

# FBO Buyers Guide

Federal Business Opportunities



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### Federal Business Opportunities (FedBizOpps-FBO)

## FBO Buyers Guide (FBO Release 3.0)

15 February 2004

Prepared by

**GSA Federal Supply Service (FSS)  
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## 1.0 FedBizOpps Overview

As of January 1, 2002, the Federal Business Opportunities (FedBizOpps/FBO) system has been the single government point-of-entry (GPE) for Federal government procurement notices over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

**FedBizOpps**  
Federal Business Opportunities

★ **Find Business Opportunities**

★ **General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
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FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

★ **Related Links**

- ▶ Demo FBO
- ▶ Federal Agency Business Forecasts
- ▶ Federal Assets Sales
- ▶ Federal Commons
- ▶ Firstgov
- ▶ Minority Business Development Agency
- ▶ PRO - Net
- ▶ SUB - Net (Subcontracting Opportunities)
- ▶ Vendor Notification Service

★ **Contact Information**

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

**BUYERS**      **VENDORS**

The FedBizOpps Team is committed to Section 508-compliant accessibility.

Figure .1.1: FedBizOpps Home Page

## 1.1 System Requirements

The FedBizOpps System, [www.fedbizopps.gov](http://www.fedbizopps.gov), can be accessed from any personal computer with Internet access and a browser equivalent to Netscape 7.1 or later, and Microsoft Internet Explorer 6.0. User IDs and Passwords are required to ensure that only authorized personnel are submitting procurement documents on the system. A separate FedBizOpps Demo/Training Site has also been established to assist Government Users to practice creating and uploading documents on the Internet. To obtain information regarding the Demo/Training Site, [click here](#).

## 1.2 Methods of Posting Documents on the System

Government buyers may use the following methods to post documents on the FedBizOpps system:

- Web interface ([www.fedbizopps.gov](http://www.fedbizopps.gov))
- Send Mail Transfer Protocol (SMTP) Email Interface
- File Transfer Protocol (FTP) Interface

### 1.2.1 Web Interface

The Web interface ([www.fedbizopps.gov](http://www.fedbizopps.gov)) is an internet-based method of data exchange between agencies and FedBizOpps. This requires government buyers to be registered users with login names and passwords in order to log into, navigate, and post documents to the "FedBizOpps Buyers" application of the FedBizOpps system.

### 1.2.2 Email Interface

The email interface is an SMTP method of data exchange between agencies and FedBizOpps that allows a government buyer to send an email message, which includes the data to be posted in a standard data exchange protocol. The data exchange protocol, developed in accordance with the Federal Acquisition Regulation (FAR), is based on a set of formatted document templates, each of which represents a specific acquisition transaction. The following are the formatted document templates currently used:

- Presolicitation Notice -Synopsis
- Combined Synopsis/Solicitation
- Amendment to a Previous Combined Solicitation
- Modification to a Previous Presolicitation Notice
- Award Notice
- Sources Sought Notice
- Foreign Government Standard
- Special Notice
- Sale of Surplus Property
- Document Upload

Document Deleting

- Document Archival
- Document Unarchival

To view these templates, click on the "**Interface Description**" link under "**General Information**".

<p>★ <b>General Information</b></p> <ul style="list-style-type: none"> <li>▶ Section 508 Vendor Notice</li> <li>▶ Management Responsibility</li> <li>▶ Frequently Asked Questions</li> </ul>	<p>FedBizOpps (FBO) has been designed as a single point of entry for Federal buyers to publish and for vendors to find posted Federal business opportunities across departments and agencies. This capability has been achieved by providing an easy data exchange interface between FBO and each buyer agency's electronic procurement system. Even though FBO accommodates buyer submissions using different Internet protocols (SMTP, FTP, HTTP) for communications, it employs a standard data exchange protocol, which was developed in accordance with Federal Acquisition Regulations (FAR) - see (<a href="http://www.acqnet.gov/far">http://www.acqnet.gov/far</a>), Subpart 5.2, Synopses of Proposed Contract Actions.</p>
<p>★ <b>FedBizOpps News</b></p> <ul style="list-style-type: none"> <li>▶ What's New</li> <li>▶ FBO Awards</li> <li>▶ 508 Compliance</li> </ul>	<p>The data exchange protocol is based on a set of formatted, tagged document templates, each of which represents a specific type of acquisition transaction. As of FBO Release 3, Phase 2 (February 2004), which adds the NAICS code field, where appropriate, to existing templates and adds a new template for amending a Combined Synopsis/Solicitation, similar in format to the Modification template, FBO uses the following thirteen (13) templates:</p>
<p>★ <b>Contact Information</b></p> <ul style="list-style-type: none"> <li>▶ Email: <a href="mailto:fbo.support@gsa.gov">fbo.support@gsa.gov</a></li> <li>▶ Phone: 877-472-3779 (Toll Free)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Presolicitation Notice - Synopsis</a></li> <li>• <a href="#">Combined Synopsis/Solicitation</a></li> <li>• <a href="#">Amendment to a Previous Combined Solicitation</a></li> <li>• <a href="#">Modification to a Previous Presolicitation Notice</a></li> <li>• <a href="#">Award Notice</a></li> <li>• <a href="#">Sources Sought Notice</a></li> <li>• <a href="#">Foreign Government Standard</a></li> <li>• <a href="#">Special Notice</a></li> <li>• <a href="#">Sale of Surplus Property</a></li> <li>• <a href="#">Document Upload</a></li> <li>• <a href="#">Document Deleting</a></li> <li>• <a href="#">Document Archival</a></li> <li>• <a href="#">Document Unarchival</a></li> </ul>
<p>★ <b>FedBizOpps Home</b></p> <ul style="list-style-type: none"> <li>▶ FedBizOpps Home</li> <li>▶ FedBizOpps Buyers</li> <li>▶ FedBizOpps Vendors</li> </ul>	<p>As the FBO development team continues adding new features to the System, new templates will be added. Any changes and enhancements made to the interface in the future will be backward compatible and will not require any changes to the user's system, unless implementation of new functionality is desirable.</p>
<p>★ <b>Interface Description Templates</b></p> <ul style="list-style-type: none"> <li>▶ Presolicitation Notice - Synopsis</li> <li>▶ Combined Synopsis/Solicitation</li> <li>▶ Amendment to a Previous Combined Solicitation</li> <li>▶ Modification to a Previous Notice</li> <li>▶ Sale of Surplus Property</li> <li>▶ Award Notice</li> <li>▶ Sources Sought Notice</li> <li>▶ Foreign Government Standard</li> <li>▶ Special Notice</li> <li>▶ Document Upload</li> <li>▶ Document Deleting</li> </ul>	<p>The goal of this document is to specify each template and demonstrate its usage through examples.</p> <p><b>How to Post Notices and Solicitation Documents on FBO</b></p> <p>In order to post documents to FBO using the email or FTP interface, a Federal buyer organization needs to follow the steps below.</p> <ol style="list-style-type: none"> <li>1. Develop software that will generate emails or FTP files with records in proper FBO template format out of its procurement</li> </ol>

**Figure 1.2: Interface Descriptions**

Each of these templates can be viewed by clicking on the link for their names, starting with "Presolicitation Notice - Synopsis".

In order to send documents to FedBizOpps via email, you will need to follow the steps detailed below:

1. Contact the FBO Administrator at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for Agency/Office/Location set up on the test server, user authority (User ID and Password), as well as the email address and URL of the test server.
2. Send test messages for each type of template.

View the results of the test email submission on the test server.

4. Contact the FBO Administrator, once your testing is complete, to schedule a switch to the production system.

### 1.2.3 FTP Interface

The FTP interface is a data exchange method between agencies and FedBizOpps that allows a government buyer to send a transmission, which includes the data to be posted in a standard data exchange protocol, via FTP to the FedBizOpps system. This method of data exchange is similar to that of the email transmission method. The same rules that apply for the email method apply for the FTP method. This method also requires that Agency/Office/Location information be set up on a test server, similar to the procedures mentioned above in the email interface paragraph.

**Please Note:** This manual addresses the Web interface method of posting documents to the FedBizOpps system.

### 1.3 Help Desk

The FedBizOpps Help Desk is open Monday - Friday, from 8am to 6pm, Eastern Time. The Help Desk can be reached by phone at 877-472-3779 or by email at [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov).

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## 2.0 FedBizOpps Demo/Training Site

Before posting directly to [www.fedbizopps.gov](http://www.fedbizopps.gov), we recommend that you practice using our demo site. The FedBizOpps demo site simulates the production site, and allows Buyers to practice using the FedBizOpps system (creating, editing, archiving, deleting, uploading documents, etc.) without affecting the integrity of production data. The FedBizOpps demo site can be accessed via the following link:

<http://demofbo.gsa.gov>

**Fed Biz Opps**  
Federal Business Opportunities

This is a DEMO system - data is provided for demonstration purposes only

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- ▶ Frequently Asked Questions

★ **Privacy and Security Statement**

- ▶ Privacy and Security Statement

★ **FedBizOpps News**

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

★ **Related Links**

- ▶ Demo FBO
- ▶ DoDBusOpps
- ▶ Federal Agency Business Forecasts
- ▶ Federal Assets Sales
- ▶ Federal Commons
- ▶ Firstgov
- ▶ Minority Business Development Agency
- ▶ PRO - Net
- ▶ SUB - Net (Subcontracting Opportunities)
- ▶ Vendor Notification Service

★ **Contact Information**

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

**FedBizOpps BUYERS**      **FedBizOpps VENDORS**

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Figure 2.1: FedBizOpps Demo Home Page

To log in and begin posting, click on "**FedBizOpps Buyers**".

**B u y e r s**  
Federal Business Opportunities

This is a DEMO system - data is provided for demonstration purpose only.

**Note**

Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**

- ▶ ACQNET Home Page
- ▶ Registration Form for Federal Users
- ▶ Demo FBO
- ▶ FBO Buyers Guide
- ▶ FBO Buyers Guide (Download)
- ▶ Numbered Notes

**General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

You must have a valid User account to use this system.

- To obtain a new User account, fill out the online [Registration Form for Federal Users](#).
- [Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Login**

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

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**FedBizOpps Home**

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Figure 2.2: FedBizOpps Demo - Buyers

Enter "**fbodemo**" in the "Login" and "Password" fields, and click on the "**Login**" button to begin using the demo site.

### 2.1 FedBizOpps Training Site

For additional assistance in using the FedBizOpps system, we recommend that you utilize our training site. The FedBizOpps training site, which interfaces with the demo site, provides step by step instructions on the basic functions of the FedBizOpps system, including:

- Creating a Pre-Solicitation Notice
- Uploading Files
- Indexing
- Archiving

The FedBizOpps training site is located at the following link:

**FBO Buyer Training Navigation**

- [Instructions](#)
- [Introduction](#)
- How to**
  - [Understand Your User Profile](#)
  - [Login into the FedBizOpps Demo Site](#)
  - [Create a Presolicitation Notice](#)
  - [Edit an Item](#)
  - [Interested Vendors List Module \(IVL\)](#)
  - [Upload a File](#)
  - [Index a File](#)
  - [Archive an Item](#)
  - [Unarchive an Item](#)
  - [Delete an Item](#)
  - [Check the Status of Your Posting](#)

**Instructions for Using the Assisted FBO Buyer Demonstration**

The purpose of this demonstration is to allow you to learn how to use the FedBizOpps system in a non-production environment. All exercises you complete here will not affect the live FedBizOpps system. The demo server was developed to mirror the live environment in look and function, so completing the exercises outlined below will start you on your way to becoming a knowledgeable FedBizOpps user.

**FedBizOpps**  
Federal Business Opportunities

This is a DE for demonstr

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**FedBizOpps BUYERS** **FedBizOpps VENDORS**

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Figure 2.3: FedBizOpps Training Home Page



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## 3.0 FedBizOpps for Buyers

Once you have practiced posting using the demo/training site, you are ready to begin using the FedBizOpps System. To access the FedBizOpps System, type "**www.fedbizoppes.gov**" in the address bar of your web browser. Then, press the "Enter" key on your keyboard.

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- ▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps BUYERS**      **FedBizOpps VENDORS**

The FedBizOpps Team is committed to Section 508-compliant accessibility.

Figure 3.1: FedBizOpps Home Page

To login as a government buyer, click on the "**FedBizOpps Buyer**" button.

**B u y e r s**  
Federal Business Opportunities

★ **Note**

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- ▶ Numbered Notes

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- ▶ Frequently Asked Questions

• You must have a valid User account to use this system.

• To obtain a new User account, fill out the online [Registration Form for Federal Users](#).

• [Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Login**

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

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- ▶ Phone: 877-472-3779 (Toll Free)

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Figure 3.2: FedBizOpps for Buyers

### 3.1 Obtaining a FedBizOpps User Account

For contracting officers who need to post procurement notices on FedBizOpps, and have not yet obtained a username and password, please click on the "**Registration Form for Federal Users**" link.

**Buyers**  
Federal Business Opportunities

★ Find Business Opportunity

★ Buyers Links

- ▶ ACGNET Home Page
- ▶ Demo FBO
- ▶ FBO Buyers Guide / Online Tutorial
- ▶ FBO Buyers Manual (Download)

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

Before an individual user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk at 877- 472 -3779 or at [fbo\\_support@gsa.gov](mailto:fbo_support@gsa.gov) for Agency registration.

Employee Name:

Employee Position/Job Title:

Agency Name:

Bureau/Center Name:

Street Address:

City:

State, Zip Code:

Telephone Number:

FAX Number:

Email Address:

**Figure 3.3: Registration Form for Federal Users**

Once you have filled out the registration form and clicked on "Submit FBO Registration Form", your request will be forwarded to the FedBizOpps Agency Administrator for your agency. The FedBizOpps Agency Administrator for your agency will set up your user account and provide you with your logon information.

If you do not receive your username and password in a timely manner, please contact the help desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for your FedBizOpps Agency Administrator's contact information. Please be advised that this process may take several days.

### 3.2 Forgot Your Password?

If you already have a FedBizOpps user account, but have forgotten your username or password, you can obtain your username and password by clicking on the "**Forgot your password**" link.

## FBO Password Finder

To receive your username and password by email, please enter your email address and click the send request button:

Email address:

**Figure 3.4: FBO Password Finder**

Enter your email address and click on "Send Request". You will then receive your username and password via email.


**Please Note:** The email address field is case sensitive. Please enter your email address exactly as indicated in your FedBizOpps account (all lowercase, all uppercase, etc.). If you enter your email address in a different case than that which is indicated in your account, you will receive an error message. If you are unable to use the "Forgot your password" link to obtain your password, please contact the FedBizOpps Help Desk, 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov), for assistance.













### 3.3 Buyer Login

To login, enter your username into the "User ID" field and your password into the "password" field. Then, click on the "**Login**" button.

**Figure 3.5: FBO Buyers Posting Screen**

Once you have entered your username and password, the system will transfer you to the initial FedBizOpps posting screen. This screen will display your name, as well as your Agency/Office/Location. The system consists of many screens, with menu buttons at the top of each page. A list and a brief description of these button features are as follows:

	<p>This feature allows you to transfer from the Government "User" section of the application to the Vendor Module. Once you click on this button to enter the Vendor Module, you will need to log in again to return to the Buyer Module.</p>
---	---

	This button allows you to create and post synopses, modifications, awards and other acquisition notices.
	This button allows you to edit acquisition notices that have been saved, but not posted.
	This button allows you to obtain a list of vendors interested in bidding on a solicitation. It also allows you to publish this list of interested vendors on FedBizOpps.
	This button allows you to upload solicitations, amendments and other related documents from your desktop computer to the FedBizOpps System.
	This button allows you to attach a URL address to a notice.
	This button allows you to move procurement notices from the 'active' to the 'archive' database.
	This button allows you to move procurement notices from the 'archive' to the 'active' database.
	This button allows you to delete synopses, solicitations, and related documents from the system. <b>Please note:</b> We do not recommend deleting information from FedBizOpps, as vendors may receive notification of the posting, or have viewed the posting, prior to deletion.
	This button allows designated Agency Administrators to add, update, and remove information about "Agency" "Offices", "Locations", and "Users". The "ADMIN" button is only available to those individuals designated as "Administrators" by their Agency FedBizOpps Administrator.
	This button allows designated Stat Reviewers to view FedBizOpps System statistics. The "STATS" button is only available to those individuals designated as "Stat Reviewers" by their Agency FedBizOpps Administrator.
	This button allows you to update information on your profile such as your name, telephone number, email address, etc.
	This button terminates the FedBizOpps System application, and transfers the "User" to the FedBizOpps "Login" page.

### 3.4 Buyer Profile

Before you begin posting to the FedBizOpps System, you will need to verify that your profile is correct. Each User is responsible for ensuring that their account information (Name, Title, Telephone Number, Fax Number, Email Address, Agency/Office/Location) is correct. You should verify this information first, as this information is extracted from your profile and displayed in the procurement notices you post on FedBizOpps.

To view your information, click on the "**Profile**" button.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
------	--------	------	-----	--------	-------	---------	-----------	--------	-------	-------	---------	--------

## User Administration

<b>First Name:</b>	John
<b>Middle Initial:</b>	
<b>Last Name:</b>	Smith
<b>Title:</b>	Contracting Specialist
<b>User Name:</b>	jsmith
<b>Password:</b>	*****
<b>Telephone:</b>	202-222-2222
<b>Fax:</b>	202-333-3333
<b>Email:</b>	none@dev.null
<b>Location:</b>	TEST ORG/TEST OFF,TESTLOC

**Figure 3.6: Buyer Profile**

The following restrictions apply to the information fields:

<b>First Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Middle Initial:</b>	Only one alphabetic character, a period with no space between them.
<b>Last Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Title:</b>	Only alphabetic characters and a space between words.
<b>User Name:</b>	Only ten (10) alphanumeric characters and no space between them.
<b>Password:</b>	Only eight (8) alphanumeric characters and no space between them.
<b>Telephone:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Fax:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Email:</b>	Only alphanumeric characters, a period, an "@" symbol, and no space between characters.

If you wish to cancel information that you have entered, click on the "Cancel" button at the bottom of the page. If you wish to return to the previous page, click on the application "Back" button. Otherwise, fill out the required information and click on the "**Save**" button.

After the "Save" action is completed, the system returns you to the main posting screen as shown in Figure 3.5 above.

If your Agency, Office or Location information is incorrect, or if you would like to change your username, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

# FBO Buyers Guide

Federal Business Opportunities

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## 4.0 Creating a Presolicitation Notice

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

The first thing that should be posted for a procurement notice is a synopsis. You will not be able to upload solicitation documents until a synopsis is posted. A synopsis can be any one of the following:

- Presolicitation Notice
- Sources Sought Notice
- Special Notice
- Foreign Government Standard
- Sale of Surplus Property
- Combined Synopsis/Solicitation

**Please Note:** Before you begin, please refer to the templates listed under the "Interface Description" link on the FedBizOpps home page. These templates will specify the data format for each field.

The "**Combined Synopsis/Solicitation**" allows the buyer to publish both a notice (synopsis) and a solicitation in a single FBO submission for commercial items, as defined by the FAR (Sub Parts 5.202 & 12.603). The combined synopsis/solicitation notice does not require a minimum 15-day delay between notice and solicitation release.

**Please Note:** You "**CANNOT**" upload files to a "**Combined Synopsis/Solicitation**".

To create a notice, click on the "**CREATE**" button.



MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

## Acquisition Notice Posting

General Services Administration

---

**Action Code:**

- P = Presolicitation Notice
- A = Award Notice
- M = Modification to a Previous Notice
- R = Sources Sought Notice
- S = Special Notice
- F = Foreign Government Standard
- G = Sale of Surplus Property
- K = Combined Synopsis/Solicitation
- L = Amendment to Combined Synopsis/Solicitation

Next >>>

**Figure 4.1: Creating a Presolicitation Notice**

For this example, we will create a Presolicitation Notice. Select **“Presolicitation Notice”** and click on **“Next”**.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT										
<b>Presolicitation Notice Worksheet</b>																						
<b>General Services Administration</b>																						
A single alphabetic character denoting the specific action related in the synopsis.																						
<b>Action Code: P = Presolicitation Notice</b>																						
Date on which the synopsis is posted to the Web.																						
<b>Date: 02/25/04</b>																						
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.																						
<b>Classification Code:</b>																						
<table border="1"> <tbody> <tr><td>Q – Medical services</td></tr> <tr><td>R – Professional, administrative, and management support services</td></tr> <tr><td>S – Utilities and housekeeping services</td></tr> <tr><td>T – Photographic, mapping, printing, &amp; publication services</td></tr> <tr><td>U – Education &amp; training services</td></tr> <tr><td>V – Transportation, travel, &amp; relocation services</td></tr> <tr><td>W – Lease or Rental of equipment</td></tr> <tr><td>X – Lease or rental of facilities</td></tr> <tr style="background-color: #e0e0e0;"><td>Y – Construction of structures and facilities</td></tr> <tr><td>Z – Maintenance, repair, and alteration of real property</td></tr> </tbody> </table>													Q – Medical services	R – Professional, administrative, and management support services	S – Utilities and housekeeping services	T – Photographic, mapping, printing, & publication services	U – Education & training services	V – Transportation, travel, & relocation services	W – Lease or Rental of equipment	X – Lease or rental of facilities	Y – Construction of structures and facilities	Z – Maintenance, repair, and alteration of real property
Q – Medical services																						
R – Professional, administrative, and management support services																						
S – Utilities and housekeeping services																						
T – Photographic, mapping, printing, & publication services																						
U – Education & training services																						
V – Transportation, travel, & relocation services																						
W – Lease or Rental of equipment																						
X – Lease or rental of facilities																						
Y – Construction of structures and facilities																						
Z – Maintenance, repair, and alteration of real property																						

Figure 4.2: Presolicitation Notice Worksheet

#### 4.1 Action Code

The synopsis type will be indicated at the top of the page. In this case, the action code is “P” for “Presolicitation Notice”.

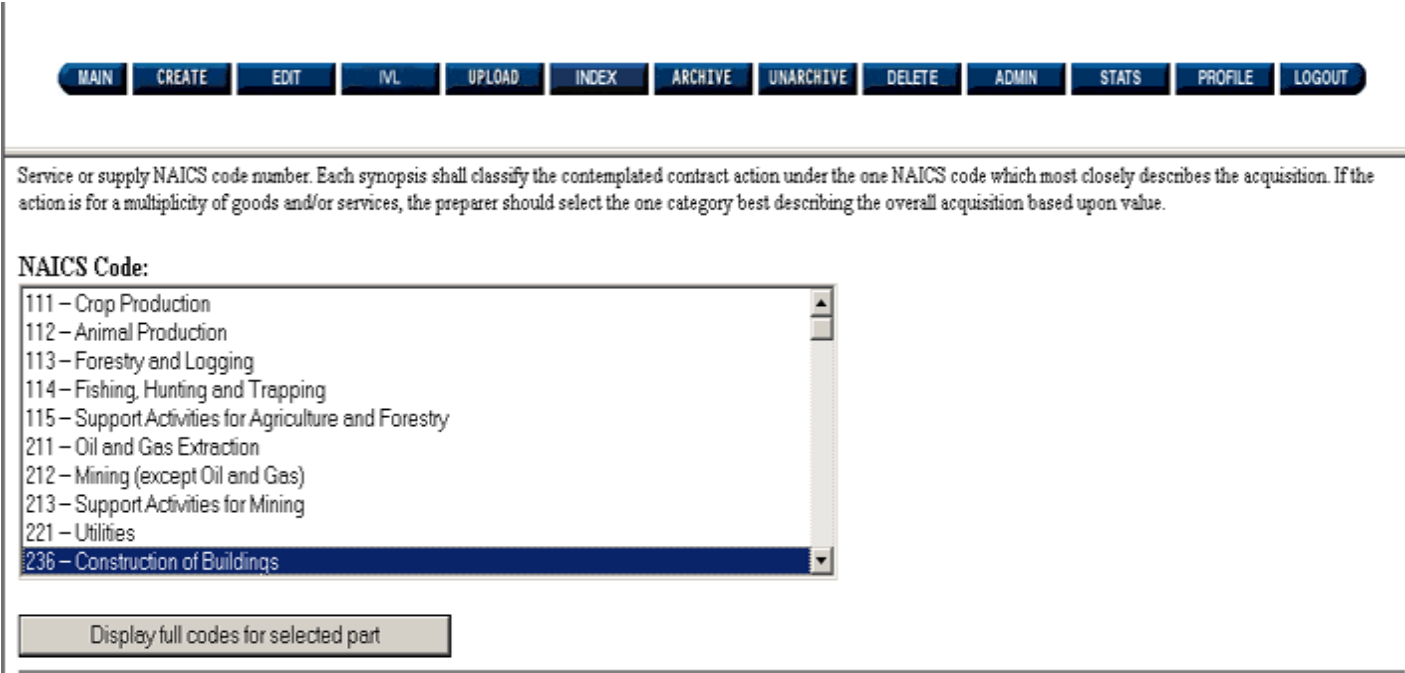
#### 4.2 Date

The “Date” field is generated by the system based on the date the notice is entered into the FedBizOpps System.

#### 4.3 Classification Code

The first item you will need to select is a Classification Code. To select a classification code, scroll down to the appropriate classification code and highlight it. You can only select one classification code.

**Please Note:** Questions regarding the appropriate classification code for your notice should be directed internally to your agency. The FedBizOpps Help Desk cannot advise you on which classification code to select.



Service or supply NAICS code number. Each synopsis shall classify the contemplated contract action under the one NAICS 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:**

- 111 – Crop Production
- 112 – Animal Production
- 113 – Forestry and Logging
- 114 – Fishing, Hunting and Trapping
- 115 – Support Activities for Agriculture and Forestry
- 211 – Oil and Gas Extraction
- 212 – Mining (except Oil and Gas)
- 213 – Support Activities for Mining
- 221 – Utilities
- 236 – Construction of Buildings

Display full codes for selected part

**Figure 4.3: Presolicitation Notice Worksheet**

#### 4.4 North American Industry Classification System (NAICS) Code

The next item you need to select is a three digit NAICS code. To select a three digit NAICS code, scroll down to the appropriate NAICS code and highlight it. You can only select one three digit NAICS code.

After selecting a three digit NAICS code. You must click on the button titled “Display full codes for selected part”. Clicking on this button will cause the screen to be refreshed. You will be taken back to the top of the worksheet. Scroll back down to the NAICS codes. You now have a list of six digit NAICS codes to select from. Scroll down to select the appropriate six digit NAICS code and highlight it. You can only select one six digit NAICS code.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<p>Service or supply NAICS code number. Each synopsis shall classify the contemplated contract action under the one NAICS 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.</p>												
<p><b>NAICS Code: 236 -- Construction of Buildings</b></p>												
<div style="border: 1px solid black; padding: 5px;"> <p>236115 – New Single-Family Housing Construction (except Operative Builders)</p> <p>236116 – New Multifamily Housing Construction (except Operative Builders)</p> <p>236117 – New Housing Operative Builders</p> <p>236118 – Residential Remodelers</p> <p>236210 – Industrial Building Construction</p> <p style="background-color: #000080; color: white;">236220 – Commercial and Institutional Building Construction</p> </div>												
<div style="border: 1px solid gray; padding: 2px 10px; display: inline-block;">Back to first 3 Digits codes</div>												
<p>The complete name and address of the contracting office.</p>												
<p><b>Contracting Office Address:</b>            General Services Administration, Office of Government-wide Policy, Electronic Acquisition Systems Division/MEE, 1800 F Street NW Rm 4016, Washington, DC, 20012</p>												
<p>Brief title description of services, supplies, or project required by the posting agency.</p>												
<p><b>Title:</b> <i>(200 character spaces available)</i></p> <div style="border: 1px solid gray; padding: 2px;">Test Solicitation for Construction of Buildings</div>												

**Figure 4.4: Presolicitation Notice Worksheet**

**Please Note:** Clicking on the button titled “Back to first three Digit codes” will remove the six digit NAICS code you selected. If you do not select another six digit NAICS code you will receive the following error message when you go to post your notice “NAICS code error: NAICS code must be sent”. If you receive this error, go back and reselect your 6 digit NAICS code.

#### 4.5 Contracting Office Address

The system will automatically generate the data for the “Contracting Office Address” field, based on the Agency/Office/Location associated with your FedBizOpps account.

If your Agency, Office or Location information is incorrect, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk at 877-472-3779 or fbo.support@gsa.gov for assistance.

#### 4.6 Title

Please enter a brief description of the services, supplies, or project in this field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in this field.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

Issuing center deadline for receipt of bids, proposals or responses.  
Leave Month and Day boxes empty if there is no close date.

ResponseDate: Month: 09 Day: 09 Year: 2004

Select one or more name(s) for point of contact.

Primary Point of Contact: Secondary Point of Contact:

Demonstration User  
Demo User

Demonstration User  
Demo User

Agency assigned number for control, tracking, and identification.  
Please use alpha-numerics, and dashes ONLY

Solicitation Number: Test Sol-01-2R  
If you do not have a solicitation number, enter a unique number for reference (e.g. PR number)

Reference Number:

Description: **\*\*No HTML Tags\*\***

This is a test.

Figure 4.5: Presolicitation Notice Worksheet

#### 4.7 Response Date

The “Response Date” is the deadline for the receipt of bids, proposals, responses, etc. Two digits should be entered for the month and day, while four digits should be entered for the year.

If there is no closure date, you can leave the response date field blank. If you leave the response date blank, you will need to set your archiving policy to “Automatic, On Specified Date” or “Manual”. You will not be able to use the default archiving option of “Automatic, 15 Days After Response Date”. The archiving policy is specified in Section 4.12 of this manual.

#### 4.8 Point of Contact

A Point of Contact (POC) is listed in each notice for vendors who have specific questions regarding the notice. You can choose a Primary and/or Secondary Point of Contact for this notice, but you need to AT LEAST pick a Primary Point of Contact. The system will automatically display the names, titles, telephone numbers, fax numbers, and email addresses of any points of contact chosen.

If the appropriate names are not available in the "Primary Point of Contact" or "Secondary Point of Contact" fields, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk for assistance.

#### 4.9 Solicitation/Reference Number

A Solicitation Number or Reference Number must be entered for each notice. If you do not have a Solicitation Number, please enter a unique number into the Reference field (such as a PR or contract number).

#### Please Note:

- **The Solicitation Number must be unique.** You will not be able to enter two solicitations with the same Solicitation Number.
- **The Solicitation and Reference Number fields can only contain alphanumeric characters and dashes.** If you input any other characters into this field, your notice may not post. An example of an acceptable solicitation number is GS-01P-02.

#### 4.10 Description

A narrative description of the notice should be entered in this field.

We recommend that you type the text in a word processing application (e.g. MS Word, Word Perfect) and paste into FedBizOpps in order to:

- Ensure that your data is not lost if you are timed out or experience an unanticipated outage.
- Complete a character count (to ensure that your text fits within the 24,000 character maximum for the description field).
- Spell check your text, as the FedBizOpps System does not have a spell check function.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<b>Place of Contract Performance</b>												
Address/City/State		123 Main Street, Washington, DC										
Postal Code		20002										
Country		USA										
<b>SetAside</b>												
Service-Disabled Veteran-Owned												
<p>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.  <b>Year must be specified with a full four characters; i.e. "2000" instead of "00".</b></p> <p><b>Archiving policy:</b></p> <p><input checked="" type="radio"/> Automatic, 15 days after response date</p> <p><input type="radio"/> Automatic, on specified date - Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/></p> <p><input type="radio"/> Manual archive</p>												
Preview			Save			Post			Clear Form			

Figure 4.6: Presolicitation Notice Worksheet

#### 4.11 Place of Contract Performance

The "Place of Contract Performance" field is not a mandatory field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in these fields. Please do not use apostrophes in this field.

#### 4.12 Set Aside

The "Set Aside" field is not a mandatory field. The default is "N/A". To select a specific set-aside type, click on the arrow on the right hand side of the drop down box. Then, scroll down and highlight the appropriate set-aside type.

#### 4.13 Archiving Policy

When a notice is created, it remains in the "Active" database of FedBizOpps until it reaches the archive date set by the contracting

officer. Once the archive date is reached, the notice is moved to the “Archive” database. This notice is still accessible on FedBizOpps, but will not show up in the active postings for an agency. There are three archiving options available:

- **Automatic, 15 days After The Response Date** – This is the default option. The notice will automatically archive 15 days after the response date entered by the contracting officer.
- **Automatic, On Specified Date** – The notice will archive on the date specified by the contracting officer. Two digits should be entered for the month and day, while four digits should be entered for the year.
- **Manual Archive** – The notice will not archive until the contracting officer manually archives the notice using the “Archive” button. Please see Section 10 for additional information on archiving.

**Please Note:** If you leave the response date blank, you will need to set your archiving policy to “Automatic, On Specified Date” or “Manual”, you will not be able to use the default archiving option of “Automatic, 15 Days After Response Date”.

#### 4.14 Submitting the Synopsis

Once you have filled in the appropriate fields, you may choose to “Preview”, “Save”, or “Post” the information, or select the “Clear Form” button to erase the information on the form and start over again.

**Please Note:** If you exit the “Presolicitation Worksheet” without saving or posting, your data will be lost and you will need to recreate the notice.

The “Save” feature will allow you to edit and post your data at a later time. You will be able to edit and post using the “Edit” feature described in the next section of this manual. If you were to click on “Save”, you would receive the following confirmation screen:



**Figure 4.7: Save Confirmation**

Instead of clicking on “Save”, click on “Post”.

**Please Note:** We do not recommend that you click on “Preview”. You will receive a preview screen when you click on “Post”.



## Pre-Post Summary

### General Services Administration

Document has NOT been posted yet - please review and then click Yes at the bottom of the page to complete Post.

ActionCode: P = Presolicitation Notice

### Test Solicitation for Construction of Buildings

#### General Information

Document Type:	P = Presolicitation Notice		
Solicitation Number:	TestSol-01-2R		
Posted Date:	Feb 25, 2004		
Response Date:	SEP 09, 2004		
Archive Date:	SEP 24, 2004		
Classification Code:	Y -- Construction of structures and facilities	NAICS Code:	236220
Set Aside:	Service-Disabled Veteran-Owned		

Figure 4.8: Pre-Post Summary

<b>MAIN</b>	<b>CREATE</b>	<b>EDIT</b>	<b>IVL</b>	<b>UPLOAD</b>	<b>INDEX</b>	<b>ARCHIVE</b>	<b>UNARCHIVE</b>	<b>DELETE</b>	<b>ADMIN</b>	<b>STATS</b>	<b>PROFILE</b>	<b>LOGOUT</b>
-------------	---------------	-------------	------------	---------------	--------------	----------------	------------------	---------------	--------------	--------------	----------------	---------------

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**Contracting Office Address**

General Services Administration, Office of Government-wide Policy, Electronic Acquisition Systems Division/MEE, 1800 F Street NW Rm 4016, Washington, DC, 20012

**Description**

This is a test.

**Point of Contact**

Demonstration User, System Administrator, Phone 202-222-2222, Fax 202-222-2222, Email none@dev.null

Demo User, FBO Demo Account, Phone 202-555-1212, Fax 202-444-1212, Email dev@null.com

**Place of Contract Performance**

123 Main Street, Washington, DC  
20002  
USA

---

**Are you sure you want to post this notice ?**

<input type="button" value="Yes"/>	<input type="button" value="No"/>
------------------------------------	-----------------------------------

**Figure 4.9: Pre-Post Summary**

Use the scroll bar on the right side of the page to review the data and reach the bottom of the Pre-Post Summary screen. If you need to make any changes to the data, click on “No” under “Are you sure you want to post this notice?”. Clicking on “No” will take you back to the “Presolicitation Notice Worksheet” where you can make any necessary changes. You may choose to post at that time by clicking on “Yes” under “Are you sure you want to post this notice?”.

Click on “**Yes**” to post the Presolicitation Notice.



**Figure 4.10: Confirmation Screen**

If your notice posted successfully, you will receive a confirmation screen.

Click on "OK" to clear the confirmation screen or "Ok – Receive Notice in 24h" to clear the confirmation screen and register to receive an email notification from the FedBizOpps System within 24 hours. This email notification will provide a link to your recently posted data on FedBizOpps.

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

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## 5.0 Editing a Notice

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**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

The "Edit" button can be used to edit a **saved** synopsis, **but not a posted** synopsis. If you need to make changes to a posted synopsis, you will need to create a "Modification". If you need to make changes to a posted combined synopsis/solicitation, you will need to create a "Amendment". Modifications and Amendments are discussed in Section 6 of this manual.

**Please Note:** Once you open a file with the "Edit" function, you **MUST** click on "Save" or "Post". If you exit the "Presolicitation Worksheet" screen without saving or posting, your data will be lost and you will need to recreate the notice.

Click on "**EDIT**" to edit a saved synopsis.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
------	--------	------	-----	--------	-------	---------	-----------	--------	-------	-------	---------	--------

### Acquisition Notice Posting

Office of Government-wide Policy

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**Synopsis:**

test2  
TestSol-01-2R

OpenDelete

**Modification/Amendment:**

test123

OpenDelete

**Award:**

**Figure 5.1: Edit Function**

Notice that the title of the screen is "Acquisition Notice Posting". You can edit saved "Synopses", "Amendments", "Modifications", or "Awards". Select the synopsis you wish to edit from the pull-down list under the heading called "Synopsis". Then, click on the **"Open"** button.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
------	--------	------	-----	--------	-------	---------	-----------	--------	-------	-------	---------	--------

---

## Presolicitation Notice Worksheet

### General Services Administration

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A single alphabetic character denoting the specific action related in the synopsis.

**Action Code: P = Presolicitation Notice**

---

Date on which the synopsis is posted to the Web.

**Date: 02/26/04**

---

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.

**Classification Code:**

Q – Medical services
R – Professional, administrative, and management support services
S – Utilities and housekeeping services
T – Photographic, mapping, printing, & publication services
U – Education & training services
V – Transportation, travel, & relocation services
W – Lease or Rental of equipment
X – Lease or rental of facilities
<b>Y – Construction of structures and facilities</b>
Z – Maintenance, repair, and alteration of real property

**Figure 5.2: Presolicitation Notice Worksheet**

This screen, "Presolicitation Notice Worksheet", displays the information that the User has already created or edited to date. The User may change the information, Preview, Save, Post, or Clear the form, using the same procedures described in Section 4 of this manual, "Creating a Presolicitation Notice".

**Please Note:** When using the "Edit" function, you will need to reset the "Archiving Policy".

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

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## 6.0 Creating a Modification

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

You can create a "Modification" if you need to change information in a posted synopsis. You can create a "Amendment" if you need to change information in a posted combined synopsis/solicitation. **You can modify** the synopsis to change:

- Response Date
- Point of Contact(s)
- Description
- Place of Contract Performance
- Set Aside
- Archiving Policy

### You cannot modify:

- Classification Code
- NAICS Code
- Title
- Contracting Office Address
- Solicitation Number

To modify a synopsis, click on the "CREATE" button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

### Acquisition Notice Posting

General Services Administration

---

**Action Code:**

- P = Presolicitation Notice
- A = Award Notice
- M = Modification to a Previous Notice
- R = Sources Sought Notice
- S = Special Notice
- F = Foreign Government Standard
- G = Sale of Surplus Property
- K = Combined Synopsis/Solicitation
- L = Amendment to Combined Synopsis/Solicitation

Next >>>

Figure 6.1: Create a Modification

Select the "Action Code", "M = Modification to a Previous Notice". Click on the "Next" button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

### Acquisition Notice Posting

General Services Administration

---

**Action Code:**  
M = Modification to a Previous Notice

**Select a Document:**

TestSol-01-2R  
test123

<<< Back Next >>>



Figure 6.2: Modification Screen

If you wish to return to the previous screen, click on the application "Back" button. Otherwise, select a synopsis file from the pull-down list under the heading called "Select a Synopsis". Click on the "Next" button, and the following screen is displayed:

**Modification to a Previous Notice Worksheet**  
**General Services Administration**

---

A single alphabetic character denoting the specific action related in the synopsis.

**Action Code:** **M = Modification to a Previous Notice**

---

Date on which the synopsis is posted to the Web.

**Date:** 02/26/2004

---

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.

**Classification Code:**  
Y

---

Service or supply NAICS code number. Each synopsis shall classify the contemplated contract action under the one NAICS 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:**  
236220 -- Commercial and Institutional Building Construction

---

The complete name and address of the contracting office.

**Contracting Office Address:**

Figure 6.3: Modification to a Previous Notice Worksheet

**Please Note:** Before you begin, please refer to the templates listed under the "Interface Description" link on the FedBizOpps home page. These templates will specify character limitations for each field.

Once you have filled in the appropriate fields, you may choose to "Preview", "Save", or "Post" the information, or select the "Clear Form" button to erase the information on the form and start over again.

**Please Note:** If you exit without saving or posting, your data will be lost and you will need to recreate the notice.

The "Save" feature will allow you to edit and post your data at a later time. You will be able to edit and post using the "Edit" feature described in the Section 5 of this manual. If you were to click on "Save", you would receive the following confirmation screen:



Figure 6.4: Save Confirmation

Instead of clicking on "Save", click on "Post".

**Please Note:** We do not recommend that you click on "Preview". You will receive a preview screen when you click on "Post".

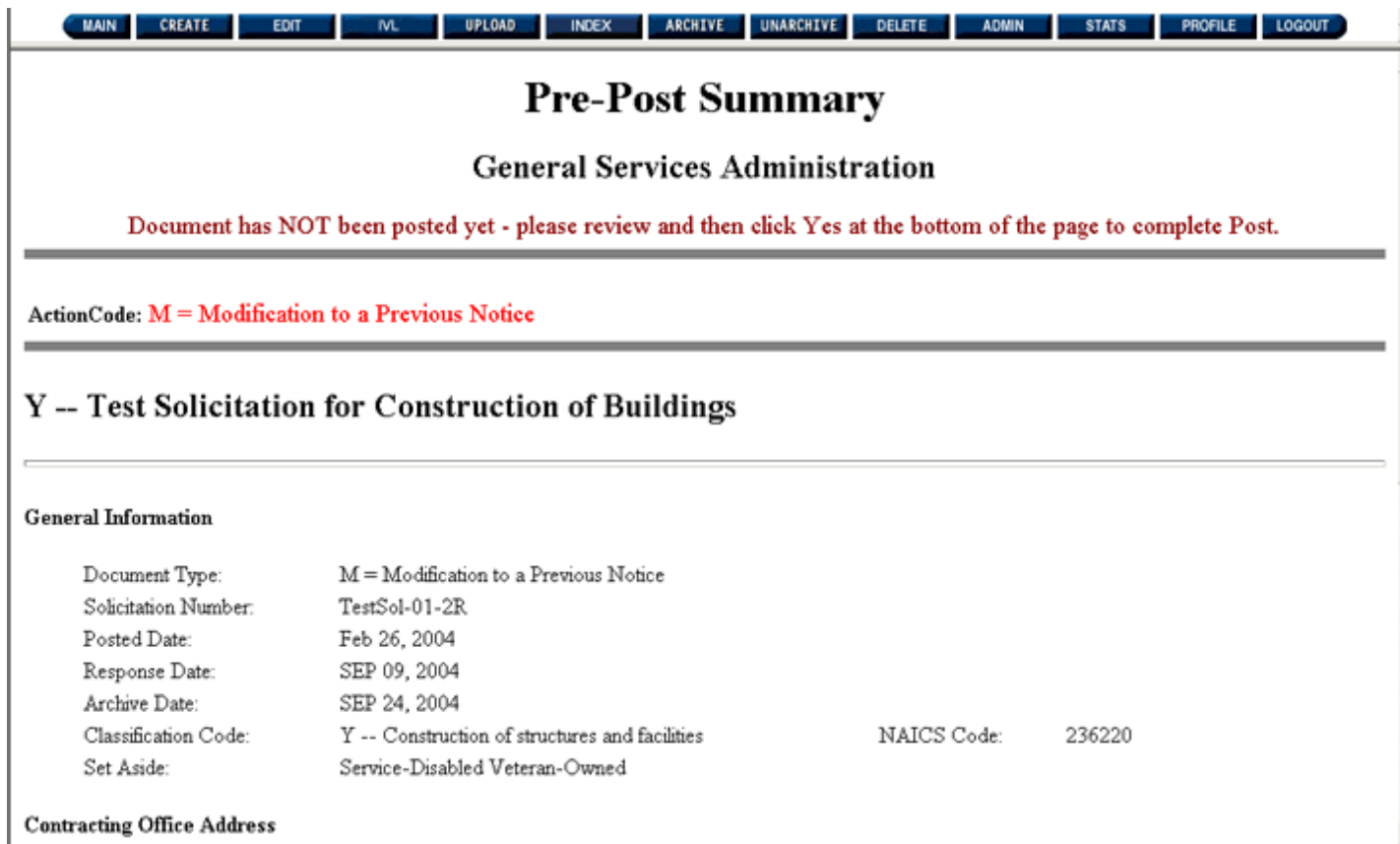


Figure 6.5: Pre-Post Summary

Use the scroll bar on the right side of the page to review the data and reach the bottom of the Pre-Post Summary screen. If you need to make any changes to the data, click on “No” under “Are you sure you want to post this notice?”. Clicking on “No” will take you back to the “Modification to a Previous Notice Worksheet” where you can make any necessary changes. You may choose to post at that time by clicking on “Yes” under “Are you sure you want to post this notice?”.

Click on “Yes” to post the Modification.



**Figure 6.6: Confirmation Screen**

If your notice posted successfully, you will receive a confirmation screen.

Click on “Ok” to clear the confirmation screen or “Ok – Receive Notice in 24h” to clear the confirmation screen and register to receive an email notification from the FedBizOpps System within 24 hours. This email notification will provide a link to your recently posted data on FedBizOpps.

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

# FBO Buyers Guide

Federal Business Opportunities

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▶ FedBizOpps Overview

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- ▶ Administration
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## ★ Download the Manual

▶ FBO Buyers Guide (PDF)

## ★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

## 7.0 Interested Vendors List Module

The Interested Vendors List (IVL) Module allows Vendors to register their interest in bidding on a solicitation posted on FedBizOpps. This capability also allows you to review and publish a list of interested vendors online to facilitate Vendor collaboration.

In order to activate the Interested Vendors Module for a particular solicitation number, you will need to first “enable” the functionality. If you do not enable the IVL function for a solicitation number, the “Register as Interested Vendor” button will not be visible on FedBizOpps, and Vendors will not be able to register their interest online.

### Please Note:

- The IVL is removed when the solicitation is archived. The IVL list is not recoverable. We recommend that you save a copy of your IVL list before archiving your notice.
- IVL can only be enabled for the following types of synopses: Presolicitation, Sources Sought, Special Notice and Combined Synopsis/Solicitations.

To access the Interested Vendors Module, from the Buyers Module, click on “IVL”.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

**Interested Vendors List (IVL)**

**TEST ORG**

Select a solicitation:

SECURE\_SSN\_TEST  
TIME\_TEST  
TestSyn-0627  
css\_email\_02  
css\_email\_05

Enable IVL/Change IVL Status View IV List

Figure 7.1: Interested Vendors Module

Highlight the solicitation number for which you would like to allow Vendors to register as an interested vendor. Then, click on “Enable IVL/Change IVL Status”.

**Please Note:** You will not be able to view a list of “Interested Vendors” using the “View IV List” button until you have enabled the functionality, and Vendors have registered online.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

### Enable IVL

General Services Administration

---

Enable IVL for solicitation:

**Number:** TestSyn-0627  
**IVL Status:** Not enabled  
**Title:** 99 -- Test Synopsis  
**Posted Date:** Jun 27, 2002  
**Response Date:** Aug 31, 2002  
**POC:** George Tracy, The Big Boss, Phone 703 872-3846, Fax none, Email george.tracy@gsa.gov

Click 'Enable' button below to enable IVL for the solicitation

Enable Cancel

Figure 7.2: Enable IVL

A summary of the synopsis will be displayed. If you do not wish to enable the “Interested Vendor” functionality, or if you have selected the wrong solicitation number, click on “Cancel”. This will return you to the Interested Vendors Module. If you would like to permit Vendors to register as an “Interested Vendor”, click on “**Enable**”.

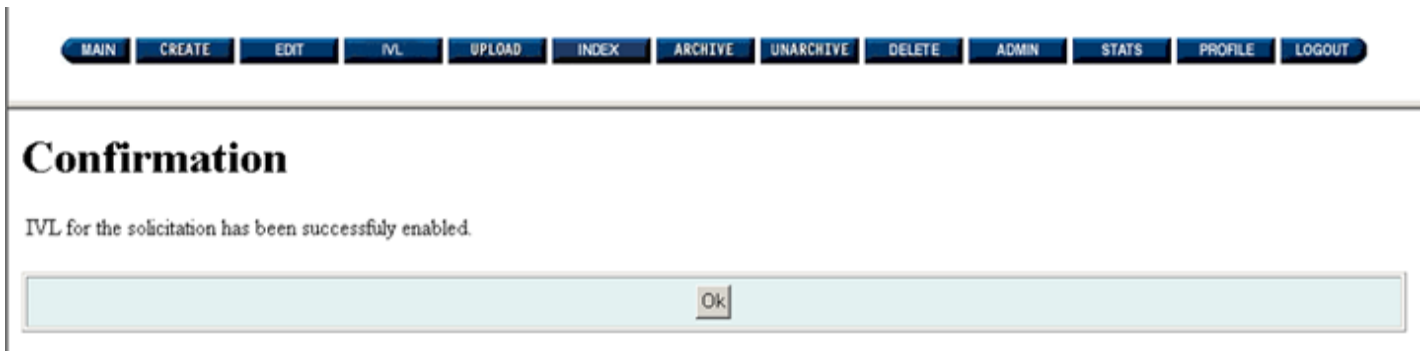


Figure 7.3: Enable Function Confirmation

If you have successfully enabled the IVL function, you will receive a confirmation screen.

Once you have enabled the IVL function for a particular solicitation number, Vendors will see the “Register as Interested Vendor” button on the listing page for the solicitation number in the Vendor Module of FedBizOpps.

**Please Note:** If you do not enable the IVL function, the “Register as Interested Vendor” button will not be visible to the public.



Figure 7.4: Register as Interested Vendor Button

From the Vendors Module, Vendors can click on the “Register as Interested Vendor” button to submit their contact information to you.

The screenshot displays the 'Vendors' section of a website with a blue header and a navigation sidebar on the left. The main content area is titled 'Interested Vendor Registration Form' and contains a registration form with several fields. The sidebar includes links for finding business opportunities, buyers links, general information, contact information, and FedBizOpps home. The registration form includes a message about the solicitation 'TestSyn-0627', a list of required fields, and two buttons: 'Register as Interested Vendor' and 'Clear Form'.

**Vendors**  
Federal Business Opportunities

★ Find Business Opportunity

★ Buyers Links

- ▶ ACQNET Home Page
- ▶ Registration Form for Federal Users
- ▶ Demo FBO
- ▶ FBO Buyers Manual
- ▶ FBO Buyers Manual (Download)

★ General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

- ▶ Email: fbo.support@gsa.gov
- ▶ Phone: 877-472-3779 (Toll Free)

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

### Interested Vendor Registration Form

You've chosen to register as Interested Vendor for solicitation 'TestSyn-0627'. In order to register, please, fill out the registration form below.

**Registration information:**

Company Name: \*

Address: \*

Phone Number: \*

Email Address: \*

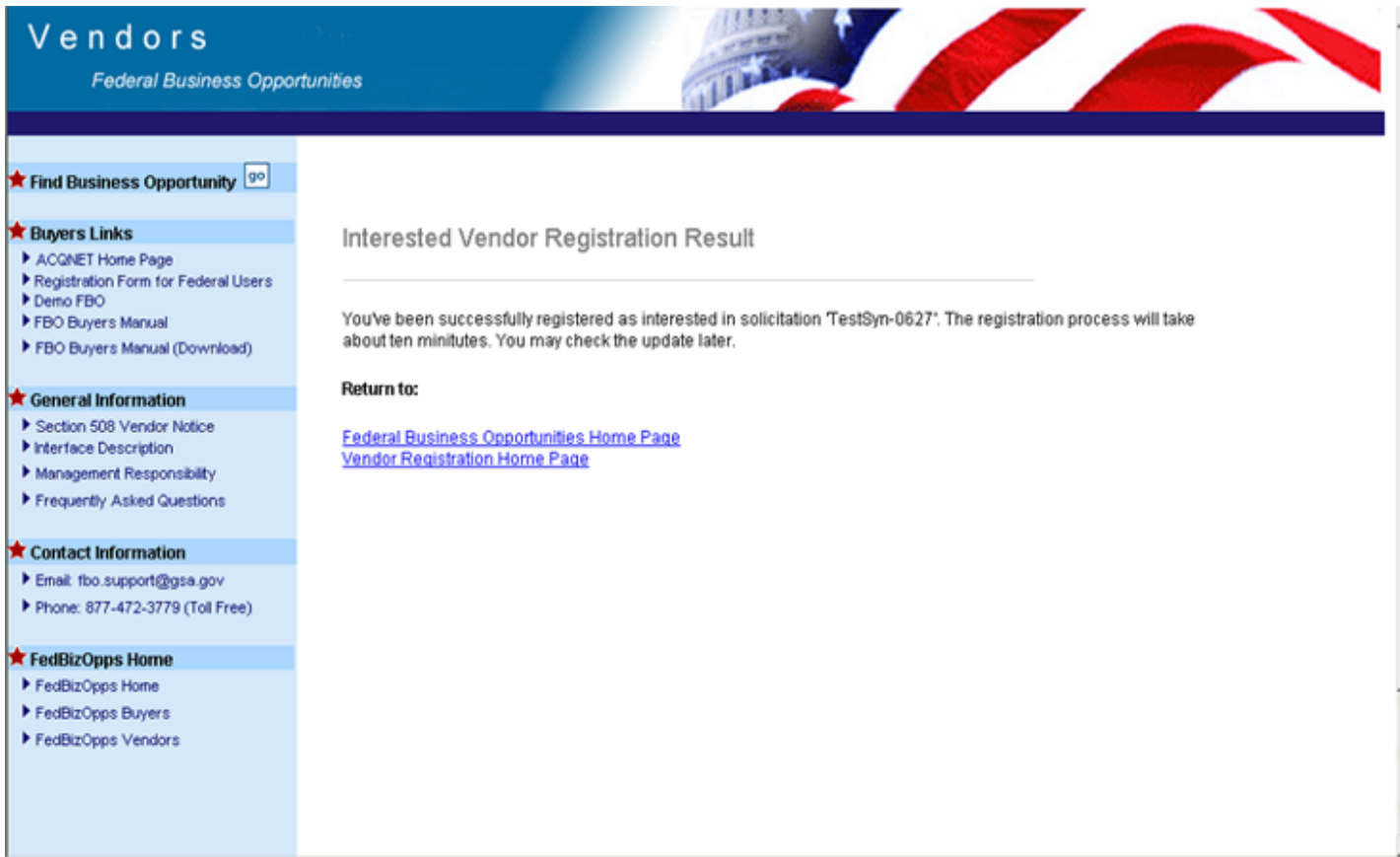
Point of Contact:

Business Type:

\* - required fields.

Figure 7.5: Interested Vendor Registration Form

Once the Vendor completes the registration form, they will click on “Register as Interested Vendor”.



The screenshot shows a web page titled "Vendors Federal Business Opportunities". The page has a blue header with the text "Vendors" and "Federal Business Opportunities" below it. On the left side, there is a navigation menu with several sections, each marked with a red star icon:

- Find Business Opportunity** with a "go" button.
- Buyers Links**
  - ▶ ACQNET Home Page
  - ▶ Registration Form for Federal Users
  - ▶ Demo FBO
  - ▶ FBO Buyers Manual
  - ▶ FBO Buyers Manual (Download)
- General Information**
  - ▶ Section 508 Vendor Notice
  - ▶ Interface Description
  - ▶ Management Responsibility
  - ▶ Frequently Asked Questions
- Contact Information**
  - ▶ Email: fbo.support@gsa.gov
  - ▶ Phone: 877-472-3779 (Toll Free)
- FedBizOpps Home**
  - ▶ FedBizOpps Home
  - ▶ FedBizOpps Buyers
  - ▶ FedBizOpps Vendors

The main content area on the right is titled "Interested Vendor Registration Result". Below the title, there is a horizontal line and a message: "You've been successfully registered as interested in solicitation 'TestSyn-0627'. The registration process will take about ten minutes. You may check the update later." Below this message, there is a "Return to:" section with two blue underlined links: "[Federal Business Opportunities Home Page](#)" and "[Vendor Registration Home Page](#)".

**Figure 7.6: Registration Form Confirmation**

If the Vendor has successfully registered, they will receive a confirmation screen.

If you would like to view a list of "Interested Vendors", click on "IVL" in the Buyers Module.

**Please Note:** You will not be able to view Vendor information immediately after it is entered by the Vendor. It will take some time for the system to generate the page for this list



[MAIN](#)
[CREATE](#)
[EDIT](#)
[IVL](#)
[UPLOAD](#)
[INDEX](#)
[ARCHIVE](#)
[UNARCHIVE](#)
[DELETE](#)
[ADMIN](#)
[STATS](#)
[PROFILE](#)
[LOGOUT](#)

## Interested Vendors List (IVL)

**TEST ORG**

---

**Select a solicitation:**

SECURE_SSN_TEST	▲
TIME_TEST	▼
TestSyn-0627	
css_email_02	
css_email_05	▼

Figure 7.7: Interested Vendors Module

Highlight the solicitation number and click on “View IV List”.

# Vendors

Federal Business Opportunities

★ Find Business Opportunity

★ Vendors Links

- ▶ ACQNET Home Page
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

★ General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

- ▶ Email: fbo.support@gsa.gov
- ▶ Phone: 877-472-3779 (Toll Free)

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

### Vendors Interested in Solicitation TestSyn-0627

Vendor name and contact information:

Company Information	Contact Information
<b>Company Name:</b> Mark Smith <b>Business Type:</b> Competitive	<b>Address:</b> 123 Main Street <b>POC:</b> mark@dev.null <b>Email:</b> <a href="mailto:202-333-3333">202-333-3333</a> <b>Phone:</b> 202-222-2222
<b>Company Name:</b> Miller Designs <b>Business Type:</b> Competitive	<b>Address:</b> 123 Market Street <b>POC:</b> Tim Miller <b>Email:</b> <a href="mailto:tim@dev.null">tim@dev.null</a> <b>Phone:</b> 212-222-2222
<b>Company Name:</b> Test Company <b>Business Type:</b> Competitive	<b>Address:</b> 101 1st Street <b>POC:</b> Mr. Test <b>Email:</b> <a href="mailto:test@dev.null">test@dev.null</a> <b>Phone:</b> 972-222-2222

Figure 7.8: List of Interested Vendors

A list of "Interested Vendors" will be displayed, including all Vendors who have submitted the "Interested Vendor Registration Form". If Vendors have not registered their interest on FedBizOpps, and there is no list of "Interested Vendors" available, you will receive the following message:



Figure 7.9: Nonexistent List

You can publish the list of "Interested Vendors" on FedBizOpps. To publish this list, click on "IVL".

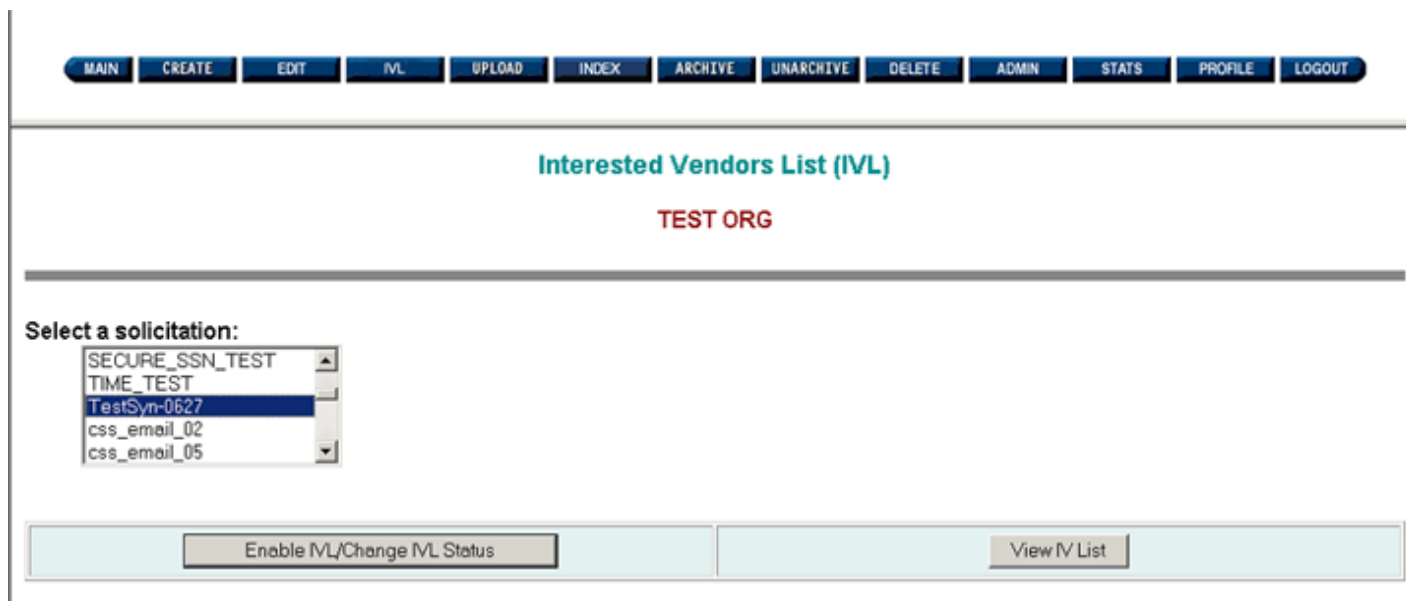


Figure 7.10: Interested Vendors Module

To publish the list, click on “Enable IVL/Change IVL Status”. Instead of having the “Enable” button, you will now see the “Publish” button. If you do not wish to publish the list of “Interested Vendors”, or if you have selected the wrong solicitation number, click on “Cancel”. This will take you to the Interested Vendors Module. If you are ready to publish the list of “Interested Vendors” on FedBizOpps, click on “Publish”.

**Please Note:** Once you publish the list, you cannot “unpublish” the list. It will be available for Vendors to view on FedBizOpps.

**Publish IVL**  
General Services Administration

**Publish IVL for solicitation:**

Number: TestSyn-0627  
 IVL Status: Enabled  
 Title: 99 -- Test Synopsis  
 Posted Date: Jun 27, 2002  
 Response Date: Aug 31, 2002  
 POC: George Tracy, The Big Boss, Phone 703 872-3846, Fax none,  
 Email george.tracy@gsa.gov

Click 'Publish' below to publish IVL for the solicitation

Publish Cancel

Figure 7.11: Publish Interested Vendors List

If you have successfully published the list of Vendors, you will receive a confirmation screen.

**Confirmation**

IVL for the solicitation has been successfully published.

Ok

Figure 7.12: Confirmation of Published Interested Vendors List

Once you publish the list of “Interested Vendors” on FedBizOpps, Vendors will see a link entitled “View List of Interested Vendors” on the listing page for the solicitation number. They will be able to view this in the Vendors Module.

**Please Note:** All of the information submitted by the Vendor through the “Interested Vendor Registration Form” (Name, Company, Contact Information) will be published on FedBizOpps.



The screenshot shows a web page for 'TEST ORG' under the 'Vendors Federal Business Opportunities' banner. The page title is 'Business Opportunities'. Below the title, it lists 'Office : TEST OFFICE THREE' and 'Location : TEST LOCATION FAUX'. A horizontal line separates this from the solicitation details: 'Solicitation number : TestSyn-0627' and 'Title : 99 -- Test Synopsis'. Another horizontal line follows. Below that, there is a link for 'Synopsis - Posted on Jun 27, 2002'. At the bottom of the main content area, there are two buttons: 'Register to Receive Notification' and 'Register as Interested Vendor'. Below these buttons is a blue link: 'View List of Interested Vendors'. At the very bottom, there is a link for 'Numbered Notes'.

Figure 7.13: “View List of Interested Vendors” Link

Click on “**View List of Interested Vendors**”.

**Vendors**  
Federal Business Opportunities

★ Find Business Opportunity

★ Vendors Links

- ▶ ACGNET Home Page
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

★ General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

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

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

Vendors Interested in Solicitation TestSyn-0627

Vendor name and contact information:

Company Information		Contact Information	
<b>Company Name:</b> Mark Smith	<b>Business Type:</b> Competitive	<b>Address:</b> 123 Main Street <b>POC:</b> mark@dev.null <b>Email:</b> <a href="tel:202-333-3333">202-333-3333</a>	<b>Phone:</b> 202-222-2222
<b>Company Name:</b> Miller Designs	<b>Business Type:</b> Competitive	<b>Address:</b> 123 Market Street <b>POC:</b> Tim Miller <b>Email:</b> <a href="mailto:tim@dev.null">tim@dev.null</a>	<b>Phone:</b> 212-222-2222
<b>Company Name:</b> Test Company	<b>Business Type:</b> Competitive	<b>Address:</b> 101 1st Street <b>POC:</b> Mr. Test <b>Email:</b> <a href="mailto:test@dev.null">test@dev.null</a>	<b>Phone:</b> 972-222-2222

Figure 14: List of Interested Vendors

A list of “Interested Vendors” will be displayed, including all Vendors who have submitted the “Interested Vendor Registration Form”.

# FBO Buyers Guide

Federal Business Opportunities

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## ★ Download the Manual

▶ FBO Buyers Guide (PDF)

## ★ FedBizOpps Home

▶ FedBizOpps Home

▶ FedBizOpps Buyers

▶ FedBizOpps Vendors

## 8.0 Uploading Documents

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

As the government is moving towards a 'paperless' acquisition system, the FedBizOpps system includes the capability to upload documents. You may upload solicitation files that are related to the synopsis anytime after a synopsis is posted on FBO.

### **Please Note:**

- It is a Government Buyer's responsibility to upload documents that are descriptive and in compliance with Section 508 of the Rehabilitation Act.
- You cannot upload files to a "Combined Synopsis/Solicitation".
- Files greater than 4Mg may timeout your FedBizOpps 30-minute session. If you are uploading a number of large files, we recommend that you break these up into multiple uploads.
- Buyers with FedTeDS logins can now connect to and upload documents to the FedTeDS website from FedBizOpps.

To upload files, click on **"UPLOAD"**.

Document Uploading

General Services Administration

Type of Upload:

Solicitation

Amendment

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

Cancel Next >>>

Figure 8.1: Document Uploading

If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to upload files, select the upload type under the heading called "Type of Upload". You can upload documents with an overall header of "Solicitation", "Amendment", or you can choose "Other" to create your own header, such as "Response to Questions". In this scenario, we will upload files under the header of "Solicitation". Select "**Solicitation**" and click on "**Next**".

Document Uploading

General Services Administration

Type of upload: Solicitation

Select a synopsis file: TestSol-01-2R

Cancel Back Next

Figure 8.2: Selecting a Synopsis File

If you click on the application "Back" button, the system returns you to the previous screen. If you click on the "Cancel" button, the

system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to upload solicitation files, select the synopsis file (solicitation number) from the "Select a Synopsis File List". Then, click on "**Next**".

**Document Uploading**  
General Services Administration

Type of upload: Solicitation  
Synopsis title: Test Solicitation for Construction of Buildings  
Synopsis file: TestSol-01-2R  
Point(s) of contact: Demo User  
Demonstration User

Response due date:  
How many files do you want to upload:

Cancel Back Next

If You want to upload files to the FedTeDS press the button

Upload to the FedTeDS

**Figure 8.3: Specifying Number of Files**

This screen will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact
- Response Due Date

Type the number of files you would like to upload in the "How many files do you want to upload" field. In this example, we will upload one file.

If you click on the application "Back" button, the system returns you to the previous screen. If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to upload, click on "**Next**".

**Please Note:** Buyers with a FedTeDS login can now upload their "sensitive acquisition related information" to FedTeDS by clicking on the "Upload to FedTeDS" button. For more information on FedTeDS or for help with the FedTeDS website, please visit FedTeDS at: <http://www.fedted.gov>.



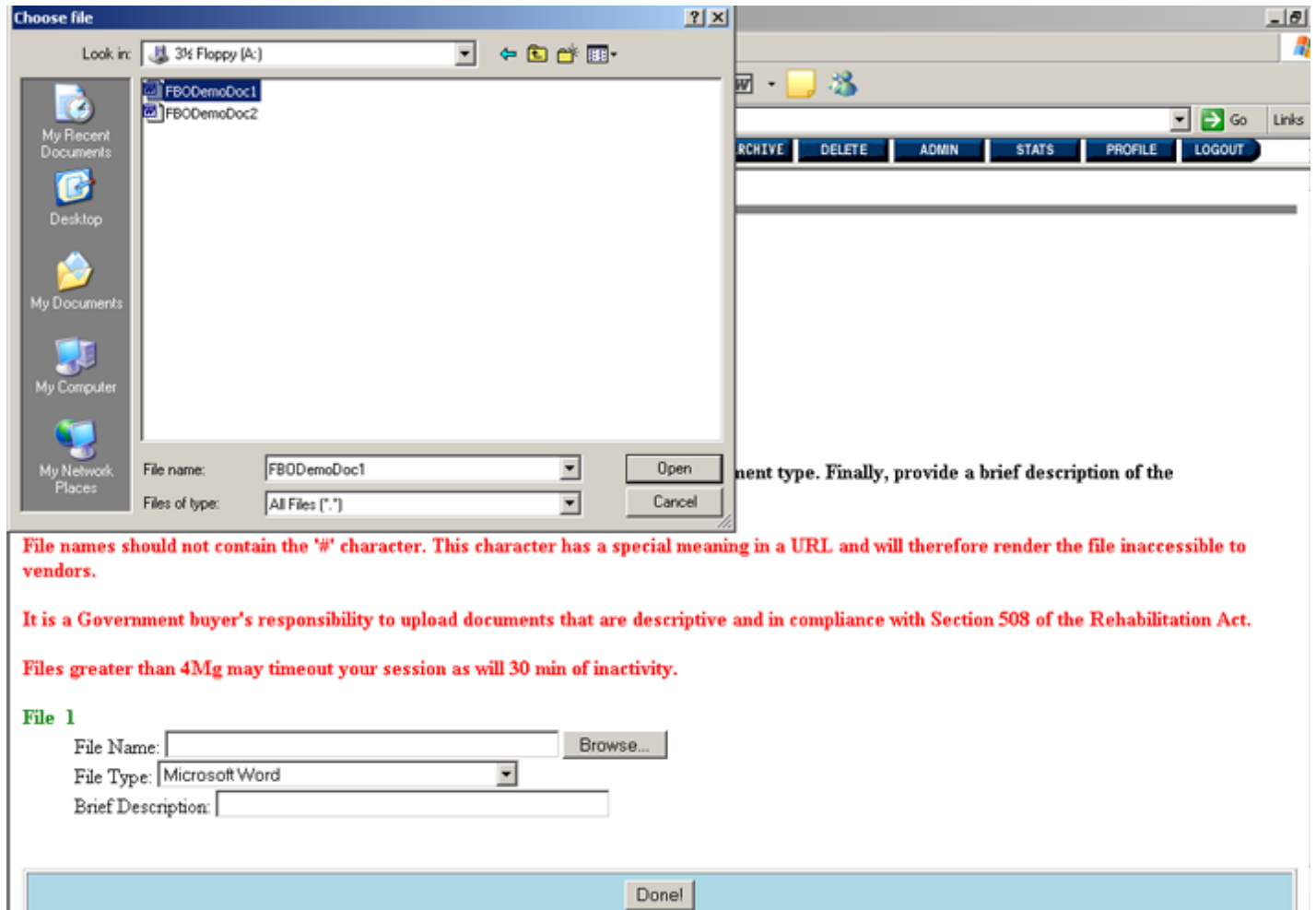


Figure 8.4: Uploading Documents

### 8.1 File Name

**Please Note:**

- Before uploading a file, please ensure the filename includes only alphanumeric characters and dashes. If you include any other characters in the filename, such as a space, your document will not upload properly.
- Filenames within a solicitation must be unique. You can only use a specific filename once. The FedBizOpps system preserves the filename used in the upload, and the directory structure is organized around solicitation numbers. When a file is uploaded to the directory where a file with the same name exists, the new file will overwrite the old file.

To retrieve your files from your hard drive or disk, click on "Browse". Once you have located the appropriate file, highlight the filename

and click on "Open".

The location of the file will populate the "Filename" field. In this scenario the document is located on a disk in the A: drive:

**A:\FBODemoDoc1.doc**

**Please Note:** If you upload files off of a disk, you CANNOT REMOVE the disk until the upload is complete.

### **8.2 File Type**

You will need to select the type of file from the "File Type" field. This document is a Microsoft Word document.

Selecting the correct "File Type" is very important. You should always select the correct "File Type" from the pull-down menu. If you select the wrong "File Type", users may have trouble opening your file(s).

### **8.3 Brief Description**

Once you have selected the file and file type, you will need to give the file a description. The "Brief Description" should clearly describe the document to the Vendor. For example, "Request for Proposals", "Request for Quotations," "Statement of Work," or "Specifications".

**Please Note:**

- You must fill in the "Brief Description" field. Without a description, Vendors will not be able to view your file(s).
- Files may not be listed on FedBizOpps in the order in which you select them for upload. If you need your files to be listed in a certain order, it is recommended that they be numbered and followed by a clear, concise description.

For Example:

1-1 Solicitation Package

1-2 Drawings

<a href="#">MAIN</a>	<a href="#">CREATE</a>	<a href="#">EDIT</a>	<a href="#">IVL</a>	<a href="#">UPLOAD</a>	<a href="#">INDEX</a>	<a href="#">ARCHIVE</a>	<a href="#">UNARCHIVE</a>	<a href="#">DELETE</a>	<a href="#">ADMIN</a>	<a href="#">STATS</a>	<a href="#">PROFILE</a>	<a href="#">LOGOUT</a>
----------------------	------------------------	----------------------	---------------------	------------------------	-----------------------	-------------------------	---------------------------	------------------------	-----------------------	-----------------------	-------------------------	------------------------

---

Type of upload: [Solicitation](#)  
Synopsis title: [Test Solicitation for Construction of Buildings](#)  
Solicitation No: [TestSol-01-2R](#)  
Point(s) of contact: [Demo User](#)  
[Demonstration User](#)  
Response due date:

Click "Browse", select a file/document to upload. Then, select the proper file/document type. Finally, provide a brief description of the file/document.

**File names should not contain the '#' character. This character has a special meaning in a URL and will therefore render the file inaccessible to vendors.**

**It is a Government buyer's responsibility to upload documents that are descriptive and in compliance with Section 508 of the Rehabilitation Act.**

**Files greater than 4Mg may timeout your session as will 30 min of inactivity.**

**File 1**

File Name:    
File Type:   
Brief Description:

Figure 8.5: Document Specifications

Once the "File Name", "File Type", and "Brief Description" have been populated, click on "**Done**".

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
------	--------	------	-----	--------	-------	---------	-----------	--------	-------	-------	---------	--------

## Pre-Upload Summary

### General Services Administration

---

Type of upload: **Solicitation**  
Synopsis title: **Test Solicitation for Construction of Buildings**  
Synopsis file: **TestSol-01-2R**  
Point(s) of contact: **Demo User**  
**Demonstration User**

Response due date:

Uploaded file(s):

Description	Size (bytes)	File Format	File name
Demo Document for Uploading	19968	Microsoft Word	FBODemoDoc1.doc

---

**Are you sure you want to upload above file(s) ?**

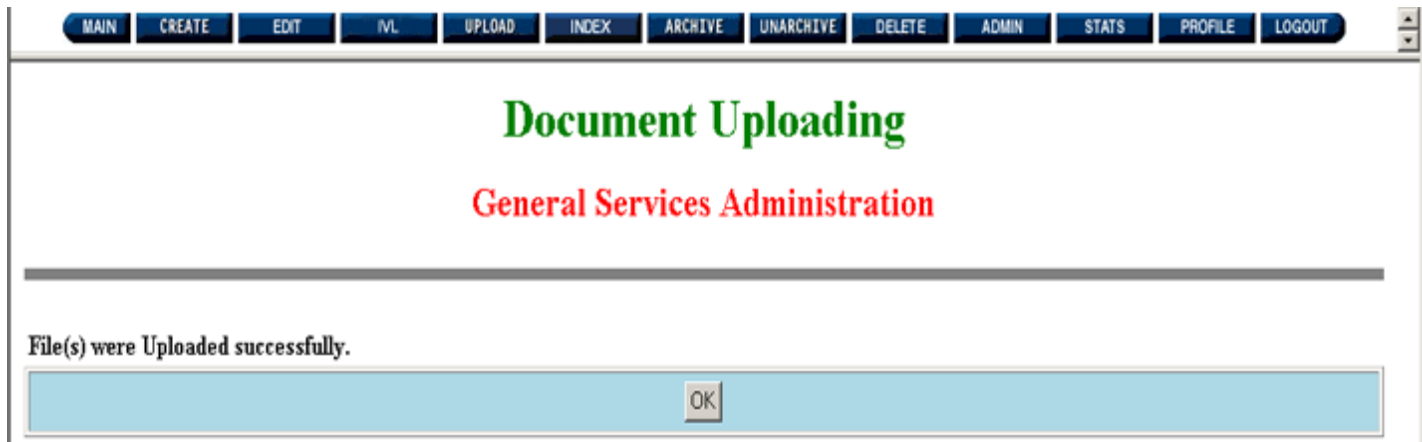
**Figure 8.6: Pre-Upload Summary**

The "Pre-Upload Summary" will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact
- Response Due Date
- Document Description
- File Size
- File Format
- File Name

To complete the upload procedure, scroll to the bottom of the page. If you click on the "No" button, the system returns you to the beginning of the screen called "Document Uploading".

If you are ready to complete the upload process, click on the "**Yes**" button.



**Figure 8.7: Confirmation Screen**

If your file(s) uploaded successfully, you will receive a confirmation screen.

Once you have posted the files, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

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Federal Business Opportunities

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## 9.0 Indexing a URL Address

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

In addition to the ability to upload files, the FedBizOpps system also includes the ability to attach a URL address to your solicitation. This is useful when your solicitation files are hosted on another web site. This function is very similar to uploading documents.

**Please Note:** You will not be able to use the index function with a **"Combined Synopsis/Solicitation"**.

To attach a URL address, click on **"INDEX"**.

Figure 9.1: Document Indexing

If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to attach a URL address, select the upload type under the heading called "Type of Upload". You can attach a URL address with an overall header of "Solicitation", "Amendment", or you can choose "Other" to create your own header, such as "Response to Questions". In this scenario, we will attach a URL address under the header of "Solicitation". Select **"Solicitation"** and click on **"Next"**.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

## Document Uploading

TEST ORG

Type of upload: [Solicitation](#)

Select a synopsis file:

Cancel Back Next

Figure 9.2: Selecting a Synopsis File

If you click on the application "Back" button, the system returns you to the previous screen. If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to attach a URL address, select the synopsis file (solicitation number) from the "Select a Synopsis File List". Then, click on "Next".

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

## Document Indexing

TEST ORG

Type of upload: [Solicitation](#)

Synopsis title: [test](#)

Synopsis file: [test123](#)

Point(s) of contact: [John Smith](#)

Response due date: [September 30, 2002](#)

How many files do you want to index:

Cancel Back Next

Figure 9.3: Specifying Number of Links

This screen will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact
- Response Due Date

Type the number of URL addresses you would like to upload in the “How many files do you want to upload” field. In this example, we will upload one URL address.

If you click on the application "Back" button, the system returns you to the previous screen. If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to attach a URL address, click on “Next”.

The screenshot shows a web application interface for URL specifications. At the top, there is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the text "TEST ORG" is displayed. The form contains the following fields and values:

- Type of upload: Solicitation
- Synopsis title: test
- Solitation No: test123
- Point(s) of contact: John Smith
- Response due date: September 30, 2002

Below these fields, there is a instruction: "Enter the full file/document URL to index. Then, select the proper file/document type. Finally, provide a brief description of the file/document." A red warning message follows: "File names should not contain the '#' character. This character has a special meaning in a URL and will therefore render the file inaccessible to vendors. Please modify file names (on your local machine) to remove any '#' characters before indexing to EPS." Under the heading "File 1", there are three input fields:

- File URL: www.fedbizopps.gov
- File Type: Microsoft Word
- Brief Description: SEE SOLICITATION

A "Done!" button is located at the bottom of the form.

Figure 9.4: URL Specifications

### 9.1 File URL

Enter the URL address in the “File URL” field, starting with “www”.



For example: [www.fedbizopps.gov](http://www.fedbizopps.gov)

## 9.2 File Type

You do not need to select a type of file from the "File Type" field. Simply leave the type of file as the default, Microsoft Word.

## 9.3 Brief Description

Once you have selected the file and file type, you will need to give the file a description. The "Brief Description" should clearly describe the document to the Vendor. For example, "Request for Proposals", "Request for Quotations," "Statement of Work," or "Specifications".

**Please Note:** You must fill in the "Brief Description" field. Without a description, Vendors will not be able to open the URL address link.

Once the "File URL", "File Type", and "Brief Description" have been populated, click on "**Done**".

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## Pre-Upload Summary

TEST ORG

---

Type of upload: [Solicitation](#)  
Synopsis title: [test](#)  
Synopsis file: [test123](#)  
Point(s) of contact: [John Smith](#)  
Response due date: [September 30, 2002](#)

Uploaded file(s):

Description	Size (bytes)	File Format	File name
SEE SOLICITATION	0	Microsoft Word	<a href="http://www.fedbizopps.gov">www.fedbizopps.gov</a>

---

Are you sure you want to index above file(s) ?

Figure 9.5: Pre-Upload Summary

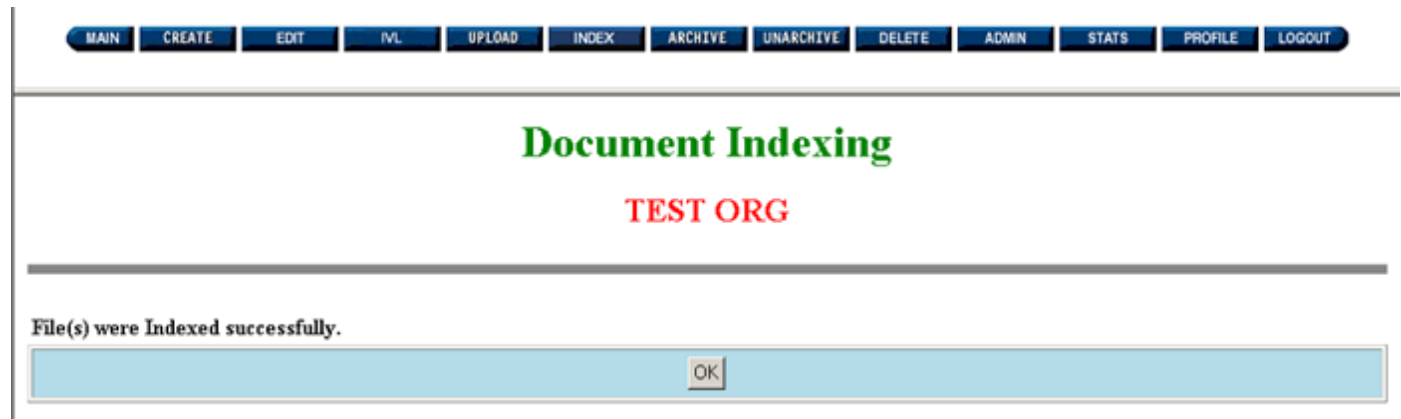
The "Pre-Upload Summary" will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact

- Response Due Date
- Document Description
- File Size (This will be "0")
- File Format (This will be "Microsoft Word")
- File Name (URL Address)

To complete the indexing procedure, scroll to the bottom of the page. If you click on the "No" button, the system returns you to the beginning of the screen called "Document Uploading".

If you are ready to complete the indexing process, click on the "Yes" button.



**Figure 9.6: Confirmation Screen**

If your URL address posted successfully, you will receive a confirmation screen.

Once you have posted the URL address, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

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## 10.0 Creating an Award Notice

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

An "Award Notice" can be created even if a synopsis was not created on FedBizOpps. To create an "Award Notice" under these circumstances, follow the directions below for creating an "Award Notice" for an existing presolicitation synopsis. When a screen appears with a heading titled "Select a Document", do not make a selection from the "Select a Document" field. Instead, click on "Next" at the bottom of the page, and follow the remaining directions until the document is posted.

To create an Award Notice, click on the "**CREATE**" button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

**Acquisition Notice Posting**

**General Services Administration**

**Action Code:**

- P = Presolicitation Notice
- A = Award Notice
- M = Modification to a Previous Notice
- R = Sources Sought Notice
- S = Special Notice
- F = Foreign Government Standard
- G = Sale of Surplus Property
- K = Combined Synopsis/Solicitation
- L = Amendment to Combined Synopsis/Solicitation

Next >>>

Figure 10.1: Creating an Award Notice

Select "Action Code" "A=Award Notice". Click on the "**Next**" button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

## Acquisition Notice Posting

General Services Administration

---

Action Code:  
A = Award Notice

Select a Document:

TestSol-01-2R  
test123

<<< Back Next >>>

Figure 10.2: Award Screen

**Please Note:** Before you begin, please refer to the templates listed under the "Interface Description" link on the FedBizOpps home page. These templates will specify character limitations for each field.

If you wish to return to the previous screen, click on the application "Back" button. Otherwise, select a synopsis file from the pull-down list under the heading called "Select a Synopsis". Click on the "**Next**" button, and the following screen is displayed:

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<b>Award Notice Worksheet</b>												
<b>General Services Administration</b>												
A single alphabetic character denoting the specific action related in the synopsis.												
<b>Action Code:</b> <b>A = Award Notice</b>												
Date on which the synopsis is posted to the Web.												
<b>Date:</b> 02/26/04												
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.												
<b>Classification Code:</b> Y -- Construction of structures and facilities												
Service or supply NAICS code number. Each synopsis shall classify the contemplated contract action under the one NAICS 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.												
<b>NAICS Code:</b> 236220 -- Commercial and Institutional Building Construction												
The complete name and address of the contracting office.												
<b>Contracting Office Address:</b> General Services Administration, Office of Government-wide Policy, Electronic Acquisition Systems Division/MEE, 1800 F Street NW Rm 4016, Washington, DC, 20012												

Figure 10.3: Award Notice Worksheet

**10.1 Action Code**

The notice type will be indicated at the top of the page. In this case, the action code is "A" for "Award Notice".

**10.2 Date**

The "Date" field is generated by the system based on the date the notice is entered into the FedBizOpps System.

**10.3 Classification Code**

The Classification Code is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you will need to select a Classification Code. To select a classification code, scroll down to the appropriate classification code and highlight it. You can only select one classification code.

**Please Note:** Questions regarding the appropriate classification code for your notice should be directed internally to your agency. The FedBizOpps Help Desk cannot advise you on which classification code to select.

#### 10.4 NAICS Code

The NAICS Code is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you will need to select a three digit and six digit NAICS Code.

To select a three digit NAICS code, scroll down to the appropriate code and highlight it. You can only select one three digit NAICS code. Next, click on the button titled "Display full codes for selected parts". Clicking on this button will cause your screen to be refreshed and you will be taken back to the top of your worksheet. Scroll back down to the NAICS codes. You now have a list of six digit NAICS codes to select from. Scroll down to select the appropriate six digit NAICS code and highlight it. You can only select one six digit NAICS code.

**Please Note:** Clicking on the button titled "Back to first three Digit codes" will remove the six digit NAICS code you selected. If you do not select another six digit NAICS code you will receive the following error message when you go to post your notice "NAICS code error: NAICS code must be sent". If you receive this error, go back and reselect your 6 digit NAICS code.

**Please Note:** Questions regarding the appropriate NAICS code for your notice should be directed internally to your agency. The FedBizOpps Help Desk cannot advise you on which NAICS code to select.

#### 10.5 Contracting Office Address

The system will automatically generate the data for the "Contracting Office Address" field, based on the Agency/Office/Location associated with your FedBizOpps account.

If your Agency, Office or Location information is incorrect, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<b>Place of Contract Performance</b>												
2005 Washington Street Washington, DC 20002 USA												
Brief title description of services, supplies, or project required by the posting agency.												
<b>Title:</b> (200 character spaces available)												
Y -- Test Solicitation for Construction of Buildings												
The date the contract was awarded.												
<b>Contract Award Date:</b> Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/>												
Select one or more name(s) for point of contact.												
<b>Primary Point of Contact:</b>						<b>Secondary Point of Contact:</b>						
<input type="text" value="Demonstration User"/> <input type="text" value="Demo User"/>						<input type="text" value="Demonstration User"/> <input type="text" value="Demo User"/>						
<b>Solicitation Number:</b> TestSol-01-2R												
Agency assigned number for control, tracking, and identification. <i>Please use alpha-numeric, dashes or period ONLY - leading and trailing spaces will be stripped.</i>												
<b>Contract Award Number:</b> <input type="text"/>												

### 10.6 Place of Contract Performance

The "Place of Contract Performance" is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you can enter the Place of Contract Performance. The "Place of Contract Performance" field is not a mandatory field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in these fields. Please do not use apostrophes in this field.

**Figure 10.4: Award Notice Worksheet**

### 10.7 Title

The "Title" is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you can enter the Title. Please enter a brief description of the services, supplies, or project in this field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in this field.

### 10.8 Contract Award Date

The "Contract Award Date" is the date the contract was awarded. Two digits should be entered for the month and day, while four digits should be entered for the year.

### 10.9 Point of Contact

The "Point of Contact" information is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you can enter the POC information. You can choose a Primary and/or Secondary Point of Contact for this notice, but you need to **AT LEAST** pick a Primary Point of Contact. The system will automatically display the names, titles, telephone numbers, fax numbers, and email addresses of any points of contact chosen.

If the appropriate names are not available in the "Primary Point of Contact" or "Secondary Point of Contact" fields, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk for assistance.

### 10.10 Solicitation Number

The "Solicitation Number" is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you will not need to enter a Solicitation Number. .

### 10.11 Contract Award Number

An "Award Number" must be entered for each notice.

**Please Note:** The Award Number can only contain alphanumeric characters and dashes. If you input any other characters into this field, your notice may not post.



MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<p>The dollar value of the contract, plus optional qualifying text (e.g. "not to exceed \$250,000").  <b>Note:</b> This information will be displayed <i>exactly</i> as entered; format text and dollar amounts appropriately. (50-char maximum)</p>												
<p><b>Contract Award Dollar Amount:</b> <input type="text"/></p>												
<p>When appropriate, list the contractor's appropriate line item number.</p>												
<p><b>Contract Line Item Number:</b> <input type="text"/></p>												
<p>The contractor name and address.</p>												
<p><b>Contractor:</b> <i>**No HTML Tags** (400 character spaces available)</i></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
<p>Archiving policy. Synopsis and associated documents may be scheduled for archiving fifteen days after the award date, or upon a user-specified date subsequent to 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.  <b>Year must be specified with a full four characters; i.e. "2000" instead of "00".</b></p>												
<p><b>Archiving policy:</b></p> <p><input checked="" type="radio"/> Automatic, 15 days after award date</p> <p><input type="radio"/> Automatic, on specified date - Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/></p> <p><input type="radio"/> Manual archive</p>												
<div style="display: flex; justify-content: space-around;"> <span>Preview</span> <span>Save</span> <span>Post</span> <span>Clear Form</span> </div>												

Figure 10.5: Award Notice Worksheet

### 10.12 Contract Award Dollar Amount

This is the dollar value of the contract.

### 10.13 Contract Line Item Number

The "Contract Line Item Number" field is not a mandatory field.

**Please Note:** Do not enter "N/A", commas, or spaces in this field. This may result in an unsuccessful posting of your Award Notice. If you do not have a contract line item number, please leave this field blank. Please use underscores to separate contract line item numbers. For example: Use "0001\_0002" instead of "0001, 0002".

### 10.14 Contractor

The "Contractor" field is for the name and address of the contractor who was awarded the contract.

**Please Note:** Please do not use apostrophes in this field.

### 10.15 Archiving Policy

When a notice is created, it remains in the “Active” database of FedBizOpps until it reaches the archive date set by the contracting officer. Once the archive date is reached, the notice is moved to the “Archive” database. This notice is still accessible on FedBizOpps, but will not show up in the active postings for an agency. There are three archiving options available:

- **Automatic, 15 days After Award Date** – This is the default option. The notice will automatically archive 15 days after the date in the “Contract Award Date” field.
- **Automatic, On Specified Date** – The notice will archive on the date specified by the contracting officer.
- **Manual Archive** – The notice will not archive until the contracting officer manually archives the notice using the “Archive” button. Please see Section 10 for additional information on archiving.

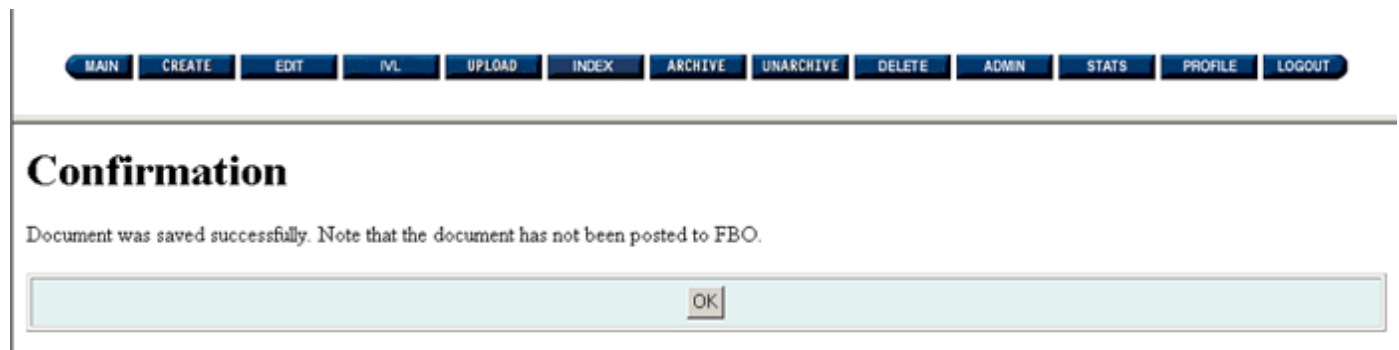
**Please Note:** If you leave the response date blank, you will need to set your archiving policy to “Automatic, On Specified Date” or “Manual”, you will not be able to use the default archiving option of “Automatic, 15 Days After Response Date”.

### 10.16 Submitting the Award Notice

Once you have filled in the appropriate fields, you may choose to “Preview”, “Save”, or “Post” the information, or select the “Clear Form” button to erase the information on the form and start over again.

**Please Note:** If you exit the “Award Notice Worksheet” without saving or posting, your data will be lost and you will need to recreate the notice.

The “Save” feature will allow you to edit and post your data at a later time. You will be able to edit and post using the “Edit” feature described in Section 5 of this manual. If you were to click on “Save”, you would receive the following confirmation screen:



**Figure 10.6: Save Confirmation**

Instead of clicking on “Save”, click on “**Post**”.

**Please Note:** We do not recommend that you click on “Preview”. You will receive a preview screen when you click on “Post”.

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
------	--------	------	-----	--------	-------	---------	-----------	--------	-------	-------	---------	--------

## Pre-Post Summary

### General Services Administration

Document has NOT been posted yet - please review and then click Yes at the bottom of the page to complete Post.

---

ActionCode: **A = Award Notice**

---

### Y -- Test Solicitation for Construction of Buildings

---

#### General Information

Document Type:	A = Award Notice		
Solicitation Number:	TestSol-01-2R		
Posted Date:	Feb 26, 2004		
Contract Award Date:	OCT 22, 2004		
Archive Date:			
Classification Code:	Y -- Construction of structures and facilities	NAICS Code:	236220
Set Aside:	N/A		

Figure 10.7: Pre-Post Summary

<b>MAIN</b>	<b>CREATE</b>	<b>EDIT</b>	<b>IVL</b>	<b>UPLOAD</b>	<b>INDEX</b>	<b>ARCHIVE</b>	<b>UNARCHIVE</b>	<b>DELETE</b>	<b>ADMIN</b>	<b>STATS</b>	<b>PROFILE</b>	<b>LOGOUT</b>
-------------	---------------	-------------	------------	---------------	--------------	----------------	------------------	---------------	--------------	--------------	----------------	---------------

---

**Contracting Office Address**

General Services Administration, Office of Government-wide Policy, Electronic Acquisition Systems Division/MEE, 1800 F Street NW Rm 4016, Washington, DC, 20012

**Description**

Contract Award Number: A237-9  
Contract Award Amount: \$1,000,000  
Contract Line Item Number:  
Contractor: Smith Contracting, 123 Main St. Richland, WA

**Point of Contact**

Demonstration User, System Administrator, Phone 202-222-2222, Fax 202-222-2222, Email none@dev.null

**Place of Contract Performance**

2005 Washington Street Washington, DC  
20002  
USA

---

**Are you sure you want to post this notice ?**

<input type="button" value="Yes"/>	<input type="button" value="No"/>
------------------------------------	-----------------------------------

**Figure 10.8: Pre-Post Summary**

Use the scroll bar on the right side of the page to review the data and reach the bottom of the Pre-Post Summary screen. If you need to make any changes to the data, click on "No" under "Are you sure you want to post this notice?". Clicking on "No" will take you back to the "Award Notice Worksheet" where you can make any necessary changes. You may choose to post at that time by clicking on "Yes" under "Are you sure you want to post this notice?".

Click on "Yes" to post the Award Notice.

<b>MAIN</b>	<b>CREATE</b>	<b>EDIT</b>	<b>IVL</b>	<b>UPLOAD</b>	<b>INDEX</b>	<b>ARCHIVE</b>	<b>UNARCHIVE</b>	<b>DELETE</b>	<b>ADMIN</b>	<b>STATS</b>	<b>PROFILE</b>	<b>LOGOUT</b>
-------------	---------------	-------------	------------	---------------	--------------	----------------	------------------	---------------	--------------	--------------	----------------	---------------

---

**Confirmation**

Award Notice for A237-9 has been posted successfully to FBO.

<input type="button" value="OK"/>
-----------------------------------

### Figure 10.9: Confirmation Screen

If your notice posted successfully, you will receive a confirmation screen.

Click on “Ok” to clear the confirmation screen or “Ok – Receive Notice in 24h” to clear the confirmation screen and register to receive an email notification from the FedBizOpps System within 24 hours. This email notification will provide a link to your recently posted data on FedBizOpps.

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

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- ▶ Viewing Postings on FedBizOpps
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## 11.0 Archiving and Unarchiving

Synopses, Solicitations and Awards will remain in the “Active” postings on FedBizOpps until they reach the “Archive Date”. Once the “Archive Date” is reached, the files will be moved to the “Archive” postings. They will still be available from FedBizOpps, and can be accessed using the “Synopsis/Award Search” page discussed in Section 13 of this manual.

### 11.1 Archiving

**Please Note:** The FedBizOpps System archives flagged documents twice a day, at 10:00 am and 10:00 pm, Eastern Time. These documents are processed on a batch routine basis. Documents flagged for archiving by a User between 10:00 pm and 10:00 am are picked up by the system at 10:00 am and are archived immediately. Documents flagged for archiving between 10:00 am and 10:00 pm are archived after 10:00 pm.

To archive a notice, click on the "ARCHIVE" button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

### Acquisition Notice Archiving

TEST ORG

---

**Select a synopsis file:**

TestSol-01-2R

test123

Archive

---

**Select an award file:**

Figure 11.1: Archiving a Notice

Select the file to archive listed under the heading "Select a synopsis file" or "Select an Award File". Click on the "ARCHIVE" button, and the following screen is displayed:

**Archive Summary**

**General Services Administration**

---

**Synopsis file to be archived: /**

---

<b>Number:</b>	test123	<b>Current Archiving Date:</b>	Oct 15, 2002
<b>Title:</b>	11 -- test	<b>New Archiving Instructions:</b>	
<b>Posted Date:</b>	Jun 25, 2002	<input type="radio"/> Leave date as-is	
<b>Response Date:</b>	Sep 30, 2002	<input checked="" type="radio"/> Set new date: [01] / [01] / [2003]	
<b>POC:</b>	John Smith, Contracting Specialist, Phone 202-222-2222, Fax 202-333-3333, Email none@dev.null	<input type="radio"/> Remove date	

Figure 11.2: Archive Screen

Scroll to the bottom of the page. If you click on the "Cancel" button, the system returns you to the previous screen.

There are three archiving options:

- Leave date as-is
- Set new date
- Remove date

If you need to keep the document posted indefinitely on FBO, select "Remove date", click on the "Save" button, and the document's archive date will be removed. If you need to set a new archive date, select "Set new date", enter the new date, including four digit year and click on the "Save" button. The document will be set with the new archive date. If you select "Leave date as-is" and click on the "Save" button, the document will be unaltered. The following screen is displayed with an "Archive" confirmation message:



**Figure 11.3: Confirmation Screen**

**Please Note:** The archive feature can also be changed when a modification is created.

## 11.2 Unarchiving

A notice will need to be unarchived if you need to post additional information to the notice, such as solicitation documents or an award notice.

**Please Note:** The FedBizOpps System unarchives flagged documents twice a day, at 10:00 am and 10:00 pm, Eastern Time. These documents are processed on a batch routine basis. Documents flagged for unarchiving by a User between 10:00 pm and 10:00 am are picked up by the system at 10:00 am and are unarchived immediately. Documents flagged for unarchiving between 10:00 am and 10:00 pm are unarchived after 10:00 pm.

To unarchive a notice, click on the "UNARCHIVE" button.



MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

## Acquisition Notice Unarchiving

TEST ORG

Select a synopsis file:

- SEP26-01
- SOL12345
- SSSOL12345
- SSSOL12345
- TESTING12345

Unarchive

Select an award file:

Reference-Number-SEP02-01

Figure 11.4: Unarchiving a Notice

Select the file to unarchive listed under the heading "Select a synopsis file" or "Select an Award File". Click on the "UNARCHIVE" button, and the following screen is displayed:

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<b>Unarchive Summary</b>												
<b>General Services Administration</b>												
<hr/>												
Synopsis file to be archived: /												
<hr/>												
<b>Number:</b>	SOL12345											
<b>Title:</b>	TEST OF DUPLICATE SOL											
<b>Posted Date:</b>	Sep 26, 2000											
<b>Response Date:</b>	Dec 31, 2000											
<b>POC:</b>	Wilbert Kelley, Program Analyst, Phone (202) 208-2664, Fax (202) 501-3341, Email wilbert.kelley@gsa.gov - Wilbert Kelley, Program Analyst, Phone (202) 208-2664, Fax (202) 501-3341, Email wilbert.kelley@gsa.gov											
<b>Click Save to flag for unarchiving</b>												
<hr/>												
<input type="button" value="Save"/> <input type="button" value="Cancel"/>												

**Figure 11.5: Unarchiving Screen**

Scroll to the bottom of the page. If you click on the "Cancel" button, the system returns you to the previous screen. When you are confident that the synopsis file selected is the appropriate one to be unarchived, click on the "Save" button. The following screen is displayed with an "Unarchive" confirmation message:

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<b>Confirmation</b>												
Documents were flagged for Unarchiving.												
<input type="button" value="Ok"/>												

**Figure 11.6: Confirmation Screen**

Once your notice is available in the "Active" postings, you will be able to post additional information to the notice.

# FBO Buyers Guide

Federal Business Opportunities

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- ▶ Viewing Postings on FedBizOpps
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## 12.0 Deleting Files

---

The FedBizOpps System provides Users with the ability to delete files. However, we strongly advise against deleting entire notices, as this will confuse vendors who have already read the notice or have already received email notification of the notice. If there is incorrect information in a "Synopsis", we recommend posting a "Modification". If there is incorrect information in a "Solicitation", we recommend posting an "Amendment".

**Please Note:** You cannot delete a modification without deleting the associated notice. The system will allow you to delete the entire notice (including all postings for that notice) or delete files uploaded to that solicitation number. If an error is made on a modification, you can either post another modification or delete the entire notice.

### 12.1 Deleting All Files

To delete files, click on "**DELETE**".

**Figure 12.1: Deleting a Notice**

Select the synopsis file to delete from the list called "Select a Document". You can choose to delete the synopsis and all associated files by clicking on "Deleted Selected Document".

The following "Document Delete Confirmation" screen is displayed:

**Figure 12.2: Document Delete Confirmation**

If you click on the "No" button, the system returns you to the first screen after the login screen. Click on the "Yes" button and all documents are deleted.

If the notice deleted successfully, you will receive a confirmation screen:

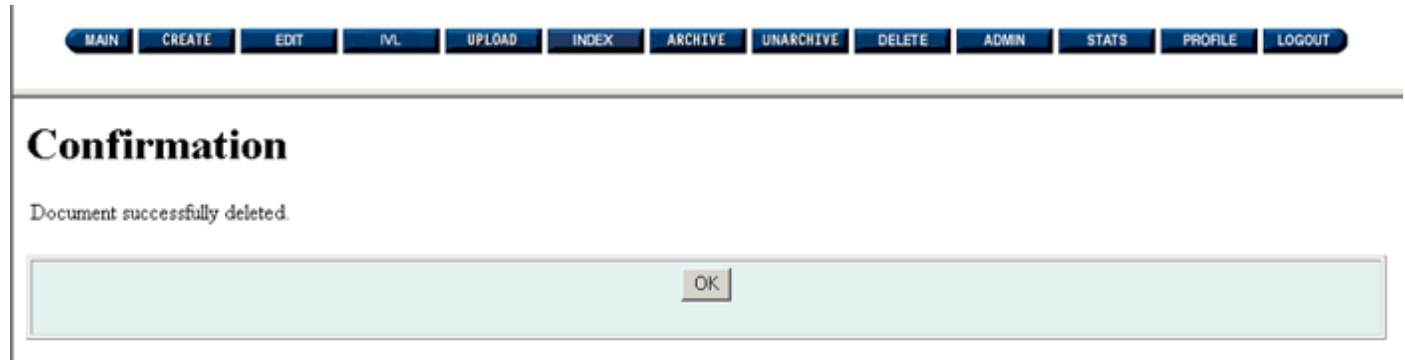


Figure 12.3: Confirmation Screen

## 12.2 Deleting Selected Attachments

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

## Acquisition Notice Deleting

**TEST ORG**

**Select a Document:**

TestSol-01-2R  
test123

View attachments >>> Delete selected document >>>

**Select an Award Document:**

Delete selected document >>>

**Figure 12.4: Deleting a Notice**

Instead of deleting the entire file, you can choose to delete selected document uploads. To delete selected document uploads, select the synopsis file to delete from the "Select a Document" list. Then, click on "**View Attachments**".

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

Document identifier: test123

**Select Solicitation Group**

Solicitation 01

<<< Back Next >>>

**Figure 12.5: Deleting Selected Uploads**

If you click on the application "Back" button, the system will return you to the previous screen. Otherwise, highlight the upload to delete, such as a solicitation or amendment, in the "Select Solicitation Group" list. Then, click on "Next".

**Please Note:** You can only delete an entire upload, such as "Solicitation 01", "Amendment 01", etc. You cannot delete a specific document in an upload. The entire upload will need to be deleted in order to delete a specific document.

**Figure 12.6: Document Delete Confirmation**

Clicking on the application "Back" button will return you to the previous screen. Clicking on the "Cancel" button will return you to the first screen after the login screen. If you are ready to delete the selected upload, click on the "OK" button.

**Figure 12.7: Confirmation Screen**

If the notice deleted successfully, you will receive a confirmation screen.

**Please Note:** You can also use the "Delete" button to delete Award Notices.

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## 13.0 Viewing Postings on FedBizOpps

---

The FedBizOpps system provides two methods in which you can check the status of your posting. You can “Browse Active Postings” or use the “Synopsis/Award Search Page”.

**Please Note:** It is the buyer’s responsibility to check the status of their posting on FedBizOpps. If you have posted a notice, and your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

### 13.1 Browse Active Postings

#### A. Active Procurement Opportunities

The FedBizOpps system provides you with the ability to view active procurement notices by Posted Date, Classification Code, NAICS Code, Set-Aside Type, as well as the ability to view active awards for a particular Agency/Office/Location.

To browse active postings, click on “MAIN” from your buyer account, or go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on “Vendors”.



The screenshot displays the 'Vendors' section of the FedBizOpps website. The header includes the title 'Vendors' and the subtitle 'Federal Business Opportunities'. The left sidebar contains several menu items: 'Find Business Opportunity' with a 'go' button, 'Vendors Links' (including FAR, feedback, notification, synopsis files, and guides), 'General Information' (including notices, descriptions, and FAQs), and 'Privacy and Security Statement'. The right sidebar features 'FedBizOpps News', 'Contact Information' (with email and phone), and 'FedBizOpps Home' links. The main content area is titled 'Browse Agencies by Acronym in Alphabetic Order'. It includes a dropdown menu labeled 'Acronym:' with 'Select One' as the current selection, and a row of circular buttons for 'ALL', 'DoD', 'DHS', 'A-D', 'E-H', 'I-P', and 'Q-Z' to filter agencies.

Figure 13.1: FedBizOpps for Vendors

You can browse active postings for a particular agency by the agency acronym (using the dropdown box) or by a listing of agencies in alphabetical order. If you would like to view a list of all agencies, click on "All".

**Vendors**  
Federal Business Opportunities

**All**      DoD DHS A-D E-H I-P Q-Z Home

Agency	Offices	Business Opportunities				
Administrative Office of the U. S. Courts (AOUSC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Agency for International Development (AID)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
American Battle Monuments Commission (ABMC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Architect of the Capitol (AOC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Armed Forces Retirement Home (USSAH)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
British Defense Staff (Washington) (BDSW)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Broadcasting Board of Governors (BBG)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Comm for Purchase from People Who Are Blind or Severely Disabled (JWOD)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Commodity Futures Trading Commission (CFTC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Consumer Product Safety Commission (CPSC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Corporation for National and Community Service (CNS)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Court Services and Offender Supervision Agency (CSOSA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
DHS - Border and Transportation Security (DHS-BT)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
DHS - Direct Reports (DHS-DR)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
DHS - Emergency Preparedness and Response (DHS-EPR)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Contract Management Agency (DCMA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Information Systems Agency (DISA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Logistics Agency (DLA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Nuclear Facilities Safety Board (DNFSB)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>

★ Find Business Opportunity  go

★ Vendors Links

- ▶ Federal Acquisition Regulation (FAR)
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

★ General Information

- ▶ 508 Compliance
- ▶ Interface Description Overview
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

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

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers

Figure 13.2: Agency List

Each agency will be listed along with links to Offices, Posted Dates, Class Code, NAICS Code, Award, and Set Aside.

Clicking on the “Offices” link for a particular agency will allow you to view active postings for a particular office within an agency. You can then drilldown even further by clicking on the “Locations” link within an office to view the active postings for a particular location within the office of an agency.

To view the active postings for a particular agency, click on “Posted Dates” next to the agency name. In this scenario, we will view the active postings for the Department of Agriculture. Click on “Posted Dates” next to the Department of Agriculture listing.

**Vendors**  
Federal Business Opportunities

**USDA** USDA -

**Synopsis and Solicitation Grouped by Posted Date**

[Agency Postings](#) | [Posted Date](#) | [Class code](#) | [Award](#) | [Set Aside](#) | [NAICS](#)

**TODAY'S POSTINGS: 10**

[For Postings Prior to Today](#)  
[CLICK HERE](#)

Page  of 1 of Today's Postings ▶

**Feb 23, 2004**  
**Agency: Department of Agriculture**  
**Office: Animal and Plant Health Inspection Service**  
**Location: Administrative Services Division/Purchasing**  
 ♦ **Posted: Feb 23, 2004 Type: [Modification 01](#) Title: 37--GRADING TABLES**  
**SOL: AMFVFAXX-0010-4**

**Office: Food Safety and Inspection Service**  
**Location: Acquisitions and Agreements Section**  
 ♦ **Posted: Feb 23, 2004 Type: [Amendment 01](#) Title: R -- Human Resources Support Services**  
**SOL: FSIS-10-B-04**  
 ♦ **Posted: Feb 23, 2004 Type: [Amendment 02](#) Title: R -- Human Resources Support Services**  
**SOL: FSIS-10-B-04**

**Office: Forest Service**  
**Location: R-10 Tongass National Forest**  
 ♦ **Posted: Feb 23, 2004 Type: [Amendment 04](#) Title: J -- Nakvasina and Chickamin Barge Hull**

**Find Business Opportunity**

**Vendors Links**

- ▶ Federal Acquisition Regulation (FAR)
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

**Post by Agencies**

- ▶ All Agency Postings
- ▶ DoD Postings

**Contact Information**

- ▶ Email: [fbv.support@gsa.gov](mailto:fbv.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers

**Figure 13.3: Department of Agriculture Active Postings**

All of the active postings for this agency are listed here starting with the current date. To view active postings from previous dates, click on the link near the top of the page. Each listing provides:

- Agency, Office and Location that posted the procurement notice.
- Date Posted
- Type of notice posted (Synopsis, Modification, Solicitation, etc.)
- Classification Code
- Title
- Solicitation or Reference Number

You can also view active postings by Classification Code, NAICS Code, or Set Aside Type. Clicking on "Class Code" will display the active postings in order by classification code, while clicking on "NAICS" will display the active postings in order by NAICS Code. Clicking on "Set Aside" will display the active postings in order by set aside type.

To view the actual posting, click on the highlighted links for the opportunity. In this case, click on the highlighted link for "**Amendment 01**".



**Department of Agriculture**

**Business Opportunities**

Office : Food Safety and Inspection Service  
Location : Acquisitions and Agreements Section

---

**Solicitation number :** FSIS-10-B-04  
**Title :** R -- Human Resources Support Services

---

[Synopsis](#) - Posted on Feb 02, 2004

[Solicitation 01](#) - Posted on Feb 12, 2004

[Modification 01](#) - Posted on Feb 12, 2004

[Amendment 01](#) - Posted on Feb 23, 2004

[Amendment 02](#) - Posted on Feb 23, 2004

Register to Receive Notification

**Figure 13.4: Listing Page**


Clicking on “Synopsis” will bring you to the listing page for this solicitation number. The listing page lists everything posted to a particular solicitation number. In this case, a synopsis, solicitation, modification and two amendments have been posted to this solicitation number. To view any of these postings, click on the highlighted link. It is recommended that you first view the synopsis, as this gives a basic description of the opportunity, along with point of contact information. Click on the highlighted link for “Synopsis”.

**Please Note:**

- Presolicitation Notices, Special Notices, Sources Sought Notices, Foreign Government Standards, and Sale of Surplus Property will all be listed as “Synopsis”.
- Modifications will be listed as “Modification”.
- The Combined Synopsis/Solicitation will be listed as “Combined Synopsis/Solicitation”.
- The Amendment to a Combined Synopsis/Solicitation will be listed as “Amendment to Combined Synopsis/Solicitation”.

- Uploaded documents will be listed as “Solicitation”, “Amendment”, or a header chosen by the contracting officer, such as “Response to Questions”.
- Modifications are used to “modify” synopses, whereas amendments are used to “amend” solicitation packages. The combined synopsis/solicitation is used when the procurement is announced and issued at the same time. Amendments to a combined synopsis/solicitation function similarly to modifications.

Federal Business Opportunities



## R -- Human Resources Support Services

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- [Solicitation 01](#) - Posted on Feb 12, 2004
- [Modification 01](#) - Posted on Feb 12, 2004
- [Amendment 01](#) - Posted on Feb 23, 2004
- [Amendment 02](#) - Posted on Feb 23, 2004

---

**General Information**

Document Type:	Presolicitation Notice
Solicitation Number:	FSIS-10-B-04
Posted Date:	Feb 02, 2004
Original Response Date:	Feb 13, 2004
Current Response Date:	Mar 17, 2004
Original Archive Date:	Apr 01, 2004
Current Archive Date:	Apr 01, 2004
Classification Code:	R -- Professional, administrative, and management support services
Set Aside:	Total Small Business

**Contracting Office Address**

Department of Agriculture, Food Safety and Inspection Service, Acquisitions and Agreements Section, 5601 Sunnyside Avenue, Mail drop 5230, Beltsville, MD, 20705

Figure 13.5: Synopsis

**Description**

USDA, Food Safety and Inspection Service (FSIS), plans to issue a Request for Proposal (RFP FSIS-10-B-04) for services to provide broad range of human resources management staffing, operational and training services on as needed basis for the Human Resources Division (HRD) of FSIS. Services are required in the following areas: staffing and recruitment, pay and leave administration, and HR Technical Training. These areas include operational and assistance in policy staff work to support programs in FSIS. The objective of this contract is to ensure as needed support to the HR staff in order to handle peak workload periods, to perform project work on an as needed basis, to help develop policy papers, directives and other evaluative documents and perform other services in areas above. This procurement is being conducted as a Commercial Item acquisition under FAR Part 12 and will be set aside for 100% Total Small Business. It is anticipated that a single award Indefinite Delivery Indefinite Quantity (IDIQ) contract will be awarded. The period of performance will be for a 12 month base period plus four additional 12 month option periods. Award will be made to the offeror who submits the proposal considered most advantageous to the Government considering price and technical evaluation factors. The award will contain provisions for issuance of firm fixed price task orders. All qualified responsible sources may submit an offer which shall be considered by the agency. The offers must conform to the RFP instructions and be received by the closing date specified in the RFP. The anticipated release date of the RFP is on or about February 17, 2004 with an anticipated offer due date of on or about March 17, 2004. The firm date for receipt of offers will be stated in the RFP. Any questions concerning the RFP are to be submitted in writing not later than March 2, 2004. The solicitation will be posted on FedBizopps. It is the offeror's responsibility to monitor the Fedbizopps for release of the solicitation and amendments (if any).

**Original Point of Contact**

Deborah Robertson, Contracting Officer, Phone 301-504-4237, Fax 3-1-504-4276, Email [deborah.robertson@fsis.usda.gov](mailto:deborah.robertson@fsis.usda.gov) - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email [tawana.nathan@usda.gov](mailto:tawana.nathan@usda.gov)

**Current Point of Contact**

Deborah Robertson, Contracting Officer, Phone 301-504-4237, Fax 3-1-504-4276, Email [deborah.robertson@fsis.usda.gov](mailto:deborah.robertson@fsis.usda.gov) - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email [tawana.nathan@usda.gov](mailto:tawana.nathan@usda.gov)

Register to Receive Notification

**[Government-wide Numbered Notes](#)**

You may return to Business Opportunities at:

- USDA FSIS listed by [[Posted Date](#)]
- USDA Agencywide listed by [[Posted Date](#)]

**Figure 13.6: Synopsis**

The “**Register to Receive Notification**” button ties into our Vendor Notification Service.

There is also a link to “**Numbered Notes**”. Numbered Notes are Footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the posted notice.

Postings with the header of “**Solicitation**” or “**Amendment**” indicate documents uploaded to the solicitation number. To view the uploaded document(s), click on the highlighted link for “**Solicitation**”, “**Amendment 01**”, or “**Amendment 02**”.

**VENDORS**  
Federal Business Opportunities

R -- Human Resources Support Services

**FSIS-10-B-04**

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document. If you have any questions, please contact Deborah Robertson, Contracting Officer, Phone 301-504-4237, Fax 3-1-504-4276, Email [deborah.robertson@fsis.usda.gov](mailto:deborah.robertson@fsis.usda.gov) - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email [tawana.nathan@usda.gov](mailto:tawana.nathan@usda.gov) if you need document viewers, please try the following [Document Viewer List](#).

**Solicitation 01** (Posted on Feb 12, 2004)

Description	Size (Bytes)	File Format
<a href="#">Highlights of Solicitation</a>	36,864	Microsoft Word
<a href="#">Request For Proposal Form</a>	66,048	Microsoft Word
<a href="#">Solicitation</a>	246,784	Microsoft Word
<a href="#">Statement of Work</a>	35,328	Microsoft Word
<a href="#">All Files</a>	82,428	Zip Compression

**Amendment 01** (Posted on Feb 23, 2004)

Description	Size (Bytes)	File Format
<a href="#">Modification 01 RFP</a>	48,128	Microsoft Word
<a href="#">All Files</a>	10,051	Zip Compression

**Amendment 02** (Posted on Feb 23, 2004)

Description	Size (Bytes)	File Format
<a href="#">Modification 02 RFP</a>	47,616	Microsoft Word
<a href="#">All Files</a>	10,091	Zip Compression

[Register to Receive Notification](#)

**Find Business Opportunity** Search

**Vendors Links**

- Federal Acquisition Regulation (FAR)
- Vendor Feedback Email
- Vendor Notification Service
- Vendors User Guide

**Post by Agencies**

- All Agency Postings
- DoD Postings

**FBO Technical Support**

- <mailto:fbo.support@gsa.gov>
- Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**

- FedBizOpps Home
- FedBizOpps Buyers

Figure 13.7: Attachments Page

Clicking on “Solicitation”, “Amendment 01”, or “Amendment 02” will bring you to the attachments page for this solicitation number. The attachments page lists all of the documents uploaded to a particular solicitation number. Each document listing includes:

- Document Description
- File Size (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- File Type (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- “All Files” Zip Compression File

To view a particular document, click on the highlighted link in the “Description” field. You can view, download, and print these documents directly from the FedBizOpps site.

A zip compression file has also been provided for the convenience of vendors. To download the zip file, click on the highlighted link for “All Files”. This is a zip compression file of all of the documents in a particular upload, that is, all of the documents listed immediately above the zip file. By clicking on “All Files” under “Solicitation”, you will download a zip compression file of the 14 files uploaded to the header “Solicitation”.

On each attachments page, there is a link to the "Document Viewer List". If vendors find they cannot open a file because their computer does not recognize the file type, they can open the document viewer list to obtain the necessary software. Buyer's can submit additional suggestions for the document viewer list to the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov).

## B. Active Awards

The screenshot shows the 'Vendors Federal Business Opportunities' website. At the top, there is a navigation bar with 'All' and buttons for 'DoD', 'DHS', 'A-D', 'E-H', 'I-P', 'Q-Z', and 'Home'. Below this is a table listing various agencies. Each row in the table includes links for 'Offices', 'Posted Dates', 'Class Code', 'NAICS', 'Award', and 'Set Aside'. The 'Award' link is highlighted in red for each agency. To the right of the table is a sidebar with sections: 'Find Business Opportunity' (with a search box), 'Vendors Links' (including FAR, feedback email, notification service, and user guide), 'General Information' (including 508 Compliance, overview, responsibility, and FAQs), 'Contact Information' (email and phone), and 'FedBizOpps Home' (home and buyers links).

Agency	Offices	Posted Dates	Class Code	NAICS	Award	Set Aside
Administrative Office of the U. S. Courts (AOUSC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Agency for International Development (AID)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
American Battle Monuments Commission (ABMC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Architect of the Capitol (AOC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Armed Forces Retirement Home (USSAH)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
British Defense Staff (Washington) (BDSW)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Broadcasting Board of Governors (BBG)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Comm for Purchase from People Who Are Blind or Severely Disabled (JWOD)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Commodity Futures Trading Commission (CFTC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Consumer Product Safety Commission (CPSC)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Corporation for National and Community Service (CNS)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Court Services and Offender Supervision Agency (CSOSA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
DHS - Border and Transportation Security (DHS-BT)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
DHS - Direct Reports (DHS-DR)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
DHS - Emergency Preparedness and Response (DHS-EPR)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Contract Management Agency (DCMA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Information Systems Agency (DISA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Logistics Agency (DLA)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>
Defense Nuclear Facilities Safety Board (DNFSB)	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Class Code</a>	<a href="#">NAICS</a>	<a href="#">Award</a>	<a href="#">Set Aside</a>

Figure 13.8: Agency List

To view the active awards for a particular agency, click on "Award" next to the agency name. In this scenario, we will view the active awards for the Department of Agriculture. Click on "**Award**" next to the Department of Agriculture listing.

**Please Note:** The "Award" button will only pull up active awards. Archived awards can be accessed via the Synopsis/Awards Search page as described below.



**Vendors**  
Federal Business Opportunities

**USDA -**

**Synopses of Contract Awards**

[Agency Postings](#) | [Posted Date](#) | [Class code](#) | [Award](#) | [Set Aside](#) | [NAICS](#)

**Awards Prior To Today: 108**

[For Today's Awards](#)  
[CLICK HERE](#)

◀ Page  of 1

**Feb 21, 2004**  
**Agency:**Department of Agriculture  
**Office:**Forest Service  
**Location:**R-10 Alaska Region  
**Posted:**Feb 21, 2004 **Type:** [Award](#) **Title:**V -- Fixed-Wing Aircraft Transportation Services  
**Award Number:**53-0109-4-0005 **SOL:**RFP-R10-04-005

**Feb 20, 2004**  
**Agency:**Department of Agriculture  
**Office:**Forest Service  
**Location:**R-5 Sierra Cascade Province (Lassen Plumas and Modoc NF's)  
**Posted:**Feb 20, 2004 **Type:** [Award](#) **Title:**F -- Happy Jack Heritage Resource Survey Award  
**Number:**53-9SCP-04-1K-33 **SOL:**R5SC0604017

**Office:**Natural Resources Conservation Service  
**Location:**Colorado State Office

**Find Business Opportunity**

**Vendors Links**

- ▶ Federal Acquisition Regulation (FAR)
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

**Post by Agencies**

- ▶ All Agency Postings
- ▶ DoD Postings

**Contact Information**


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

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers

Figure 13.9: Department of Agriculture Active Awards

Click on the highlighted link for "Award" to view the award notice.



## V -- Fixed-Wing Aircraft Transportation Services

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**General Information**

Document Type: Award Notice  
Solicitation Number: RFP-R10-04-005  
Posted Date: Feb 21, 2004  
Original Archive Date:  
Current Archive Date:  
Classification Code: V -- Transportation, travel, & relocation services  
Set Aside: N/A  
Naics Code: 481112 -- Scheduled Freight Air Transportation

**Contracting Office Address**

Department of Agriculture, Forest Service, R-10 Alaska Region, P.O. Box 21628 Acquisition Management Regional Office, Juneau, AK, 99802-1628

**Description**

Contract Award Date: Feb 13, 2004  
Contract Award Number: 53-0109-4-0005  
Contract Award Amount: \$311,250.00  
Contract Line Item Number:  
Contractor: Contract award to: Taquan Air, PO Box 8495, Ketchikan, AK 99901

**Original Point of Contact**

Mark Phillipp, Contracting Officer, Phone 907-586-7902, Fax 907-586-7090, Email [mphillipp@fs.fed.us](mailto:mphillipp@fs.fed.us) - Deb Strickland, Contract Specialist,

**Figure 13.10: Award Notice**

The FedBizOpps system includes an extensive search capability.

**Fed Biz Opps**  
Federal Business Opportunities

★ **Find Business Opportunities**

★ **General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ **Privacy and Security Statement**

- ▶ Privacy and Security Statement

★ **FedBizOpps News**

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

★ **Related Links**

- ▶ Demo FBO
- ▶ Federal Agency Business Forecasts
- ▶ Federal Assets Sales
- ▶ Federal Commons
- ▶ Firstgov
- ▶ Minority Business Development Agency
- ▶ PRO - Net
- ▶ SUB - Net (Subcontracting Opportunities)
- ▶ Vendor Notification Service

★ **Contact Information**

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

**FedBizOpps BUYERS**      **FedBizOpps VENDORS**

The FedBizOpps Team is committed to Section 508-compliant accessibility.

Figure 13.11: FedBizOpps Home Page

To utilize the search page, click on **"MAIN"** from your buyer account, then "Find Business Opportunity". From the FedBizOpps home page at [www.fedbizopps.gov](http://www.fedbizopps.gov), click on **"Go"** next to **"Find Business Opportunity"**.

## Vendors

Federal Business Opportunities

**★ Vendors Links**

- ▶ Federal Acquisition Regulation (FAR)
- ▶ Vendors Feedback Email
- ▶ Vendors Notification Service
- ▶ FBO Vendors Guide
- ▶ FBO Vendors Guide (Download)

**★ General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ FBO Management
- ▶ Frequently Asked Questions

**★ Contact Information**

- ▶ Email: fbo.support@gsa.gov
- ▶ Phone: 877-472-3779 (Toll Free)

**★ FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

### Find Business Opportunities

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On some browsers, it may be necessary to hold down the **CONTROL**, **APPLE**, or **SHIFT** key to select multiple items.

The following wildcard characters may be used in the search text field:

- 1) use "\*" to replace 1 or more characters
- 2) use "?" to replace any 1 character

Start Search

Clear Form

Search:

**Documents To Search:**

Active Documents
  Archived Documents
  Both

**Search for:**

All
  All Synopses
  Award

Presolicitation
  Modification
  Sources Sought

Special Notice
  Foreign Government Standard
  Sales of Surplus Property

Combined Synopsis
  Amendment to Combined Synopsis

**Search by Solicitation / Award Number:**

**Dates to Search (mm/dd/yyyy):**

From  To

All Days ▲

Last 3 Days

One Week ▼

Figure 13.12: Synopsis/Award Search Page

The screenshot displays a search interface with the following elements:

- Time Period:** A dropdown menu with options: All Days, Last 3 Days, One Week, Two Week, Three Week.
- Search by Place of Performance Zip Code:** An empty text input field.
- Search by Set-Aside Code:** A dropdown menu with options: All Codes, 8a Competitive, N/A, Partial HBCU, Partial HUB-Zone.
- Search by Procurement Classification Code:** A dropdown menu with options: All Codes, 10 -- Weapons, 11 -- Nuclear ordnance, 12 -- Fire control equipment, 13 -- Ammunition & explosives. Below the menu is a link: [Additional information on Classification Codes](#).
- Search by NAICS Code:** A dropdown menu with options: All Codes, 111 - Crop Production, 112 - Animal Production, 113 - Forestry and Logging, 114 - Fishing, Hunting and Trapping. Below the menu is a button: **Filter NAIC**.
- Search by Agency:** A dropdown menu with options: All Agencies, Administrative Office of the U. S. Courts, Agency for International Development, American Battle Monuments Commission, Architect of the Capitol. Below the menu is a button: **Show Offices for Selected Agencies**.
- Action Buttons:** **Start Search** and **Clear Form**.

Figure 13.13: Synopsis/Award Search Page

The search page allows you to search by ONE or MORE of the following search criteria:

- Keyword Search
- Active or Archived Documents
- Synopses or Awards
- Solicitation or Award Number
- Date
- Set-Aside Code
- Procurement Classification Code

NAICS Code

- Agency/Office/Location
- Search within a search (refine results)

The following wildcard characters may be used when using the search capability:

Use "\*" to replace one or more characters;

Use "?" to replace any one character.

#### A. Full Text Search Field

The Full Text Search field supports keyword searches and boolean search strings using AND, OR, and parenthetical grouping.

To search for notices including the word "maintenance", enter "**maintenance**" into the full text search field.

**Please Note:** You can enter keywords without quotation marks, but the search results may contain a broader range of information. Without quotation marks surrounding the keyword, the full text search field will look for root words of the word entered, as well as the word you entered. If you are looking specifically for the word "maintenance", we recommend that you enter the keyword with quotation marks.

To search for notices including the words "information technology", enter "**information technology**" or "**information**" **AND** "**technology**" into the full text search field.

To search for notices including the words "transportation" or "railroad", enter "**transportation**" **OR** "**railroad**" into the full text search field.

To search for "information technology" or "transportation", enter "**information technology**" **OR** "**transportation**" into the full text search field.

#### B. Documents to Search

You can search the active or archived documents database separately or simultaneously. Generally, active documents are those procurement opportunities that are still "active", whereas archived documents are those that are no longer active.

The notice may be unarchived in the event that the response date has changed and/or new information needs to be posted to the notice.

#### C. Synopses Type

You can search by specific synopses type. In order to search for one or more synopses types, simply select the corresponding radio buttons.

#### D. Solicitation or Award Number

You can search by complete or partial solicitation or award number.

## Date Range

You can search by date range or date period. To search by date range, enter the beginning and ending dates in the appropriate boxes. To search by date period, a timeframe ranging from the "last 3 days" to "8 weeks" can be specified by using the drop down box. If searching for more than 8 weeks of postings, Vendors should use either the date range feature or select "all days" from the drop down box.

## F. Place of Performance Zip Code

You can choose to search by place of performance zip code. Examples of valid zip code search variations are **22000 and 22\*** (grouped search).

**Please Note:** To search for notices in state or geographic areas, we recommend using the full text search field. To search for opportunities in Virginia regarding transportation, a valid search entry in the full text search field would be **"transportation" AND "Virginia"**.

## G. Set-Aside Code

You can choose to search by a particular set-aside code, or by multiple set-aside codes. To select multiple set-aside codes, click on a set-aside code to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple set-aside codes, please make sure that the "All Codes" selection is not highlighted.

## H. Procurement Classification Code

The FedBizOpps system uses Federal Supply Classification codes.

You can choose to search by a particular classification code, or by multiple classification codes. To select multiple classification codes, click on a classification code to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple classification codes, please make sure that the "All Codes" selection is not highlighted.

Additional information on Federal Supply Classification codes can be found at the following site:

[http://www.scrantonrtg.com/secrc/fsc-codes/Groups\\_new.html](http://www.scrantonrtg.com/secrc/fsc-codes/Groups_new.html)

## I. NAICS Code

The FedBizOpps system allows Buyers to specify a primary North American Industry Classification System (NAICS) code for each Opportunity.

You may choose to search by a particular NAICS code, or by multiple NAICS codes. To select a single NAICS code, choose a 3-digit code that corresponds to the industry you are interested in. Once a selection has been made, click the "Filter NAIC" button and select a 6-digit code from the expanded NAICS code listings box. (All searches must specify a 6-digit code) To select multiple NAICS codes, click on a NAICS code to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. Following your selections, click the "Filter NAIC" button. The 6-digit NAICS codes for each of the selected industries will be located in the "Filtered NAIC" box in numerical order. Using the "Ctrl" key, make your selections and click the "Start Search" button. When selecting multiple NAICS codes, please make sure that the "All Codes" selection is not highlighted.

Additional information on the North American Industry Classification System codes can be found at the following site:

<http://www.census.gov/epcd/www/naics.html>

Search by Procurement Classification Code:

- All Codes
- 10 -- Weapons
- 11 -- Nuclear ordnance
- 12 -- Fire control equipment
- 13 -- Ammunition & explosives

[Additional information on Classification Codes](#)

Search by NAICS Code:

- All Codes
- 111 - Crop Production
- 112 - Animal Production
- 113 - Forestry and Logging
- 114 - Fishing, Hunting and Trapping

Filter NAIC

Filtered NAIC:

- 115113 - Crop Harvesting, Primarily by Machine
- 115114 - Postharvest Crop Activities (except Cotton Ginning)
- 115115 - Farm Labor Contractors and Crew Leaders
- 115116 - Farm Management Services
- 115210 - Support Activities for Animal Production

Return to NAIC

Search by Agency:

- All Agencies
- Administrative Office of the U. S. Courts
- Agency for International Development
- American Battle Monuments Commission
- Architect of the Capitol

Show Offices for Selected Agencies

Start Search Clear Form

Figure 13.14: Search by NAICS Code

## J. Agency

You can choose to search by a particular agency, or by multiple agencies. To select multiple agencies, click on an agency to highlight and select it, then press the “Ctrl” key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple agencies, please make sure that the “All Agencies” selection is not highlighted.

You can also search by a particular agency’s office, or location. To search by a particular office within an agency, **highlight the agency** and click on “**Show Offices for Selected Agency**”.



The screenshot shows a search interface with several filter sections:

- Time Period:** A dropdown menu with options: All Days, Last 3 Days, One Week, Two Week, Three Week.
- Search by Place of Performance Zip Code:** An empty text input field.
- Search by Set-Aside Code:** A dropdown menu with options: All Codes, 8a Competitive, N/A, Partial HBCU, Partial HUB-Zone.
- Search by Procurement Classification Code:** A dropdown menu with options: All Codes, 10 -- Weapons, 11 -- Nuclear ordnance, 12 -- Fire control equipment, 13 -- Ammunition & explosives. Below this is a red link: [Additional information on Classification Codes](#).
- Search by NAICS Code:** A dropdown menu with options: All Codes, 111 - Crop Production, 112 - Animal Production, 113 - Forestry and Logging, 114 - Fishing, Hunting and Trapping. Below this is a button: **Filter NAIC**.
- Search by Agency:** A dropdown menu with options: Delaware River Basin Commission, Department of Agriculture (highlighted), Department of Commerce, Department of Education, Department of Energy. Below this is a button: **Show Offices for Selected Agencies**.

At the bottom of the form are two buttons: **Start Search** and **Clear Form**.

Figure 13.15: Search by Agency

This will give you a list of offices within that agency. Please note that you can only specify an office search within one agency. This capability will not allow you to search for postings by particular offices within multiple agencies.

You can drill your search down further by selecting a specific location within an office. To search by a particular location within an office, **highlight the office** and click on **“Show Locations for Selected Office”**.

The screenshot shows a search interface with several dropdown menus and buttons. The 'Search by Set-Aside Code' dropdown is set to 'All Codes'. The 'Search by Procurement Classification Code' dropdown is also set to 'All Codes', with a link for 'Additional information on Classification Codes' below it. The 'Search by NAICS Code' dropdown is set to 'All Codes', with a 'Filter NAIC' button below it. The 'Search by Agency' dropdown is set to 'All Agencies', with a 'Show Offices for Selected Agencies' button below it. The 'Search by Office' dropdown is set to 'Animal and Plant Health Inspection Service', with 'Show Locations for Selected Offices' and 'Return to Agencies' buttons below it. At the bottom, there are 'Start Search' and 'Clear Form' buttons.

**Search by Set-Aside Code:**  
All Codes  
8a Competitive  
N/A  
Partial HBCU  
Partial HUB-Zone

**Search by Procurement Classification Code:**  
All Codes  
10 -- Weapons  
11 -- Nuclear ordnance  
12 -- Fire control equipment  
13 -- Ammunition & explosives  
[Additional information on Classification Codes](#)

**Search by NAICS Code:**  
All Codes  
111 - Crop Production  
112 - Animal Production  
113 - Forestry and Logging  
114 - Fishing, Hunting and Trapping  
Filter NAIC

**Search by Agency:**  
All Agencies  
Administrative Office of the U. S. Courts  
Agency for International Development  
American Battle Monuments Commission  
Architect of the Capitol  
Show Offices for Selected Agencies

**Search by Office:**  
All Offices  
Agricultural Marketing Service  
Agricultural Research Service  
Animal and Plant Health Inspection Service  
Farm Service Agency  
Show Locations for Selected Offices    Return to Agencies

Start Search    Clear Form

**Figure 13.16: Search by Agency/Office**

This will give you a list of locations within that office. Please note that you can only specify a location search within one office. This capability will not allow you to search for postings by particular locations within multiple offices.

The screenshot shows a search interface with the following sections:

- All Codes:** A dropdown menu with options: 10 -- Weapons, 11 -- Nuclear ordnance, 12 -- Fire control equipment, 13 -- Ammunition & explosives. Below it is a link: [Additional information on Classification Codes](#).
- Search by NAICS Code:** A dropdown menu with options: 111 - Crop Production, 112 - Animal Production, 113 - Forestry and Logging, 114 - Fishing, Hunting and Trapping. Below it is a button: **Filter NAIC**.
- Search by Agency:** A dropdown menu with options: All Agencies, Administrative Office of the U. S. Courts, Agency for International Development, American Battle Monuments Commission, Architect of the Capitol. Below it is a button: **Show Offices for Selected Agencies**.
- Search by Office:** A dropdown menu with options: All Offices, Agricultural Marketing Service, Agricultural Research Service, **Animal and Plant Health Inspection Service**, Farm Service Agency. Below it are two buttons: **Show Locations for Selected Offices** and **Return to Agencies**.
- Search by Location:** A dropdown menu with options: All Locations, Administrative Services Division/Contracting, Administrative Services Division/NLSC, **Administrative Services Division/Purchasing**, Administrative Services Division/Realty. Below it is a button: **Return to Offices**.

At the bottom of the form are two buttons: **Start Search** and **Clear Form**.

Figure 13.17: Search by Agency/Office/Location

Once you have filled in the appropriate criteria, click on “Start Search” to execute the search.

**Vendors**  
Federal Business Opportunities

Search Results

Matching Documents Grouped by Organization and Posted Date

(Links may not be active for 1-2 hours after they first appear)

Active Postings: 3539/88371 Page 1 of 118

**February 24, 2004**

**Agency:** [Department of Agriculture](#)  
**Office:** Agricultural Research Service  
**Location:** Midwest Area National Animal Disease Center

★ **Posted:** February 24, 2004  
**Type:** Award  
**Title:** [87 -- Large Animal Feed](#)  
**Award Number:** 43-6125-4-1009

★ **Posted:** February 24, 2004  
**Type:** Award  
**Title:** [F -- Maize Regeneration Nurseries](#)  
**Award Number:** 43-6125-4-1088

★ **Posted:** February 24, 2004  
**Type:** Award  
**Title:** [J -- Maintenance of Government Owned Waters Corporation Equipment](#)  
**Award Number:** 43-6125-4-1076

★ **Find Business Opportunity**

★ **Vendors Links**

- ▶ Federal Acquisition Regulation (FAR)
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

★ **General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ **Contact Information**

- ▶ Email: [ftbo.support@gsa.gov](mailto:ftbo.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

★ **FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

Figure 13.18: Search Results Page

Once your results have been returned, you may further refine your search by using our search within a search function. You may continue to refine your search, until the desired results are displayed.

**Agency:** Department of Agriculture  
**Office:** Animal and Plant Health Inspection Service  
**Location:** Administrative Services Division/Purchasing  
**Posted:** June 03, 2002  
**Type:** Synopsis  
**Title:** [U-- ISO 9000 Lead Auditor Training](#)  
**SOL:** Reference-Number-AMLSMG01-0002-2

May 29, 2002

**Agency:** Department of Agriculture  
**Office:** Animal and Plant Health Inspection Service  
**Location:** Administrative Services Division/Purchasing  
**Posted:** May 29, 2002  
**Type:** Synopsis  
**Title:** [Q-LAB SERVICES FOR TSE TESTING](#)  
**SOL:** APVSNVXX-0106-2

November 30, 2001

**Agency:** Department of Agriculture  
**Office:** Animal and Plant Health Inspection Service  
**Location:** Administrative Services Division/Purchasing  
**Posted:** November 30, 2001  
**Type:** Synopsis  
**Title:** [Q-LAB SERVICES FOR TSE TESTING](#)  
**SOL:** APVSNVXX-0028-2

Figure 13.19: Search Results Page

**Vendors**  
Federal Business Opportunities

USDA -

**Synopsis and Solicitation Grouped by Posted Date**

[Agency Postings](#) | [Posted Date](#) | [Class code](#) | [Award](#) | [Set Aside](#) | [NAICS](#)

**TODAY'S POSTINGS: 10**

[For Postings Prior to Today](#)  
[CLICK HERE](#)

Page  of 1 of Today's Postings ▶

**Feb 23, 2004**

**Agency: Department of Agriculture**  
**Office: Animal and Plant Health Inspection Service**  
**Location: Administrative Services Division/Purchasing**  
 ♦ **Posted: Feb 23, 2004 Type: [Modification 01](#) Title: 37--GRADING TABLES**  
 SOL: AMFVFAXX-0010-4

**Office: Food Safety and Inspection Service**  
**Location: Acquisitions and Agreements Section**  
 ♦ **Posted: Feb 23, 2004 Type: [Amendment 01](#) Title: R -- Human Resources Support Services**  
 SOL: FSIS-10-B-04  
 ♦ **Posted: Feb 23, 2004 Type: [Amendment 02](#) Title: R -- Human Resources Support Services**  
 SOL: FSIS-10-B-04

**Office: Forest Service**  
**Location: R-10 Tongass National Forest**  
 ♦ **Posted: Feb 23, 2004 Type: [Amendment 04](#) Title: J -- Nakvasina and Chickamin Barge Hull**

**Find Business Opportunity**

**Vendors Links**

- ▶ Federal Acquisition Regulation (FAR)
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

**Post by Agencies**

- ▶ All Agency Postings
- ▶ DoD Postings

**Contact Information**

- ▶ Email: [fbv.support@gsa.gov](mailto:fbv.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers

**Figure 13.20: Search Results Page**

When you are satisfied with the results of your search, view the actual posting by clicking on the highlighted link for the opportunity. In this case, click on the highlighted link for "Amendment 01".



**Vendors**  
Federal Business Opportunities

**Department of Agriculture**

**Business Opportunities**

Office : Food Safety and Inspection Service  
Location : Acquisitions and Agreements Section



---

**Solicitation number :** FSIS-10-B-04  
**Title :** R -- Human Resources Support Services

---

[Synopsis](#) - Posted on Feb 02, 2004

[Solicitation 01](#) - Posted on Feb 12, 2004

[Modification 01](#) - Posted on Feb 12, 2004

[Amendment 01](#) - Posted on Feb 23, 2004

[Amendment 02](#) - Posted on Feb 23, 2004

Register to Receive Notification

**Figure 13.21: Listing Page**


Clicking on “Amendment01” will bring you to the listing page for this solicitation number. The listing page lists everything posted to a particular solicitation number. In this case, a synopsis, solicitation, modification and two amendments have been posted to this solicitation number. To view any of these postings, click on the highlighted link. It is recommended that you first view the synopsis, as this gives a basic description of the opportunity, along with point of contact information. Click on the highlighted link for “Synopsis”.

**Please Note:**

- Presolicitation Notices, Special Notices, Sources Sought Notices, Foreign Government Standards, and Sale of Surplus Property will all be listed as “Synopsis”.
- Modifications will be listed as “Modification”.
- The Combined Synopsis/Solicitation will be listed as “Combine Synopsis/Solicitation”.
- The Amendment to a Combined Synopsis/Solicitation will be listed as “Amendment to Combine Synopsis/Solicitation”.

- Uploaded documents will be listed as “Solicitation”, “Amendment”, or a header chosen by the contracting officer, such as “Response to Questions”.
- Modifications are used to “modify” synopses, whereas amendments are used to “amend” solicitation packages. The combined synopsis/solicitation is used when the procurement is announced and issued at the same time.

Federal Business Opportunities



## R -- Human Resources Support Services

---

- [Solicitation 01](#) - Posted on Feb 12, 2004
- [Modification 01](#) - Posted on Feb 12, 2004
- [Amendment 01](#) - Posted on Feb 23, 2004
- [Amendment 02](#) - Posted on Feb 23, 2004

---

**General Information**

Document Type:	Presolicitation Notice
Solicitation Number:	FSIS-10-B-04
Posted Date:	Feb 02, 2004
Original Response Date:	Feb 13, 2004
Current Response Date:	Mar 17, 2004
Original Archive Date:	Apr 01, 2004
Current Archive Date:	Apr 01, 2004
Classification Code:	R -- Professional, administrative, and management support services
Set Aside:	Total Small Business

**Contracting Office Address**

Department of Agriculture, Food Safety and Inspection Service, Acquisitions and Agreements Section, 5601 Sunnyside Avenue, Mail drop 5230, Beltsville, MD, 20705

**Figure 13.22: Synopsis**



**Description**

USDA, Food Safety and Inspection Service (FSIS), plans to issue a Request for Proposal (RFP FSIS-10-B-04) for services to provide broad range of human resources management staffing, operational and training services on as needed basis for the Human Resources Division (HRD) of FSIS. Services are required in the following areas: staffing and recruitment, pay and leave administration, and HR Technical Training. These areas include operational and assistance in policy staff work to support programs in FSIS. The objective of this contract is to ensure as needed support to the HR staff in order to handle peak workload periods, to perform project work on an as needed basis, to help develop policy papers, directives and other evaluative documents and perform other services in areas above. This procurement is being conducted as a Commercial Item acquisition under FAR Part 12 and will be set aside for 100% Total Small Business. It is anticipated that a single award Indefinite Delivery Indefinite Quantity (IDIQ) contract will be awarded. The period of performance will be for a 12 month base period plus four additional 12 month option periods. Award will be made to the offeror who submits the proposal considered most advantageous to the Government considering price and technical evaluation factors. The award will contain provisions for issuance of firm fixed price task orders. All qualified responsible sources may submit an offer which shall be considered by the agency. The offers must conform to the RFP instructions and be received by the closing date specified in the RFP. The anticipated release date of the RFP is on or about February 17, 2004 with an anticipated offer due date of on or about March 17, 2004. The firm date for receipt of offers will be stated in the RFP. Any questions concerning the RFP are to be submitted in writing not later than March 2, 2004. The solicitation will be posted on FedBizopps. It is the offeror's responsibility to monitor the Fedbizopps for release of the solicitation and amendments (if any).

**Original Point of Contact**

Deborah Robertson, Contracting Officer, Phone 301-504-4237, Fax 3-1-504-4276, Email [deborah.robertson@fsis.usda.gov](mailto:deborah.robertson@fsis.usda.gov) - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email [tawana.nathan@usda.gov](mailto:tawana.nathan@usda.gov)

**Current Point of Contact**

Deborah Robertson, Contracting Officer, Phone 301-504-4237, Fax 3-1-504-4276, Email [deborah.robertson@fsis.usda.gov](mailto:deborah.robertson@fsis.usda.gov) - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email [tawana.nathan@usda.gov](mailto:tawana.nathan@usda.gov)

Register to Receive Notification

**Government-wide Numbered Notes**

You may return to Business Opportunities at:

- USDA FSIS listed by [[Posted Date](#)]
- USDA Agencywide listed by [[Posted Date](#)]

**Figure 13.23: Synopsis**

The “**Register to Receive Notification**” button ties into our Vendor Notification Service.

There is also a link to “**Numbered Notes**”. Numbered Notes are Footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the posted notice.

Postings with the header of “**Solicitation**” or “**Amendment**” indicate documents uploaded to the solicitation number. To view the uploaded document(s), click on the highlighted link for “**Solicitation**”, “**Amendment 01**”, or “**Amendment 02**”.

**Vendors**  
Federal Business Opportunities

R -- Human Resources Support Services

FSIS-10-B-04

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document. If you have any questions, please contact Deborah Robertson, Contracting Officer, Phone 301-504-4237, Fax 3-1-504-4276, Email [deborah.robertson@fsis.usda.gov](mailto:deborah.robertson@fsis.usda.gov) - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email [tawana.nathan@usda.gov](mailto:tawana.nathan@usda.gov) If you need document viewers, please try the following [Document Viewer List](#).

**Solicitation 01** (Posted on Feb 12, 2004)

Description	Size (Bytes)	File Format
<a href="#">Highlights of Solicitation</a>	36,864	Microsoft Word
<a href="#">Request For Proposal Form</a>	66,048	Microsoft Word
<a href="#">Solicitation</a>	246,784	Microsoft Word
<a href="#">Statement of Work</a>	35,328	Microsoft Word
<a href="#">All Files</a>	82,429	Zip Compression

**Amendment 01** (Posted on Feb 23, 2004)

Description	Size (Bytes)	File Format
<a href="#">Modification 01 RFP</a>	48,128	Microsoft Word
<a href="#">All Files</a>	10,051	Zip Compression

**Amendment 02** (Posted on Feb 23, 2004)

Description	Size (Bytes)	File Format
<a href="#">Modification 02 RFP</a>	47,616	Microsoft Word
<a href="#">All Files</a>	10,091	Zip Compression

[Register to Receive Notification](#)

**Find Business Opportunity** Search

**Vendors Links**

- Federal Acquisition Regulation (FAR)
- Vendor Feedback Email
- Vendor Notification Service
- Vendors User Guide

**Post by Agencies**

- All Agency Postings
- DoD Postings

**FBO Technical Support**

- <mailto:fbo.support@gsa.gov>
- Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**

- FedBizOpps Home
- FedBizOpps Buyers

Figure 13.24: Attachments Page

Clicking on “Solicitation”, “Amendment 01”, or “Amendment 02” will bring you to the attachments page for this solicitation number. The attachments page lists all of the documents uploaded to a particular solicitation number. Each document listing includes:

- Document Description
- File Size (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- File Type (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- “All Files” Zip Compression File

To view a particular document, click on the highlighted link in the “Description” field. You can view, download, and print these documents directly from the FedBizOpps site.

A zip compression file has also been provided. To download the zip file, click on the highlighted link for “All Files”. This is a zip compression file of all of the documents in a particular upload, that is, all of the documents listed immediately above the zip file. By clicking on “All Files” under “Solicitation”, you will download a zip compression file of the 4 files uploaded to the header “Solicitation”.

On each attachments page, there is a link to the “Document Viewer List”. If vendors find they cannot open a file because their computer does not recognize the file type, they can open the document viewer list to obtain the necessary software. Buyer’s can

submit additional suggestions for the document viewer list to the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov).

# FBO Buyers Guide

Federal Business Opportunities

## ★ User Guide Home

▶ [FBO Buyer Guide Home](#)

## ★ Introduction

▶ [FedBizOpps Overview](#)

## ★ Table of Contents

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 ▶ [FedBizOpps for Buyers](#)  
 ▶ [Creating a Presolicitation Notice](#)  
 ▶ [Editing a Notice](#)  
 ▶ [Creating a Modification](#)  
 ▶ [Interested Vendors List \(IVL\) Module](#)  
 ▶ [Uploading Documents](#)  
 ▶ [Indexing](#)  
 ▶ [Creating an Award Notice](#)  
 ▶ [Archiving / Unarchiving](#)  
 ▶ [Deleting](#)  
 ▶ [Viewing Postings on FedBizOpps](#)  
 ▶ [Statistics](#)

## ★ Download the Manual

▶ [FBO Buyers Guide \(PDF\)](#)

## ★ FedBizOpps Home

▶ [FedBizOpps Home](#)  
 ▶ [FedBizOpps Buyers](#)  
 ▶ [FedBizOpps Vendors](#)

## 14.0 FBO Administration (Restricted Use)

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[14.2.2 Maintain Users](#)

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### [14.4 Registration Form for Federal Users](#)

## Introduction

FedBizOpps (FBO) is designed as a hierarchical system with three levels of organization:

- Agency (e.g. General Services Administration)
- Office (e.g. Federal Supply Service)
- Location (e.g. Acquisition Management Center)

The highest organizational entity is an Agency, whereas the lowest is a Location.

Each level of organization has associated FedBizOpps User roles to handle FedBizOpps administration at that level. Administrators are responsible for editing and maintaining the Agency, Office or Location hierarchy, as well as creating, editing and maintaining user accounts. An "Agency Administrator" is responsible for establishing the Agency/Office/Location hierarchy on FedBizOpps, as well as designating Office and Location Administrators to edit and maintain their respective Offices and Locations.

**Please Note:** The FedBizOpps Support Team is responsible for setting up the initial Agency, Office and Location, as well as the Agency Administrator's User account. Any subsequent Offices, Locations or User accounts are the responsibility of the Agency Administrator, or their designee.

To log into your FedBizOpps account, go to [www.fedbizopps.gov](http://www.fedbizopps.gov).

The FedBizOpps Team is committed to Section 508-compliant accessibility.

Figure 14.1: FedBizOpps Demo Home Page

Click on "FedBizOpps Buyers".

**Buyers**  
Federal Business Opportunities

**Note**

Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**

- ▶ ACGNET Home Page
- ▶ Registration Form for Federal Users
- ▶ Demo FBO
- ▶ FBO Buyers Guide / Online Tutorial
- ▶ FBO Buyers Guide (Download)
- ▶ Numbered Notes

**General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

**Find Business Opportunity**

**FedBizOpps News**

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

**Privacy and Security Statement**

- ▶ Privacy and Security Statement

**Contact Information**

- ▶ Email: fbo.support@gsa.gov
- ▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Vendors

You must have a valid User account to use this system.

To obtain a new User account, fill out the online [Registration Form for Federal Users](#).

[Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure14.2: FedBizOpps Demo - Buyers

Once you click on "FedBizOpps Buyers", the main buyer screen will appear listing your username, as well as your Agency, Office and Location information.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

TEST ORG  
TEST OFF  
TESTLOC

User: John Smith

Figure 14.3: Main Buyer Screen

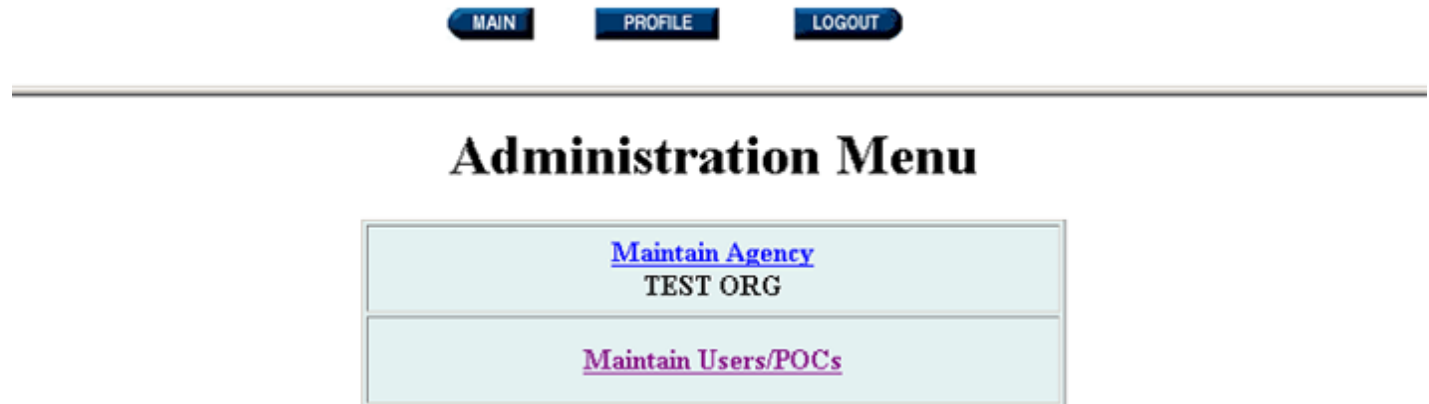
To access the Administration Module of FedBizOpps, click on “**ADMIN**”.

#### 14.1 Agency Administration



**Figure 14.4: Main Buyer Screen**

If you have been designated as an “Agency Administrator”, you will see the following screen once you have clicked on “ADMIN”:



**Figure 14.5: Agency Administration Menu**

In order to create, edit or delete Offices or Locations within an Agency, you would click on “Maintain Agency”.

In order to create, edit or delete User Accounts within an Agency, you would click on “Maintain Users/POCs”.

**Please Note:**

- The FedBizOpps Support Team is responsible for setting up the initial Agency, Office and Location, as well as the Agency Administrator's User account. Any subsequent Offices, Locations or User accounts are the responsibility of the Agency Administrator, or their designee.
- If your status as the Agency Administrator changes (extended leave, TDY, replacement), please notify the Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov), so that we can make the necessary changes to our Agency contact information.

#### 14.1.1 Maintain Agency

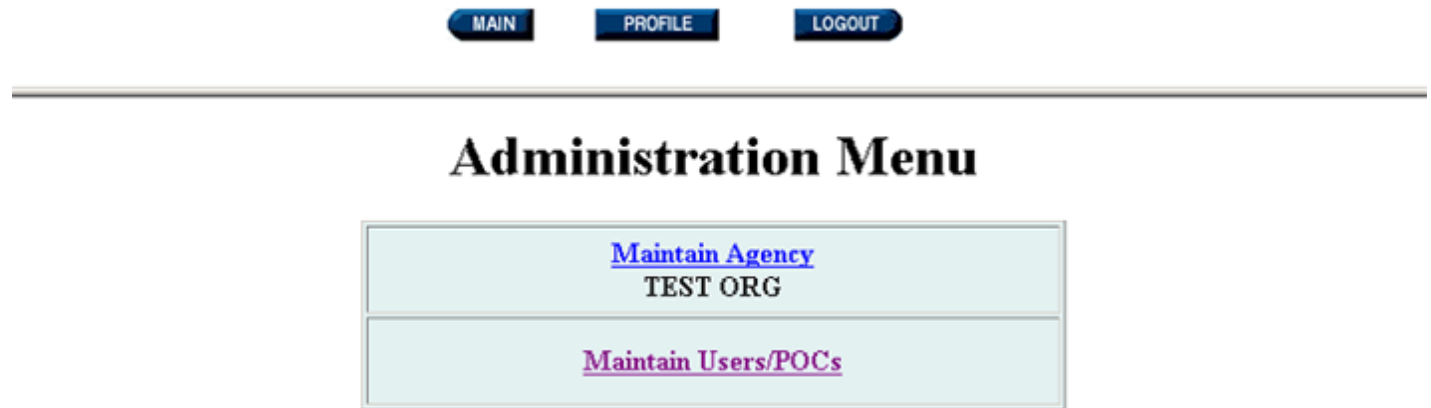


Figure 14.6: Agency Administration Menu

To create, edit or delete Offices or Locations within an Agency, click on "Maintain Agency".



[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## Office Administration

TEST ORG		
Name	Actions	
TEST OFF	<a href="#">Locations</a>	<a href="#">Edit</a> Delete
Test Office Two	<a href="#">Locations</a>	<a href="#">Edit</a> <a href="#">Delete</a>
TEST OFFICE THREE	<a href="#">Locations</a>	<a href="#">Edit</a> Delete

*Note: Offices having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#)[Create New Office](#)

**Figure 14.7: Office Administration**

The “Office Administration” screen lists all of the Offices that have been set up within an Agency on FedBizOpps. You can:

- Edit or delete an existing Office.
- Create a new Office.
- Create a new Location.
- Edit or delete an existing Location.

You can click on the “Back” button to return to the “Agency Administration Menu”.

#### 14.1.1.1 Editing or Deleting an Office

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Office Administration

TEST ORG		
Name	Actions	
TEST OFF	<a href="#">Locations</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Test Office Two	<a href="#">Locations</a>	<a href="#">Edit</a> <a href="#">Delete</a>
TEST OFFICE THREE	<a href="#">Locations</a>	<a href="#">Edit</a> <a href="#">Delete</a>

*Note: Offices having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#)                      [Create New Office](#)

**Figure 14.8: Office Administration**

In order to edit the Office listing, you will need to click on "Edit" next to the name of the Office.

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Office Administration

Agency:	TEST ORG
Office Name:	Test Office Two
Office Code:	TO2
Password Reminder:	Administrator Information

[Back](#)                      [Save](#)                      [Cancel](#)

**Figure 14.9: Editing an Office Listing**

The only information you can edit is the "Office Name". To edit the Office Name, type over the name and click "Save". If you would like to return to the "Office Administration" screen, click on the "Back" or "Cancel" buttons.

**Please Note:** Only alphabetic characters, parentheses, and a space between words are allowed in the "Office Name" field.

MAIN PROFILE LOGOUT

## Office Administration

TEST ORG	
Name	Actions
TEST OFF	<a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Office Two	<a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a>
TEST OFFICE THREE	<a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a>

*Note: Offices having posted (EPS) Synopses cannot be deleted.*

<<< Back Create New Office

**Figure 14.10: Office Administration**

You can also delete an Office. In order to delete an Office, the "Delete" field next to the Office Name must be highlighted. You can only delete an Office if the Locations within that Office have not posted notices on FedBizOpps. If the "Delete" field is highlighted, then no Locations in that Office have notices posted on FedBizOpps and you can delete the Office. If the "Delete" field is not highlighted, then Locations in that Office have posted and you will not be able to delete the Office.

**Please Note:** If you delete an Office, all Users accounts assigned to Locations within that Office will also be deleted. You should change the Locations for all User accounts prior to deleting the Office.

Click on "Cancel" to return to the Office Administration screen, or click on "Delete" to delete the Office.

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Office Delete Confirmation

**You have requested the deletion of the following Office.  
 Please confirm that you wish to delete this Office.**

Agency: TEST ORG  
 Office: Test Office XYZ

Figure 14.11: Deleting an Office Listing

You will receive a confirmation screen to verify the deletion of the Office from FedBizOpps. Click on "Cancel" to cancel deletion of the Office, or click on "Delete" to delete the Office.

#### 14.1.1.2 Creating a New Office

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Office Administration

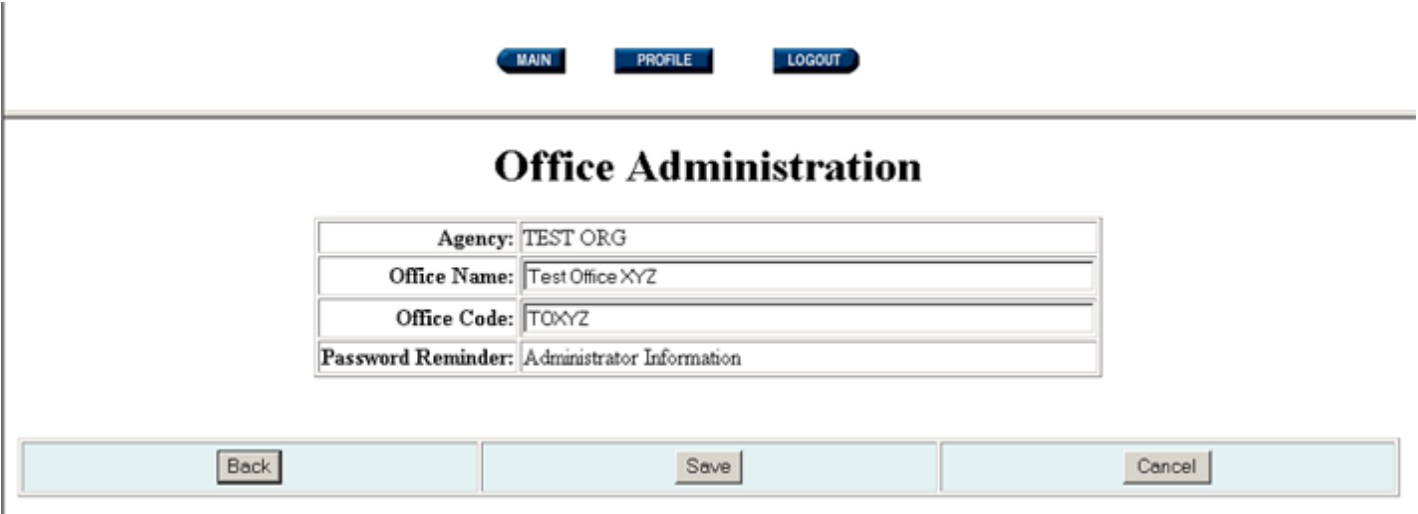
TEST ORG		
Name	Actions	
TEST OFF	<a href="#">Locations</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Test Office Two	<a href="#">Locations</a>	<a href="#">Edit</a> <a href="#">Delete</a>
TEST OFFICE THREE	<a href="#">Locations</a>	<a href="#">Edit</a> <a href="#">Delete</a>

*Note: Offices having posted (EPS) Synopses cannot be deleted.*

Figure 14.12: Office Administration

In order to create a new Office within an Agency, you will need to click on "Create New Office".



The screenshot displays the "Office Administration" interface. At the top, there are three navigation buttons: "MAIN", "PROFILE", and "LOGOUT". Below these is the title "Office Administration". The main content area contains a form with four rows:

Agency:	TEST ORG
Office Name:	Test Office XYZ
Office Code:	TOXYZ
Password Reminder:	Administrator Information

At the bottom of the form, there are three buttons: "Back", "Save", and "Cancel".

**Figure 14.13: Creating a New Office**

If you would like to return to the "Office Administration" screen, click on the "Back" or "Cancel" buttons. Otherwise, enter the Office Name and Office Code. You also need to designate whether you would like your Users to be able to retrieve their passwords by email or administrator options. In the "Password Reminder" field, use the drop down box to select "Email Reminder" or "Administrator Information". The "Email Reminder" option will allow Users to use the "Forgot your password" link discussed in the "Maintain Users/POCs" section of this manual. The "Administrator Information" option will provide Users with a list of Administrators for their Agency who can assist them. Once you have filled in the fields, click on "**Save**".

**Please Note:**

- Only alphabetic characters, parentheses, and a space between words are allowed in the "Office Name" field, and only alphanumeric characters are allowed in the "Office Code" field.

- 

The Office Code must be unique. You cannot use the same Office Code for multiple Offices within an Agency. The system will not prompt you when duplicate codes are entered, so please be careful to note the other Office Codes within that Agency. If you use the same Office Code for multiple Offices, your postings may show up under the incorrect Agency/Office/Location designation on FedBizOpps.

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Office Administration

TEST ORG	
Name	Actions
TEST OFF	<a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Office Two	<a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a>
TEST OFFICE THREE	<a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a>

*Note: Offices having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#)
[Create New Office](#)

**Figure 14.14: Office Administration Screen**

#### 14.1.1.3 Creating a New Location

Once an Office has been setup on FedBizOpps, Locations will need to be set up in the Office in order to post notices. To create a new Location, click on "**Locations**".

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Location Administration

**No Locations Found**

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#)
[Create New Location](#)

**Figure 14.15: Creating a New Location**

As there are no Locations in this Office, you will need to set up a Location by clicking on "Create New Location".

<b>Agency:</b>	TEST ORG
<b>Office:</b>	Test Office Two
<b>Office Code:</b>	TO2
<b>Location Name:</b>	Test Location One
<b>Location Code:</b>	TL1
<b>Address1:</b>	test
<b>Address2:</b>	test
<b>City:</b>	test
<b>State:</b>	tn
<b>Zip:</b>	test
<b>* FBO Account Number:</b>	235610976
<b>* FBO Password:</b>	ersatz
<b>Password Reminder:</b>	Administrator Information
<b>Deployment Location(s):</b>	EPS_MAIN

**Figure 14.16: New Location Form**

The Agency Name, Office Name, and Office Code are generated by the system. You will need to fill in the Location Name, Location Code, Address, FBO Account Number and Password, and deploy the Location.

To deploy the location, highlight "EPS\_MAIN" in the "Deployment Location(s)" field. If you do not deploy the Location, the Location will not be displayed in the Agency/Office/Location lists discussion in Section 13.1 of this manual.

The following restrictions apply to the information fields:

<b>Location Name:</b>	Only alphanumeric characters, parentheses, and a space between words.
<b>Location Code:</b>	Only alphanumeric characters with no space between them. Once information is entered in this field and saved, it cannot be changed.
<b>Address1:</b>	Only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>Address2:</b>	Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>City:</b>	Only alphabetic characters, and a space between words.

<b>State:</b>	Only two alphabetic characters with no space between them.
<b>Zip:</b>	Only numbers and dashes, and a space between them
<b>FBO Account Number:</b>	Only alphanumeric characters with no space between them.
<b>FBO Password:</b>	Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.

**Please Note:**

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The Location Code must be unique. You cannot use the same Location Code for multiple Locations within an Office. The system will not prompt you when duplicate codes are entered, so please be careful to note the other Location Codes within that Office. If you use the same Location Code for multiple Locations, your postings may show up under the incorrect Agency/Office/Location designation on FedBizOpps.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

Once you have filled in the appropriate fields, click on "**Save**". The new Location listing will display in the "Location Administration" screen.

The screenshot shows the 'Location Administration' interface. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below them is the title 'Location Administration'. A table titled 'TEST ORG - Test Office Two' displays the following data:

Name	Address1	Address2	City	State	Zip	FBO Acct	Actions
Test Location One	test	test	test	tn	test	235610976	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table is a note: *Note: Locations having posted (EPS) Synopses cannot be deleted.*

At the bottom of the screen, there are two buttons: '<<< Back' and 'Create New Location'.

Figure 14.17: New Location Listing

#### 14.1.1.4 Editing or Deleting Location Information



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---

## Location Administration

TEST ORG - Test Office XYZ							
Name	Address1	Address2	City	State	Zip	FBO Acct	Actions
Test Location XYZ	123 Main Street		Washington	DC	20000	Test123	<a href="#">Edit</a> <a href="#">Delete</a>

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

<<< Back
Create New Location

Figure 14.18: Location Administration

In order to edit the Location listing, you will need to click on "Edit" next to the name of the Location.

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Location Administration

Agency:	TEST ORG
Office:	Test Office XYZ
Office Code:	TOXYZ
Location Name:	Test Location XYZ
Location Code:	TLXYZ
Address1:	123 Main Street
Address2:	
City:	Washington
State:	DC
Zip:	20000
* FBO Account Number:	Test123
* FBO Password:	re^vise
Password Reminder:	Administrator Information
Deployment Location(s):	<div style="border: 1px solid black; padding: 2px; display: inline-block;">EPS_MAIN</div>

Figure 14.19: Editing a Location Listing

You can edit:

- Location Name
- Address
- FBO Account Number/Password

The following restrictions apply to the information fields:

<b>Location Name:</b>	Only alphanumeric characters, parentheses, and a space between words.
<b>Address1:</b>	Only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>Address2:</b>	Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>City:</b>	Only alphabetic characters, and a space between words.
<b>State:</b>	Only two alphabetic characters with no space between them.
<b>Zip:</b>	Only numbers and dashes, and a space between them
<b>FBO Account Number:</b>	Only alphanumeric characters with no space between them.
<b>FBO Password:</b>	Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.

**Please Note:**

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

To edit the Location, key the new information in the appropriate field and click "Save". If you would like to return to the "Location Administration" screen, click on the "Back" or "Cancel" buttons.

<a href="#">MAIN</a> <a href="#">PROFILE</a> <a href="#">LOGOUT</a>	
<b>Location Administration</b>	
Agency:	TEST ORG
Office:	Test Office XYZ
Office Code:	TOXYZ
Location Name:	Test Location XYZ
Location Code:	TLXYZ
Address1:	123 Main Street
Address2:	
City:	Washington
State:	DC
Zip:	20000
* FBO Account Number:	Test123
* FBO Password:	re^ise
Password Reminder:	Administrator Information
Deployment Location(s):	EPS_MAIN

**Figure 14.20: Location Administration**

You can also delete a Location. In order to delete a Location, the "Delete" field next to the Location Name must be highlighted. **You can only delete a Location if there are no postings for that Location on FedBizOpps.** If the "Delete" field is highlighted, then there are no postings for that Location and you can delete the Location. If the "Delete" field is not highlighted, then there are postings for the Location and you will not be able to delete the Location.

**Please Note:** If you delete a Location, all Users accounts assigned to those Locations will also be deleted. You should change the Locations for all User accounts prior to deleting the Location.

Click on "Cancel" to return to the Location Administration screen, or click on "Delete" to delete the Location.

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## Location Delete Confirmation

You have requested the deletion of the following Location.  
Please confirm that you wish to delete this Location.

Agency: TEST ORG  
Office: TEST OFF  
Location: Test Location XYZ

Delete Cancel

Figure 14.21: Deleting a Location

### 14.1.2 Maintain Users

You will receive a confirmation screen to verify the deletion of the Office from FedBizOpps. Click on "Cancel" to cancel deletion of the Location, or click on "Delete" to delete the Location.

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## Administration Menu

[Maintain Agency](#)  
TEST ORG

[Maintain Users/POCs](#)

Figure 14.22: Administration Menu

To Create, Edit or Delete User Accounts within an Agency, click on "**Maintain Users/POCs**".

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

## User Administration

**Search For User**

Last Name:

First Name:

Username:

TEST ORG		
Office	Location	Actions
TEST OFF	TESTLOC	<a href="#">Users</a>
TEST OFFICE THREE	TEST LOCATION FAUX	<a href="#">Users</a>
Test Office Two	Test Location One	<a href="#">Users</a>
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>

**Figure 14.23: User Administration**

A list of Office and Locations will be displayed. You can:

- Search for a specific User.
- Create a New User.
- Edit a User's Profile.

**Please Note:**

- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.
- The Agency, Office and Location must be set up before Users can be assigned to a Location.

#### 14.1.2.1 Searching for a User

To search for a specific User, enter the User's last name, first name or FedBizOpps username. Before creating a user account, we recommend that you use this capability to ensure:

- An account does not already exist for the user.
- An account with the same username does not exist.

Enter the search information and click on "Search".

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

## User Administration

TEST ORG				
TEST OFF				
TESTLOC				
Name	Title	Username	Is POC	Actions
Smith, John	Contracting Specialist	jsmith	Yes	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

[<<< Back](#)
[Create New User](#)

**Figure 14.24: FedBizOpps Account**

If an account exists, the User's account information will be displayed. You can click on the "Back" button to return to the User Administration screen, or you can click on "Create New User" to create a new FedBizOpps User account.

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## User Administration

Search For User		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Username:	<input type="text"/>	
		<input type="button" value="Search"/>

TEST ORG		
Office	Location	Actions
TEST OFF	TESTLOC	<a href="#">Users</a>
TEST OFFICE THREE	TEST LOCATION FAUX	<a href="#">Users</a>
Test Office Two	Test Location One	<a href="#">Users</a>
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>

<input type="button" value="Back"/>	<input type="button" value="Create New User"/>
-------------------------------------	--

**Figure 14.25: User Administration**

If you know the User's Office and Location information, you can also pull up the User's account by clicking on "Users" next to the Office and Location.

## User Administration

TEST ORG				
TEST OFF				
TESTLOC				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>
Smith, John	Contracting Specialist	jsmith	Yes	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

<a href="#">&lt;&lt;&lt; Back</a>	<a href="#">Create New User</a>
-----------------------------------	---------------------------------

**Figure14.26: List of Users**

This will display a list of Users for a particular Office and Location.

### 14.1.2.2 Creating a New User



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## User Administration

Search For User		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Username:	<input type="text"/>	
		<input type="button" value="Search"/>

TEST ORG		
Office	Location	Actions
TEST OFF	TESTLOC	<a href="#">Users</a>
TEST OFFICE THREE	TEST LOCATION FAUX	<a href="#">Users</a>
Test Office Two	Test Location One	<a href="#">Users</a>
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>

<input type="button" value="Back"/>	<input type="button" value="Create New User"/>
-------------------------------------	--

Figure 14.27: User Administration

To create a new User account, click on "Create New User".

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---

## User Administration

<b>First Name:</b>	<input type="text" value="Jane"/>
<b>Middle Initial:</b>	<input type="text" value="A"/>
<b>Last Name:</b>	<input type="text" value="Doe"/>
<b>Title:</b>	<input type="text" value="Contracting Specialist"/>
<b>User Name:</b>	<input type="text" value="jadoe"/>
<b>Password:</b>	<input type="password" value="*****"/>
<b>Telephone:</b>	<input type="text" value="202-222-2222"/>
<b>Fax:</b>	<input type="text" value="202-333-3333"/>
<b>Email:</b>	<input type="text" value="none@dev.null"/>
<b>Location:</b>	<input type="text" value="TEST/TEST OFF, TESTLOC"/>

**Figure 14.28: New User Form**

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, fill in the fields, select the appropriate Location from the Location dropdown box, and click on "Save".

The following restrictions apply to the information fields:

<b>First Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Middle Initial:</b>	Only one alphabetic character, a period with no space between them.
<b>Last Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Title:</b>	Only alphabetic characters and a space between words.
<b>User Name:</b>	Only ten (10) alphanumeric characters and no space between them.
<b>Password:</b>	Only eight (8) alphanumeric characters and no space between them.
<b>Telephone:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Fax:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Email:</b>	Only alphanumeric characters, a period, an "@" symbol, and no space between characters.

**Please Note:**

- Administrators should take extreme care to ensure that information, such as name, title, telephone number, fax number, and email address is accurate. When a User posts a document to FedBizOpps, this information will be extracted from their profile and will be displayed in the notice.
- FedBizOpps does not allow the use of duplicate "Usernames" and "Passwords". If a "Username" and "Password" already exist on the system, you must create a different "Username" and "Password" for the new User account.
- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.

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---

## User Administration

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

<<< Back
Create New User

**Figure 14.29: New User Account Listing**

Once you have entered the new User's profile information, there are still a few more steps in order to set up the account properly. You still need to assign roles and change the POC designation, if appropriate.

Without assigned roles, a User will not be able to access the FedBizOpps system.

To assign roles to the User's account, click on "Roles" next to the User's name.

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## User Role Administration

**Name:** Jane A. Doe  
**Username:** jadoc

<b>Assigned Roles:</b> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<input type="button" value="← Add Selected Transactions"/>  <input type="button" value="Delete Selected Transactions →"/>	<b>Unassigned Roles:</b> <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0;">EPS-EPS User</li> <li>EPS-EPS Stats Reviewer</li> <li>EPS-EPS Document Creator</li> <li>EPS-EPS Document Archiver</li> <li>ADMIN-EPS User Administrator</li> </ul> </div>
--	---	---

**Figure 14.30: User Account Roles**

Please be advised that a User must have at least one "User" role, such as "EPS-EPS User", in order for the User to be able to access FedBizOpps.

Activity	Assigned Roles
<b>Administrate an Agency</b>	ORG-Agency Administrator ADMIN-EPS User Administrator EPS-EPS User EPS-EPS Stats Reviewer
<b>Administrate an Office</b>	ORG-Office Administrator ADMIN-EPS User Administrator EPS-EPS User EPS-EPS Stats Reviewer
<b>Administrate a Location</b>	ORG-Location Administrator ADMIN-EPS User Administrator EPS-EPS User EPS-EPS Stats Reviewer
<b>Create, preview, save, archive, unarchive, and delete documents</b>	EPS-EPS User
<b>Create, preview, and save documents</b>	EPS-EPS Document Creator
<b>Archive and unarchive documents</b>	EPS-EPS Document Archiver

<b>Delete documents</b>	EPS-EPS Document Deleter
<b>View statistics</b>	EPS-EPS Stats Reviewer*  Using this role also requires assigning a User roles, such as "EPS-EPS User" for system access

To assign User roles, highlight a role from the "Unassigned Roles" table and click on "Add Selected Transactions".

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## User Role Administration

Name:  
Username:

<p><b>Assigned Roles:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EPS-EPS User</td></tr> </table>	EPS-EPS User	<p><a href="#">← Add Selected Transactions</a></p> <p><a href="#">Delete Selected Transactions →</a></p>	<p><b>Unassigned Roles:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EPS-EPS Stats Reviewer</td></tr> <tr><td>EPS-EPS Document Creator</td></tr> <tr><td>EPS-EPS Document Archiver</td></tr> <tr><td>ADMIN-EPS User Administrator</td></tr> <tr><td>ORG-Location Administrator</td></tr> </table>	EPS-EPS Stats Reviewer	EPS-EPS Document Creator	EPS-EPS Document Archiver	ADMIN-EPS User Administrator	ORG-Location Administrator
EPS-EPS User								
EPS-EPS Stats Reviewer								
EPS-EPS Document Creator								
EPS-EPS Document Archiver								
ADMIN-EPS User Administrator								
ORG-Location Administrator								

[Back](#)   [Save](#)   [Cancel](#)

**Figure 14.31: User Account Roles**

This will move the role to the "Assigned Roles" table. Continue highlighting and moving roles until you have selected and assigned the appropriate roles. If you need to remove a role, highlight the role in the "Assigned Roles" table and click on "Delete Selected Transactions". This will move the role to the "Unassigned Roles" table.

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, select the appropriate roles and click on "Save".

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---

## User Administration

**Search For User**

Last Name:

First Name:

Username:

TEST ORG		
Office	Location	Actions
TEST OFF	TESTLOC	<a href="#">Users</a>
TEST OFFICE THREE	TEST LOCATION FAUX	<a href="#">Users</a>
Test Office Two	Test Location One	<a href="#">Users</a>
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>

Back                      Create New User

**Figure 14.32: User Administration**

Once you have assigned the roles, you need to designate whether or not the User will be a Point of Contact (POC). When a User is listed as a "POC", their name is added to a drop-down box of available "POCs" for Users to select when creating a synopsis at a location.

To make a User a POC, click on the link called "POC" for that "User". This operation changes the selection in the "Is POC" field from "No" to "Yes". To change the selection back to "No", simply click on the "POC" link again.

Once you have set up the User account, you will need to provide the User with their Username and Password. To prompt the system to provide the Username and Password to the User via email, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".

**Buyers**  
Federal Business Opportunities

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**

- ▶ ACGNET Home Page
- ▶ Registration Form for Federal Users
- ▶ Demo FBO
- ▶ FBO Buyers Guide / Online Tutorial
- ▶ FBO Buyers Guide (Download)
- ▶ Numbered Notes

**General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

You must have a valid User account to use this system.

- To obtain a new User account, fill out the online [Registration Form for Federal Users](#).
- [Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

**Find Business Opportunity**

**FedBizOpps News**

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

**Privacy and Security Statement**

- ▶ Privacy and Security Statement

**Contact Information**

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

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Vendors

Figure 14.33: FedBizOpps Buyers

Click on the link for "Forgot your password".

## FBO Password Finder

To receive your username and password by email, please enter your email address and click the send request button:

Email address:

Figure 14.34: "Forgot your password" Link

Enter the User's email address and click on "Send Request".

**Please Note:** You must enter the User's email address as was entered in the User's profile, as the email address field is case

sensitive. If you do not enter the email address in the correct case, you will receive an error message.

The system will then forward an email to the new User with their Username and Password.

#### 14.1.2.3 Editing or Deleting a User's Account

TEST ORG		
Office	Location	Actions
TEST OFF	TESTLOC	<a href="#">Users</a>
TEST OFFICE THREE	TEST LOCATION FAUX	<a href="#">Users</a>
Test Office Two	Test Location One	<a href="#">Users</a>
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>

Figure 14.35: User Administration

To edit a User's FedBizOpps account information, pull up a User's account information by:

- Entering the last name, first name, or username and clicking on "Search".
- Clicking on "Users" next to an Office and Location.



[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

<<< BackCreate New User

**Figure 14.36: User Account**

From this screen, you can:

- Assign or delete roles.
- Edit the User's profile.
- Delete a User.
- Change the POC designation.

The assigning of roles and POC designation is discussed in section 1.4.1.2.2 of this manual. To edit the User's profile, click on "Edit" next to the User's name.

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---

## User Administration

First Name:	Jane
Middle Initial:	A
Last Name:	Doe
Title:	Contracting Specialist
User Name:	jadoc
Password:	*****
Telephone:	202-222-2222
Fax:	202-333-3333
Email:	none@dev.null
Location:	TEST/TEST OFF. TESTLOC

[Back](#)   [Save](#)   [Cancel](#)

**Figure 14.37: User's Profile Information**

An Administrator can change any information in the User's profile, including the Username and Location. A User can change their profile information by logging into FedBizOpps and clicking on "Profile", except for their Username and Location.

You can return to the "User Administration" screen by clicking on "Back" or "Cancel". Otherwise, key in the correct information and click on "Save".

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

Figure 14.38: User Account

A User can be deleted from the system ONLY if their POC designation is "No". If you need to delete a User, please ensure their POC designation is set to "No", then click on "Delete" next to the User's Name.

Delete Confirmation	
<p>You have requested the deletion of the following User. Please confirm that you wish to delete this User.</p> <p>Name: Doe, Jane            Username: jadoe            Location: TESTLOC</p>	
<input type="button" value="Delete"/>	<input type="button" value="Cancel"/>

Figure 14.39: Delete Confirmation

You will receive a screen to confirm your deletion of the User. If you would like to delete the User, click on "Delete". Otherwise, click on "Cancel". The User will be deleted from the system.

## 14.2 Office Administration

If you have been designated as an "Office Administrator", you will see the following screen once you have clicked on "ADMIN":

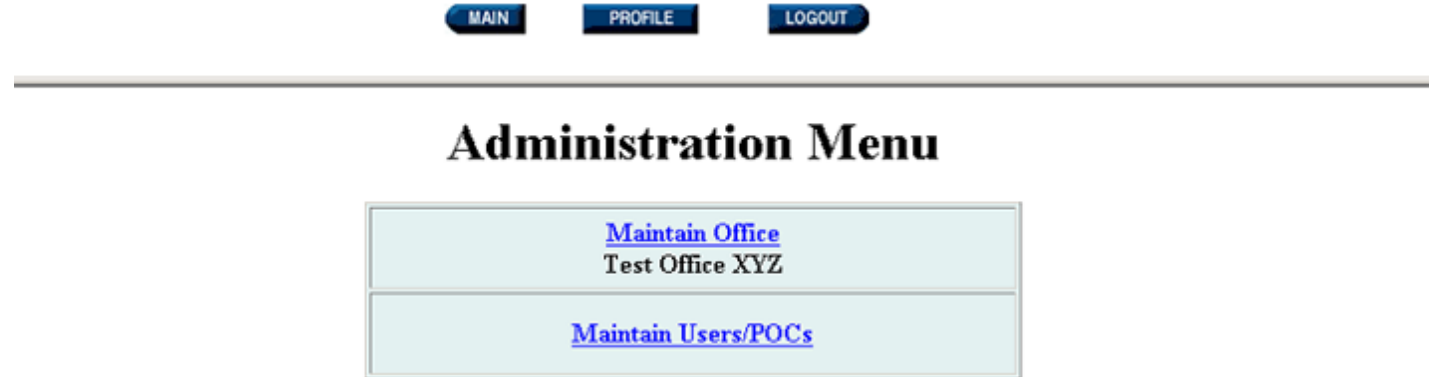


Figure 14.40: Office Administration Menu

In order to create, edit or delete Locations within an Office of an Agency, you would click on "Maintain Office".

**Please Note:** Only an Agency Administrator can edit or delete an Office.

In order to create, edit or delete User Accounts within an Office, you would click on "Maintain Users/POCs".

### 14.2.1 Maintain Office

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

## Administration Menu

<a href="#">Maintain Office</a> Test Office XYZ
<a href="#">Maintain Users/POCs</a>

Figure 14.41: Office Administration Menu

To create, edit or delete Locations within an Office of an Agency, click on "**Maintain Office**".

To create a new Location, click on "**Locations**".

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

## Location Administration

**No Locations Found**

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

<a href="#">&lt;&lt;&lt; Back</a>	<a href="#">Create New Location</a>
-----------------------------------	-------------------------------------

Figure 14.42: Creating a New Location

If there are no Locations in an Office, you can set up a Location by clicking on "**Create New Location**".

## Location Administration

Agency:	TEST ORG
Office:	Test Office Two
Office Code:	TO2
Location Name:	<input type="text" value="Test Location One"/>
Location Code:	TL1
Address1:	<input type="text" value="test"/>
Address2:	<input type="text" value="test"/>
City:	<input type="text" value="test"/>
State:	<input type="text" value="tn"/>
Zip:	<input type="text" value="test"/>
* FBO Account Number:	<input type="text" value="235610976"/>
* FBO Password:	<input type="text" value="ersatz"/>
Password Reminder:	Administrator Information
Deployment Location(s):	<input type="text" value="EPS_MAIN"/>

**Figure 14.43: New Location Form**

The Agency Name, Office Name, and Office Code are generated by the system. You will need to fill in the Location Name, Location Code, Address, FBO Account Number and Password, and deploy the Location.

To deploy the location, highlight "EPS\_MAIN" in the "Deployment Location(s)" field. If you do not deploy the Location, the Location will not be displayed in the Agency/Office/Location lists discussion in Section 13.1 of this manual.

The following restrictions apply to the information fields:

<b>Location Name:</b>	Only alphanumeric characters, parentheses, and a space between words.
<b>Location Code:</b>	Only alphanumeric characters with no space between them.
<b>Address1:</b>	Only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>Address2:</b>	Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>City:</b>	Only alphabetic characters, and a space between words.

<b>State:</b>	Only two alphabetic characters with no space between them.
<b>Zip:</b>	Only numbers and dashes, and a space between them
<b>FBO Account Number:</b>	Only alphanumeric characters with no space between them.
<b>FBO Password:</b>	Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.

**Please Note:**

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The Location Code must be unique. You cannot use the same Location Code for multiple Locations within an Office. The system will not prompt you when duplicate codes are entered, so please be careful to note the other Location Codes within that Office. If you use the same Location Code for multiple Locations, your postings may show up under the incorrect Agency/Office/Location designation on FedBizOpps.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

Once you have filled in the appropriate fields, click on "**Save**". The new Location listing will display in the "Location Administration" screen.

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## Location Administration

TEST ORG - Test Office Two							
Name	Address1	Address2	City	State	Zip	FBO Acct	Actions
Test Location One	test	test	test	tn	test	235610976	<a href="#">Edit</a> <a href="#">Delete</a>

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#)
[Create New Location](#)

Figure 14.44: New Location Listing

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---

## Location Administration

TEST ORG - Test Office XYZ							
Name	Address1	Address2	City	State	Zip	FBO Acct	Actions
Test Location XYZ	123 Main Street		Washington	DC	20000	Test123	<a href="#">Edit</a> <a href="#">Delete</a>

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

<<< Back Create New Location

Figure 14.45: Location Administration

You can also edit the Location listing. To edit the Location, you will need to click on "Edit" next to the name of the Location.



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## Location Administration

<b>Agency:</b>	TEST ORG
<b>Office:</b>	Test Office XYZ
<b>Office Code:</b>	TOXYZ
<b>Location Name:</b>	Test Location XYZ
<b>Location Code:</b>	TLXYZ
<b>Address1:</b>	123 Main Street
<b>Address2:</b>	
<b>City:</b>	Washington
<b>State:</b>	DC
<b>Zip:</b>	20000
<b>* FBO Account Number:</b>	Test123
<b>* FBO Password:</b>	re^ise
<b>Password Reminder:</b>	Administrator Information
<b>Deployment Location(s):</b>	EPS_MAIN

**Figure 14.46 Editing a Location Listing**

You can edit:

- Location Name
- Address
- FBO Account Number/Password

The following restrictions apply to the information fields:

<b>Location Name:</b>	Only alphanumeric characters, parentheses, and a space between words.
<b>Address1:</b>	Only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>Address2:</b>	Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words.

<b>City:</b>	Only alphabetic characters, and a space between words.
<b>State:</b>	Only two alphabetic characters with no space between them.
<b>Zip:</b>	Only numbers and dashes, and a space between them
<b>FBO Account Number:</b>	Only alphanumeric characters with no space between them.
<b>FBO Password:</b>	Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.

**Please Note:**

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

To edit the Location, key the new information in the appropriate field and click "Save". If you would like to return to the "Location Administration" screen, click on the "Back" or "Cancel" buttons.

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---

## Location Administration

**TEST ORG - Test Office XYZ**

Name	Address1	Address2	City	State	Zip	FBO Acct	Actions
Test Location XYZ	123 Main Street		Washington	DC	20000	Test123	<a href="#">Edit</a> <a href="#">Delete</a>

Note: Locations having posted (EPS) Synopses cannot be deleted.

<<< Back                      Create New Location

**Figure 14.47: Location Administration**

You can also delete a Location. In order to delete a Location, the "Delete" field next to the Location Name must be highlighted. **You can only delete a Location if there are no postings for that Location on FedBizOpps.** If the "Delete" field is highlighted, then there are no postings for that Location and you can delete the Location. If the "Delete" field is not highlighted, then there are postings

for the Location and you will not be able to delete the Location.

**Please Note:** If you delete a Location, all Users accounts assigned to those Locations will also be deleted. You should change the Locations for all User accounts prior to deleting the Location.

Click on "Cancel" to return to the Location Administration screen, or click on "Delete" to delete the Location.



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## Location Delete Confirmation

You have requested the deletion of the following Location.  
Please confirm that you wish to delete this Location.

Agency: TEST ORG  
Office: TEST OFF  
Location: Test Location XYZ

Delete Cancel

**Figure 14.48: Deleting a Location**

You will receive a confirmation screen to verify the deletion of the Office from FedBizOpps. Click on "Cancel" to cancel deletion of the Location, or click on "Delete" to delete the Location.

### 14.2.2 Maintain Users

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## Administration Menu

[Maintain Office](#)

Test Office XYZ

[Maintain Users/POCs](#)

Figure 14.49: Admin Menu

To Create, Edit or Delete User Accounts within an Office, click on "Maintain Users/POCs".

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## User Administration

### Search For User

Last Name: First Name: Username: 


### TEST ORG

Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>



Figure 14.50: User Administration

A list of Locations will be displayed. You can:

- Search for a specific User.
- Create a New User.
- Edit a User's Profile.

**Please Note:**

- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.
- The Agency, Office and Location must be set up before Users can be assigned to a Location.

#### 14.2.2.1 Searching for a User

To search for a specific User, enter the User's last name, first name or FedBizOpps username. Before creating a user account, we recommend that you use this capability to ensure:

- An account does not already exist for the user.
- An account with the same username does not exist.

Enter the search information and click on "Search".

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---

## User Administration

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

<<< Back
Create New User

Figure 14.51: FedBizOpps Account

If an account exists, the User's account information will be displayed. You can click on the "Back" button to return to the User Administration screen, or you can click on "Create New User" to create a new FedBizOpps User account.

The screenshot displays the 'User Administration' page. At the top, there are three navigation buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below these is the title 'User Administration'. A search form titled 'Search For User' contains three input fields for 'Last Name', 'First Name', and 'Username', followed by a 'Search' button. Below the search form is a table titled 'TEST ORG' with columns for 'Office', 'Location', and 'Actions'. The table contains two rows of test data. At the bottom of the page, there are two buttons: 'Back' and 'Create New User'.

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

Figure 14.52: User Administration

If you know the User's Location information, you can also pull up the User's account by clicking on "Users" next to the Location.

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---

## User Administration

TEST ORG				
TEST OFF				
TESTLOC				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>
Smith, John	Contracting Specialist	jsmith	Yes	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

<<< BackCreate New User

**Figure 14.53: List of Users**

This will display a list of Users for a particular Location.

#### 14.2.2.2 Creating a New User

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---

## User Administration

Search For User		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Username:	<input type="text"/>	
<input type="button" value="Search"/>		

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

<input type="button" value="Back"/>	<input type="button" value="Create New User"/>
-------------------------------------	--

**Figure 14.54: User Administration**

To create a new User account, click on "Create New User".



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---

## User Administration

<b>First Name:</b>	<input type="text" value="Jane"/>
<b>Middle Initial:</b>	<input type="text" value="A."/>
<b>Last Name:</b>	<input type="text" value="Doe"/>
<b>Title:</b>	<input type="text" value="Contracting Specialist"/>
<b>User Name:</b>	<input type="text" value="jadoe"/>
<b>Password:</b>	<input type="password" value="*****"/>
<b>Telephone:</b>	<input type="text" value="202-222-2222"/>
<b>Fax:</b>	<input type="text" value="202-333-3333"/>
<b>Email:</b>	<input type="text" value="none@dev.null"/>
<b>Location:</b>	<input type="text" value="TEST/TEST OFF, TESTLOC"/>

Back    Save    Cancel

**Figure 14.55: New User Form**

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, fill in the fields, select the appropriate Location from the Location dropdown box, and click on "Save".

The following restrictions apply to the information fields:

<b>First Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Middle Initial:</b>	Only one alphabetic character, a period with no space between them.
<b>Last Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Title:</b>	Only alphabetic characters and a space between words.
<b>User Name:</b>	Only ten (10) alphanumeric characters and no space between them.
<b>Password:</b>	Only eight (8) alphanumeric characters and no space between them.
<b>Telephone:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Fax:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Email:</b>	Only alphanumeric characters, a period, an "@" symbol, and no space between characters.

**Please Note:**

- Administrators should take extreme care to ensure that information, such as name, title, telephone number, fax number, and email address is accurate. When a User posts a document to FedBizOpps, this information will be extracted from their profile and will be displayed in the notice.
- FedBizOpps does not allow the use of duplicate "Usernames" and "Passwords". If a "Username" and "Password" already exist on the system, you must create a different "Username" and "Password" for the new User account.
- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.

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---

## User Administration

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

[<<< Back](#)
[Create New User](#)

**Figure 14.56: New User Account Listing**

Once you have entered the new User's profile information, there are still a few more steps in order to set up the account properly. You still need to assign roles and change the POC designation, if appropriate.

Without assigned roles, a User will not be able to access the FedBizOpps system.

To assign roles to the User's account, click on "Roles" next to the User's name.

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---

## User Role Administration

Name: Jane A. Doe  
 Username: jadoe

Assigned Roles: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<input type="button" value="← Add Selected Transactions"/>  <input type="button" value="Delete Selected Transactions →"/>	Unassigned Roles: <div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">EPS-EPS User</div> <div style="padding: 2px;">EPS-EPS Stats Reviewer</div> <div style="padding: 2px;">EPS-EPS Document Creator</div> <div style="padding: 2px;">EPS-EPS Document Archiver</div> <div style="padding: 2px;">ADMIN-EPS User Administrator</div> </div>
---	---	---

**Figure 14.57: User Account Roles**

Please be advised that a User must have at least one "User" role, such as "EPS-EPS User", in order for the User to be able to access FedBizOpps.

Activity	Assigned Roles
<b>Administrate an Office</b>	ORG-Office Administrator ADMIN-EPS User Administrator EPS-EPS User EPS-EPS Stats Reviewer
<b>Administrate a Location</b>	ORG-Location Administrator ADMIN-EPS User Administrator EPS-EPS User EPS-EPS Stats Reviewer
<b>Create, preview, save, archive, unarchive, and delete documents</b>	EPS-EPS User
<b>Create, preview, and save documents</b>	EPS-EPS Document Creator
<b>Archive and unarchive documents</b>	EPS-EPS Document Archiver
<b>Delete documents</b>	EPS-EPS Document Deleter

**View statistics**

EPS-EPS Stats Reviewer\*

Using this role also requires assigning a User roles, such as "EPS-EPS User" for system access

To assign User roles, highlight a role from the "Unassigned Roles" table and click on "Add Selected Transactions".

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## User Role Administration

Name:  
Username:

Assigned Roles:		Unassigned Roles:
EPS-EPS User	<input type="button" value="← Add Selected Transactions"/>	EPS-EPS Stats Reviewer EPS-EPS Document Creator EPS-EPS Document Archiver ADMIN-EPS User Administrator ORG-Location Administrator
	<input type="button" value="Delete Selected Transactions →"/>	

**Figure 14.58: User Account Roles**

This will move the role to the "Assigned Roles" table. Continue highlighting and moving roles until you have selected and assigned the appropriate roles. If you need to remove a role, highlight the role in the "Assigned Roles" table and click on "Delete Selected Transactions". This will move the role to the "Unassigned Roles" table.

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, select the appropriate roles and click on "Save".

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---

## User Administration

Search For User		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Username:	<input type="text"/>	
<input type="button" value="Search"/>		

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

<input type="button" value="Back"/>	<input type="button" value="Create New User"/>
-------------------------------------	--

**Figure 14.59: User Administration**

Once you have assigned the roles, you need to designate whether or not the User will be a Point of Contact (POC). When a User is listed as a "POC", their name is added to a drop-down box of available "POCs" for Users to select when creating a synopsis at a location.

To make a User a POC, click on the link called "POC" for that "User". This operation changes the selection in the "Is POC" field from "No" to "Yes". To change the selection back to "No", simply click on the "POC" link again.

Once you have set up the User account, you will need to provide the User with their Username and Password. To prompt the system to provide the Username and Password to the User via email, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".

**Buyers**  
Federal Business Opportunities

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**

- ▶ ACGNET Home Page
- ▶ Registration Form for Federal Users
- ▶ Demo FBO
- ▶ FBO Buyers Guide / Online Tutorial
- ▶ FBO Buyers Guide (Download)
- ▶ Numbered Notes

**General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

You must have a valid User account to use this system.

- To obtain a new User account, fill out the online [Registration Form for Federal Users](#).
- [Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Find Business Opportunity**

**FedBizOpps News**

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

**Privacy and Security Statement**

- ▶ Privacy and Security Statement

**Contact Information**

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

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Vendors

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure 14.60: FedBizOpps Buyers

## FBO Password Finder

To receive your username and password by email, please enter your email address and click the send request button:

Email address:

Figure 14.61: "Forgot your password" Link

Enter the User's email address and click on "Send Request".

**Please Note:** You must enter the User's email address as was entered in the User's profile, as the email address field is case sensitive. If you do not enter the email address in the correct case, you will receive an error message.

The system will then forward an email to the new User with their Username and Password.

#### 14.2.2.3 Editing or Deleting a User's Account

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## User Administration

Search For User

Last Name:

First Name:

Username:

Search

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

Back Create New User

**Figure 14.62: User Administration**

To edit a User's FedBizOpps account information, pull up a User's account information by:

- Entering the last name, first name, or username and clicking on "Search".
- Clicking on "Users" next to an Office and Location.

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---

## User Administration

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

<a href="#">&lt;&lt;&lt; Back</a>	<a href="#">Create New User</a>
-----------------------------------	---------------------------------

**Figure 14.63: User Account**

From this screen, you can:

- Assign or delete roles.
- Edit the User's profile.
- Delete a User.
- Change the POC designation.

The assigning of roles and POC designation is discussed in section 1.4.2.2.2 of this manual. To edit the User's profile, click on "Edit" next to the User's name.



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---

## User Administration

First Name:	Jane
Middle Initial:	A
Last Name:	Doe
Title:	Contracting Specialist
User Name:	jadoe
Password:	*****
Telephone:	202-222-2222
Fax:	202-333-3333
Email:	none@dev.null
Location:	TEST/TEST OFF, TESTLOC

[Back](#)   [Save](#)   [Cancel](#)

**Figure 14.64: User's Profile Information**

An Administrator can change any information in the User's profile, including the Username and Location. A User can change their profile information by logging into FedBizOpps and clicking on "Profile", except for their Username and Location.

You can return to the "User Administration" screen by clicking on "Back" or "Cancel". Otherwise, key in the correct information and click on "Save".

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---

## User Administration

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

[<<< Back](#)                      [Create New User](#)

**Figure 14.65: User Account**

A User can be deleted from the system ONLY if their POC designation is "No". If you need to delete a User, please ensure their POC designation is set to "No", then click on "Delete" next to the User's Name.

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---

## Delete Confirmation

**You have requested the deletion of the following User. Please confirm that you wish to delete this User.**

Name: Doe, Jane  
 Username: jadoe  
 Location: TESTLOC

[Delete](#)                      [Cancel](#)

Figure 14.66: Delete Confirmation

You will receive a screen to confirm your deletion of the User. If you would like to delete the User, click on "Delete". Otherwise, click on "Cancel". The User will be deleted from the system.

### 14.3 Location Administration

If you have been designated as a "Location Administrator", you will see the following screen once you have clicked on "ADMIN":



Figure 14.67: Location Administration Menu

In order to edit Locations within an Office of an Agency, you would click on "Maintain Location".

**Please Note:** Only an Agency or Office Administrator can delete a Location.

In order to create, edit or delete User Accounts within a Location, you would click on "Maintain Users/POCs".

#### 14.3.1 Maintain Locations

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---

## Location Administration

TEST ORG - Test Office XYZ

Name	Address1	Address2	City	State	Zip	FBO Acct	Actions
Test Location XYZ	123 Main Street		Washington	DC	20000	Test123	<a href="#">Edit</a> <a href="#">Delete</a>

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#)

[Create New Location](#)

Figure 14.68: Location Administration

In order to edit the Location listing, you will need to click on "Edit" next to the name of the Location.

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---

## Location Administration

Agency:	TEST ORG
Office:	Test Office XYZ
Office Code:	TOXYZ
Location Name:	Test Location XYZ
Location Code:	TLXYZ
Address1:	123 Main Street
Address2:	
City:	Washington
State:	DC
Zip:	20000
* FBO Account Number:	Test123
* FBO Password:	re*ise
Password Reminder:	Administrator Information
Deployment Location(s):	<div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-bottom: 5px;">EPS_MAIN</div>

Figure 14.69 Editing a Location Listing

You can edit:

- Location Name
- Address
- FBO Account Number/Password

The following restrictions apply to the information fields:

<b>Location Name:</b>	Only alphanumeric characters, parentheses, and a space between words.
<b>Address1:</b>	Only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>Address2:</b>	Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words.
<b>City:</b>	Only alphabetic characters, and a space between words.
<b>State:</b>	Only two alphabetic characters with no space between them.
<b>Zip:</b>	Only numbers and dashes, and a space between them
<b>FBO Account Number:</b>	Only alphanumeric characters with no space between them.
<b>FBO Password:</b>	Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.

**Please Note:**

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

**Please Note:** The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

To edit the Location, key the new information in the appropriate field and click "Save". If you would like to return to the "Location Administration" screen, click on the "Back" or "Cancel" buttons.

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## Location Administration

TEST ORG - Test Office XYZ							
Name	Address1	Address2	City	State	Zip	FBO Acct	Actions
Test Location XYZ	123 Main Street		Washington	DC	20000	Test123	<a href="#">Edit</a> <a href="#">Delete</a>

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

&lt;&lt;&lt; Back

Create New Location

Figure 14.70: Location Administration

### 14.3.2 Maintain Users

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## Administration Menu

[Maintain Office](#)  
Test Office XYZ

[Maintain Users/POCs](#)

Figure 14.71: Administration Menu

To Create, Edit or Delete User Accounts within a Location, click on "Maintain Users/POCs".

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## User Administration

**Search For User**

Last Name:

First Name:

Username:

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

**Figure 14.72: User Administration**

Your location will be displayed. You can:

- Search for a specific User.
- Create a New User.
- Edit a User's Profile.

**Please Note:**

- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.
- The Agency, Office and Location must be set up before Users can be assigned to a Location.

### 14.3.2.1 Searching for a User

To search for a specific User, enter the User's last name, first name or FedBizOpps username. Before creating a user account, we

recommend that you use this capability to ensure:

- An account does not already exist for the user.
- An account with the same username does not exist.

Enter the search information and click on "Search".

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

TEST ORG				
Test Office XYZ				
Test Location XYZ				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

<<< Back

Create New User

**Figure 14.73: FedBizOpps Account**

If an account exists, the User's account information will be displayed. You can click on the "Back" button to return to the User Administration screen, or you can click on "Create New User" to create a new FedBizOpps User account.



[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

Search For User		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Username:	<input type="text"/>	
<input type="button" value="Search"/>		

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

<input type="button" value="Back"/>	<input type="button" value="Create New User"/>
-------------------------------------	--

**Figure 14.74: User Administration**

You can also pull up the User's account by clicking on "Users" next to the Location.

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

TEST ORG				
TEST OFF				
TESTLOC				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>
Smith, John	Contracting Specialist	jsmith	Yes	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

<<< BackCreate New User

**Figure 14.75: List of Users**

This will display a list of Users for that Location.

#### 14.3.2.2 Creating a New User

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

Search For User		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Username:	<input type="text"/>	
<input type="button" value="Search"/>		

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

<input type="button" value="Back"/>	<input type="button" value="Create New User"/>
-------------------------------------	--

**Figure 14.76: User Administration**

To create a new User account, click on "Create New User".

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## User Administration

<b>First Name:</b>	<input type="text" value="Jane"/>
<b>Middle Initial:</b>	<input type="text" value="A."/>
<b>Last Name:</b>	<input type="text" value="Doe"/>
<b>Title:</b>	<input type="text" value="Contracting Specialist"/>
<b>User Name:</b>	<input type="text" value="jadoe"/>
<b>Password:</b>	<input type="password" value="*****"/>
<b>Telephone:</b>	<input type="text" value="202-222-2222"/>
<b>Fax:</b>	<input type="text" value="202-333-3333"/>
<b>Email:</b>	<input type="text" value="none@dev.null"/>
<b>Location:</b>	<input type="text" value="TEST/TEST OFF, TESTLOC"/>

**Figure 14.77: New User Form**

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, fill in the fields, select the appropriate Location from the Location dropdown box, and click on "Save".

The following restrictions apply to the information fields:

<b>First Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Middle Initial:</b>	Only one alphabetic character, a period with no space between them.
<b>Last Name:</b>	Only alphabetic characters, punctuation marks, and a space between them.
<b>Title:</b>	Only alphabetic characters and a space between words.
<b>User Name:</b>	Only ten (10) alphanumeric characters and no space between them.
<b>Password:</b>	Only eight (8) alphanumeric characters and no space between them.
<b>Telephone:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Fax:</b>	Only numbers, parentheses, and dashes with a space between characters.
<b>Email:</b>	Only alphanumeric characters, a period, an "@" symbol, and no space between characters.

**Please Note:**

- Administrators should take extreme care to ensure that information, such as name, title, telephone number, fax number, and email address is accurate. When a User posts a document to FedBizOpps, this information will be extracted from their profile and will be displayed in the notice.
- FedBizOpps does not allow the use of duplicate "Usernames" and "Passwords". If a "Username" and "Password" already exist on the system, you must create a different "Username" and "Password" for the new User account.
- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

TEST ORG				
TEST OFF				
TESTLOC				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>
Smith, John	Contracting Specialist	jsmith	Yes	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

<<< Back
Create New User

**Figure 14.78: New User Account Listing**

Once you have entered the new User's profile information, there are still a few more steps in order to set up the account properly. You still need to assign roles and change the POC designation, if appropriate.

Without assigned roles, a User will not be able to access the FedBizOpps system.

To assign roles to the User's account, click on "Roles" next to the User's name.

**Figure 14.79: User Account Roles**

Please be advised that a User must have at least one "User" role, such as "EPS-EPS User" or "EPS-EPS Document Creator", in order for the User to be able to access FedBizOpps.

Activity	Assigned Roles
<b>Administrate a Location</b>	ORG-Location Administrator ADMIN-EPS User Administrator EPS-EPS User EPS-EPS Stats Reviewer
<b>Create, preview, save, archive, unarchive, and delete documents</b>	EPS-EPS User
<b>Create, preview, and save documents</b>	EPS-EPS Document Creator
<b>Archive and unarchive documents</b>	EPS-EPS Document Archiver
<b>Delete documents</b>	EPS-EPS Document Deleter
<b>View statistics</b>	EPS-EPS Stats Reviewer*  Using this role also requires assigning a User roles, such as "EPS-EPS User" for system access

To assign User roles, highlight a role from the "Unassigned Roles" table and click on "Add Selected Transactions".

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Role Administration

Name:  
Username:

Assigned Roles: EPS-EPS User	<input type="button" value="← Add Selected Transactions"/> <input type="button" value="Delete Selected Transactions →"/>	Unassigned Roles: EPS-EPS Stats Reviewer EPS-EPS Document Creator EPS-EPS Document Archiver ADMIN-EPS User Administrator ORG-Location Administrator
---------------------------------	---	--

**Figure 14.80: User Account Roles**

This will move the role to the "Assigned Roles" table. Continue highlighting and moving roles until you have selected and assigned the appropriate roles. If you need to remove a role, highlight the role in the "Assigned Roles" table and click on "Delete Selected Transactions". This will move the role to the "Unassigned Roles" table.

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, select the appropriate roles and click on "Save".

MAIN   PROFILE   LOGOUT

---

## User Administration

**Search For User**

Last Name:

First Name:

Username:

**TEST ORG**

Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

**Figure 14.81: User Administration**

Once you have assigned the roles, you need to designate whether or not the User will be a Point of Contact (POC). When a User is listed as a "POC", their name is added to a drop-down box of available "POCs" for Users to select when creating a synopsis at a location.

To make a User a POC, click on the link called "POC" for that "User". This operation changes the selection in the "Is POC" field from "No" to "Yes". To change the selection back to "No", simply click on the "POC" link again.

Once you have set up the User account, you will need to provide the User with their Username and Password. To prompt the system to provide the Username and Password to the User via email, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".



**Buyers**  
Federal Business Opportunities

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**

- ▶ ACGNET Home Page
- ▶ Registration Form for Federal Users
- ▶ Demo FBO
- ▶ FBO Buyers Guide / Online Tutorial
- ▶ FBO Buyers Guide (Download)
- ▶ Numbered Notes

**General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

You must have a valid User account to use this system.

To obtain a new User account, fill out the online [Registration Form for Federal Users](#).

[Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Find Business Opportunity**

**FedBizOpps News**

- ▶ What's New?
- ▶ FBO Awards
- ▶ 508 Compliance

**Privacy and Security Statement**

- ▶ Privacy and Security Statement

**Contact Information**

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

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Vendors

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure 14.82: FedBizOpps Buyers

Click on the link for "Forgot your password".

## FBO Password Finder

To receive your username and password by email, please enter your email address and click the send request button:

Email address:



Figure 14.83: "Forgot your password" Link

Enter the User's email address and click on "Send Request".

**Please Note:** You must enter the User's email address as was entered in the User's profile, as the email address field is case

sensitive. If you do not enter the email address in the correct case, you will receive an error message.

The system will then forward an email to the new User with their Username and Password.

### 14.3.2.3 Editing or Deleting a User's Account

The screenshot shows a web interface for user administration. At the top, there are three navigation buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. The main heading is 'User Administration'. Below this is a 'Search For User' form with three input fields: 'Last Name:', 'First Name:', and 'Username:'. A 'Search' button is located below these fields. Underneath the search form is a table titled 'TEST ORG' with three columns: 'Office', 'Location', and 'Actions'. The table contains two rows of test data. At the bottom of the page are two buttons: 'Back' and 'Create New User'.

TEST ORG		
Office	Location	Actions
Test Office XYZ	Test Location XYZ	<a href="#">Users</a>
Test Office XYZ	Test Office 2	<a href="#">Users</a>

**Figure 14.84: User Administration**

To edit a User's FedBizOpps account information, pull up a User's account information by:

- Entering the last name, first name, or username and clicking on "Search".
- Clicking on "Users" next to the Location.

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

TEST ORG				
TEST OFF				
TESTLOC				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>
Smith, John	Contracting Specialist	jsmith	Yes	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

<<< BackCreate New User

**Figure 14.85: User Account**

From this screen, you can:

- Assign or delete roles.
- Edit the User's profile.
- Delete a User.
- Change the POC designation.

The assigning of roles and POC designation is discussed in section 1.4.3.2.2 of this manual. To edit the User's profile, click on "Edit" next to the User's name.

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

## User Administration

First Name:	Jane
Middle Initial:	A
Last Name:	Doe
Title:	Contracting Specialist
User Name:	jadoe
Password:	*****
Telephone:	202-222-2222
Fax:	202-333-3333
Email:	none@dev.null
Location:	TEST/TEST OFF, TESTLOC

[Back](#)   [Save](#)   [Cancel](#)

**Figure 14.86: User's Profile Information**

An Administrator can change any information in the User's profile, including the Username and Location. A User can change their profile information by logging into FedBizOpps and clicking on "Profile", except for their Username and Location.

You can return to the "User Administration" screen by clicking on "Back" or "Cancel". Otherwise, key in the correct information and click on "Save".

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## User Administration

TEST ORG				
TEST OFF				
TESTLOC				
Name	Title	Username	Is POC	Actions
Doe, Jane	Contracting Specialist	jadoe	No	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>
Smith, John	Contracting Specialist	jsmith	Yes	<a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a>

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

[<<< Back](#)
[Create New User](#)

**Figure 14.87: User Account**

A User can be deleted from the system ONLY if their POC designation is "No". If you need to delete a User, please ensure their POC designation is set to "No", then click on "Delete" next to the User's Name.

[MAIN](#)    [PROFILE](#)    [LOGOUT](#)

---

## Delete Confirmation

**You have requested the deletion of the following User. Please confirm that you wish to delete this User.**

Name: Doe, Jane  
 Username: jadoe  
 Location: TESTLOC

[Delete](#)
[Cancel](#)

Figure 14.88: Delete Confirmation

You will receive a screen to confirm your deletion of the User. If you would like to delete the User, click on "Delete". Otherwise, click on "Cancel". The User will be deleted from the system.

#### 14.4 Registration Form for Federal Users

New users can request a FedBizOpps Buyer Account by filling out the "Registration Form for Federal Users". To access this form, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".

The screenshot displays the 'Buyers' section of the FedBizOpps website. The header features the word 'Buyers' and 'Federal Business Opportunities' against a background of the US Capitol and an American flag. The main content area is divided into three columns:

- Left Column:** Contains a 'Note' about synopsis content, 'Buyers Links' (including ACGNET Home Page, Registration Form for Federal Users, Demo FBO, FBO Buyers Guide, and Numbered Notes), and 'General Information' (including Section 508 Vendor Notice, Interface Description, Management Responsibility, and Frequently Asked Questions).
- Center Column:** Features a login form with the text 'Please enter your User ID and Password:'. It includes input fields for 'User ID:' and 'Password:', and a 'Login' button. Above the form is a list of instructions: 'You must have a valid User account to use this system.', 'To obtain a new User account, fill out the online [Registration Form for Federal Users](#).', and '[Forgot your password?](#)'. Below the form is a 'Notice of Section 508 Compliance'.
- Right Column:** Contains a 'Find Business Opportunity' search bar, 'FedBizOpps News' (with links for What's New?, FBO Awards, and 508 Compliance), 'Privacy and Security Statement' (with a link to the statement), 'Contact Information' (with email and phone details), and 'FedBizOpps Home' (with links to the home page and vendors).

Figure 14.89: FedBizOpps Buyers

Click on the link for the "Registration Form for Federal Users".

Buyers  
*Federal Business Opportunities*

---

**★ Find Business Opportunity**

**★ Buyers Links**

- ▶ [ACQNET Home Page](#)
- ▶ [Demo FBO](#)
- ▶ [FBO Buyers Manual](#)
- ▶ [FBO Buyers Manual \(Download\)](#)

**★ General Information**

- ▶ [Section 508 Vendor Notice](#)
- ▶ [Interface Description](#)
- ▶ [Management Responsibility](#)
- ▶ [Frequently Asked Questions](#)

**★ Contact Information**

- ▶ [Email: fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)
- ▶ [Phone: 877-472-3779 \(Toll Free\)](tel:877-472-3779)

**★ FedBizOpps Home**

- ▶ [FedBizOpps Home](#)
- ▶ [FedBizOpps Buyers](#)
- ▶ [FedBizOpps Vendors](#)

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

---

Before an individual user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk at 877- 472 -3779 or at [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for Agency registration.

**Employee Name:**

**Employee Position/Job Title:**

**Agency Name:**

**Bureau/Center Name:**

**Street Address:**

**City:**

**State, Zip Code:**

**Telephone Number:**

**FAX Number:**

**Email Address:**

**Figure 14.90: Registration Form for Federal Users**

New users will fill out the necessary fields and click on "Submit Form". This form will then be forwarded to the appropriate Agency FBO Administrator by email. The Agency FBO Administrator, or their designee, will then be responsible for setting up the User.

# FBO Buyers Guide

Federal Business Opportunities

## ★ User Guide Home

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## ★ Introduction

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- ▶ Indexing
- ▶ Creating an Award Notice
- ▶ Archiving / Unarchiving
- ▶ Deleting
- ▶ Viewing Postings on FedBizOpps
- ▶ Administration

## ★ Download the Manual

▶ FBO Buyers Guide (PDF)

## ★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

## 15.0 FBO Statistics (Restricted Use)

The FedBizOpps Statistics Module allows designated “Stat Reviewers” to view FedBizOpps System statistics. The “STATS” button is only available to those individuals designated as “Stat Reviewers” by their Agency FedBizOpps Administrator.

To view statistics, click on “**STATS**”.

**FBO Statistics**

Choose from the following 3 options:

1) Display FBO Statistics for the current date and time:

2) Display FBO Statistics for the following:  
 Month:  Day:  Year:

3) Display FBO Statistics for the following two dates:  
 Begin Date: Month:  Day:  Year:   
 End Date: Month:  Day:  Year:

Figure 15.1: Statistics Module

There are three options for viewing statistics:

- Statistics for the current date and time.
- Statistics for a specific month/day/year.
- Statistics between two date periods (e.g. 05/01/2002 – 05/31/2002).

In this scenario, we will use **option #2** and view the statistics for a particular day. Enter the month, day and year for which you would like to view statistics. Two digits should be entered for the month and day, while four digits should be entered for the year. Then, click



on "Get Stats".

Organization Statistics	
Entity	Number
Agencies	99
Offices	547
Locations	2906
Buyers	22915
Registered Vendors	488664
Active Synopses	
Active Presolicitations	27371
Active Presol Modifications	9085
Active Awards	5188
Active Sources Sought	4371
Active Foreign Standard	0
Active Sale of Surplus	18
Active Special Notice	2003
Active Combine Synopsis/Solicitation	1408
Active Amendment to Combined Synopsis/Solicitation	56

Figure 15.2: FBO System Statistics

<a href="#">MAIN</a> <a href="#">CREATE</a> <a href="#">EDIT</a> <a href="#">IVL</a> <a href="#">UPLOAD</a> <a href="#">INDEX</a> <a href="#">ARCHIVE</a> <a href="#">UNARCHIVE</a> <a href="#">DELETE</a> <a href="#">ADMIN</a> <a href="#">STATS</a> <a href="#">PROFILE</a> <a href="#">LOGOUT</a>	
<b>Total</b>	19016
<b>Active Solicitations</b>	
Active Solicitation Uploads	13269
Active Solicitation Indexes	7879
<b>Total</b>	21148
<b>Archived Synopses</b>	
Archive Presolicitations	60725
Archive Presol Modifications	0
Archive Awards	0
Archive Sources Sought	4391
Archive Foreign Standard	3
Archive Sale of Surplus	58
Archive Special Notice	2847
Archive Combine Synopsis/Solicitation	0
<b>Total</b>	68024
<b>Archived Solicitations</b>	
Archive Solicitation Uploads	523
Archive Solicitation Indexes	148
<b>Total</b>	671

**Figure 15.3: FBO System Statistics**

**The FBO Statistics screen will display:**

- The number of Agencies, Offices, Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps.
- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for all Agencies.
- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for all Agencies.
- A list of Agencies, along with the number of active and archived postings for each Agency.

You can also view advanced statistics for a particular Agency. Click on the **highlighted link** for the Agency in the "Code" column under "Postings".

Postings				
Code	Agency	Active	Archived	Total
<a href="#">ABMC</a>	American Battle Monuments Commission	0	1	1
<a href="#">AID</a>	Agency for International Development	284	719	1003
<a href="#">AOC</a>	Architect of the Capitol	12	73	85
<a href="#">AOUSC</a>	Administrative Office of the U. S. Courts	8	31	39
<a href="#">BBG</a>	Broadcasting Board of Governors	16	175	191
<a href="#">BDSW</a>	British Defense Staff (Washington)	0	1	1
<a href="#">CFTC</a>	Commodity Futures Trading Commission	2	37	39
<a href="#">CNS</a>	Corporation for National and Community Service	14	157	171
<a href="#">CPSC</a>	Consumer Product Safety Commission	3	15	18
<a href="#">CSOSA</a>	Court Services and Offender Supervision Agency	12	26	38
<a href="#">DC</a>	District of Columbia Government	1	22	23
<a href="#">DCMA</a>	Defense Contract Management Agency	48	1393	1441
<a href="#">DHS-BT</a>	DHS - Border and Transportation Security	216	487	703
<a href="#">DHS-DR</a>	DHS - Direct Reports	1918	2716	4634
<a href="#">DHS-EPR</a>	DHS - Emergency Preparedness and Response	36	101	137
<a href="#">DISA</a>	Defense Information Systems Agency	524	875	1399
<a href="#">DLA</a>	Defense Logistics Agency	5695	91527	97222
<a href="#">DNFSE</a>	Defense Nuclear Facilities Safety Board	1	0	1
<a href="#">DOC</a>	Department of Commerce	450	4709	5159
<a href="#">DOE</a>	Department of Energy	440	2021	2461
<a href="#">DOI</a>	Department of the Interior	5167	7566	12733

Figure 15.4: FBO Agency Statistics

Agency Statistics	
<u>Entity</u>	<u>Number</u>
Offices	13
Locations	392
Buyers	2321
Registered Vendors	62518
Active Synopses	
Active Presolicitations	1475
Active Presol Modifications	737
Active Awards	678
Active Sources Sought	112
Active Foreign Standard	0
Active Sale of Surplus	0
Active Special Notice	138
Active Combine Synopsis/Solicitation	31
Active Amendment to Combined Synopsis/Solicitation	0

Figure 15.5: FBO Agency Statistics

MAIN	CREATE	EDIT	IVL	UPLOAD	INDEX	ARCHIVE	UNARCHIVE	DELETE	ADMIN	STATS	PROFILE	LOGOUT
<b>Total</b>		3171										
<b>Active Solicitations</b>												
Active Solicitation Uploads		2837										
Active Solicitation Indexes		60										
<b>Total</b>		2897										
<b>Archived Synopses</b>												
Archive Presolicitations		5893										
Archive Presol Modifications		1976										
Archive Awards		5171										
Archive Sources Sought		970										
Archive Foreign Standard		0										
Archive Sale of Surplus		18										
Archive Special Notice		1209										
Archive Combine Synopsis/Solicitation		132										
Archive Amendment to Combined Synopsis/Solicitation		0										
<b>Total</b>		15369										
<b>Archived Solicitations</b>												
Archive Solicitation Uploads		4727										
Archive Solicitation Indexes		15										
<b>Total</b>		4742										

**Figure 15.6: FBO Agency Statistics**

The FBO Statistics Screen will display:

- The number of Offices, Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Agency.

- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Agency.

- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Agency.

- A list of Offices, along with the number of active and archived postings for each Office within an Agency.

You can also view advanced statistics for a particular Office within an Agency. Click on the **highlighted link** for the Office in the "Office" column under "Postings".

Postings			
Office	Active	Archived	Total
<a href="#">Regional Administrative Offices</a>	0	1	1
<a href="#">Office of the Administrator (A)</a>	0	12	12
<a href="#">Board of Contract Appeals</a>	0	6	6
<a href="#">Federal Supply Service (FSS)</a>	857	7428	8285
<a href="#">Federal Technology Service (FTS)</a>	329	2326	2655
<a href="#">Office of Small Business Utilization</a>	2	37	39
<a href="#">Office of Inspector General</a>	0	0	0
<a href="#">Office of the Chief Information Officer (I)</a>	0	0	0
<a href="#">Office of General Counsel</a>	0	0	0
<a href="#">Office of Government-wide Policy</a>	29	29	58
<a href="#">Office of Management and Workplace Programs (C)</a>	0	20	20
<a href="#">Office of the Regional Administrator</a>	0	3	3
<a href="#">Public Buildings Service (PBS)</a>	1954	5507	7461
All Offices	3171	15369	18540

*Note: Statistics are current as of 2004-02-26 12:02:00*

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**Figure 15.7: FBO Office Statistics**

Office Statistics	
<u>Entity</u>	<u>Number</u>
Locations	84
Buyers	311
Registered Vendors	7688
<b>Active Synopses</b>	
Active Presolicitations	110
Active Presol Modifications	47
Active Awards	137
Active Sources Sought	11
Active Foreign Standard	0
Active Sale of Surplus	0
Active Special Notice	7
Active Combine Synopsis/Solicitation	17
Active Amendment to Combined Synopsis/Solicitation	0
<b>Total</b>	<b>329</b>

**Figure 15.8: FBO Office Statistics**

The FBO Statistics Screen will display:

- The number of Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Office.

- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Office.

- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Office.

- A list of Locations, along with the number of active and archived postings for each Location within an Office of an Agency.

You can also view advanced statistics for a particular Location within the Office of an Agency. Click on the highlighted link for the Location in the "Location" column under "Postings".

Postings			
Location	Active	Archived	Total
<a href="#">Federal Technology Service(10FT)</a>	0	12	12
<a href="#">Federal Technology Service (10TFB)</a>	0	2	2
<a href="#">Information Technology Service (10TR)</a>	30	146	176
<a href="#">Federal Technology Service (10TR-2)</a>	0	0	0
<a href="#">Federal Technology Service (10TTE)</a>	3	5	8
<a href="#">IT Acquisition Center (7TS)</a>	0	3	3
<a href="#">Information Technology Services Acquisition Division (1TE)</a>	1	6	7
<a href="#">Federal Technology Service (1TR)</a>	0	0	0
<a href="#">Northeast &amp; Caribbean Region (2TR)</a>	0	3	3
<a href="#">Federal Technology Service(2TT)</a>	1	2	3
<a href="#">Federal Supply Center (3F)</a>	0	0	0
<a href="#">Federal Technology Service 3GS</a>	0	0	0
<a href="#">Information Technology Services (3T)</a>	2	7	9
<a href="#">Federal Technology Service (3T)</a>	0	0	0
<a href="#">Solutions Development Center (4T)</a>	0	0	0
<a href="#">FTS (Technical Services Branch) 4TRE</a>	5	3	8
<a href="#">Technical Services Division (4TRF)</a>	3	40	43
<a href="#">IT Solutions West Branch (4TRW)</a>	4	39	43
<a href="#">FTS, Southeast Sunbelt Region (4TRW)</a>	0	1	1
<a href="#">Federal Technology Service (4TRW-2)</a>	0	0	0

**Figure 15.9: FBO Location Statistics**

The FBO Statistics Screen will display:

- The number of Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Office.

- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Office.

- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Office.



A list of Locations, along with the number of active and archived postings for each Location within an Office of an Agency.

You can also view advanced statistics for a particular Location within the Office of an Agency. Click on the highlighted link for the Location in the "Location" column under "Postings".

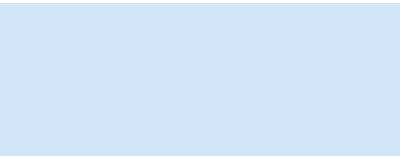
Location Statistics	
<u>Entity</u>	<u>Number</u>
Registered Vendors	576
<b>Active Synopses</b>	
Active Presolicitations	27
Active Presol Modifications	2
Active Awards	1
Active Sources Sought	0
Active Foreign Standard	0
Active Sale of Surplus	0
Active Special Notice	0
Active Combine Synopsis/Solicitation	0
Active Amendment to Combined Synopsis/Solicitation	0
<b>Total</b>	30
<b>Active Solicitations</b>	
Active Solicitation Uploads	1

**Figure 15.10: FBO Location Statistics**

The FBO Statistics Screen will display:

The number of Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Location.

The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Location.



The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, Amendments to Combined Synopsis/Solicitations and Solicitations for that Location.

