Switcher**  
 Your username is tied to more than one account. Jump to a different office/agency account instantly by changing the selection below.  
**Switch office/agency account:**  


Tip: click the icon at the top of the page to switch accounts at any time.

**Announcements**  
 There are no announcements at this time.

### 3.2.2 Multi-account Users

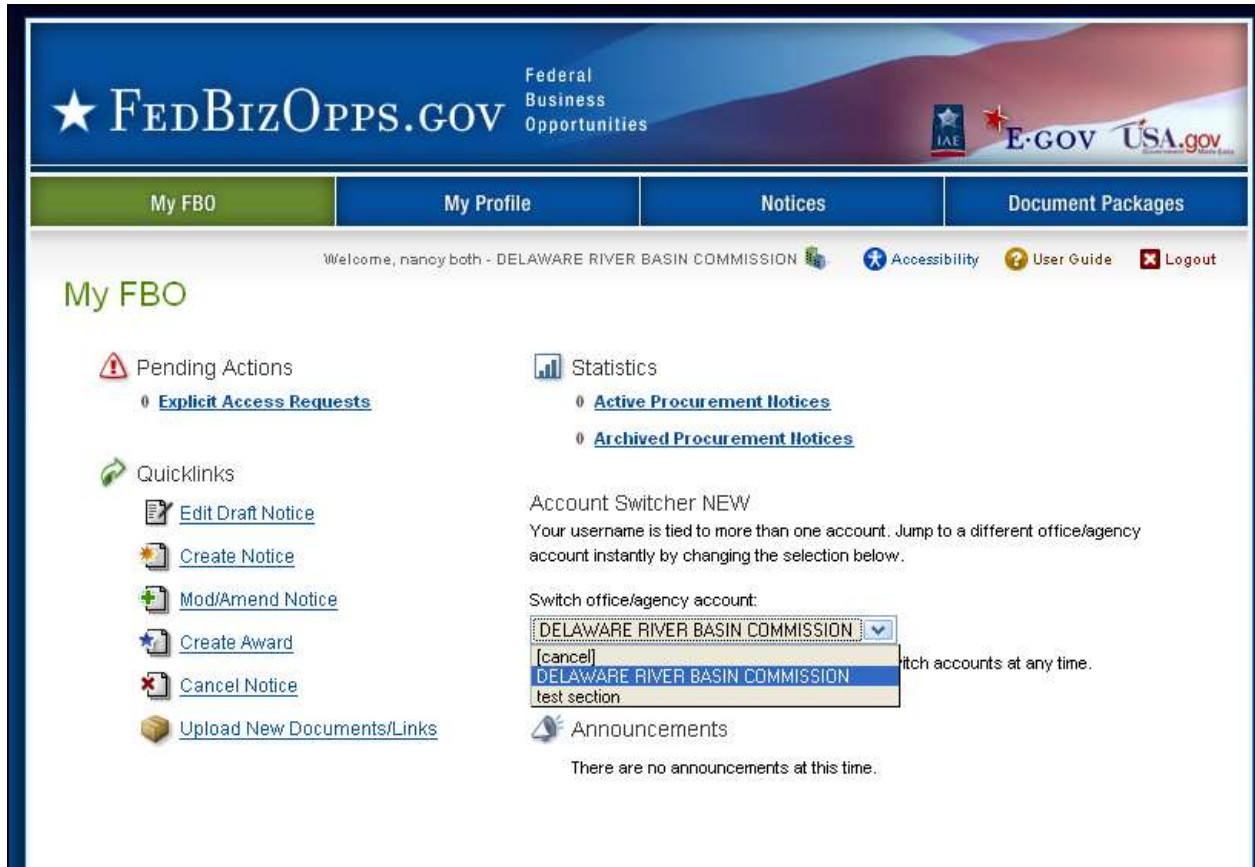
- I. Some Buyers are associated with multiple agencies/offices, so they will have multiple accounts tied to their username. Users having multiple associations can switch between accounts by using the switch account tool on their home page. A smaller switch account option also appears on the top of all pages of navigation.
- II. If the username is not associated with multiple accounts, these links will not be available.
- III. When a user logs in, they will see user name / agency of the account they are currently managing at the top of the page.

The screenshot shows the 'My FBO' page on the FEDBIZOPPS.GOV website. The header includes the site logo, 'Federal Business Opportunities', and navigation links for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A welcome message reads 'Welcome, nancy both - DELAWARE RIVER BASIN COMMISSION'. Below this, the page is divided into several sections:

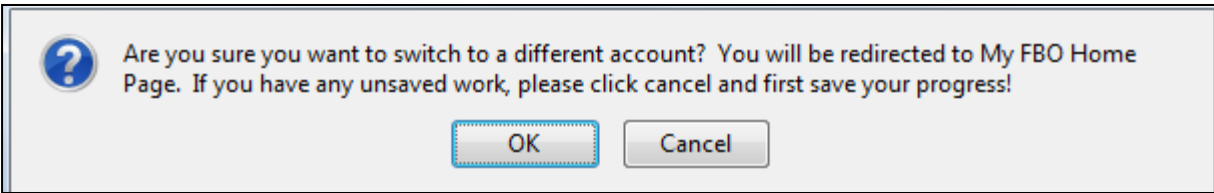
- Pending Actions:** Includes a link for 'Explicit Access Requests'.
- Quicklinks:** A list of actions including 'Edit Draft Notice', 'Create Notice', 'Mod/Amend Notice', 'Create Award', 'Cancel Notice', and 'Upload New Documents/Links'.
- Statistics:** Includes links for 'Active Procurement Notices' and 'Archived Procurement Notices'.
- Account Switcher NEW:** A section explaining that the user's username is tied to multiple accounts and can be switched by changing the selection in a dropdown menu. The current selection is 'DELAWARE RIVER BASIN COMMISSION'. A tip suggests clicking a small icon at the top of the page to switch accounts at any time.
- Announcements:** A section stating 'There are no announcements at this time.'



- I. If the switch account icon is clicked, the user will have the option to select another account.

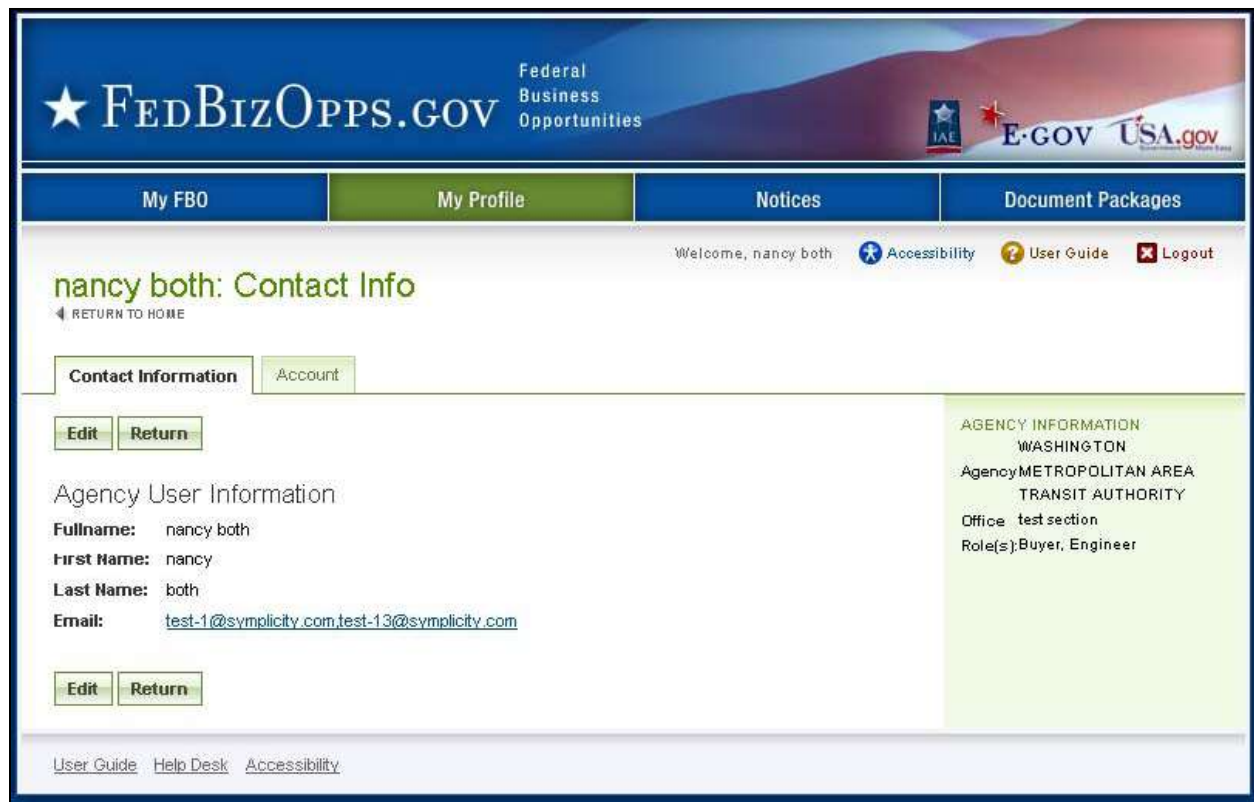


- I. When a user is about to change accounts, the system will present the following warning. If a user switches accounts without saving work, they will lose those edits.



### 3.2.3 My Profile

- I. There are two sub-tabs on the user's My Profile page (which are tied to an account profile). On these sub-tabs the user is able to update contact information and account data.
- II. Agency, Office and Role information is show on the right section of this page. **Note: The information reflected here determines which opportunities a Buyer is able to manage on their account's secured interface. Buyers will manage opportunities that are aligned with their agency/office location branch of the organization.**
- III. From the contact information tab, select the edit to changes contact fields.





I. Enter field changes as desired. Select Save to save updates to the form.

The screenshot displays the 'My Profile' page on the FedBizOpps.gov website. The page header includes the FedBizOpps.gov logo, 'Business Opportunities', and links to 'E-GOV' and 'USA.gov'. The navigation bar contains 'My FBO', 'My Profile' (selected), 'Notices', and 'Document Packages'. A welcome message 'Welcome, nancy both' is followed by links for 'Accessibility', 'User Guide', and 'Logout'.

The main content area is titled 'nancy both: Contact Info' with a 'RETURN' link. Below this are two tabs: 'Contact Information' (selected) and 'Account'. The 'Contact Information' tab contains a 'Save' button, a 'Return' button, and a note '\* indicates a required field'.

The 'Agency User Information' section includes a link to 'Edit your personal information' and a form with the following fields:

- Title: [Empty]
- Fullname\*: nancy both
- First Name: nancy
- Middle Name: [Empty]
- Last Name: both
- Suffix: [Empty]
- Email\*: test-1@symplicity.com,test-13@sym
- Phone: [Empty]
- Cell Phone: [Empty]
- Fax: [Empty]

At the bottom of the form are 'Save' and 'Return' buttons. To the right of the form is a green box containing 'AGENCY INFORMATION':

- WASHINGTON
- Agency METROPOLITAN AREA TRANSIT AUTHORITY
- Office test section
- Role(s): Buyer, Engineer

- I. From the account tab, users can change their username or password.
- II. Select Save to save updates to the form.

**FEDBIZOPPS.GOV** Federal Business Opportunities

IAE E-GOV USA.gov

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - AMERICAN BATTLE MONUMENT & COMMISSION [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**Nancy Buyer Only: Account**

[RETURN](#)

Contact Information Account

Save Return \* indicates a required field

**Account Information**

Username\*: Used to login

Enter New Password:

Verify Password:

Save Return

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

### 3.2.4 Procurement Notices

- I. There are four sub-tabs in the Notices section. Procurement Notices lists all Posted (viewable on vendor interface) notices.
- II. The Drafts sub-tab presents a list of draft (not viewable on vendor/public interface) notices.
- III. The Archived sub-tab provides a list of archived notices.
- IV. The Non-FBO Solicitations sub-tab lists links to documents posted in FBO for viewing outside the context of FBO notices. **Note: These links were previously managed through FedTeDS and are only accessible by those vendors that have been provided access to the link.**

**FEDBIZOPPS.GOV** Federal Business Opportunities

Welcome, Admin User | Accessibility | User Guide | Logout

**Notices** | My FBO | My Profile | Document Packages

RETURN

Procurement Notices | Drafts | Archived | Non-FBO Solicitations

Keywords/SOL #:  [More](#) [Go](#) [Clear](#)

Items 1-8 of 8

Actions	Title	Sol/Ref Number	Type	Posted	Response Deadline	Modified
	<a href="#">22 -- Rail Geometry Measuring Vehicle</a>	EOIGEOEASVEH	Special Notice			Jun 22, 2006 12:00

**Notices** RETURN TO MY PROFILE

Procurement Notices | Drafts | Archived | Non-FBO Solicitations

Keywords:  [Less Search Fields](#)

Type:

☐ Presolicitation
 ☐ Combined Synopsis/Solicitation
 ☐ Sources Sought

☐ Modification/Amendment/Cancel
 ☐ Sale of Surplus Property
 ☐ Special Notice

☐ Foreign Government Standard
 ☐ Award Notice
 ☐ Justification and Approval (J&A)

☐ Intent to Bundle Requirements (DoD-Funded)

Date Posted:  [Select](#) [Clear](#) to  [Select](#) [Clear](#)

Response Date:  [Select](#) [Clear](#) to  [Select](#) [Clear](#)

[Search](#)

### 3.2.5 Document Packages

- I. There are three sub-tabs in the Document Packages section. The Packages sub-tab presents the list of active document packages associated with their associated agency/office.
- II. The Archived tab presents list of archived document packages associated with their associated agency/office.
- III. The Authorized Parties tab has three sub tabs which enumerate, Authorized Vendors, Pending requests for authorization, and Rejected requests for authorization.

Label / PR #	Type	Solicitation -	Created on	Posted On
<b>072710</b> 383 test	Solicitation	<a href="#">072710</a>	Jul 27, 2010 11:25 am	Jul 27, 2010
<b>Amendment 1</b> sample J&A word doc	Mod/Amendment	<a href="#">MM-FBO-059</a>	Mar 17, 2009 7:18 pm	Mar 17, 2009

Keywords:  [Less Search Fields](#)

Secure: ☐ yes ☐ no

Type:

Posted Date:  [Select](#) [Clear](#) to  [Select](#) [Clear](#)

Posted: ☐ yes ☐ no

[Search](#)

Items 1-20 of 39

Showing 20 per page Jump 1 [Next >](#)

## 3.3 Manage FBO Notices

### 3.3.1 Create Notice

- I. From any page on the system, a user can go to upper navigation Notices main menu option. This takes the user to the Notices list.
- II. From the list, use the Create New Notice/Opportunity button, located at the bottom of the page, to initiate a new notice. To create a notice, the Buyer will walk through a step by step process to complete the notice details, attachments, etc before posting the notice.

**FEDBizOPPS.GOV** Federal Business Opportunities

IAE E-GOV USA.gov

My FBO My Profile **Notices** Document Packages

Welcome, Admin User [Accessibility](#) [User Guide](#) [Logout](#)

**Notices** [RETURN](#)

Procurement Notices Drafts Archived Non-FBO Solicitations

Keywords/SOL #:  [More](#) [Go](#) [Clear](#)

Items 1-1 of 1

Actions	Title ▼	Sol/Ref Number ▼	Type ▼	Posted ▼	Response Deadline ▼	Modified ▼
	<a href="#">22 -- Rail Geometry Measuring Vehicle - Expression of Interest</a>	EOIGEOEASVEH	Special Notice	✓	-	Jun 22, 2006 12:00 am

[Create New Notice/Opportunity](#) Items 1-1 of 1

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

- III. Alternatively, a user can use the Quicklink Create Notice on their home page to initiate a new notice.

## Step 1 – NOTICE TYPE

The first step establishes the following fields for the Notice:

- I. Agency/Office – Automatically completed based on the user's assigned agency/office.
- II. Contracting Office Location– may be preset to a particular user's agency if that user is only affiliated with one location.
- III. Type – Determined the notice type that will be posted and the type of form provided in the following steps.
- IV. Solicitation Number – Agency assigned notice number to be associated with the solicitation.

**Note: Data entered in Step 1 cannot be edited later. Care should be taken to ensure accuracy of data entered.**

- V. Select proceed to move forward to step two.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### Create New Notice

1 Notice Type

Complete all required fields and click **proceed** to continue to the next step. \* indicates a required field

**Agency/Office:**  
This field cannot be changed  
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY/test section

**Contracting Office Location\*:**  
You are not registered at the office location level. Please select the related office location  
5

**Type\*:**  
Combined Synopsis/Solicitation

**Solicitation Number\*:**  
Agency assigned number for control, tracking, and identification.  
Please use ONLY alphanumeric and - \_ ( ) characters [no spaces].

[Quit Process And Return](#) [Proceed](#)

■ simplicity eProcurement

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)



## Step 2 – NOTICE Details

- I. The second step establishes the following fields for the Notice (asterisks indicates required form field):
- Title\* - description of services, supplies, or project required. NOTE: 256 character limit.
  - Classification Code\* - Service or supply code number.
  - NAICS Code\*
  - Is this a Recovery and Reinvestment Act Action\*
  - Response Date\* (note – if time is not selected, it will default to 11:59:59 PM ET)
  - Primary Point of Contact\*
  - Secondary Point of Contact
  - Description\*
  - Place of Contact Performance
  - Set Aside
  - Archiving Policy\* (**Note – notices are archived the morning of this date**).
  - Allow Vendors to Add/Remove From Interested Vendors\* - **This field cannot be modified after the notice has been posted.**
  - Allow Vendors to View Interested Vendors List\* - **This field cannot be modified after the notice has been posted.**

Welcome, Micki BuyerEngineer - Office of Integrated Acquisition Environment (Symplcity Test Location) [Accessibility](#) [User Guide](#) [Logout](#)

### Create New Notice

[RETURN TO NOTICES](#) [RETURN TO LIST \(NOTICES\)](#)

- 1 Notice Type
- 2 Notice Details
- 3 Attachments
- 4 Bids
- 5 Review/Submit

#### Notice Details

\* indicates a required field

Enter notice information below. Click **proceed** to review your information once complete or **save draft** to save your progress so you can finish and post later.

Solicitation #: Test-000001      Procurement Type: **Presolicitation**      Date Posted: July 30, 2010  
Date on which the synopsis is posted to the Web.

Title\*:  
 Brief title description of services, supplies, or project required by the posting agency. Note: 256 character limit.

Classification Code\*:  
 Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.

NAICS Code\*:  
 Type the NAICS code to search for NAICS codes  
 [Having Problems With This Field? Click Here.](#)

Note: Because of the length of the form, not all fields are shown in the manual screen shots. Buyers should enter data requested in sequence as they scroll down the form. Fields will potentially appear conditionally as data is entered (e.g., if archiving policy is set to automatic, on specified date the Buyer will be asked to enter the archive date). In addition, some browsers may not display the form fields in the same way presented in this guide. The fields are structured to allow for a broad spectrum of browsers, and will be presented in the most robust manner for a user's system configuration. Internet Explorer

users should upgrade to version 6.0 or higher, and Firefox users should operate on version 2.0 or higher, for optimal capabilities.



- I. For both Classification Code and NAICS Code fields, the system offers some features to help users more quickly navigate to their target values in the code lists.
- II. For the Classification Code field, use the arrow key field to open a complete listing. Highlight the target code and hit enter.

Classification Code\*:  
Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.

10 -- Weapons  
11 -- Nuclear ordnance  
12 -- Fire control equipment  
13 -- Ammunition & explosives  
14 -- Guided missiles  
15 -- Aircraft & airframe structural components  
16 -- Aircraft components & accessories  
17 -- Aircraft launching, landing & ground handling equipment  
18 -- Space vehicles  
19 -- Ships, small craft, pontoons & floating docks  
20 -- Ship and marine equipment  
22 -- Railway equipment  
23 -- Ground effects vehicles, motor vehicles, trailers & cycles  
24 -- Tractors  
25 -- Vehicular equipment components  
26 -- Tires and tubes  
28 -- Engines, turbines & components  
29 -- Engine accessories  
30 -- Mechanical power transmission equipment

▼

▲

☰

If there is no close date.

- III. Alternatively, a user can type the code (e.g., 10 or R) of the target value to navigate to the target selection and hit enter.

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- IV. For the NAICS Code field, place the cursor on the field and start to type the code / or the text for the code. If you start to type part of a word found in a code, e.g., tex, the system will start to display terms with that term in the code.

NAICS Code\*:  
Type the NAICS code to search for NAICS codes

tex

- 313112 -- Yarn Texturizing, Throwing, and Twisting Mills
- 313312 -- Textile and Fabric Finishing (except Broadwoven F
- 314129 -- Other Household Textile Product Mills
- 314911 -- Textile Bag Mills
- 314999 -- All Other Miscellaneous Textile Product Mills
- 333292 -- Textile Machinery Manufacturing

Clear

- V. If you start to type the numeric code, the system will present codes containing that string of values.

NAICS Code\*:  
Type the NAICS code to search for NAICS codes

111

- 111110 -- Soybean Farming
- 111120 -- Oilseed (except Soybean) Farming
- 111130 -- Dry Pea and Bean Farming
- 111140 -- Wheat Farming
- 111150 -- Corn Farming
- 111160 -- Rice Farming
- 111191 -- Oilseed and Grain Combination Farming
- 111199 -- All Other Grain Farming
- 111211 -- Potato Farming
- 111219 -- Other Vegetable (except Potato) and Melon Fa

NAICS Code\*:  
Type the NAICS code to search for NAICS codes

Having Problems With This Field? Click Here.

- VI. Click the having problems with this field, click here button to have the system display a complete listing of NAICS codes which can be used for selection. Use the arrow key field to open a complete listing. Highlight the target code and hit enter.

NAICS Code\*:  
Type the NAICS code to search for NAICS codes

- 111110 -- Soybean Farming
- 111120 -- Oilseed (except Soybean) Farming
- 111130 -- Dry Pea and Bean Farming
- 111140 -- Wheat Farming
- 111150 -- Corn Farming

- I. When creating a notice, if you are having trouble cutting and pasting text to the description text box, click the icon with the letter T on the icon, or press the control and the v keys. Performing either action will open a pop-up window that allows you to paste in plain text to the field. **Note: It may take a few seconds for the pop-up window to open. Unless you use the icon, pop-up blocking will need to be disabled for this site.**
- II. Once the pop-up window is open, paste the text in the pop-up box and click insert (cancel aborts the process.) Text is converted to plain text and inserted at the top of the text field box. Note: Insertion does not overwrite existing text in the field. Use the alignment, bold, italicize, and underline tools to add formatting to the plain text being inserted.  
**Note: IE 6 users, will be able to cut and paste, but will not have html editor or the icon.**



For the IVL (Interested Vendor List) fields, agency administrators can force agency solicitations to be configured a certain way on the two fields that pertain to IVL. If the IVL fields are not editable, the system is applying agency forced values for this setting. Contact your Agency Administrator for FBO if you have questions on these settings.

**Note: The Interested Vendor list is only available to those with FBO accounts. Agency Buyers/Engineers will need to go to the FBO homepage and login in order to view.**

- I. As the user is creating the notice, they may use the Save Draft option to save data entered for later edits/review. Notices saved in draft format will show with a red **X** for posted date on the notices list and they will only have the review action available.
- II. Quit Process and Return if used when the notice was not previously saved as a draft, means that the solicitation will not be saved (will not appear on the notice list).
- III. Proceed – takes the user to step three in the process.

**Archiving Policy\*:**  
Archiving policy. Synopsis and associated documents may be scheduled for archiving fifteen days after the response date, or upon a user-specified date subsequent to the posting date, or left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

☒ Automatic, 15 days after response date  
☐ Automatic, on specified date  
☐ Manual Archive

**Allow Vendors To Add/Remove From Interested Vendors\*:**  
Choose "yes" if you want vendors to be able to add/remove themselves.

☒ yes ☐ no

**Allow Vendors To View Interested Vendors List\*:**  
Choose "yes" if you want vendors to be able to view the interested vendors list

☒ yes ☐ no

### Step 3 – Attachments

- I. The third step allows the user to attach documents or packages to the notice. A Package is simply a collection of Documents bundled together for review.
- II. During Step 3, if you save the notice as a draft, you can edit the attachment(s) again before posting. When you upload a file during this step, it saves the document as a fixed attachment. Users cannot ever edit attached files per se. Users can delete an attached document or remove Package and upload a new one if the notice is still in draft status. **NOTE: Once a notice has been posted document packages cannot be deleted or modified.**
- III. If a user does not wish to attach any documents/packages, they may use Proceed button to move to the next step without attaching any documents.
- IV. Click Add New Package to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

The screenshot shows the 'Create New Notice' page on the FEDBIZOPPS.GOV website. The page is titled 'Create New Notice' and is part of a four-step process: 1. Notice Type, 2. Notice Details, 3. Attachments (current step), and 4. Review/Submit. The 'Attachments' section includes a message: 'Click Add New Package below to upload documents to this notice. You may proceed and review without attaching documents.' Below this message is a large green button labeled 'Add New Package'. At the bottom of the page, there are four buttons: 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Proceed'. The page also features a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. The footer includes links for 'User Guide', 'Accessibility', 'Help Desk', and contact information: '877-472-3779 (Toll Free)' and 'fbo.support@gsa.gov'.

## Controlled, Unclassified Attachments

**NOTE:** If export control or explicit access is required on any of the solicitation's controlled, unclassified packages, then all controlled, unclassified packages attached to that solicitation will take on those requirements. So for instance if attachment A is export controlled and attachment B is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a Buyer is adding a new package, the first step is to indicate whether the attachment is a controlled, unclassified/secure package.
- II. If No, see below Non-Sensitive/Secure Attachments.
- III. If Yes then the Buyer wishes to attach a document that has been uploaded by an Engineer (unless they are themselves an Engineer as well). If the Buyer indicates Yes then the Buyer is prompted to select the PR# from a list of available packages. If the Buyer also has Engineer rights, they are able to create a new package at this time otherwise; they can only select existing packages.
- IV. The Buyer is also given the option to manually enter the PR# and use the find package button.
- V. The Buyer must also indicate the package type (available package type options will align with the notice type).
- VI. Once the secure package has been added, use proceed (bottom of form) to go to the next step.

### Attachments

\* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

**Package #1**

Remove Package

Is this package sensitive/secure?\*

☒ yes ☐ no

Do you want to create new or attach/select existing?\*

☐ Create New ☒ Attach/Select Existing

**Package Type\*:**

This is a presolicitation notice, solicitation documents cannot be uploaded at this time.  
Mod/Amendment cannot be selected for base notices.

☐ Solicitation

☐ Mod/Amendment

☒ Other (Draft RFPs/RFIs, Responses to Questions, etc..)

**Enter PR# To Search Existing\*:**


Use "find package" to find that pr on the system if it already exists.

Find Package

Remove Package

- I. Buyers who are also Engineers, will also be asked whether or not they want to create a new package. If yes, the form will allow the user to enter a new sensitive/secure document package. Buyers who are not also Engineers will be allowed to select a sensitive/secure package (created by Engineer).

**Attachments** \* indicates a required field  
Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

 **Package #1**

Is this package sensitive/secure?\*

☒ yes ☐ no

Do you want to create new or attach/select existing?\*

☒ Create New ☐ Attach/Select Existing

PR #\*:

Label\*:

Project #:

NSN / MMAC:

- I. If adding new, a form will display that allows the user to create the package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.

Package #1

Remove Package

Is this package sensitive/secure?\*

☒ yes ☐ no

Do you want to create new or attach/select existing?\*

☒ Create New ☐ Attach/Select Existing

Package Type\*:

This is a presolicitation notice, solicitation documents cannot be uploaded at this time.  
Mod/Amendment cannot be selected for base notices.

☐ Solicitation

☐ Mod/Amendment

☐ Other (Draft RFPs/RFIs, Responses to Questions, etc..)

PR #\*:

Project #:

NSN / MMAC:

Part Number #:

Nomenclature:



- I. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use add new package to add another package or proceed to go to the next step.

**Is this Export Controlled?\***

Note: To download documents that are designated as "export controlled," vendors must be certified as a U.S. or Canadian contractor by the Joint Certification Program (JCP) administered by the Defense Logistic Information Service (DLIS). To apply for this certification, Vendors must submit [form DD2345](#).

☐ yes ☐ no

**Explicit Access\***


Note: Vendors must be on the Authorized Parties List for attached solicitation to download documents designated as explicit access.

☐ yes ☐ no

**Is CD Available\*:**

☐ yes ☐ no

---

 **File / Link #1**

**File\*:**

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

☐ If Uploaded File is compressed (.zip), check here to unzip after uploading

**Description\*:**

Enter in a short description for this file/link

---

## Non-Sensitive/Secure Attachments

- I. If the user is attaching a document that is not sensitive/secure, they should select No for: Is this package sensitive/secure?
- II. Next, users are prompted to enter the package type (available package type options will align with the notice type). **Note: Solicitation type will only be available for Presolicitation notices which can be modified, via the attachment process, to a Solicitation type notice.**
- III. If upload is chosen, the user is asked to specify the filename (note, user can use browse option to find the file) and to specify if the file is compressed (in .zip format). If link is chosen, the user is asked to specify the URL.
- IV. After the document has been added, the user can add another document to this package or add another entirely new package.
- V. Go Back button (bottom of form) takes the user back to step two in the process (not shown in image).
- VI. Save Draft saves the materials to the draft notice (not shown in image).
- VII. Quit Process and Return does not attach the materials (not shown in image).
- VIII. Proceed takes the user to the next step in notice creation process (not shown in image).

Package #1

Remove Package

Is this package sensitive/secure?\*

☐ yes
 ☒ no

Package Type\*:

This is a presolicitation notice, solicitation documents cannot be uploaded at this time.  
Mod/Amendment cannot be selected for base notices.

☐ Solicitation  
☐ Mod/Amendment  
☐ Other (Draft RFPs/RFIs, Responses to Questions, etc..)

---

File / Link #1

Type\*:

Choose "upload" to select a file from your computer or choose "link" to enter in website URL

☐ upload
 ☐ link

File\*:

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

☐ If Uploaded File is compressed (.zip), check here to unzip after uploading

Description\*:

Enter in a short description for this file/link

Remove This File / Link

---

Add Another File / Link To This Package

**Step 4 – Review / Submit (Note – If the Bid Module is enabled, 'Review / Submit' becomes Step 5 in the process. See section 3.4 for more details. )**

- I. The fourth step allows the user to review the notice and attachments and to submit the notice.
- II. The Go Back button takes user back to the previous page and allows the user to edit data entered in earlier steps.
- III. Save Draft saves the materials to the draft notice.
- IV. Quit Process And Return returns the user to the previous navigation
- V. Delete allows the user to delete the draft package (save draft must have been used previously to see this option). **NOTE: The Delete option is only available for Draft notices and is only available on the Review/Submit step of a notice.**
- VI. Print allows user to open the notice in a printer friendly format. See page 68 for more details.
- VII. Post moves the notice for review by users.

My FBO    My Profile    **Notices**    Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

## Create New Notice

- 1 Notice Type
- 2 Notice Details
- 3 Attachments
- 4 **Review/Submit**

**On this step:** Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Post](#)

### Notice Details

Solicitation #: test33    Procurement Type: **Combined Synopsis/Solicitation**    Date Posted: March 30, 2008

Title: test

Classification Code: 17 - Aircraft launching, landing & ground handling equipment

NAICS Code: 111130 - Dry Pea and Bean Farming

Response Date: Mar 31, 2008 5:00 pm

Primary Point of Contact: Nancy Buyer Only  
[nspetit@yahoo.com](mailto:nspetit@yahoo.com)

Description: test

Archiving Policy: Automatic, 15 days after response date

### 3.3.2 Modify/Amend Notice

- I. From any page on the system, a user can go to upper navigation Notices button and then use the modify/amend option to make edits to the notice.
- II. Additionally, a user can use the Quicklink Mod/Amend Notice on their My FBO page to modify / amend a notice.

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Welcome, Nancy Buyer Only - fast section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**Notices**

[RETURN](#)

[Procurement Notices](#) [Archived](#) [Non-FBO Solicitations](#)

Keywords/SOL #:  [More](#) [Go](#)

Items 1-20 of 23 [Show more search fields. Additional fields will appear below.](#) Showing 20 per page Jump 1 [Next >](#)

Actions	Title ▼	Sol/Ref Number ▼	Type ▼	Posted ▼	Response Deadline ▼	Modified ▼
	<a href="#">Telephones</a>	123456789	Presolicitation	✓	Mar 26, 2008 5:30 pm	Mar 21, 2008 2:17 pm
	<a href="#">explicit one</a>	323explicitone	Combined Synopsis/Solicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 2:56 pm
	<a href="#">one</a>	one	Presolicitation	✓	Apr 26, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">two</a>	two	Presolicitation	✓	Apr 04, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">three</a>	three	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 6:12 pm
	<a href="#">You can reach the FedBizOpps Help Desk by clicking on the Help desk link</a>	6786786	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 6:13 pm

- I. During the modification type step in the modify/amend process, the user indicates which step they would like to start with as they move forward:
  - a. Add to or edit the description
  - b. Attach files to the notice. **Note: Award Type (i.e., Award, J&A) notices are not eligible for modification/amend. If award notice details need to be modified, the award will need to be deleted from the system and then reposted. Please contact your FBO Agency Administrator to request deletion of the award notice.**
  - c. Note: If the Bid Module is enabled, there will be an additional option presented called Bids (CLIN/Doc Packages). See section 3.3.10 for more details.
- II. The system will then present the appropriate steps to allow the user to make the requested modifications/amendments.
- III. If making edits to notice details, they will be taken to notice details step.
- IV. If only attaching files, the user is taken directly to attachments.

The screenshot displays the FedBizOpps.gov website interface for a modification process. The header features the site logo and navigation tabs: 'My FBO', 'My Profile', 'Notices' (active), and 'Document Packages'. A welcome message for 'Nancy Buyer Only - test section' is visible, along with links for 'Switch Account', 'Accessibility', 'User Guide', and 'Logout'. The main heading is 'New Modification For Telephones - 123456789'. On the left, a vertical list of steps is shown: 1. Notice Type, 2. Modification Type, 3. Notice Details, 4. Attachments, and 5. Review/Submit. The 'Modification Details' section contains the question 'Where do you want to start the modification process?' with two radio button options: 'Notice Details, add/edit description' and 'Attachments, attach Files'. Below these options are three buttons: 'Go Back', 'Quit Process And Return', and 'Proceed'. A note indicates that an asterisk (\*) denotes a required field. The Symplicity eProcurement logo is in the bottom right of the main content area. The footer includes links for 'User Guide', 'Accessibility', and 'Help Desk', along with a toll-free phone number (877-472-3779) and an email address (fbo.support@gsa.gov).

I. If the user indicates that they would like to add/edit the description, the system will prompt the user to specify whether the existing description should be modified or if the user would like to append a new text field to the notice that would be highlighted as newly added material (highlighted in a vendor's review).

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) | [Accessibility](#) | [User Guide](#) | [Logout](#)

### New Modification For Telephones - 123456789

**1** Notice Type  
**2** Modification Type  
**3** Notice Details  
**4** Attachments  
**5** Review/Submit

#### Modification Details

\* indicates a required field

Where do you want to start the modification process\*:

☒ Notice Details, add/edit description  
☐ Attachments, attach Files

Do you want to change the existing description or simply add to it\*:

☐ Edit Existing Description  
☐ Add To Description

[Go Back](#) [Quit Process And Return](#) [Proceed](#)

■ simplicity eProcurement

[User Guide](#) [Accessibility](#) [Help Desk](#) | 877-472-3779 (Toll Free) | [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

II. If adding

III. At the bottom of the form for step three, the Go Back takes the user back to step two in the process.

IV. Save Draft saves the



- I. The fourth step allows the user to attach documents or packages to the notice. A Package is simply a collection of Documents bundled together for review.
- II. If a user does not wish to attach any documents/packages, they may use the Proceed button to move to the next step without attaching any documents.
- III. Click Add New Package to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).


The screenshot displays the FedBizOpps.gov website interface for a user named Nancy Buyer. The page title is "New Modification For Telephones - 123456789". The navigation bar includes "My FBO", "My Profile", "Notices" (highlighted), and "Document Packages". A sidebar on the left shows a five-step process: 1. Notice Type, 2. Modification Type, 3. Notice Details, 4. Attachments (current step), and 5. Review/Submit. The main content area is titled "Attachments" and includes a note: "Click Add New Package below to upload documents to this notice. You may proceed and review without attaching documents." Below this is a large green button labeled "Add New Package". At the bottom of the main area are four buttons: "Go Back", "Save Draft", "Quit Process And Return", and "Proceed". The footer contains links for "User Guide", "Accessibility", and "Help Desk", along with the contact information "877-472-3779 (Toll Free)" and "fbo.support@gsa.gov".



### Controlled, Unclassified Attachments

**NOTE:** If export control or explicit access is required on any of the solicitation's controlled, unclassified packages, then all controlled, unclassified packages attached to that solicitation will take on those requirements. So for instance if attachment A is export controlled and attachment B is explicit access, the solicitation as a whole will require that both explicit access and export control requirements are satisfied by the vendor before either package can be reviewed.

- I. When a Buyer is adding a new package, the first step is to indicate whether the attachment is a sensitive/secure package.
- II. If yes, this means the Buyer wishes to attach a document that has been uploaded by an Engineer (unless they are themselves an Engineer). If the Buyer indicates yes, then the Buyer is prompted to select the PR# from a list of available packages.
- III. The Buyer is also given the option to manually enter the PR# and use the find package button.
- IV. The Buyer must also determine the package type (the options will align with the notice type).
- V. Once the secure package has been added, use add new package to add another package or proceed to go to the next step.


**Package #1**

Remove Package

Is this package sensitive/secure?\*

☒ yes
 ☐ no

Do you want to create new or attach/select existing?\*

☐ Create New
 ☒ Attach/Select Existing

Package Type\*:

☐ Solicitation  
☐ Mod/Amendment  
☐ Other (Draft RFPs/RFIs, Responses to Questions, etc..)

Select PR # From Your Office:

▼

If not found above, Enter PR # To Search Existing\*:

Use "find package" to find that pr on the system if it already exists.

Remove Package


Add New Package

- I. If attaching controlled, unclassified packages, the user is given the option to create a new package (if user has Engineer User rights) or to select an existing (enter the PR# and use the find package button).

### Attachments

\* indicates a required field

Click **Add New Package** below to upload documents to this notice. You may proceed and review without attaching documents

 **Package #1**

Is this is package sensitive/secure?\*

☒ yes ☐ no

Do you want to create new or attach/select existing?\*

☒ Create New ☐ Attach/Select Existing


PR #\*:

Label\*:

Project #:

NSN / MMAC:

- I. If adding new, a form will present that allows the user to set up the package. Users can either create a new package or select an existing package.
- II. The form should be completed in sequence as displayed. The first section of the form establishes the terms used to define the package.


**Package #1**

Remove Package

Is this package sensitive/secure?\*

☒ yes ☐ no

Do you want to create new or attach/select existing?\*

☒ Create New ☐ Attach/Select Existing

**Package Type\*\*:**

This is a presolicitation notice, solicitation documents cannot be uploaded at this time.  
Mod/Amendment cannot be selected for base notices.

☐ Solicitation

☐ Mod/Amendment

☐ Other (Draft RFPs/RFIs, Responses to Questions, etc..)

**PR #\*:**

**Project #:**

**NSN / MMAC:**

**Part Number #:**

**Nomenclature:**


- I. **Note - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.**
- II. After setting up the terms to name the package, the user will indicate the controls for access, CD availability.
- III. Once the secure package has been added, use add new package to add another package or proceed to go to the next step.

**Is this Export Controlled?\***  
**Note:** To download documents that are designated as "export controlled," vendors must be certified as a U.S. or Canadian contractor by the Joint Certification Program (JCP) administered by the Defense Logistic Information Service (DLIS). To apply for this certification, Vendors must submit [form DD2345](#).  
☐ yes ☐ no

**Explicit Access\***  
**Note:** Vendors must be on the Authorized Parties List for attached solicitation to download documents designated as explicit access.  
☐ yes ☐ no

**Is CD Available\*:**  
☐ yes ☐ no

---

 **File / Link #1**

**File\*:**  
For files over 10 Mb, please use the Large Upload button. It requires Java to be installed on your system, and your browser needs to allow popups from this site.  
     
☐ If Uploaded File is compressed (.zip), check here to unzip after uploading

**Description\*:**  
Enter in a short description for this file/link

---

Non-Sensitive/Secure Attachments

- I. If the user is attaching a document that is not sensitive/secure, they should mark Is this package sensitive/secure? no.
- II. Next, users are prompted to enter the package type (available package type options will align with the notice type).
- III. On the file Type field, the user indicates whether or not the material to upload is either a file or a link
- IV. **Note** - There are some practical limits on file size. Users may have problems with files larger than ~100mb, due to problems with HTTP uploads.
- V. If upload is chosen, the user is asked to specify the filename (note, user can use browse option to find the file) and to specify if the file is compressed (in .zip format). If link is chosen, the user is asked to specify the URL.
- VI. Users are required to enter a description of the package.
- VII. After the document has been added, the user can add another document to this package or add another entirely new package.
- VIII. Go Back button (bottom of form) takes the user back to step two in the process.
- IX. Save Draft saves the materials to the draft notice.
- X. Quit Process and Return does not attach the materials.
- XI. Proceed takes the user to the next step in notice creation process (not shown on image).

- I. At step five, the user is able to review materials, and if appropriate to post the modification/amendment for vendor review.  
Go back allows the user to go back in the stepwise process.
- II. The save draft button saves the modifications in draft format.
- III. Quit Process And Return returns the user to the previous navigation.
- IV. Post moves the notice for review by users.



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My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

## New Modification For Telephones - 123456789

- Notice Type
- Modification Type
- Notice Details
- Attachments
- Review/Submit

**On this step:** Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Post](#)

### Modification Details

Where do you want to start the modification process:  
Notice Details, add/edit description

Do you want to change the existing description or simply add to it?  
[Edit Existing Description](#)

### Notice Details

Solicitation #: 123456789	Procurement Type: <b>Modification/Amendment</b>	Date Posted: March 30, 2008
------------------------------	--	--------------------------------

Title:  
Telephones

Description:  
Added: Mar 21, 2008 2:17 pm Modified: Mar 30, 2008 2:53 pm

### 3.3.3 Create Award

- I. From any page on the system, a user can go to upper navigation Notices button and then use the create award button to add an award to the notice.
- II. Additionally, a user can use the Quicklink create award on their My FBO page to modify / amend a notice.
- III. If a notice is not eligible for award, the award icon will be grayed out and non-selectable.

The screenshot shows the FedBizOpps.gov website interface. The top navigation bar includes 'My FBO', 'My Profile', 'Notices' (highlighted), and 'Document Packages'. Below the navigation bar, there's a 'Notices' section with tabs for 'Procurement Notices', 'Archived', and 'Non-FBO Solicitations'. A search bar for 'Keywords/SOL #' is present. The main content area displays a table of notices. The table has columns: Actions, Title, Sol/Ref Number, Type, Posted, Response Deadline, and Modified. The first row shows a notice titled 'Telephones' with Sol/Ref Number 123456789, Type 'Presolicitation', and a 'Draft Modification' status. Below this, there are four more rows of notices with titles 'explicit one', 'one', 'two', and 'three', all of which are 'Presolicitation' type and have a 'Draft Modification' status.

Actions	Title ▼	Sol/Ref Number ▼	Type ▼	Posted ▼	Response Deadline ▼	Modified ▼
	<a href="#">Telephones</a>	123456789	Presolicitation	✓	Mar 26, 2008 5:30 pm	Mar 21, 2008 2:17 pm
Related Modifications / Awards: Draft Modification ✗						
	<a href="#">explicit one</a>	323explicitone	Combined Synopsis/Solicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 2:56 pm
	<a href="#">one</a>	one	Presolicitation	✓	Apr 26, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">two</a>	two	Presolicitation	✓	Apr 04, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">three</a>	three	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 6:12 pm

- I. At step two of the award notice, the user is required to enter the contract award date, contract award number, contract dollar amount, and awarded contractor name.
- II. Contract Line Item Number, Contractor Awarded Address and DUNS Number are not required fields.

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Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**New Award For Another test - 456987123**

**1** Notice Type

**2** Notice Details

**3** Attachments

**4** Review/Submit

**Notice Details** \* indicates a required field

Please enter in contract award details below. Note that many fields are locked and cannot be changed from the base notice. When are you satisfied with your changes, you can click **save draft** to save this Award for later. Otherwise, click **proceed** to review your information

Solicitation #: 456987123 Procurement Type: **Award Notice** Date Posted: March 30, 2008

Title:  
Brief title description of services, supplies, or project required by the posting agency. Note: 255 character limit.  
Another test

Classification Code:  
Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.  
30 -- Mechanical power transmission equipment

NAICS Code:  
Type the naics code to search for naics codes  
111160 -- Rice Farming

Contract Award Date\*:  
The date the contract was awarded

Contract Award Number\*

- III. The form is too long to capture in a screen shot. Users should work through the form in sequence.
- IV. At the bottom of the form, the save draft button saves the award in draft format.
- V. Quit Process and Return returns the user to the list of notices
- VI. Go back allows the user to go back in the stepwise process.
- VII. Proceed moves the user forward in the stepwise process.



- I. The next step allows the user to attach documents or packages to the award notice. A Package is simply a collection of Documents bundled together for review.
- II. If a user does not wish to attach any documents/packages, they may use the Proceed button to move to the next step without attaching any documents.
- III. Click Add New Package to upload documents to the notice. Users can either submit materials themselves, or attach secured documents (or both).

The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, the header includes the site logo, 'Federal Business Opportunities', and navigation links for 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. A user is logged in as 'Nancy Buyer Only' with a 'Switch Account' link. The main content area is titled 'New Award For Another test - 456987123'. On the left, a sidebar shows a progress indicator with four steps: 1. Notice Type, 2. Notice Details, 3. Attachments (currently selected), and 4. Review/Submit. The main section is titled 'Attachments' and includes a note: 'Click Add New Package below to upload documents to this notice. You may proceed and review without attaching documents.' Below this is a large green button labeled 'Add New Package'. At the bottom of the main section are four buttons: 'Go Back', 'Save Draft', 'Quit Process And Return', and 'Proceed'. The footer contains links for 'User Guide', 'Accessibility', and 'Help Desk', along with contact information: '877-472-3779 (Toll Free)' and 'fbo.support@gsa.gov'.

- I. At step four in the process, the user is able to review materials, and if appropriate, to post the modification/amendment for vendor review.
- II. Go back allows the user to go back in the stepwise process.
- III. The Save Draft button saves the modifications in draft format.
- IV. Quit Process And Return returns the user to the previous navigation
- V. Post moves the award notice for review by users.

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My FBO My Profile **Notices** Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### New Award For Another test - 456987123

On this step: Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information..

**Go Back** **Save Draft** **Quit Process And Return** **Post**

#### Notice Details

Solicitation #:	Procurement Type:	Date Posted:
456987123	<b>Award Notice</b>	March 30, 2008

Title:  
Another test

Classification Code:  
30 -- Mechanical power transmission equipment

NAICS Code:  
111180 -- Rice Farming

Contract Award Date:  
March 31, 2008

Contract Award Number:  
8677

### 3.3.4 Cancel Notice

- I. From any page on the system, a user can go to upper navigation Notices button and then use the cancel award button to cancel the notice. **NOTE: Cancelling a Notice does not delete the notice or move the notice to the archives tab. The notice will remain on the Active Notices tab until it is archived, either manually or via the Archive settings set in the notice. Canceled notices will reflect this change in the Notice Type field. To remove the Cancellation contact your Agency Administrator to request deletion of the modification that was posted cancelling the notice.**

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**Notices**

[RETURN](#)

[Procurement Notices](#) [Archived](#) [Non-FBO Solicitations](#)

Keywords/SOL #:  [More](#) [Go](#)

Items 1-20 of 23 Showing 20 per page Jump 1 [Next >](#)

Actions	Title ▼	Sol/Ref Number ▼	Type ▼	Posted ▼	Response Deadline ▼	Modified ▼
	<a href="#">Telephones</a>	123456789	Presolicitation	✓	Mar 26, 2008 5:30 pm	Mar 21, 2008 2:17 pm
Related Modifications / Awards: Draft Modification ✗						
	<a href="#">explicit one</a>	323explicitone	Combined Synopsis/Solicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 2:58 pm
	<a href="#">one</a>	one	Presolicitation	✓	Apr 26, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">two</a>	two	Presolicitation	✓	Apr 04, 2008 5:00 pm	Mar 23, 2008 6:09 pm
	<a href="#">three</a>	three	Presolicitation	✓	Mar 31, 2008 5:00 pm	Mar 23, 2008 6:12 pm

- II. Additionally, a user can use the Quicklink cancel notice on their My FBO page to cancel a notice.

- I. If an award is being cancelled, the user is prompted to enter additional text that will be highlighted to vendors reviewing the cancelled notice.


**FEDBIZOPPS.GOV**

Federal  
Business  
Opportunities





My FBO

My Profile

Notices

Document Packages

Welcome, Nancy Dyer Only - last section [Switch Account](#)
 [Accessibility](#)
 [User Guide](#)
 [Logout](#)

## Cancellation For Telephones - 123456789

1 Notice Type

2 Notice Details

3 Review/Submit

### Cancellation Details

Please provide a cancellation notice

\* indicates a required field

Solicitation #:	Procurement Type:	Date Posted:
123456789	Cancellation	March 30, 2008

Title:

Brief title description of services, supplies, or project required by the posting agency. Note: 255 character limit.

Telephones

Cancellation Description\*:

**B** *I* U


























































































































- I. At step three, the user is able to review materials, and if appropriate to post the cancellation notice for vendor review.

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### Cancellation For Telephones - 123456789

On this step: Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Post](#)

#### Notice Details

Solicitation #: 123456789      Procurement Type: **Cancellation**      Date Posted: March 30, 2008

Title:  
Telephones

Cancellation Description:  
budget changes.

Classification Code:  
74 -- Office machines, text processing systems & visible record equipment

NAICS Code:  
423450 -- Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers

Response Date:  
Mar 26, 2008 5:30 pm

### 3.3.5 Deletion of Draft Notices

- I. A user can review all drafts from the main procurement notices list of notices. Draft items are indicated with a red **X** in the posted column.
- II. To delete a draft item, the user can click on the review icon for the list item to open the draft notice.

The screenshot shows the FedBizOpps.gov website interface. The top navigation bar includes links for 'My FBO', 'My Profile', 'Notices' (which is highlighted), and 'Document Packages'. Below the navigation bar, there is a welcome message 'Welcome, Admin User' and links for 'Accessibility', 'User Guide', and 'Logout'. The main content area is titled 'Notices' with a 'RETURN' link. There are four tabs: 'Procurement Notices', 'Drafts' (which is selected), 'Archived', and 'Non-FBO Solicitations'. Below the tabs, there is a search bar with the text 'Keywords/SOL #' and buttons for 'More', 'Go', and 'Clear'. The results show 'Items 1-20 of 76'. A table displays the following data:

Title ▼	Sol/Ref Number ▼	Type ▼	Response Deadline ▼	Modified ▼
	SPM7L508R0033	Presolicitation	-	Apr 02, 2008 10:10 am
	WARS836210	Presolicitation	-	Apr 02, 2008 11:05 am
	SPM4A7-08-R-1073	Presolicitation	-	Apr 02, 2008 12:47 pm

- I. Within the notice use the proceed option to move forward to the review/submit step.
- II. When on the Review/Submit step, if the user selects delete, they will be asked to confirm that they indeed want to delete the item. This is important to consider, as deleted drafts do not go to archives and because the process of deletion cannot be undone.

Welcome, nance buyer - African Development Foundation (African Development Foundation, Washington, DC) [Switch Account](#) [Accessibility](#) [Help](#) [Logout](#)

## Base Notice: new example solicitation - combined123

1 Notice Type

2 Notice Details

3 Attachments

4 Review/Submit

**On this step:** Please review your notice information. If satisfied, click **post** to finalize your notice. You may click **save draft** to save your work for a later time, or can click **go back** to modify the information.

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Delete](#) [Post](#)

### Notice Details

Solicitation #:	Procurement Type:	Date Posted:
combined123	<b>Combined Synopsis/Solicitation</b>	March 19, 2008
Title: new example solicitation		
Classification Code:		



### 3.3.6 Delete Posted Notices/Modifications

To request the deletion of an FBO posted notice, please contact your FBO Agency Administrator. Only an agency administrator is authorized to delete a notice or modification from the system. Contact the FSD Help Desk if you do not know who your FBO Agency Administrator is and they can provide the contact information.

### 3.3.7 Archive Notices

- I. A user can Archive a notice from the main Procurement Notices list. To Archive a notice, the user can click on the Review icon for the list item to view the notice.
- II. When the notice information tab is open, select the Archive button to archive the notice.

**FEDBizOPPS.GOV** Business Opportunities

Welcome, nancy both - test section [Accessibility](#) [User Guide](#) [Logout](#)

**Notices**

[RETURN TO HOME](#)

**Procurement Notices** [Drafts](#) [Archived](#) [Non-FBO Solicitations](#)

Keywords/SOL #:  [More](#) [Go](#)

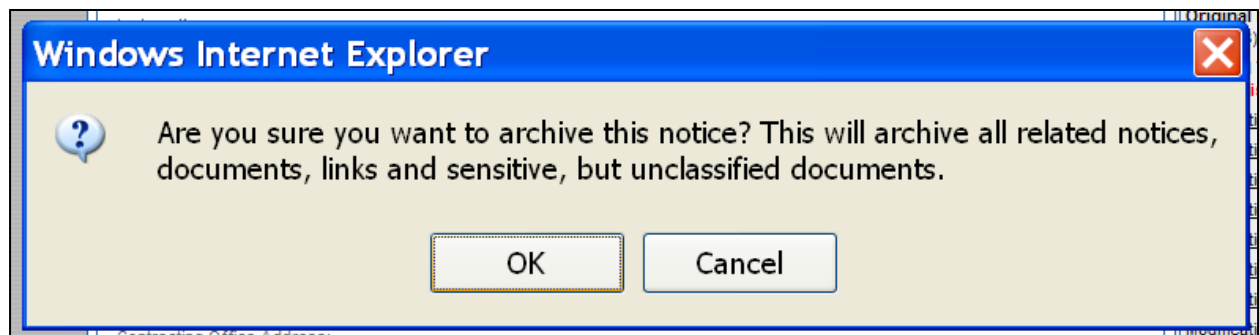
Items 1-20 of 30 Showing 20 per page Jump 1 [Next >](#)

Actions	Title ▼	Sol/Ref Number ▼	Type ▼	Posted ▼	Response Deadline ▼	Modified ▼
	<a href="#">1test replication</a>	aabb	Presolicitation	✓	-	Apr 18, 2008 1:19 pm
	<a href="#">417buyersol</a>	78979a8sd7f	Combined Synopsis/Solicitation	✓	-	Apr 17, 2008 11:33 am
<b>Related Modifications / Awards:</b>						
Modification 1 Apr 17, 2008						
	<a href="#">added export after</a>	testexport	Award Notice	✓		Apr 15, 2008



The screenshot shows the FEDBIZOPPS.GOV website. The header includes the site name and 'Opportunities'. Navigation tabs are 'My FBO', 'My Profile', 'Notices' (selected), and 'Document Packages'. A user is logged in as 'nancy both - test section'. The main heading is 'Base Notice: 1test replication - aabb'. Below it are links for 'RETURN' and 'RETURN TO LIST (PROCUREMENT)'. There are tabs for 'Notice Information' (selected), 'Packages', and 'Interested Vendors'. A yellow note states: 'Note: This notice has been posted. Any changes must be done in the form a new modification/amendment notice'. Action buttons include 'Return To List', 'Modify/Amend', 'Archive', and 'Print'. The 'Notice Information' section shows: Solicitation: aabb, Agency/Office: test section, Location: 5. The 'PROCUREMENT NOTICE INFO' section shows: Created: April 9, 2008 10:39 am, By: nancy both, Modified: April 18, 2008 1:19 pm, By: nancy both. The 'NOTICE HISTORY' section shows: Original Notice: aabb (Apr 18, 2008).

I. User will be asked to confirm the archive.



### 3.3.8 Unarchive Notices

- I. To review all archived notices, go to the Main Navigation menu and click on Notices and then select the sub-tab Archived.
- II. To Unarchive the notice, click on the View icon for the notice. Select Unarchive to return the notice and associated documents to active status.
- III. The system will prompt the user to confirm this operation.

My FBO My Profile **Notices** Document Packages

Welcome, Miki BuyerEngineer Accessibility User Guide Logout

**Changed Jun 12, 2009 2:23 pm: Spa Salon - FSD1030 (Archived)**

RETURN TO NOTICES RETURN TO LIST (NOTICES)

Notice Information Packages Interested Vendors Print Link

**Note:** This notice (and related documents) are archived.

Return To List Unarchive

**Notice Information**

The page at https://fbo-test.symplicity.com says:

Are you sure you want to unarchive this notice? This will unarchive all related notices, documents, links and controlled unclassified documents.

OK Cancel

**PROCUREMENT NOTICE (ARCHIVED) INFO**

Created: June 12, 2009 2:23 pm  
Modified: June 28, 2010 4:35 am

**GENERAL INFORMATION**

Notice Type: Modification/Amendment/Cancel  
Original Posted Date: June 11, 2009  
Posted Date: June 12, 2009

### 3.3.9 Print Notices

- I. Users can print both released and draft notices.
- II. For a non-draft notice, go to the notice list and select the review icon.
- III. When the notice is in review format, use the Print button to open a window that displays the notice in a printer friendly format.

**FEDBizOPPS.GOV** Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, nancy both - test section | Accessibility | User Guide | Logout

## Notices

RETURN TO HOME

Procurement Notices | Drafts | Archived | Non-FBO Solicitations

Keywords/SOL #:  [More](#) [Go](#)

Items 1-20 of 30 Showing 20 per page Jump 1 | [Next >](#)

Actions	Title	Sol/Ref Number	Type	Posted	Response Deadline	Modified
	<a href="#">1test replication</a>	aabb	Presolicitation	✓	-	Apr 18, 2008 1:19 pm
	<a href="#">417buyersol</a>	78979a8sd7f	Combined Synopsis/Solicitation	✓	-	Apr 17, 2008 11:33 am

**Related Modifications / Awards:**  
Modification 1 Apr 17, 2008

**FEDBizOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | **Notices** | Document Packages

Welcome, nancy both - DELAWARE RIVER BASIN COMMISSION | Accessibility | User Guide | Logout

## Base Notice: teset - 777423sol

RETURN RETURN TO LIST (PROCUREMENT)

Notice Information | Packages | Interested Vendors | [Print](#) [Link](#)

**Note:** This notice has been posted. Any changes must be done in the form a new modification/amendment notice

[Return To List](#) [Modify/Amend](#) [Archive](#) [Print](#)

**Notice Information**

Solicitation: 777423sol Agency/Office: DELAWARE RIVER BASIN COMMISSION

**PROCUREMENT NOTICE INFO**  
Created: April 24, 2008 9:05 am  
By: [nancy both](#)  
Modified: April 24, 2008 9:05 am  
By: [nancy both](#)

**NOTICE HISTORY**

- I. In the print window, Print sends the notice to the printer.
- II. Use Close to close the print window.

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

**Print** **Close**

**Award: 5533hou / added export after original explicit added - testexpexport**

**Notice Type:**

Award Notice

**Original Posted Date:**

March 23, 2008

**Posted Date:**

March 23, 2008

**Original Response Date:**

Mar 31, 2008 5:00 pm

**Response Date:**

-

**Archiving Policy:**

Automatic, 15 days after response date

**Original Archive Date:**

-

**Archive Date:**

-

**Classification Code:**

A -- Research & Development

**NAICS Code:**

111 -- Crop Production/111130 -- Dry Pea and Bean Farming

### 3.3.10 Review Interested Vendors List

- I. To review the Interested Vendors List for a solicitation, use the Review icon to open the solicitation. *Note: The Interested Vendor List is only available to those with FBO accounts. Agency Buyers / Engineers will need to go to the FBO homepage and login in order to view.*

**FEDBizOPPS.gov** Business Opportunities

Welcome, nancy both - test section | Accessibility | User Guide | Logout

**Notices**

RETURN TO HOME

Procurement Notices | Drafts | Archived | Non-FBO Solicitations

Keywords/SOL #:  [More](#) [Go](#)

Items 1-20 of 30 Showing 20 per page Jump 1 | Next >

Actions	Title	Sol/Ref Number	Type	Posted	Response Deadline	Modified
	<a href="#">ttest replication</a>	aabb	Presolicitation	✓	-	Apr 18, 2008 1:19 pm
	<a href="#">417buyersol</a>	78979a8sd7f	Combined Synopsis/Solicitation	✓	-	Apr 17, 2008 11:33 am

Related Modifications / Awards:  
Modification 1 Apr 17, 2008

- II. Go to the Interested Vendors sub-tab.

**FEDBizOPPS.gov** Federal Business Opportunities

Welcome, nancy both - test section | Accessibility | User Guide | Logout

**417buyersol - 78979a8sd7f**

RETURN | RETURN TO LIST (PROCUREMENT)

Notice Information | Packages | Interested Vendors

Keywords:  [Go](#)

Items 1-1 of 1

Last Name	First Name	Email	Contractor	Phone	Address
Vendor	Alan	<a href="mailto:test10@symplicity.com.nspett@yahoo.com.btmnsp@gmail.com">test10@symplicity.com.nspett@yahoo.com.btmnsp@gmail.com</a>	LOEB, H CORP	201-874-7854	419 SAWYER ST NEW BEDFORD MA 027461013

Items 1-1 of 1

## 3.4 Manage FBO Notices with Bid Module Enabled

### 3.4.1 Create Notice

The Bid Module functionality allows Buyers to receive and electronically evaluate vendor responses to notices. If this feature is enabled by the Location Administrator, there will be an additional step included in the Create Notice process outlined in section 3.3.1 called Bids. Note, Location Administrators can choose to enable or disable the two response types (CLIN and Doc Package) independently from one another.


- I. After completing step three Attachments and clicking Proceed, the next step is to indicate the preferred type(s) of electronic submission for the notice by clicking on the appropriate check box: CLIN and/or Doc Package.

- II. By selecting CLIN, the Buyer enables an online Item (CLIN) builder which will serve as a template for the items that vendors will be requested to quote on.
- III. If Doc Package is selected, vendors will be able to submit document responses (file uploads) electronically.
- IV. The CLIN template includes the following fields:
  - a. Line Item Description\*: Buyer provides a brief description about the Line Item;
  - b. Quantity\*: Buyer enters the quantity of the Line Item;
  - c. Add Line Item: Buyer clicks this button to add as many additional parent line items as needed to complete the template;
  - d. Add New Child Item: Buyer can add unlimited child line items under each parent line item; the child line items will be indented when displayed.



**Bids** \* indicates a required field

CLIN:

 Edit CLIN information


Line Item Description\*:  
Provide a brief description about the Line Item

Line Item #1

Quantity\*:  
Enter the quantity of line item

1000

Children:  
Add a child line item

 Edit CLIN information

Line Item Description\*:  
Provide a brief description about the Line Item

Child Line Item #1

Quantity\*:  
Enter the quantity of line item

500

Children:  
Add a child line item

- e. Delete: Buyer can use this button to delete parent and/or child line items at any time during this process.
- f. (Undelete): If Buyer deletes a line item, the button will change to allow the Buyer to (Undelete) the line item which will retain the values entered previously.



- V. The Buyer has four options at the bottom of the main page:
  - a. Go Back returns to the previous step in the process where changes can be made;
  - b. Save Draft saves data entered up to this point for later edits/review;
  - c. Quit Process And Return means that the solicitation will not be saved if selected when the notice was not previously saved as a draft;
  - d. Proceed takes the user to the next step in the process, Bids, Review.
- VI. After clicking Proceed, the Buyer can review the type(s) of electronic submission selected and if applicable, the CLIN template created.

## Create New Notice

1 Notice Type

2 Notice Details

3 Attachments

4 Bids

Type

Clin Template

Review

5 Review/Submit

### Bids

\* indicates a required field

**Electronic Submission/ Responses:**  
Select the type of electronic submission that you would prefer  
CLIN, Doc Package

**CLIN:**

Line Item Description	Quantity
Line Item #1	1000
Child Line Item #1	500
Line Item #2	750

Go Back Save Draft Quit Process And Return Proceed

- VII. The Buyer has four options at the bottom of this page:
- Go Back returns to the previous step in the process where changes can be made;
  - Save Draft saves data entered up to this point for later edits/review;
  - Quit Process And Return means that the solicitation will not be saved if selected when the notice was not previously saved as a draft;
  - Proceed takes the user to the next step in the process, Review/Submit. See section 3.3.1 Create New Notice for more information on the next step.

### 3.4.2 Modify / Amend Notice

- From any page on the system, a user can go to upper navigation Notices button and then use the modify/amend option to make edits to the notice.
- Additionally, a user can use the Quicklink Mod/Amend Notice on their My FBO page to modify / amend a notice. (See section 3.3.2, page 43 for a screen shot.)
- During the modification type step in the modify/amend process, the user indicates at which step they want to start the modification process:
  - add to or edit the description (see section 3.3.2)
  - attach files to the notice (see section 3.3.2)
  - bids (CLIN/Doc Packages)

## New Amendment for Bid Mod Test 39 - MM-FBO-039

1 Notice Type

2 Modification Type

3 Notice Details

4 Attachments

### Modification Details

Where do you want to start the modification process\*:

☐ Notice Details, add/edit description  
☐ Attachments, attach Files  
☒ Bids (CLIN / Doc Packages)

Go Back Quit Process And Return Proceed



- IV. If the user indicates that they would like to start the modification process at the Bids section, the system will first allow the user to review/modify the type(s) of electronic submission previously selected (CLIN and/or Doc Package).
- V. Note, if the user previously created a CLIN template, and deselects that option now, the system will recall the template if and when the user re-enables the CLIN option.

**New Amendment for Bid Mod Test 39 - MM-FBO-039**

**1** Notice Type

**2** Modification Type

**3** Notice Details

**4** Attachments

**5** Bids

• Type

• CLIN Template

• Review

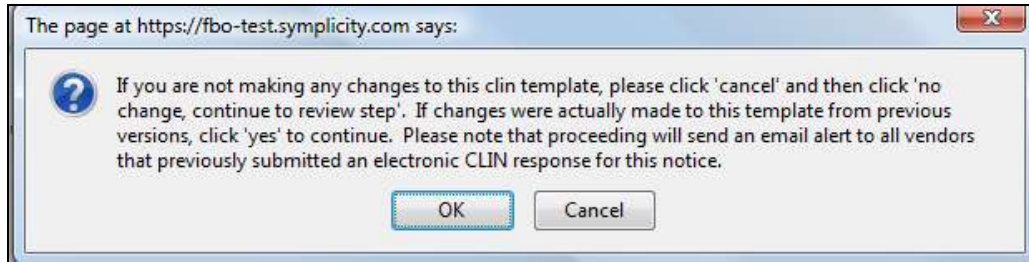
**Bids** \* indicates a required field

**Electronic Submission/ Responses:**  
Select the type of electronic submission that you would prefer

☒ CLIN ☒ Doc Package

Go Back Save Draft Quit Process And Return No Change, Continue To Review Step Proceed

- VI. At the bottom of the form for step five Bids - Type, there are five options:
  - a. Go Back takes the user to step four Attachments;
  - b. Save Draft saves the modification in draft notice;
  - c. Quit Process and Return does not save the modification;
  - d. No Change, Continue to Review Step does not save any changes made to the form and takes the user to step six Review / Submit;
  - e. Proceed saves any changes made to the form and takes the user to the next step in the modification process.
- VII. If the user selects the CLIN type option and clicks Proceed, the system will provide a CLIN Template for completion or modification.
  - a. If the user previously created a CLIN template and then disabled the option, the system will recall the original template for modification at this time.
  - b. The user can make any changes to the CLIN template form, including:
    - i. Edit Line Item Description;
    - ii. Edit Quantity;
    - iii. Add and/or Delete Line Item;
    - iv. Add and/or Delete Child Line Item.
- VIII. At the bottom of the form for step five Bids – CLIN Template, there are five options:
  - a. Go Back takes the user to step five Bids - Type;
  - b. Save Draft saves the modification in draft notice;
  - c. Quit Process and Return does not save the modification;
  - d. No Change, Continue to Review Step does not save any changes made to the form and takes the user to step six Review / Submit;
  - e. Proceed saves any changes made to the form and takes the user to the next step in the modification process; note, if the user selects Proceed, the system will provide the following warning message:



- IX. After clicking OK, the system will move to the next step, Bids – Review at which point the user can review the type(s) of electronic submission selected, if any, as well as the CLIN template created, if applicable. There are four options at the bottom of the review page:
- Go Back takes the user to step five Bids – CLIN Template;
  - Save Draft saves the modification in draft notice;
  - Quit Process and Return does not save the modification;
  - Proceed saves any changes made to the Bids section and takes the user to the next step in the modification process.
- X. At step six, the user is able to review materials, and if appropriate to post the modification/amendment for vendor review; see section 3.3.2 page 53 for more information on this final step in the modification process.

### 3.4.3 Manage Vendor Electronic Responses

- I. A Buyer can review vendor electronic responses by following the below steps:
- Go to upper navigation Notices button or click on the Active Procurement Notices link on the My FBO page under Statistics.
  - Locate the desired notice in the list and click on the corresponding Title, or use the view icon to open the Notice Information page.
  - If the Bid Module is enabled for a notice, there will be an additional tab called Bids/Responses from where the user can review any vendor electronic response submissions for that notice.
  - Note, on this page, the user can also review the available type(s) of electronic submission, as well as the CLIN template created, if applicable.

**Base Notice: Bid Mod Test 39 - MM-FBO-039**  
 RETURN RETURN TO LIST (NOTICES)

Notice Information Packages Bids/Responses Interested Vendors Print

**Note:** This notice has been posted. Any changes must be done in the form a new modification/amendment notice

Return To List Modify/Amend Archive Print

**Notice Information**

Solicitation: MM-FBO-039 Agency/Office: Office of Integrated Acquisition Environment

Location:

**PROCUREMENT NOTICE INFO**  
 Created: February 18, 2009 4  
 By: [Micki Buyer](#)  
 Modified: February 18, 2009 4  
 By: [Micki Buyer](#)

**ELECTRONIC SUBMISSIONS**  
 Doc Package  
[CLIN](#)

II. If vendor

the no

Notice Information Packages **Bids/Responses** Interested Vendors

Core Notes

Return Create Award Notice

**Response**

Contractor:

Name:  
FBO Test Vendor

Doing Business As (DBA):  
FBO Test Vendor

Fullname:  
Micki Vendor

First Name:  
Micki

Last Name:  
Vendor

Email:  
[Redacted]

Phone:  
5555551212

there are no electronic submissions, tab will indicate items found:

III. If vendor

will be

Notice Information								
Keywords:								
Batch Options ▾		Items 1-2 of 2						
		Last Name ▾	First Name ▾	Contractor ▾	DUNS ▾	Type	Total Bid ▾	Submitted On ▾
		Vendor	Micki	FBO Test Vendor		CLIN, Doc Package	2,500.00	Feb 21, 2009 10:12 pm
		Vendor02	Micki	Test Vendor 2		CLIN, Doc Package	1,500.00	Feb 21, 2009 11:25 pm

available, electronic response submissions displayed in

spreadsheet fashion and will provide the following information:

- Vendor's first and last name;
- Vendor's company name;
- DUNS if available;
- Type(s) of electronic submission;
- Total Bid amount;
- Date the response was submitted.

IV. Click on the View icon to review the details of a vendor's electronic response; the system will display two sub-tabs for each response submitted, Core and Notes:

- The Core sub-tab provides details of the response, including:
  - Additional contact information for the vendor, including full name, company name, email address, and telephone number;

- ii. The CLIN template, if applicable, as completed and submitted by the vendor with a Unit Price and Total price (Quantity multiplied by the Unit Price) per line item, as well as a Grand Total price for all line items.

**RESPONSE INFO**


Created: February 21, 2009 10:12 pm  
 By: [Mickl Vendor](#)  
 Modified: February 21, 2009 10:38 pm  
 By: [Mickl Vendor](#)

- iii. A Documents section at the bottom where the user can view any file(s) submitted by the vendor as part of the response, including the file name, file size, and file description, if available.
- iv. To open a file, the user can click on the View icon or the file name;

Notice Information Packages **Bids/Responses** Interested Vendors

Core Notes

Keywords:

 No items found


- v. A right side bar

displaying the date the response was created, the date it was modified, and the vendor's full name.

Line Item Description	Quantity	Unit Price	Total
Line Item #1	1000	2.50	2,500.00
<b>Grand Total:</b>			<b>2,500.00</b>

- b. The Notes sub-tab allows the user to enter and save notes for each electronic response submission:
  - i. If there are no notes saved, the system will indicate No Items Found
  - ii. To create a note, click on the Add New Note button located at the bottom of the page

**Documents:**

 [Sample vendor bid response.docx](#) (9.66 Kb)  
 Test Response File

- iii. The system provides a text field where the user can enter in Note Information

1. Submit saves the text entered and returns the user to the main Notes sub-tab listing all saved entries
2. Save saves the text entered and keeps the user within that particular note for review
3. Return does not save the text entered and returns the user to the main Notes sub-tab listing all saved entries.

- iv. A user can view and/or edit a note entry at any time by opening the Notes sub-tab within a response and clicking on the View icon next to the desired note.
- v. The user can review the Note Information and make changes (or delete the note) by clicking on the Edit button; otherwise, the user clicks Return to go back to the main list of Notes for that response.

V. A user  
or a  
of  
  
Zip file  
these

Notice Information	Packages	<b>Bids/Responses</b>	Interested Vendors
<div>Core</div> <div>Notes</div>			
<div>Edit</div> <div>Return</div>			
<p>Note Information</p> <p>Body: test note</p> <div>Edit</div> <div>Return</div>			

can download all  
select number  
vendor  
responses into a  
by following  
steps:  
a. Within the

- Bids/Responses tab of a particular notice, select the responses to be downloaded using the checkboxes next to each response
- Note, to select (or deselect) all responses, the user can simply click on the plus (or minus) sign at the top of the checkbox column
  - Next, click on the down arrow next to Batch Options and select the Download Zip option

- VI. Users can also send email messages to selected vendors by following these steps:
- Within the Bids/Responses tab of a particular notice, select the response(s) for which you would like to send an email message to the associated vendor(s)

(or the

		Last Name ▼	First Name ▼	Contractor ▼
<input checked="" type="checkbox"/>		Vendor	Micki	FBO Test Vendor
<input checked="" type="checkbox"/>		Vendor02	Micki	Test Vendor 2

using the checkboxes next to each response  
 b. Note, to select (or deselect) all responses, the user can simply click on the plus minus) sign at top of the checkbox column

- Next, click on the down arrow next to Batch Options and select the Mail option

- The system opens Mail Wizard sub-tab which provides instructions for creating an email message to the vendors selected in the previous step:
  - Enter the Subject of the email message
  - The system will automatically enter in the email addresses on file for the vendor

		Last Name ▼	First Name ▼	Contractor ▼	DUNS ▼
<input checked="" type="checkbox"/>		Vendor	Micki	FBO Test Vendor	
<input checked="" type="checkbox"/>		Vendor02	Micki	Test Vendor 2	

response(s) selected by the user

- If desired, enter the email address(es) for the people who should be carbon copied (Cc) and/or blind copied (Bcc) on the email message;
- Use the yes/no radio buttons to indicate if the message should be formatted using HTML



Notice Information	Packages	<b>Bids/Responses</b>	Interested Vendors
Response List		Mail Wizard	

**STEP 1: Review/Edit Message**  
Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

**Subject\*:**  
Enter the subject of the email message.

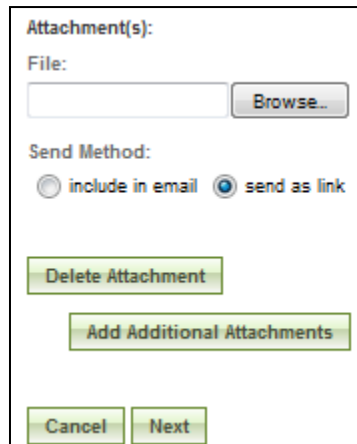
**From:**  
Please enter the e-mail address which will be used in the from field.  
[m...@s...z.com](#)

**Cc:**  
Address(es) who should be carbon copied

**Bcc:**  
Address(es) who should be blind copied

**HTML Format:**  
Do you wish to format this message using HTML?  
☐ yes ☐ no

- v. Enter the message body, including any merge fields which are identified in the right side bar; the user can either type the identifier (including the brackets) directly into the text body, or click on the blue text in the side bar to insert the information wherever needed.



Attachment(s):

File:

Send Method:

☐ include in email ☒ send as link

AVAILABLE MERGE FIELDS

[sol\_number]  
 [agency]  
 [office]  
 [location]  
 [vendor\_fullname]  
 [vendor\_fname]  
 [vendor\_lname]  
 [vendor\_contractor\_name]  
 [vendor\_contractor\_duns]  
 [date]  
 [tab]  
 [system\_url]

- vi. The user is files from as part of

1. Click
2. Use the radio buttons to indicate the method for sending the file, either as an attachment in the email message, or as a link to the file;
3. The user can delete attachments at any time using the Delete Attachment button (note, this action takes place immediately, independent of submitting the form);
4. he user can attach more files using the Add Additional Attachments button;

able to select one or more their computer to be included the message.  
 on the Browse button to select a file;

- vii. Cancel does not save the message and returns the user to the main Bids/Responses tab;
- viii. Next moves the user to step two, Review Recipients where the system will allow the user to review the list of recipients, and make any necessary changes

- ix. Cancel does not save the message and returns the user to the main Bids/Responses tab;
- x. <prev returns the user to step one, Review/Edit Message;
- xi. Send Messages begins the mailing process. **Note, this action cannot be reversed.**

### 3.4.4 Create Award

- I. From any page on the system, a user can go to upper navigation Notices button and then use the create award button to add an award to the notice.  
(see section 3.3.3 page 54 for screen shot).
- II. Additionally, a user can use the Quicklink create award on their My FBO page to modify / amend a notice.
- III. If a notice is not eligible for award, the award icon will be grayed out and non-selectable.
- IV. If the Bid Module is enabled for a user's notice and there are vendor electronic responses submitted, the user can also initiate the award process directly from the Core sub-tab of an electronic response by clicking on the Create Award Notice

Notice Information Packages **Bids/Responses** Interested Vendors

Response List Mail Wizard

**STEP 2: Review Recipients**  
Please review the list of recipients below, and make any desired changes.

m...@s...y.com  
remove selected recipients

**WARNING:** When you click 'Send Messages', the mailing will begin. This is your last chance to change your mind or make any corrections.

cancel < prev Send Messages

button. (Note, this button will only be present if the notice is eligible for award.)

- V. After clicking Create Award Notice, the system will take the user to step two of the award process, Notice Details, where the following fields are pre-populated:
  - a. Title;
  - b. Classification Code and NAICS Code;
  - c. Contract Award Date;
  - d. Contractor Awarded Name and Address;
  - e. Primary and Secondary Point of Contact Information;
  - f. Existing Description.
- VI. See section 3.3.3 for detailed information on the steps required to continue processing an award.

Notice Information	Packages	Bids/Responses	Interested Vendors
<div>Core</div> <div>Notes</div>			
<div>Return</div> <div>Create Award Notice</div>			
Response			

### 3.4.5 Cancel Award

See section 3.3.4.

### 3.4.6 Deletion of Draft Award

See section 3.3.5.

### 3.4.7 Delete Posted Award

See section 3.3.6.

### 3.4.8 Archive Award

See Section 3.3.7

### 3.4.9 Unarchive Award

See section 3.3.8.

### 3.4.10 Print Award

See section 3.3.9.

### 3.4.11 Review Interested Vendors List

See section 3.3.10.

## 3.5 Non-FBO Secure Document Link

Users can create links to documents posted in FBO for viewing outside the context of FBO notices. These sorts of links were previously managed through FedTeDS.

### 3.5.1 Create Non-FBO Secure Document Link

- I. From notices tab, go to Non-FBO Solicitation sub-tab to see list of Non-FBO Solicitations.
  - II. Red x in the released column indicates the Non-FBO solicitation is in draft format (not released yet). A date in this column means the Non-FBO solicitation was released on this date.
  - III. Click Add New Non-FBO Solicitation to create a new Non-FBO solicitation link.
- 
- I. The first step of creating a Non-FBO Secure Document Link is essentially a simplified version of the notice form. This form only captures three key elements:
    - i. the archive date
    - ii. point of contact(s)
    - iii. solicitation #
  - II. Note, solicitation # and archive date must be entered before the save draft button can be used to save the Non-FBO Solicitation in draft format.
  - III. Cancel returns the user to the list of Non-FBO Solicitations.
  - IV. Proceed takes the user to the next step in the process.

The screenshot displays the 'Non-FBO Solicitations' page on the FEDBIZOPPS.GOV website. The page has a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the navigation bar, there's a 'Non-FBO Solicitations' section with a 'RETURN' link and tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Non-FBO Solicitations' tab is active, showing a list of 6 items. The list has columns for 'Actions', 'SolRef #', 'Created on', and 'Released'. The first row has a red 'X' in the 'Released' column, indicating it is in draft format. Below the list, there's a search bar with 'gs' entered, and a button to 'Add New Non-FBO Solicitation'.

Actions	SolRef # ▼	Created on ▼	Released ▼
	GS02P08PWC0018	Apr 07, 2008 4:18 pm	X
	GS0507SVC0022	Apr 10, 2008 5:02 pm	Jul 06, 2007 5:09 am
	GS06P08GYC0005	Apr 10, 2008 5:02 pm	Jan 25, 2008 3:44 am
	GS06P08GYC0004	Feb 06, 2008 2:00 am	Feb 06, 2008 2:00 am
	GS06P08GZC0004	Apr 01, 2008 4:52 pm	Feb 27, 2008 10:00 am
	GS06P08GZC0009	Apr 01, 2008 4:52 pm	Feb 28, 2008 11:30 am

Items 1-6 of 6

[Add New Non-FBO Solicitation](#) Items 1-6 of 6

- I. The next step of creating a Non-FBO form allows the user to add the secured package(s).
- II. The user can create new or attach/select existing secured package.
- III. Contingent on the response, the system will prompt users to enter data as appropriate.
- IV.

**Non-FBO Solicitation: nonfbo123**

**1 Details**

**2 Attach Packages**

**3 Review/Submit**

**Note:** This solicitation and attached Secure Packages have not yet been released and are saved as draft. You may make modifications and submit when ready.

**Save Draft** **Cancel** **Proceed** \* Indicates a required field

**Solicitation Details**  
Please enter the details for this non-fbo solicitation

**Solicitation #:** Enter the solicitation number  
nonfbo123

**Primary Point of Contact\*:** Select the primary point of contact  
Select an Existing or New Contact:  
chica (btmns@gmail.com) ▼

**Title:**  
\_\_\_\_\_

**Full Name:**  
chica

**Email:**  
btmns@gmail.com

**Phone:**  
\_\_\_\_\_

**Fax:**  
\_\_\_\_\_

**Secondary Point of Contact:** Optionally, select a secondary point of contact.  
Select an Existing or New Contact:  
New Contact ▼

**Title:**  
\_\_\_\_\_

**Full Name:**  
\_\_\_\_\_

**Email:**  
\_\_\_\_\_

**Phone:**  
\_\_\_\_\_

**Fax:**  
\_\_\_\_\_

**Archive Date\*:** The date this solicitation and packages will be archived  
2008-03-31 **Select** **Clear**

**Save Draft** **Cancel** **Proceed**

Use the Attach Additional Secure Package button to add additional packages to the Non-FBO Solicitation.

- V. Go Back takes the user back one step in the process.
- VI. Use the save draft button to save the Non-FBO Solicitation in draft format.
- VII. Cancel returns the user to the list of Non-FBO Solicitations.
- VIII. Proceed & Review takes the user to the final step in the process.

 Business Opportunities



My FBO

My Profile

Notices

Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

1 Details

2 Attach Packages

3 Review/Submit

Attach Packages

\* indicates a required field

Package #1

Select PR # From Your Office:  
 ▼

PR #\*:  
Use "find package" to find that pr on the system if it already exists:

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- I. The final step of creating a Non-FBO allows the user to review and submit materials.
- II. Go Back takes the user back one step in the process.
- III. Use the Save Draft button to save the Non-FBO Solicitation in draft format.
- IV. Quit Process and Return returns the user to the list of Non-FBO Solicitations
- V. Release Solicitation makes the Non-FBO solicitation link valid. Users will be asked to confirm release.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO | My Profile | Notices | Document Packages

Welcome, nancy both - test section | Accessibility | User Guide | Logout

### [New Non-FBO Solicitation]

1 Details

2 Attach Packages

3 Review/Submit

#### Solicitation Details

**Solicitation #:**  
asdfasdasdf

**Primary Point of Contact:**  
nancy both,  
Supervisor BUyer  
[test-1@symplicity.com](mailto:test-1@symplicity.com), [test-13@symplicity.com](mailto:test-13@symplicity.com)  
Phone: 512 555 66677

**Archive Date:**  
April 30, 2008

#### Attach Packages

**Package #1**

PR #: newpar3iou

Is this Export Controlled?: yes

Explicit Access: no

---

[tiffany.txt](#) (74.46 Kb)

Description: tset

Go Back | Save Draft | Quit Process And Return | Release Solicitation

- I. The link for the Non-FBO solicitation is presented in the notice when it is released.
- II. Vendors must log in after clicking that link and will see the uploaded packages - and can request access etc, same way they would for FBO Solicitation. Users will manage explicit access requests in the same way as described for FBO solicitations.

The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, the header includes the site logo, "Federal Business Opportunities", and "E-GOV USA.gov". Below the header is a navigation bar with tabs: "My FBO", "My Profile", "Notices", and "Document Packages". A welcome message "Welcome, nancy both - test section" is visible, along with links for "Accessibility", "User Guide", and "Logout".

The main content area is titled "Non-FBO Solicitation: 32608". It includes navigation links: "RETURN" and "RETURN TO LIST (NONFBO)". Below this are tabs for "Procurement Notices", "Drafts", "Archived", and "Non-FBO Solicitations". The "Non-FBO Solicitations" tab is active, showing sub-tabs for "Details" and "Authorized Parties".

Under the "Details" sub-tab, there are buttons for "Unrelease Solicitation", "Return", and "Archive". The "Solicitation Details" section lists the following information:

- Solicitation #:** 32608
- Primary Point of Contact:** nancy cybil, [cybil@g.gov](mailto:cybil@g.gov)
- Secondary Point of Contact:** nancy office five, [test-4@symplicity.com](mailto:test-4@symplicity.com)
- Archive Date:** April 25, 2008
- Vendor Link:** <https://fbo-test.symplicity.com/fedteds/32608>

Below the details is an "Attach Packages" section. A package is listed:

- Package #1**
- PR #: 235687
- Is this Export Controlled?: no
- Explicit Access: yes
- Is CD Available: no

On the right side of the page, a "NON-FBO SOLICITATION INFO" box provides additional details:

- Created:** March 26, 2008 2:29 pm
- By:** [nancy both](#)
- Modified:** April 16, 2008 5:45 pm
- By:** [nancy both](#)

### 3.5.2 Un-release Non-FBO Secure Document Link

- I. Users can un-release Non-FBO solicitations. Doing so renders the Non-FBO Solicitation link nonfunctional. Vendors trying to view the link of an unreleased Non-FBO solicitation will receive the following error message:  
NOTE: The Secure Documents link (formerly FedTeDS) you are trying to access cannot be found
- II. Un-released Non-FBO solicitations are returned to draft status on the list of Non-FBO solicitations. On that list, in the released date, a red x will display.
- III. To unrelease a previously released Non-FBO document, go to Notices and the Non-FBO Solicitations sub-tab. Click on the review tab to open the previously released item.

The screenshot displays the 'Non-FBO Solicitations' page on the FEDBIZOPPS.GOV website. The page includes a navigation bar with 'My FBO', 'My Profile', 'Notices', and 'Document Packages'. Below the navigation bar, there is a 'Non-FBO Solicitations' section with a 'RETURN' link and tabs for 'Procurement Notices', 'Drafts', 'Archived', and 'Non-FBO Solicitations'. The 'Non-FBO Solicitations' tab is active, showing a list of solicitations. The list has columns for 'Actions', 'Sol/Ref #', 'Created on', and 'Released'. The first row shows a red 'x' in the 'Released' column for Sol/Ref # GS02P08PWC0018. Below the list, there is an 'Add New Non-FBO Solicitation' button and a link to 'Items 1-6 of 6'.

Actions	Sol/Ref # ▼	Created on ▼	Released ▼
	GS02P08PWC0018	Apr 07, 2008 4:18 pm	x
	GS0507SVC0022	Apr 10, 2008 5:02 pm	Jul 06, 2007 5:09 am
	GS06P08GYC0005	Apr 10, 2008 5:02 pm	Jan 25, 2008 3:44 am
	GS06P08GYC0004	Feb 06, 2008 2:00 am	Feb 06, 2008 2:00 am
	GS06P08GZC0004	Apr 01, 2008 4:52 pm	Feb 27, 2008 10:00 am
	GS06P08GZC0009	Apr 01, 2008 4:52 pm	Feb 28, 2008 11:30 am

Items 1-6 of 6

[Add New Non-FBO Solicitation](#)

- I. From the Details tab, use the unreleased solicitation button to unreleased the Non-FBO solicitation. When prompted, the user will need to confirm intended operation.
- II. If there is not an intention to re-release the solicitation, use archive to send the solicitation to archives. When prompted, the user will need to confirm intended operation.
- III. Return returns the user to the list of Non-FBO Solicitations

The screenshot displays the FEDBIZOPPS.GOV website interface. At the top, the header includes the site logo, "Federal Business Opportunities", and navigation links for "My FBO", "My Profile", "Notices", and "Document Packages". A secondary navigation bar contains links for "Procurement Notices", "Archived", and "Non-FBO Solicitations". The main content area is titled "Non-FBO Solicitation: 58979" and includes a "RETURN" link. Below this, there are tabs for "Details" and "Authorized Parties". The "Details" tab is active, showing a "Solicitation Details" section with the following information:

- Solicitation #: 58979
- Primary Point of Contact: nancy both
- test-1@symplcity.com
- Archive Date: March 31, 2008
- Vendor Link: <https://fbo-test.symplcity.com/fedteds/58979>

Below the details, there is an "Attach Packages" section showing "Package #1" with the following information:

- PR #: 14785
- Is this Export Controlled?: no
- Explicit Access: yes
- Attachment: [fbo buyer guide1.pdf](#) (4,587.53 Kb)
- Description: testing

On the right side of the page, there is a "NON-FBO SOLICITATION INFO" section with the following details:

- Created: March 25, 2008 6:08 pm
- By: nancy both
- Modified: March 25, 2008 6:08 pm
- By: nancy both

At the bottom of the page, there are buttons for "Unrelease Solicitation", "Archive", and "Return".

### 3.5.3 Delete Draft Non-FBO Secure Document Link

- I. A user can review all drafts non-FBO solicitations from main procurement notices navigation and the sub-tab non-FBO solicitations. Draft items are indicated with a red x in the released column.
- II. To delete a draft item, the user can click on the review icon for the list item to open the draft notice.

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Welcome, Admin User [Accessibility](#) [User Guide](#) [Logout](#)

**Non-FBO Solicitations**

[RETURN](#)

[Procurement Notices](#) [Drafts](#) [Archived](#) **[Non-FBO Solicitations](#)**

[Solicitations](#) [Archived](#)

Keywords:  [More](#) [Go](#) [Clear](#)

Items 1-6 of 6

Actions	Sol/Ref # ▼	Created on ▼	Released ▼
	GS02P08PWC0018	Apr 07, 2008 4:18 pm	<b>x</b>
	GS0507SVC0022	Apr 10, 2008 5:02 pm	Jul 06, 2007 5:09 am
	GS06P08GYC0005	Apr 10, 2008 5:02 pm	Jan 25, 2008 3:44 am
	GS06P08GYC0004	Feb 06, 2008 2:00 am	Feb 06, 2008 2:00 am
	GS06P08GZC0004	Apr 01, 2008 4:52 pm	Feb 27, 2008 10:00 am
	GS06P08GZC0009	Apr 01, 2008 4:52 pm	Feb 28, 2008 11:30 am

[Add New Non-FBO Solicitation](#) Items 1-6 of 6

- I. Within the Non-FBO notice use the proceed option to move forward to the review/submit step
- II. When on the Review/Submit step, if the user selects delete, (appears at the bottom of the form), they will be asked to confirm that they indeed want to delete the item. This is important to consider, as deleted drafts do not go to archives and because the process of deletion cannot be undone.

The screenshot displays the FBO Buyer User Guide interface for a Non-FBO Solicitation. The top navigation bar includes tabs for "My FBO", "My Profile", "Notices", and "Document Packages". Below the navigation bar, a welcome message for "Nancy Buyer Only" is shown, along with links for "Switch Account", "Accessibility", "User Guide", and "Logout". The main heading is "Non-FBO Solicitation: 32608". On the left, a sidebar shows three steps: "1 Details", "2 Attach Packages", and "3 Review/Submit". The main content area features a yellow warning box stating: "Note: This solicitation and attached Secure Packages have not yet been released and are saved as draft. You may make modifications and submit when ready". Below this, the "Solicitation Details" section shows: "Solicitation #: 32608", "Primary Point of Contact: nancy both, test-1@symplicity.com", and "Archive Date: March 31, 2008". The "Attach Packages" section shows "Package #1" with details: "PR #: 235687", "Is this Export Controlled?: no", "Explicit Access: yes", and a file "fbo\_vendor\_guide.MDI (2,057.88 kb)" with description "ghjk". At the bottom, there are five buttons: "Go Back", "Save Draft", "Quit Process And Return", "Delete", and "Release Solicitation".

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - last section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

Non-FBO Solicitation: 32608

1 Details  
2 Attach Packages  
3 Review/Submit

**Note:** This solicitation and attached Secure Packages have not yet been released and are saved as draft. You may make modifications and submit when ready.

**Solicitation Details**

Solicitation #: 32608

Primary Point of Contact: nancy both  
[test-1@symplicity.com](mailto:test-1@symplicity.com)

Archive Date: March 31, 2008

**Attach Packages**

**Package #1**

PR #: 235687  
Is this Export Controlled?: no  
Explicit Access: yes

[fbo\\_vendor\\_guide.MDI](#) (2,057.88 kb)  
Description: ghjk

[Go Back](#) [Save Draft](#) [Quit Process And Return](#) [Delete](#) [Release Solicitation](#)



## 3.6 Manage Document Packages

(outside context of FBO Notice Creation)

### 3.6.1 Add New Document Package to Existing Notice

- I. From the Document / Links main navigation, users can create, and assign new documents to released solicitations.
- II. Use the add new button.
- III. Additionally, a user can use the quicklink upload new docs/links on their My FBO page to add a new package.
- IV. Note, if you create a new document using this resource, and save the materials as drafts, the resources will remain as drafts in the system until they are posted or deleted.
- V. Buyers that are Buyer only – versus both Buyer and Engineer will only be able to create non-secured packages through this process.

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My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

### Document Packages/Links

[RETURN](#)

**Packages** **Authorized Parties**

Keywords:  [Less](#)

Secure: ☐ yes ☐ no

Type:

Posted Date:    to

Posted: ☐ yes ☐ no

Items 1-1 of 1

Label / PR # ▼	Type ▼	Solicitation ▼	Created on ▼	Posted On ▼
<a href="#">explicitone</a> <a href="http://www.yahoo.com">http://www.yahoo.com</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc.)	<a href="#">323explicitone</a>	Mar 23, 2008 2:58 pm	Mar 23, 2008

Items 1-1 of 1

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo\\_support@gsa.gov](mailto:fbo_support@gsa.gov)



- I. At step one, Details, the user indicates whether the document is sensitive/secure and if tied to a FBO solicitation, and then completes the other elements of the document package creation process (fields will appear conditionally based on user responses).
- II. At the bottom of the form, Save Draft saves the materials to the draft notice; Quit Process and Return returns the user to the list of document packages and; Proceed moves the user forward in the stepwise process.

**FEDBIZOPPS.GOV** Federal Business Opportunities

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**[New Documents/Links]**

**1 Details**

**2 Upload Files**

**3 Review/Submit**

**Package Details** \* indicates a required field

Please enter the details for this document package

**Contracting Office Location\*:**  
You are not registered at the office location level. Please select the related office location

**Sol/Ref #\*:**

**Type\*:**

☐ Solicitation

☐ Mod/Amendment

☐ Other (Draft RFPs/RFIs, Responses to Questions, etc..)

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo\\_support@gsa.gov](mailto:fbo_support@gsa.gov)

- I. At step two, the user uploads files.
- II. A description is required.
- III. Bottom of page, Go back allows the user to go back in the stepwise process.
- IV. Save Draft saves the materials to the draft notice.
- V. Cancel returns the user to the previous navigation.
- VI. Proceed & Review moves the user forward in the stepwise process.

**FEDBIZOPPS.GOV** Federal Business Opportunities

IAE E-GOV USA.gov

My FBO My Profile Notices Document Packages

Welcome, Nancy Buyer Only - test section [Switch Account](#) [Accessibility](#) [User Guide](#) [Logout](#)

**[New Documents/Links]**

1 Details

2 Upload Files

3 Review/Submit

**Files / Attachments** \* indicates a required field

**File / Link #1**

**Type\*:**  
Choose "upload" to select a file from your computer or choose "link" to enter in website URL.

☐ upload ☐ link

**Description\*:**  
Enter in a short description for this file/link.


[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

- I. At step three, review/submit, the user is able to review materials, and if appropriate to use post documents.
- II. Go back allows the user to go back in the stepwise process.
- III. Save Draft saves the materials to the draft notice.
- IV. Cancel returns the user to the previous navigation.
- V. Release Package adds the documents for use in the system.

1 Details

2 Upload Files

3 Review/Submit

 **Note:** This package is not tied to a solicitation. Please click [release] now to make it available for solicitation attachments.

### Package Details

**Is this a secure/sensitive package?:**  
yes

**Is the related solicitation on FBO:**  
no

**Label:**  
Mod/Amendment (Draft)

**PR #:**  
12345678912


**Is this Export Controlled?:**  
no

**Explicit Access:**  
no

**Is CD Available:**  
no

### Files / Attachments

---

 [Notice to Offerors.doc](#) (23.50 Kb)  
Description: test

Go Back

Save Draft

Quit Process And Return

Release Package

### 3.6.2 Edit Document Package

- I. Note, if a package has been posted to a solicitation, the user will not be able to edit the package. Only packages that list unassigned in the solicitation column will have edit as an option when opened.
- II. To edit a document package, go to main navigation document packages, and select the package link for the package to be edited. This opens the details of the package.
- III. When details are open, select the edit button.

**FEDBIZOPPS.GOV** Federal Business Opportunities

Welcome, nancy both - test section [Accessibility](#) [User Guide](#) [Logout](#)

## Document Packages/Links

[RETURN TO PROCUREMENT](#)

**Packages** **Authorized Parties**

Keywords:  [More](#) [Go](#)

Items 1-20 of 57 Showing **20** per page Jump **1** | [Next >](#)

Label / PR # ▼	Type ▼	Solicitation ▼	Created on ▼	Posted On ▼
<a href="#">123456</a> <a href="#">More stuff</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">123456456</a>	Mar 25, 2008 10:02 am	Mar 25, 2008
<a href="#">123aa</a> <a href="#">tes</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	[Unassigned]	Mar 29, 2008 1:19 pm	Apr 14, 2008
<a href="#">14785</a> <a href="#">testings</a>	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">58979</a>	Mar 25, 2008 4:02 pm	Mar 25, 2008

**test414**

[RETURN](#) [RETURN TO LIST \(DOCUMENT\\_PACKAGE\)](#)

**Details** **Audit Trail**

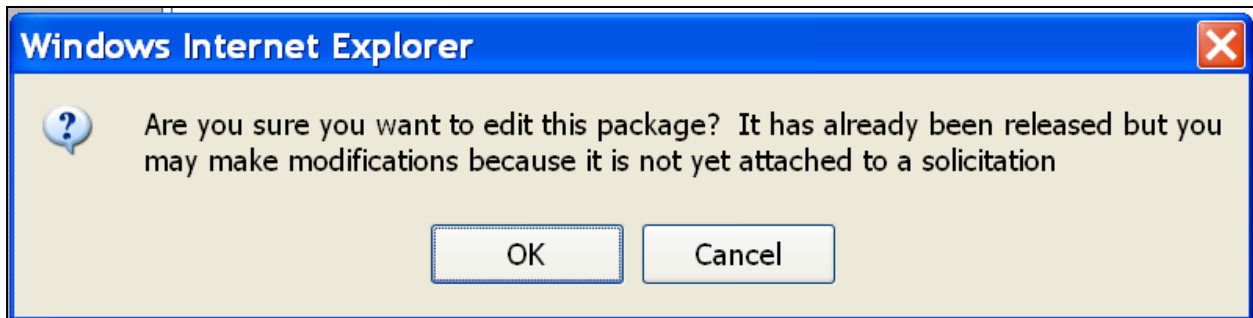
**Note:** This is a sensitive, but unclassified document package.

[Return](#) [Delete](#) [Edit](#)

Contracting Office Location: 5

Is this a secure/sensitive package?: yes

- I. After edit is selected, user see message indicating why edits are allowed, and will need to confirm the desire to make edits to the package.



- II. Users will be taken to step one of document creation and can progress as if the document had been previously saved as draft. See above for details on notice creation.

### 3.6.3 Delete Document Package

- I. Note, if a package has been posted to a solicitation, the user will not be able to delete the package. Only packages that list unassigned in the solicitation column will have delete as an option when opened.
- II. To delete a document package, go to main navigation document packages, and select the package link for the package to be deleted. This opens the details of the package.
- III. When details are open, select the delete button.

**FEDBizOPPS.gov** Federal Business Opportunities

Welcome, nancy both - test section [Accessibility](#) [User Guide](#) [Logout](#)

**Document Packages/Links**  
RETURN TO PROCUREMENT

**Packages** Authorized Parties

Keywords:  [More](#)

Items 1-20 of 57 Showing 20 per page Jump 1 | [Next >](#)

Label / PR # ▼	Type ▼	Solicitation ▼	Created on ▼	Posted On ▼
<a href="#">123456</a> More stuff	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">123456456</a>	Mar 25, 2008 10:02 am	Mar 25, 2008
<a href="#">123aa</a> tes	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	[Unassigned]	Mar 29, 2008 1:19 pm	Apr 14, 2008

**Mod/Amendment (Draft)**  
RETURN TO DOCUMENT PACKAGES/LINKS RETURN TO LIST (DOCUMENT PACKAGES/LINKS)

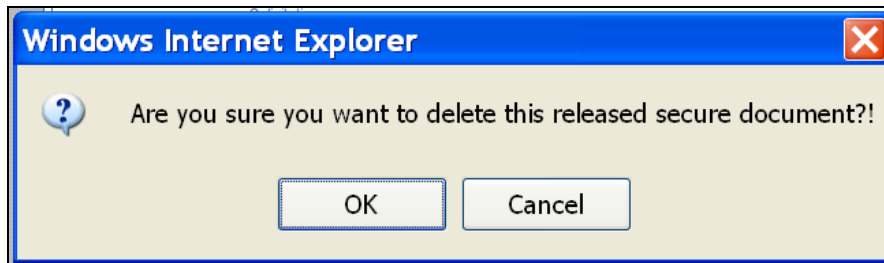
**Details** Audit Trail

**Note:** This is a controlled unclassified document package.

[Return](#) [Delete](#) [Edit](#)

Is this a secure/sensitive package?: yes  
Is the related solicitation on FBO: no

- I. After delete is selected, user sees message indicating why delete is allowed, and will need to confirm the desire to delete the package.





### 3.6.4 Manage Explicit Access Requests

- I. A user can see if they have any pending Explicit Access Requests on their home page in the Pending Actions display. Note this tally is specific to the account.
- II. Click on the presented link to navigate to the list of pending requests.
- III. Alternatively, a user can navigate to the authorized parties list from the Document Packages main navigation, and selecting the authorized Parties sub-tab.



- I. The authorized parties list is divided into three sub-tabs: Pending Requests, Authorized, and Rejected Requests.
- II. To review a Pending request, click on the Review icon for the request record.

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### Document Packages/Links

[RETURN TO HOME](#)

Packages Authorized Parties

Pending Requests Authorized Rejected Requests

Keywords:  [Go](#)

Items 1-1 of 1

Actions	Sol/Ref # ▼	Last Name ▼	First Name ▼	Email	Contractor ▼	DUNS ▼	Cage # ▼
	<a href="#">estate</a>	export	nancy	<a href="mailto:nancyexport@symplicity.com">nancyexport@symplicity.com</a>	OPTOMETRICS CORPORATION	001002138	1X8K5

Items 1-1 of 1

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877-472-3779 (Toll Free) [fbo\\_support@gsa.gov](mailto:fbo_support@gsa.gov)

- I. When the Review icon is clicked, the pending explicit access request record is opened.
- II. If the user is comfortable approving the request for access to the document, they select approve. Approved vendors receive email notification that they have been granted explicit access to the document. If approved is selected, user will be asked to confirm action.



- III. To reject the request, select Reject (see below for details on rejection).
- IV. If the user is not ready to do either action, use Quit Process and Return to retain pending status on the record.

My FBO	My Profile	Notices	Document Packages
<p>Welcome, Nancy Buyer Only - test section <a href="#">Switch Account</a> <a href="#">Accessibility</a> <a href="#">User Guide</a> <a href="#">Logout</a></p>			
<h2>Approve/Reject Request</h2> <p><a href="#">RETURN</a>   <a href="#">RETURN TO LIST (AUTHORIZED)</a></p>			
<p><a href="#">Packages</a> <a href="#">Authorized Parties</a></p>			
<p><b>Note:</b> You may approve or reject this vendor's request for explicit access to sensitive documents.  Note: Approving this vendor will add them to the Authorized Party List for this solicitation.</p>			
<p><a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Quit Process And Return</a></p>			
<h3>Pending Explicit Access Request</h3>			
<p>Status: pending</p>			
<p>Is the Notice on FBO: yes</p>			
<p>Solicitation #: estate</p>			
<p>Vendor:</p>			
<p>Contractor:</p>			
<p>DUNS #: 001002138</p>			
<p>Name: OPTOMETRICS CORPORATION</p>			
<p>Cage #: 1X8K5</p>			
<p>FullName: nancy yes export</p>			
<p>First Name: nancy</p>			
<p>Middle Name: yes</p>			
<p>Last Name: export</p>			
<p>Email: <a href="mailto:nancyexport@symplicity.com">nancyexport@symplicity.com</a></p>			
<p>Phone:</p>			
<p><b>AUTHORIZED VENDOR'S INFO</b></p>			
<p>Created: March 29, 2008 7:04 pm</p>			
<p>By: <a href="#">nancy yes export</a></p>			
<p>Modified: March 29, 2008 7:04 pm</p>			
<p>By: <a href="#">nancy yes export</a></p>			

- I. If reject was selected, the user will be prompted to provide text explaining the rejection. This information will be included in the rejection email received by the vendor.
- II. If a user changes their mind at this step, they can still use quit process and return button to retain the pending status of the explicit access request.
- III. Save and Send Rejection will change the request status to rejected and send vendor notification about rejection.

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### Reject Request

[RETURN](#) | [RETURN TO LIST \(AUTHORIZED\)](#)

[Packages](#) | [Authorized Parties](#)

**Note:** Please add a reason for rejection

[Quit Process And Return](#) [Save And Send Rejection](#) \* indicates a required field

#### Reject Authorized Party Request

Please provide an explanation for this rejection which will be emailed to the vendor

Status: rejected  
 Is the Notice on FBO: yes  
 Solicitation #: estate  
 Vendor: nancy yes export (Vendor Associates: 147852963)  
 Rejection Note\*:

[Quit Process And Return](#) [Save And Send Rejection](#)

**AUTHORIZED VENDOR'S INFO**  
 Created: March 29, 2008 7:04 pm  
 By: [nancy yes export](#)  
 Modified: March 29, 2008 7:04 pm  
 By: [nancy yes export](#)

[User Guide](#) [Accessibility](#) [Help Desk](#) 877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

### 3.6.5 Review Authorized / Rejected Explicit Access Requests

- I. To review the previously authorized / rejected explicit access requests, go to the Notice of interest, and the packages sub-tab and the authorized parties sub-tab.
- II. Authorized vendors will be listed on the authorized sub-tab.
- III. Previously rejected requests will be listed on the rejected requests sub-tab.

The screenshot shows the FEDBIZOPPS.GOV website. The header includes the site logo and navigation tabs: My FBO, My Profile, Notices (selected), and Document Packages. A welcome message for 'nancy both - test section' is displayed, along with links for Accessibility, User Guide, and Logout.

The main heading is '417buyersol - 78979a8sd7f: Authorized Parties'. Below this are navigation tabs: Notice Information, Packages (selected), and Interested Vendors. Under 'Packages', there are sub-tabs: Packages, Authorized Parties (selected), Pending Requests, and Rejected Requests.

A search bar with 'Keywords:' and a 'Go' button is present. Below it, it says 'Items 1-1 of 1'.

Actions	Last Name ▼	First Name ▼	Email	Contractor ▼	DUNS ▼	Cage # ▼
	Kern	Doug	<a href="mailto:agocity@symplicity.com">agocity@symplicity.com</a>	nancy's import export	000002222	XXXXY

At the bottom left, there is a button labeled 'Add Authorized Party' and the text 'Items 1-1 of 1'.

### 3.6.6 Document Audit Trail

- I. For controlled, unclassified documents, the system tracks each time a vendor reviews the record. This is captured in the audit trail sub-tab of a released document.
- II. Go to main navigation Document Packages.
- III. For the document package you would like to review, click on the package link (not the actual document file link(s)).

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## Document Packages/Links

[RETURN](#)

**Packages** [Authorized Parties](#)

Keywords:  [More](#) [Go](#) [Clear](#)

Items 1-3 of 3

Label / PR # ▼	Type ▼	Solicitation ▼	Created on ▼	Posted On ▼
<a href="#">3.23explicit</a> asdf	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">testexpexport</a>	Mar 23, 2008 12:52 pm	Mar 23, 2008
<a href="#">76767</a> ts	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">a6dsf76afd87</a>	Mar 25, 2008 5:35 pm	Mar 25, 2008
<a href="#">87q98e7r</a> old kitchen	Other (Draft RFPs/RFIs, Responses to Questions, etc..)	<a href="#">a6dsf76afd87</a>	Mar 25, 2008 5:35 pm	Mar 25, 2008

[Add New Package](#) [Items 1-3 of 3](#)



- I. When the Document package record is opened, it defaults to the details sub-tab for the record. Click on the Audit Trail sub-tab, to review the listing of vendor document reviews.
- II. On the Audit Trail sub-tab, the system will list out each time a document was viewed (Note: If viewed multiple times by the same vendor, each occurrence will be reflected in the list.)
- III. Click the Review icon to open the Audit Trail record.

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**Audit Trail - PR # explicitone: 323explicitone**

[RETURN](#) | [RETURN TO LIST \(DOCUMENT PACKAGE\)](#)

Details Audit Trail

Keywords:

Items 1 1 of 1

Actions	Last Name	First Name	Contractor	DUNS	Filename	Created on
	Vendor	Alan	LOEB, H CORP	001001668	package.zip	Mar 23, 2008 3:35 pm

Items 1-1 of 1

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877-472-3779 (Toll Free) [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)

- I. The audit trail record details the specifics of the controlled, unclassified document review.
- II. Return closes the record.

My FBO	My Profile	Notices	Document Packages
<p>Welcome, Nancy Buyer Only - test section <a href="#">Switch Account</a> <a href="#">Accessibility</a> <a href="#">User Guide</a> <a href="#">Logout</a></p> <p><b>Audit Trail - PR # explicitone: 323explicitone</b></p> <p><a href="#">RETURN</a>   <a href="#">RETURN TO LIST LOG</a></p>			
<p><a href="#">Details</a> <a href="#">Audit Trail</a></p>			
<p><a href="#">Return</a></p> <p><b>Secure Package Log</b></p> <p>PR #: explicitone  Sol/Ref #: 323explicitone  Filename: package.zip  Vendor: Contractor:  DUNS #: 001001888  Name: LOEB, H CORP  Doing Business As (DBA): LOEB  Cage #: 3X4W8  Title: Mr  Fullname: Alan Vendor  Email: <a href="mailto:test10@symplicity.com">test10@symplicity.com</a>  Phone: 201-874-7854  Action: download  Action Occured On: Mar 23, 2008 3:35 pm  IP Address: 68.108.204.235</p> <p><a href="#">Return</a></p>			
<p><b>SECURE DOCUMENT LOG INFO</b></p> <p>Created: March 23, 2008 3:35 pm  By: <a href="#">Alan Vendor</a>  Modified: March 23, 2008 3:35 pm  By: <a href="#">Alan Vendor</a></p>			