FBO Vendors Guide
Federal Business Opportunities

**Federal Business Opportunities
(FedBizOpps-FBO)**

FBO Vendors Guide
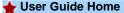(FBO Release 3.0)

15 February 2004

Prepared by

**GSA Federal Supply Service (FSS)
FedBizOpps Program Office**

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

FBO Vendors Guide
Federal Business Opportunities

Introduction

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. The system also provides the opportunity for vendors to receive email notification of postings relevant to their business.

To obtain access to the FedBizOpps System, type "www.fedbizopps.gov" in the address bar of your web browser. Then, press the "Enter" key on your keyboard, and the following screen is displayed:

FedBizOpps
Federal Business Opportunities

★ **Find Business Opportunities**
go

★ **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
▶ Phone: 877-472-3779 (Toll Free)

FedBizOpps
BUYERS

FedBizOpps
VENDORS

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

Figure 1: FedBizOpps Home Page

Vendors do not need to register, nor do they require a username and password, to begin using FedBizOpps. Please do not fill out the "Registration Form for Federal Users", as this applies to federal contracting officers, not vendors.

For vendors, the FedBizOpps system provides:

1.
    The ability to browse active procurement notices by Posted Date, Classification Code, NAICS Code, Set-Aside Type, as well as awards, for a particular Agency/Office/Location.

2.
    The ability to search for procurement notices through the use of the FBO Synopsis/Awards search page.

3.
    An Email Notification Service (Vendors Notification Service), which allows vendors to receive daily email notifications of procurement notices by Agency/Office/Location, Procurement Classification Code, NAICS Code, Set-Aside Type, or Place of Performance Zip Code.

4.
    An Interested Vendors Module (Bidder's List) to promote teaming opportunities for vendors.

5. An FBO Datafeed File, which provides daily posting data in html format.

Please Note: Vendors should not use the "Buyers" button. The FedBizOpps Buyers button requires a username and password and is for contracting officers only. Vendors will not be able to use the Buyers module.

Before using the FedBizOpps system to look for Federal procurement notices, please ensure you have an HTML 4 Compliant Browser or better (Netscape Communicator 4.0, Microsoft Internet Explorer 4.0,or AOL version 4.0, etc.)

FBO Vendors Guide
Federal Business Opportunities

1.0. Browse Active Postings

A. Active Procurement Opportunities

The FedBizOpps system provides vendors 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, go to www.fedbizopps.gov and click on "**Vendors**".
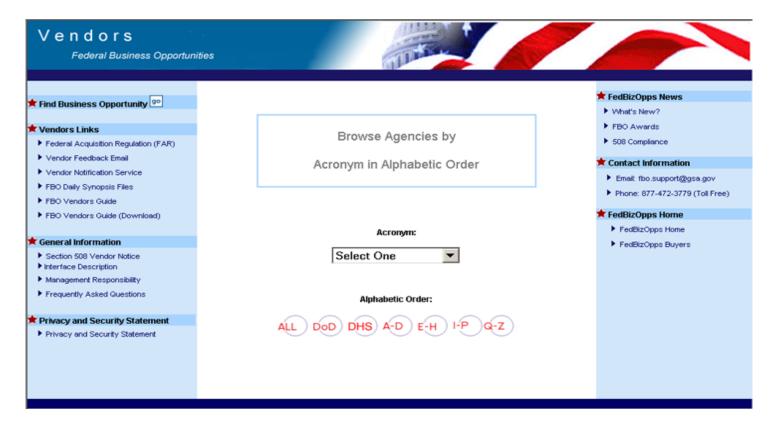

Figure 2: FedBizOpps for Vendors

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".
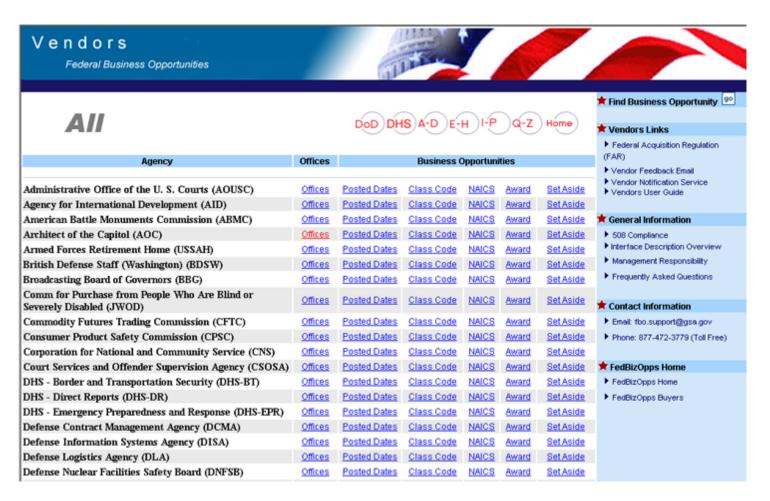
Figure 3: Agency List

Each agency will be listed along with links to Offices, Posted Dates, Class 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.

Figure 4: 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 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 any of the highlighted links for the opportunity. In this case, click on the highlighted link for "Amendment 01".

Vendors
Federal Business Opportunities

Department of Agriculture

USDA

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 5: Listing Page

Clicking on any of the links ("Synopsis" in this case) 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 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

USDA

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 6: 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 - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email 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 - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email 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 7: Synopsis

The "Register to Receive Notification" button ties into our Vendor Notification Service, which is discussed in Section III of this user's guide.

The "Register as Interested Vendor" button ties into our Interested Vendors Module, which is discussed in Section IV of this user's guide.

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".
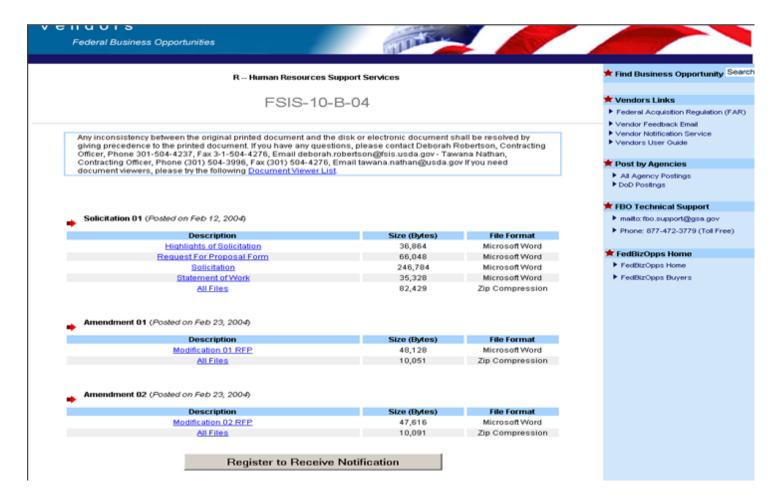
Figure 8: Attachments Page

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
- File Type

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 files uploaded to the header "Solicitation".

On each attachments page, there is a link to the "Document Viewer List". If you find that you cannot open a file because your computer

does not recognize the file type, please refer to the document viewer list to obtain the necessary software.
Any specific questions regarding a procurement notice should be directed to the point of contact listed in the synopsis, unless other contact information is indicated.

B. Active Awards

Figure 9: 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 in Section II of this user's guide.

Figure 10: Department of Agriculture Active Awards

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

V -- Fixed-Wing Aircraft Transportation Services

General Information

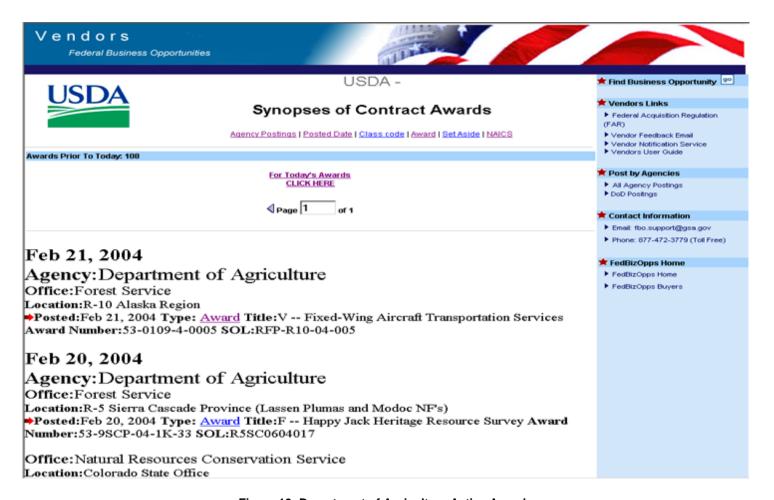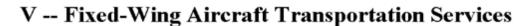|	
Document Type:	Award Notice
Solicitation Number:	RFP-R10-04-005
Posted Date:	Feb 21, 2004
Original Archive Date:	
Current Archive Date:	
Classification Code:	V -- Transportation, travel, & relocation services
Set Aside:	N/A
Naics Code:	481112 -- Scheduled Freight Air Transportation

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 - Deb Strickland, Contract Specialist,

Figure 11: Award Notice

FBO Vendors Guide
Federal Business Opportunities

2.0 Find Business Opportunities (FBO Search)

The FedBizOpps system includes an extensive search capability.

Figure 12: FedBizOpps Home Page

To utilize the search page, from the FedBizOpps home page at www.fedbizopps.gov, click on "**Go**" next to "**Find Business Opportunity**".

Vendors
Federal Business Opportunities

Vendors Links
▶ Federal Aquisition Regulation (FAR)
▶ Vendors Feedback Email
▶ Vendors Notification Service
▶ FBO Vendors Guide
▶ FBO Vendors Guide (Download)

General Information
▶ Section 508 Vendor Notice
▶ Interface Description
▶ Mangement Responsibility
▶ FBO Management
▶ Frequently Asked Questions

Contact Information
▶ Email: fbo.support@gsa.gov
▶ Phone: 877-472-3779 (Toll Free)
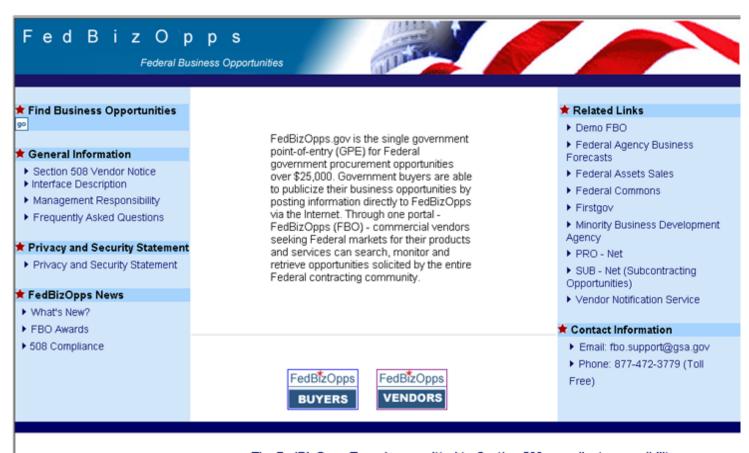
FedBizOpps Home
▶ FedBizOpps Home
▶ FedBizOpps Buyers
▶ FedBizOpps Vendors

Find Business Opportunities

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
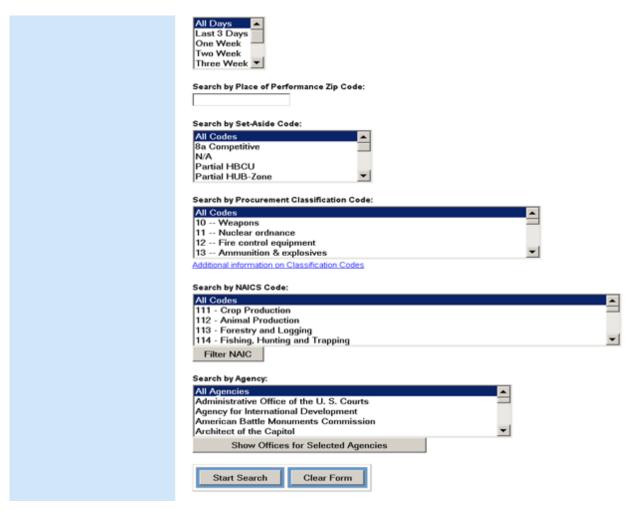Last 3 Days
One Week

Figure 13: FBO Search Page

Figure 14: FBO 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

Vendors can search the active and 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.

Please note that the archiving policy is set by the contracting officer. The notice may be unarchived by a contracting officer in the event that the response date has changed and/or new information needs to be posted to the notice.

C. Synopses Type

Vendors 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

Vendors can search by complete or partial solicitation or award number, if the vendor has been provided this information.

E. Date Range

Vendors 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

Vendors 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

Vendors 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.

Vendors 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

I. NAICS Code

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

Vendors 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

Figure 15: Search by NAICS Code

J. Agency

Vendors 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.

Vendors 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**".

Figure 16: 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".

Figure 17: 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.

Figure 18: Search by Agency/Office/Location

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

Figure 19: 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

[Search Within These Results]

Page 1 of 1

Figure 20: Search Results Page

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: 5/88334   Page [1]   of 1

February 23, 2004

Agency: Department of Agriculture
Office: Food Safety and Inspection Service
Location: Acquisitions and Agreements Section
  ➡**Posted:** February 23, 2004
    Type: Amendment 02
    Title: R -- Human Resources Support Services
    SOL: FSIS-10-B-04

  ➡**Posted:** February 23, 2004
    Type: Amendment 01
    Title: R -- Human Resources Support Services
    SOL: FSIS-10-B-04

February 12, 2004

Agency: Department of Agriculture
Office: Food Safety and Inspection Service
Location: Acquisitions and Agreements Section
  ➡**Posted:** February 12, 2004
    Type: Modification 01

★ **Find Business Opportunity**

★ **Vendors Links**
  ▶ Federal Aquisition 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: fbo.support@gsa.gov
  ▶ Phone: 877-472-3779 (Toll Free)

★ **FedBizOpps Home**
  ▶ FedBizOpps Home
  ▶ FedBizOpps Buyers
  ▶ FedBizOpps Vendors
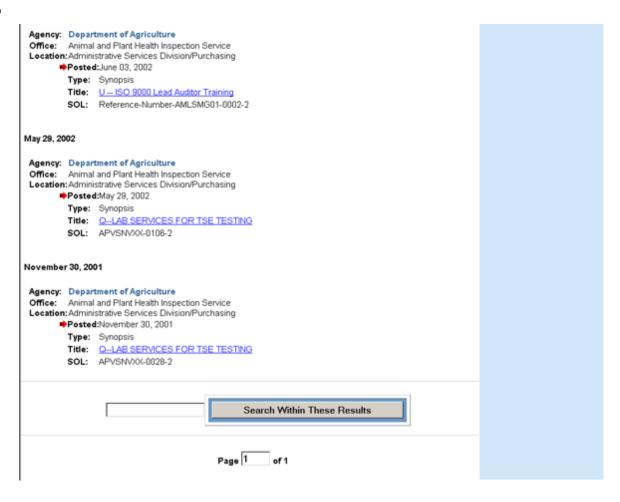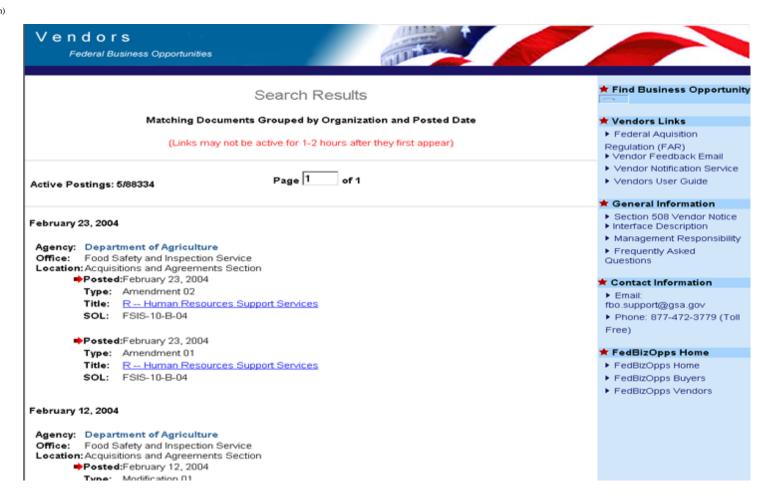
Figure 21: Search Results Page

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

USDA

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 22: Listing Page

Clicking on "Amendment 01" 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

USDA

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 23: 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 - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email 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 - Tawana Nathan, Contracting Officer, Phone (301) 504-3996, Fax (301) 504-4276, Email 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 24: Synopsis

The "Register to Receive Notification" button ties into our Vendor Notification Service, which is discussed in Section III of this user's guide.

The "Register as Interested Vendor" button ties into our Interested Vendors Module, which is discussed in Section IV of this user's guide.

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".
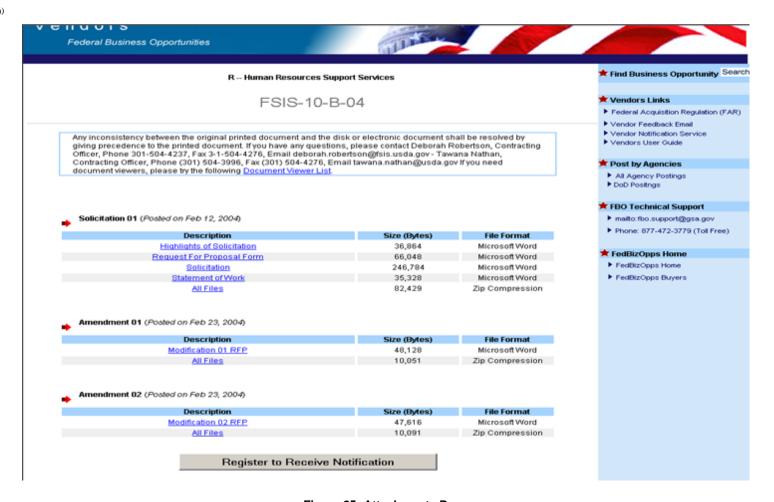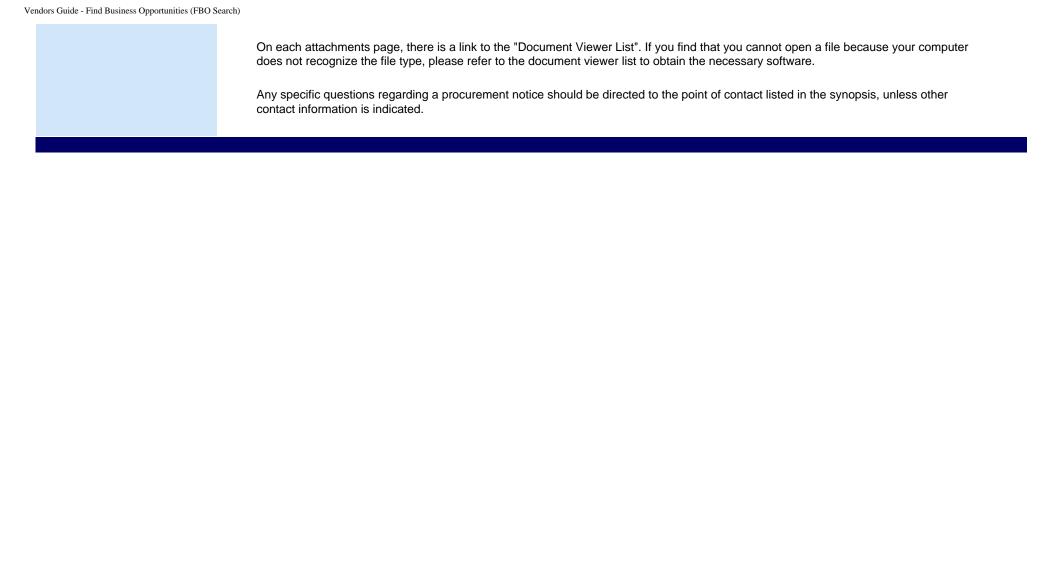
Figure 25: Attachments Page

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

- File Type

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 you find that you cannot open a file because your computer does not recognize the file type, please refer to the document viewer list to obtain the necessary software.

Any specific questions regarding a procurement notice should be directed to the point of contact listed in the synopsis, unless other contact information is indicated.

FBO Vendors Guide
Federal Business Opportunities

3.0 Vendor Notification Service

The FedBizOpps system includes an email notification service. This service allows vendors to fill out a subscription form in order to receive email notification when notices are posted to FedBizOpps that fit a particular agency/office/location, procurement classification code, NAICS code, set-aside type, or place of performance zip code.

Please Note: The Vendor Notification Service does not register vendors to receive a solicitation package from the contracting officer, nor does it place the vendor's information on a bidder's or interested vendor's list. This service only registers a vendor to receive email notification of new postings to FedBizOpps that fit the criteria selected by the vendor. The Interest Vendors Module is discussed in Section IV of this user's guide.

FedBizOpps
Federal Business Opportunities

★ **Find Business Opportunities**
go

★ **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
▶ Phone: 877-472-3779 (Toll Free)

FedBizOpps
BUYERS

FedBizOpps
VENDORS

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

Figure 26: FedBizOpps Home Page

To register for the Vendor Notification Service, go to www.fedbizopps.gov and click on **"Vendor Notification Service**".
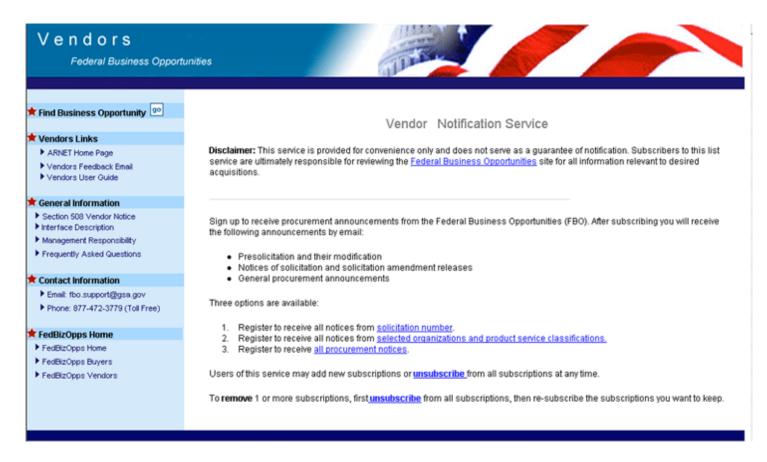

Figure 27: Vendor Notification Service

The Vendor Notification Service will send out email notifications for synopses, modifications, and uploaded documents (solicitations, amendments, etc.).

Please Note: This service will not send out notification emails for awards.

You can register to receive notification for:

- Particular solicitation numbers

- Selected organizations and product service classifications or NAICS Code

- All notices

We recommend that you choose option # 2, as this will assist you in narrowing the number of listings you receive from the notification service. Due to the number of postings on any given day, option #3 may be too much information and may not be supported by some email systems.

Click on option #2 "Register to receive all notices from selected organizations and product service classifications".
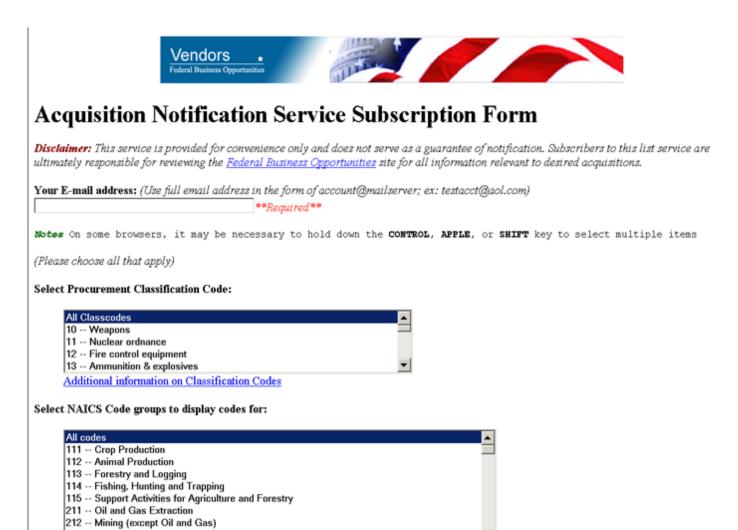
Vendors
Federal Business Opportunities

Acquisition Notification Service Subscription Form

Disclaimer: *This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the* Federal Business Opportunities *site for all information relevant to desired acquisitions.*

Your E-mail address: *(Use full email address in the form of account@mailserver; ex: testacct@aol.com)*

[ ] ****Required****

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

(Please choose all that apply)

Select Procurement Classification Code:

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

Additional information on Classification Codes

Select NAICS Code groups to display codes for:

```
All codes
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)
```

Figure 28: Vendor Notification Service Subscription Form

```
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
```

Display full codes for selected part

Select Set Aside Type:

```
All Set Aside Types
8a Competitive
N/A
Partial HBCU
Partial HUB-Zone
```

POP_ZIP: [   ]

Select 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 the Selected Agency

Subscribe to Mailing List   **Clear Form**

Figure 29: Vendor Notification Service Subscription Form

To subscribe, enter your email address and select any applicable criteria for which you would like to be notified of new postings.

Please Note: The Vendor Notification Service is case sensitive. If you ever need to unsubscribe, you will need to enter your email address EXACTLY as it was entered.

A. Procurement Classification Code

The FedBizOpps system uses Federal Supply Classification codes.

Vendors can choose to receive notification emails for a particular classification code, or by multiple classification codes. To select multiple codes, click on a 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

B. NAICS Code

The FedBizOpps system also uses the North American Industry Classification System (NAICS)codes.

Vendors may choose to receive notification emails for a particular NAICS code, or for multiple NAICS codes. To select a single NAICS code, choose either a 3-digit or 6-digit code that corresponds to the industry you are interested in. 6-digit codes will be revealed by clicking on the button marked "Display full codes". 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. 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

C. Set-Aside Type

Vendors can restrict their email notifications to notices posted for a particular set-aside type. To select multiple set-aside codes, click on a 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 set-aside codes, please make sure that the "All Codes" selection is not highlighted.

As contracting officers do not always indicate set-asides in their postings, you may want to leave this field set as the default "All Set Aside Types".

D. Place of Performance Zip Code

Vendors can restrict their email notifications to notices posted with a place of performance zip code. Please be advised that this will restrict the email notifications to only those postings with this zip code indicated in the place of performance zip code field. As many contracting officers do not indicate the place of performance zip code, you may want to leave this field blank.

E. Agency

Vendors can choose to receive notification emails for a particular agency, or for 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.

Vendors can also receive email notifications for a particular agency's office, or location. For a particular office within an agency, highlight the agency and click on "Show Offices for Selected Agency". This will give you a list of offices within that agency. Please note that if you would like to receive email notification for postings by particular offices within multiple agencies, you will need to subscribe multiple times.

You can narrow your email notifications by subscribing for notification emails from particular locations within an office. To receive notification emails for a particular location within an office, highlight the office and click on "Show Locations for Selected Office". This will give you a list of locations within that office. Please note that if you would like to receive email notification for postings by particular locations within multiple offices, you will need to subscribe multiple times.

Once you have filled in the appropriate criteria, click on "Subscribe to Mailing List".

Figure 30: Confirmation Screen

Your next screen will provide registration confirmation. Please note what you have registered for, as the system will not allow you to check your registration. If you need to check your registration, please contact the FedBizOpps help desk at 877-472-3779 or fbo. support@gsa.gov.

You can add subscription criteria to your email notification registration by using the subscription form shown in Figures 28 & 29. If you need to remove subscription criteria, you will need to unsubscribe and then subscribe again to the appropriate criteria. To unsubscribe, go to www.fedbizopps.gov and click on "Vendor Notification Service". Then click on "unsubscribe".

```
From:    notifier@eps.gov on 02/26/2004 06:12 AM
To:      fbo.support@gsa.gov
cc:
Subject: FBO posting update


The following postings have been made on FBO:

DOT
Maritime Administration (MARAD)
MAR-380
R -- RRF Logistics Support
Logistics Support Draft SOW 01, Synopsis
http://www.eps.gov/spg/DOT/MARAD/HQOA/LogisticsSupport/listing.html

DOT
Maritime Administration (MARAD)
MAR-380
R -- RRF Spare Parts Procurement
Synopsis, Spare Parts Procurement Draft SOW 01
http://www.eps.gov/spg/DOT/MARAD/HQOA/SparePartsProcurement/listing.html

GSA
Federal Technology Service (FTS)
Office of Acquisition (TQ)
D -- Technical Advisory and Support Services Contract
Synopsis
http://www.eps.gov/spg/GSA/FTS/TQ/GSA%2DRH%2D04%2D0001/listing.html

DOT
Research and Special Programs Administration (RSPA)
Volpe National Transportation Systems Center
D --Intent to Negotiate Solely with CTech, Inc. for Modifications and Enhancements to EVS/MVS Software
Synopsis
http://www.eps.gov/spg/DOT/RSPA/VNTSC/DTRS57%2D04%2DR%2D20024/listing.html

GSA
Public Buildings Service (PBS)
Mountain-Plains Service Center (8PMP)
```

Figure 31: Notifier Links

Email notifications are sent out at approximately midnight for the previous day's postings. Each email notification indicates:

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

Simply click on the highlighted link to go to the new information posted on FedBizOpps.

FBO Vendors Guide
Federal Business Opportunities

4.0 Interested Vendors Module

The FedBizOpps system includes the capability to join and view a published list of vendors interested in a particular solicitation. This is useful for vendors who are interested in teaming on procurement opportunities. In order to register as an interested vendor for a particular solicitation, the "Register as Interested Vendor" button must be available from the listing page for a solicitation. If the contracting officer has not enabled this service for this solicitation number, then the "Register as Interested Vendor" button will not be available. In this case, you will need to contact the point of contact listed in the synopsis for information regarding the bidder's list.

Figure 32: Listing Page

To register as an interested vendor for a particular solicitation, click on "**Register as Interested Vendor**" from the listing page of a procurement opportunity.
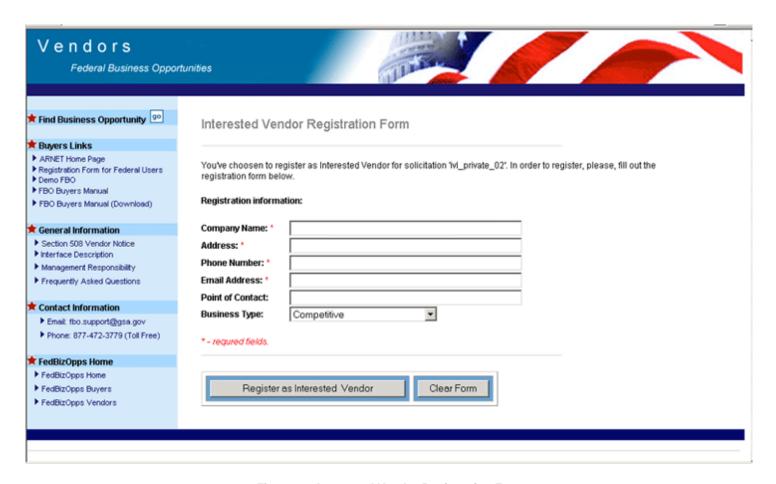
Figure 33: Interested Vendor Registration Form

Fill out the registration form, and click on "**Register as Interested Vendor**". You will receive a confirmation screen verifying that you are registered as an interested vendor for this solicitation. The information you submit on the registration form will be forwarded to the contracting officer responsible for that procurement notice.

Please be advised that if the contracting officer publishes the list of interested vendors, all of the information you supply in the registration form (company name, contact information, etc.) will be published on the FedBizOpps site.

Once the contracting officer has published the list, you will be able to view a list of interested vendors by clicking on the "**View List of Interested Vendors**" link. If this link is not available, and you are interested in obtaining information on other vendors interested in this notice, you will need to contact the POC listed in the synopsis.

Vendors
Federal Business Opportunities

★ Find Business Opportunity [go]

★ Vendors Links
▶ ARNET Home Page
▶ Vendors Feedback Email
▶ Vendors 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 ivl_private_02

Vendor name and contact information:

Company Information	Contact Information
Company Name: Yet Another Company **Business Type:** Competitive	**Address:** test **POC:** test **Phone:** test **Email:** test@test.com
Company Name: test **Business Type:** Competitive	**Address:** test **POC:** test **Phone:** test **Email:** test
Company Name: test **Business Type:** Competitive	**Address:** test **POC:** test **Phone:** test **Email:** othaherzog@yahoo.com

Figure 34: List of Interested Vendors

Please Note: The Interested Vendors Module is not related to the GSA Schedule Program nor does it commit you to bidding on the opportunity. It merely informs the contracting officer that you may be interested in bidding on the opportunity.

FBO Vendors Guide
Federal Business Opportunities

5.0 FBO Datafeed

In addition to the FedBizOpps online system, there is also a datafeed file, available daily, for vendors to utilize. The datafeed file is posted to ftp://ftp.fedbizopps.gov/. For your convenience, a link has been provided on FedBizOpps to the datafeed file. The link, entitled "FBO Daily Synopsis Files", can be reached by going to www.fedbizopps.gov and clicking on "Vendors".
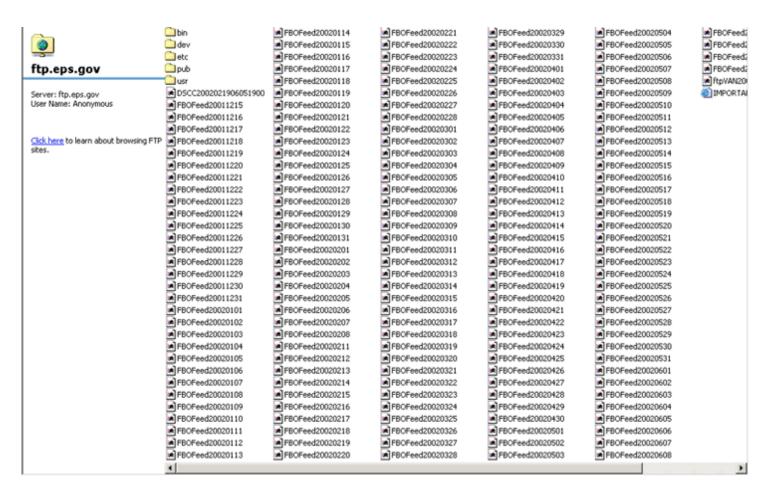

Figure 35: FBO Datafeed

Postings for the following templates are posted to the datafeed file in html format:

- Presolicitation Notice <PRESOL>

- Modification to a Previous Notice <MOD>

- Award Notice <AWARD>

- Sources Sought Notice <SRCSGT>

- Foreign Government Standard <FSTD>

- Special Notice <SNOTE>

- Sale of Surplus Property <SSALE>

- Combined Synopsis/Solicitation <COMBINE>

Please Note: Documents uploaded to FedBizOpps will not be included in the FBO Datafeed file.

To view, click on any of the datafeed files in FBOFEEDYYYYMMDD format.

```
<PRESOL>
<DATE>0224
<YEAR>04
<AGENCY>Department of Agriculture
<OFFICE>Forest Service
<LOCATION>R-2 Rocky Mountain Region
<ZIP>80401
<CLASSCOD>87
<NAICS>115310
<OFFADD>Department of Agriculture, Forest Service, R-2 Rocky Mountain Region, 740 Simms Street Regional Office, Golden, CO, 8
<SUBJECT>87 -- STYROBLOCK CONTAINERS FOR TREE NURSERY USE
<SOLNBR>0207-SC-4-013
<RESPDATE>030304
<ARCHDATE>03042004
<CONTACT>Sherry Clark, Purchasing Agent, Phone 308-432-0300, Fax 308-432-0309, Email sclark01@fs.fed.us - Gail Turbiville, Pr
<DESC>STYROBLOCK CONTAINERS, FOR USE AT A TREE NURSERY, WITHOUT LEGS, SUPERBLOCK 160/90 OR EQUIVALENT (160 CELLS/BLOCK, 90 ML

DELIVERED PRICES TO:

USDA FOREST SERVICE
BESSEY NURSERY
STATE SPUR 86B OFF HWY 2
HALSEY, NEBRASKA  69337
308-533-2257 JAY DUNBAR NURSERYMANAGER
<LINK>
<URL>http://www.eps.gov/spg/USDA/FS/82X9/0207-SC-4-013/listing.html
<DESC>Link to FedBizOpps document.
<SETASIDE>Total Small Business
<POPCOUNTRY>US
<POPZIP>69142
<POPADDRESS>USDA FOREST SERVICE
BESSEY NURSERY
STATE SPUR 86B OFF HWY 2
HALSEY NEBRASKA
308-533-2257 JAY DUNBAR NURSERYMANAGER
</PRESOL>


<PRESOL>
<DATE>0224
<YEAR>04
<AGENCY>Department of Agriculture
<OFFICE>Forest Service
<LOCATION>R-2 Rocky Mountain Region
<ZIP>80401
<CLASSCOD>68
<NAICS>115112
<OFFADD>Department of Agriculture, Forest Service, R-2 Rocky Mountain Region, 740 Simms Street Regional Office, Golden, CO, 8
<SUBJECT>68 -- FUNIGATION SUPPLIES, POLYFILM, GLUE, TAPE
<SOLNBR>0207-SC-4-014
<RESPDATE>030404
<ARCHDATE>03052004
```

Figure 36: FBO Datafeed

The daily postings will be listed in order by html tag, with Presolicitation notices listed first.

Please Note: If you are using Internet Explorer, you will need to click on "View", then "Source", to view the data properly.