



# DOI FedBid User Guide

Attachment A

FedBid®

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# How To Get Started on FedBid!

# Navigate a web browser to: [www.fedbid.com](http://www.fedbid.com)

**FedBid**  
Better Buying | Smarter Selling

877.9FEDBID Search GO REGISTER LOG IN

Home Buyers Sellers About News Careers

## Better Buying

Save More Money. Spend Less Time. Without Risk.

LEARN MORE >>

**SPOTLIGHT SUCCESS STORY:** [Detroit Public Schools: Saving More Today for Our Children's Tomorrow.](#)

**FEATURED NEWS**

JANUARY 7, 2013  
Reverse Auctions: Creating Winners through Acquisition Innovation

NOVEMBER 29, 2012  
Ted Leonsis: FedBid saves governments & companies 10-12% on their procurement

NOVEMBER 25, 2012  
Brookings Governance Report: ...

### Meet Your Marketplace.

FedBid is the fully-managed online marketplace proven to optimize how governments, businesses and educational institutions buy the goods and services they need to keep their organizations running.

In 2012, **Buyers** using FedBid's online marketplace realized \$142 million+ in savings. They reduced the cost of procurement operations and improved overall spend management and purchasing efficiency.

**Sellers** who competed for the best market price got unprecedented access to real sales opportunities, while increasing revenue capture and boosting market awareness. Year after year, at least **78% of awards posted in our online marketplace go to small businesses**—exceeding \$1B in FY2012.

**Better Buying. Smarter Selling. Healthy Markets.**

**MARKET SECTOR**

- Business
- Federal Government
- State and Local
- Education
- Sellers

**LATEST RESOURCES**

APRIL 26, 2013  
Small and Medium Businesses Find Success on FedBid

APRIL 25, 2013  
Doing Well by Doing Good: Encouraging Supplier Diversity While Saving Procurement Dollars Through Reverse Auctioning

APRIL 25, 2013  
The Small Business Advantage: How Entrepreneurial Firms are Bidding for Success with the Federal Government

VIEW ALL

**TOP SELLING CATEGORIES**

MEDICAL SUPPLIES <b>\$179M</b>	IT HARDWARE & SOFTWARE <b>\$587M</b>
LAB EQUIPMENT <b>\$47M</b>	FURNITURE <b>\$31M</b>
COMMUNICATIONS <b>\$40M</b>	UNCATEGORIZED <b>\$313M</b>
OFFICE DEVICES <b>\$7M</b>	SERVICES <b>\$96M</b>

**Tweets**

FedBid @FedBid 13 Jun  
"Important"—Today's #FedBidFuel, @NCMA @RisingAccPros event POSTPONED by the storm. Stay safe + dry + posted @ bit.ly/19vhkmj

NCMA @NCMA 13 Jun  
Advancing Professionals  
Tweet to @FedBid



# FedBid Buyer Registration

- Click 'Register' to create an account
- Click 'Register as Buyer'

The screenshot shows the FedBid website interface. At the top, there is a search bar with the number 877-9FEDBID and a 'GO' button. To the right are 'REGISTER' and 'LOG IN' buttons. A green arrow points from the 'REGISTER' button to the registration page below. The registration page has a blue header with the FedBid logo and a 'BACK TO FEDBID.COM' link. The main content area is titled 'FedBid Registration' and is divided into two columns. The left column is for 'Buyer' registration, featuring a photo of a group of people and a list of benefits: 'Fair and open competitive environment for qualified Sellers', 'Ensure reasonable price, while reducing waste and fraud', 'Multiple award contracts and commercial open market pricing', and 'Unified access for government and industry via the internet'. A green arrow points from this column to the 'REGISTER AS BUYER' button. The right column is for 'Seller' registration, featuring a photo of a woman at a computer and a list of benefits: 'Save time while reducing costs per sale', 'Gain access to more opportunities', 'Improve the competition process', and 'No operational costs'. A 'REGISTER AS SELLER' button is at the bottom of this column. The footer contains copyright information and links for 'Toll-free: 877-9FEDBID', 'Accessibility Information', 'Privacy', 'Terms', 'Feedback', and 'Contact Us'.



# FedBid Buyer Registration

- Enter account information, buyer information, address and telephone information in the required fields
- Select the training preference  
*Note: FedBid offers complementary webinars or on-site training*
- Click 'Continue' to confirm all account information
- After all information is confirmed, click 'Submit Registration'

**FedBid Buyer Registration**

Please complete the information to create an account with FedBid.

\*Required \*\*If Applicable

**Account Information**

\*Email Address: brittany.holpski@us.army.mil  
\*Re-Enter Email Address: brittany.holpski@us.army.mil  
\*Prefix: Ms  
\*First Name: Brittany  
\*Last Name: Holpski

**Buyer Information**

\*Organization: ACC Mission Installation Contracting Command  
\*Title: Contract Specialist  
\*Division: Strategic Sourcing

**Address**

\*Address: 8500 L  
\*City: Vienna  
\*State: Virginia  
\*Province:  
\*Zip/Postal Code: 22182  
\*Country: United States

**Telephone / Fax**

\*Area Code / Phone: 123-45  
Area Code / Fax:

**\*Training Preference**

Requested Training: Yes

**Confirm Registration**

Thank you, Brittany Holpski!

Please verify the account information you have entered. If correct, please click on the Submit Registration button below. Once submitted, you will receive an email which provides a link that will direct you to a Create Password page. If you need further assistance, please contact FedBid's Buyer Support Team at [Buyer.Support@FedBid.com](mailto:Buyer.Support@FedBid.com).

**Account Information**

Email Address: brittany.holpski@us.army.mil  
Re-Enter Email Address: brittany.holpski@us.army.mil  
Prefix: Ms  
First Name: Brittany  
Last Name: Holpski

**Buyer Information**

Organization: ACC Mission Installation Contracting Command  
Title: Contract Specialist  
Division: Strategic Sourcing

**Address**

Address: 8500 Leesburg Pike  
City: Vienna  
State: VA  
Province:  
Zip/Postal Code: 22182  
Country: US

**Telephone / Fax**

Area Code / Phone: 123-456-7890 Ext.  
Area Code / Fax:

**Training Preference**

Requested Training: Yes

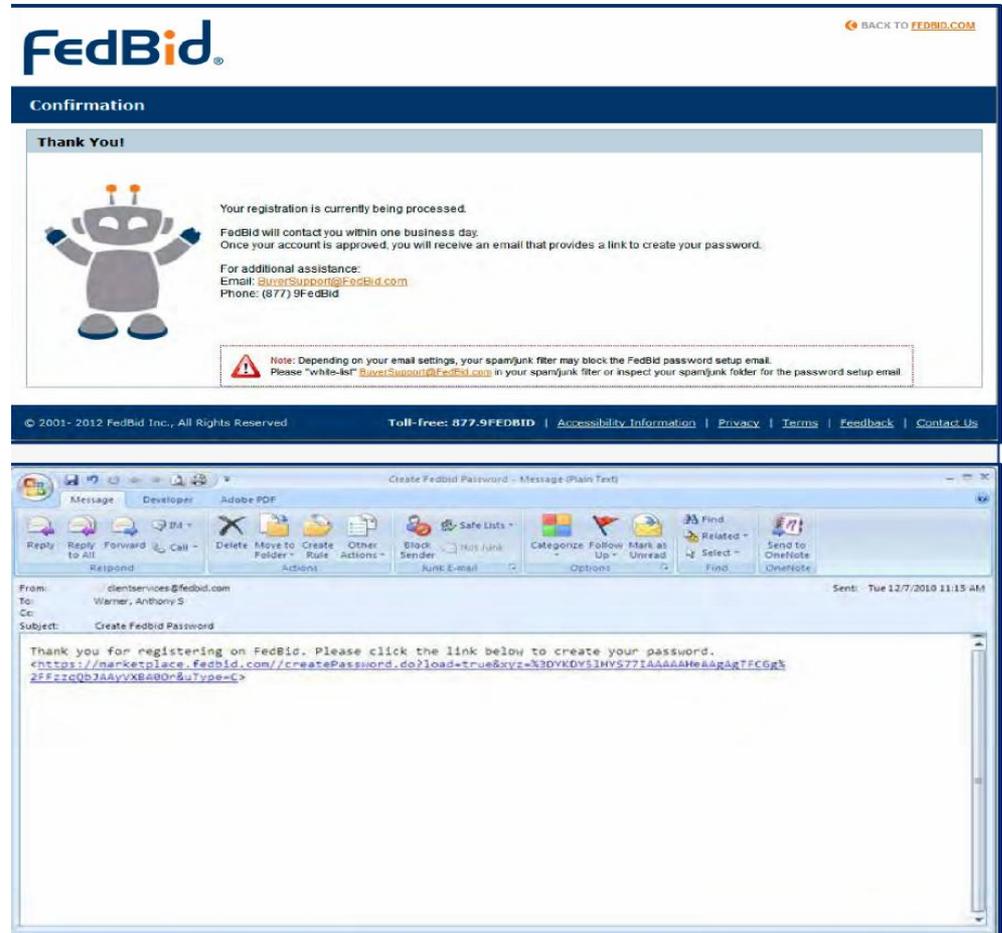
**U.S. DEPARTMENT OF THE INTERIOR**  
MARCH 3, 1849

**FedBid**

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# Confirmation and Create Password

- The confirmation screen after will show after submitting a registration
- FedBid will contact you to verify your information, then send two emails:
  - A password setup email will provide a link to create your FedBid password
  - A welcome email

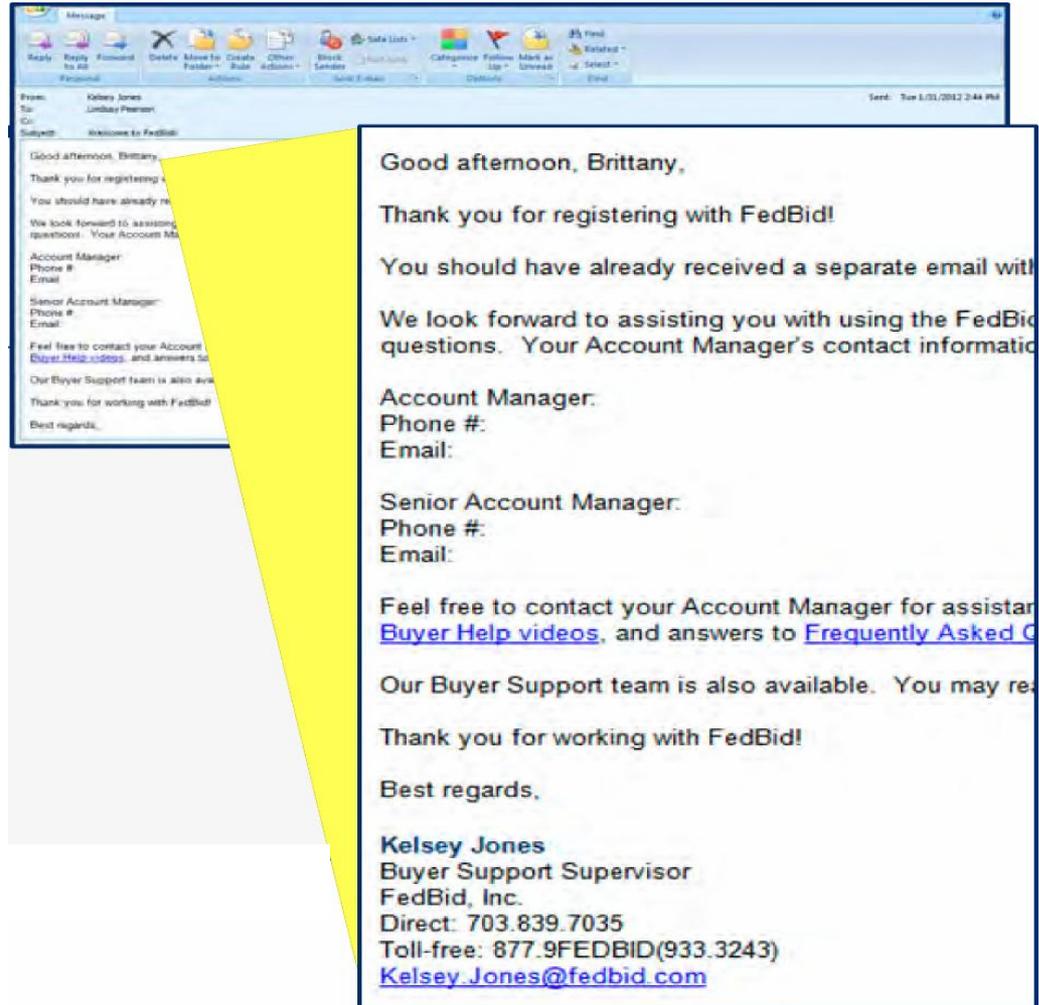


The image shows two screenshots related to the FedBid registration process. The top screenshot is the 'Confirmation' page on the FedBid website. It features the FedBid logo at the top left and a 'BACK TO FEDBID.COM' link at the top right. The main heading is 'Confirmation' in a dark blue bar. Below this, there is a 'Thank You' section with a cartoon robot icon. The text states: 'Your registration is currently being processed. FedBid will contact you within one business day. Once your account is approved, you will receive an email that provides a link to create your password.' It also provides contact information: 'For additional assistance: Email: [BuyerSupport@Fedbid.com](mailto:BuyerSupport@Fedbid.com) Phone: (877) 9FedBid'. A note at the bottom of this section says: 'Note: Depending on your email settings, your spam/junk filter may block the FedBid password setup email. Please "white-list" [BuyerSupport@Fedbid.com](mailto:BuyerSupport@Fedbid.com) in your spam/junk filter or inspect your spam/junk folder for the password setup email.' The bottom screenshot shows an email client interface with the subject 'Create Fedbid Password - Message (Plain Text)'. The email content is: 'Thank you for registering on FedBid. Please click the link below to create your password. <<https://marketplace.fedbid.com/createPassword.do?load=true&xyz=X3DVKDVSJHVS77IAAAAAHwAagATFC6g%2FFzqQBJAayVXB480r8uType=C>>'. The email is from 'clientservices@fedbid.com' to 'Warner, Anthony S' and was sent on 'Tue 12/7/2010 11:15 AM'.



# Welcome to FedBid Email

- The 'Welcome to FedBid' email includes:
  - The FedBid DOI Account Management team's contact information
  - The Senior Account Manager's contact information



# PRISM

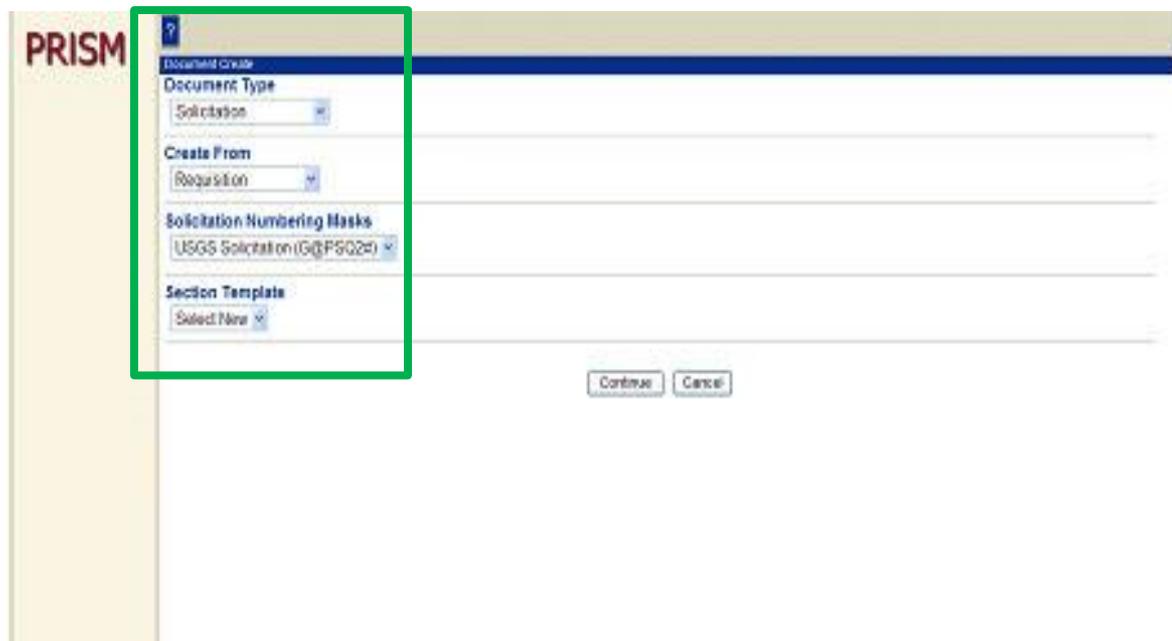
# Create a Solicitation in PRISM

- Review the buyer workload folder for assigned requisitions
- For FedBid applicable requisitions, click “Create” under documents section
- FedBid applicable requisitions include items that can be purchased at a firm fixed price in addition to the following features:
  - ✓ **Clear specifications:** Can you paint an accurate picture of exactly what you want to buy (products or services) at a firm fixed price?
  - ✓ **Competitive supply base:** Are there enough qualified suppliers to generate competition (you've been working with one, but suspect there are more out there)?



# Document Create

- Select “Solicitation” in the document type drop down menu
- Select appropriate criteria from each additional drop down menu



The screenshot shows the PRISM Document Create form. A green box highlights the following fields:

- Document Type: Solicitation
- Create From: Requisition
- Solicitation Numbering Masks: USGS Solicitation (G@P502a)
- Section Template: Select New

Buttons for Continue and Cancel are visible at the bottom right of the form.



# Create Solicitation From Requisition

- Search for the requisition
- Once found, select the checkbox for each line item to be added to the solicitation
- Click “Create” button

The screenshot displays the FedBid search interface. On the left, the 'Search Criteria' panel is visible, with a green box highlighting the 'Search Criteria' header. The main search results area shows a table of requisitions. Below the requisition table, there is a 'Line Item Selection' table with checkboxes for each line item. A green arrow points to the 'Create' button in the 'Line Item Selection' table.

Select	Line Item	Requisition Number	Requisition Date	Requisitioner	Buyer	Site
<input type="checkbox"/>	Y	004000035		Christopher Waller	BC_TRN-USGS User15	GHQ
<input type="checkbox"/>	Y	0040001508	09/13/2010	ACQ_REQ=USGS Acquisitions Request	BC_TRN-USGS User15	GHQ
<input type="checkbox"/>	Y	0040001579	09/13/2010	Ginger Peltz	BC_TRN-USGS User15	GHQ
<input type="checkbox"/>	Y	0040001039	09/13/2010	ACQ_REQ=USGS Acquisitions Request	BC_TRN-USGS User15	GHQ
<input type="checkbox"/>	Y	0040001640	09/13/2010	ACQ_REQ=USGS Acquisitions Request	BC_TRN-USGS User15	GHQ

Select	Item Number	Description	Product	Unit	Quantity	Amount
<input type="checkbox"/>	00010	Computers	7021	EA	50	\$45,000.00
<input type="checkbox"/>	00020	Printers	7025	EA	50	\$10,000.00



# Choose Template Selection

- Complete applicable information fields
- Make all necessary selections
- Click “Continue” button

Clause Template Selection

Template Name:

Site:   Include Related Sites  Include Public

Max Results:  Results per Page:

Clause Template Name	Site
<u>ARCHITECT-ENGINEERING</u>	Public
<u>COMMERCIAL ITEMS (NON-UCF)</u>	Public
<u>COMMERCIAL ITEMS (UCF)</u>	Public
<u>COMMUNICATION SERVICES</u>	Public
<u>COST REIMBURSEMENT CONSTRUCTION</u>	Public

Page 1 of 5 (21 results found)

Section Selection

Section	Description
<input type="checkbox"/> G	Contract Administration Data
<input type="checkbox"/> H	Special Contract Requirements
<input type="checkbox"/> I	Contract Clauses
<input type="checkbox"/> J	List of Documents, Exhibits and Other Attachments
<input type="checkbox"/> K	Representations, Certifications, and Other Statements of Bidders
<input type="checkbox"/> L	Instructions, Conditions, and Notices to Bidders
<input type="checkbox"/> M	Evaluation Factors for Award



# General Information

- Complete all applicable General Information fields
- Click the “Additional Info” link

The screenshot shows the PRISM system interface for a solicitation. The top navigation bar includes 'Route', 'Release', 'Delete', 'Cancel', and 'Re-submit'. The main content area is titled 'General Information' and contains the following fields:

- Solicitation Information:** Solicitation Number: G11292057, Stage: Solicitation, Number of Items: 2, Version: BAGE-in Progress, Net View: Off, Total Amount: \$15,000.00
- General Information:**
  - Owner: BC\_TRN-USGS-user15
  - Requisition Number: 064901066
  - MAS Number: (none)
  - Date Issued: 09/02/2010
  - Type of Solicitation: Z - RFQ
  - Solicitation Procedure: Negotiated Proposal/Quote
  - Anticipated Type of Contract: Fixed-price
  - Depository:
  - MACS Code: 587214
  - Size Standard: 500
  - Buyer: ZOU-SER15
  - Contracting Officer: ZOU-SER15
  - Admin Office: CHA
  - Issuing Office: CHA
  - Primary Product/Service Code: T435
  - SCR %:
  - HUS Zone %:
  - Set Aside:
  - Includes Recovery/Alt Funds: No
  - Electronically Post or Release:
- Response Due:**
  - Date: 10/22/2010
  - Time: 1700 (Use 24 hour format. Example: 2:30 pm = 1430)
  - Time Zone: ET
  - Copies:
- Synopsis:**
  - Synopsized:
  - Date: 08/22/2010
  - Transmitted Date: 08/22/2010
  - Published Date: 08/22/2010
  - Reason Not Synopsized:



# Additional Information

- Complete all applicable Additional Information fields
- Click the “Place of Performance” link

The screenshot displays the PRISM system interface. On the left is a navigation menu with the following items: Solicitation, Main, General, Additional Info (highlighted with a green arrow), Place of Performance, Text, Summary, Items, Package, Supporting Docs, Posting Center, Grants gov, Vendor, Message Center, Evaluation Plan, Analysis, Protests, Validations, Rouse History, Status History, Notifications, Ownership, and Alternative. The main content area is titled 'Solicitation Information' and shows details for Solicitation Number G11R9Q2157, Stage Solicitation, Number of Items 1, Version BASE-In Progress, Net View Off, and Total Amount \$55,000.00. Below this is the 'Additional Information' section with fields for: Technical Point of Contact, Site (GHQ), Agreements Officer, Period of Performance, Is this an IT-related purchase? (No), Potential Amount, Supplies or Services, Construction (No), and GWAC / GSA Purchase. The 'Preproposal Conference' section includes fields for Date, Time (with a note: Use 24 hour format. Example 2:30 pm = 1430), Location, and a Details field.



# Place of Performance

- Add Place of Performance information
- Click the “Text” link

The screenshot displays the PRISM software interface. The top navigation bar includes buttons for 'Route', 'Release', 'Delete', 'Cancel', and 'Renumber'. Below this, the 'Solicitation Information' section shows 'Solicitation Number: G1125Q2157', 'Stage: Solicitation', 'Number of Items: 1', 'Version: BASE-In Progress', 'Net View: Off', and 'Total Amount: \$55,000.00'. The 'Place of Performance' section contains several input fields: 'Code', 'Name', 'Address', 'Address 2', 'Address 3', 'Address 4', 'City', 'State', 'Zip', and 'Country'. A green arrow points to the 'Text' link in the left-hand navigation menu.



# Text

- Enter information for the Text fields
- Click “Summary” link

The screenshot displays the PRISM system interface. On the left is a navigation menu with the following items: Solicitation, Main, General, Additional Info, Place of Perform, **Text**, Summary, Items, Pack, Supporting Docs, Posting Center, Grants gov, Vendor, Message Center, Evaluation Plan, Analysis, Protests, Validations, Route History, Status History, Notifications, Ownership, and Revisions. A green arrow points to the 'Text' menu item. The main window shows the 'Text' tab for Solicitation Number G1125Q2157. The 'Solicitation Information' section includes: Solicitation Number G1125Q2157, Stage Solicitation, Number of Items 1, Version BASE-In Progress, Net View Off, and Total Amount \$55,000.00. The 'Text' section contains four text input fields: Description (IT SUPPLIER), Header Text, Footer Text, and Notes. Each field has a 'Statements' button to its right.



# General Summary

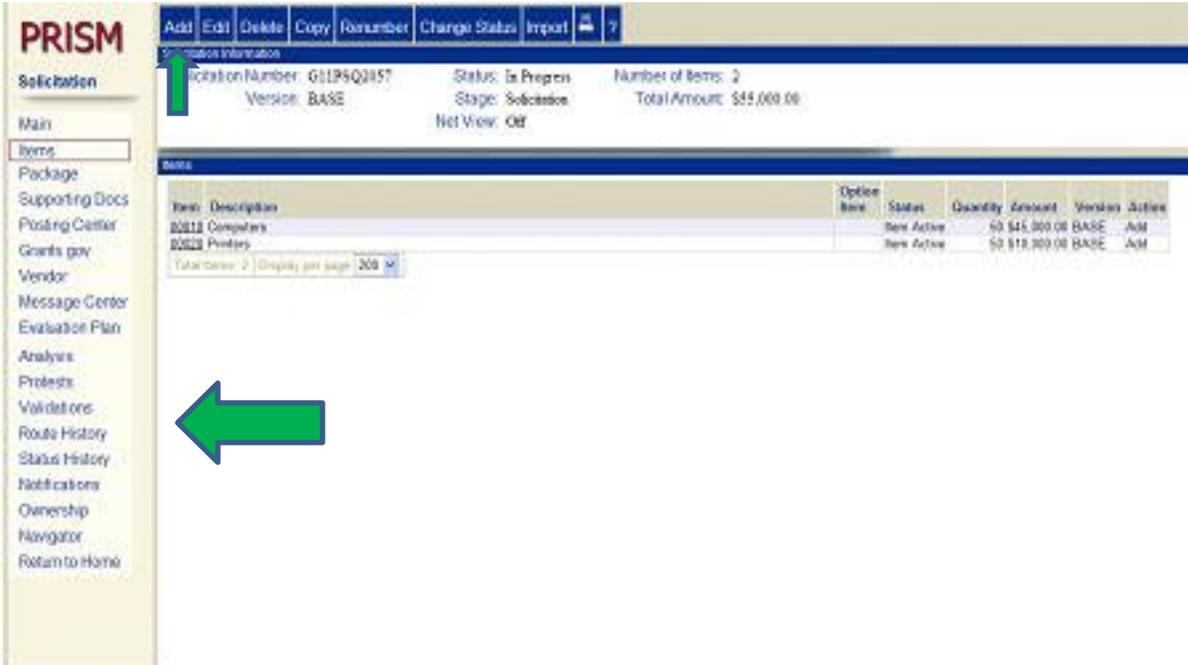
- Review the General Summary
- Click the “Items” link

The screenshot displays the PRISM system interface. On the left is a navigation menu with options like 'General', 'Additional Info', 'Place of Performance', 'Text', 'Summary', 'Items', 'Change', 'Supporting Docs', 'Posting Center', 'Grants.gov', 'Vendor', 'Message Center', 'Evaluation Plan', 'Analysis', 'Protests', 'Validations', 'Recent History', 'SMA History', 'Notifications', 'Ownership', and 'navigator'. A green arrow points to the 'Items' link. The main window shows 'Solicitation Information' with fields for Solicitation Number (D-FY13111), Stage (Solicitation), Number of Items (2), Version (BASE-IN-PROGRESS), Interview (OFF), and Total Amount (\$1,000,000). Below this is the 'General Summary' section, which includes details such as Owner (Karl Mathea), Number of Vendors Solicited (0), Number of Vendors Responded (0), Requisition Number (001000006), Date Issued (06/02/11), Type of Solicitation (1 - RFQ), Solicitation Procedure (FPDS) (Sealed Bid), Anticipated Type of Contract (FPDS) (Fixed-price), Depository (M20), NAICS Code (137214), Size Standard (500), Buyer (Assistant Editor), Contracting Officer (Karl Mathea), Primary Product/Service Code (E006), Primary Product/Service Code Description (LAND TREATMENT PRACTICES SERVICES), SOB % (None), HUB Zone % (None), Set-Aside (None), Includes Recovery Act Funds (No), and Electronically Post on Release (Yes).



# Line Items

- Click “Add” in the blue toolbar to create new line items
- Follow the links to the left side bar to add additional information for each item



The screenshot displays the PRISM software interface. At the top, there is a toolbar with buttons for 'Add', 'Edit', 'Delete', 'Copy', 'Renumber', 'Change Status', and 'Import'. Below the toolbar, the 'Solicitation Information' section shows: Solicitation Number: G11P9Q0157, Status: In Progress, Number of Items: 2, Version: BASE, Stage: Subclass, Total Amount: \$85,000.00, and Net View: Off.

The main content area is titled 'Items' and contains a table with the following data:

Item	Description	Option Base	Status	Quantity	Amount	Version	Action
0011	Computers		New Active	60	\$45,000.00	BASE	Add
0022	Printers		New Active	60	\$18,000.00	BASE	Add

Below the table, it shows 'Total Items: 2' and 'Display per page: 200'. A green arrow points to the 'Items' link in the left sidebar.

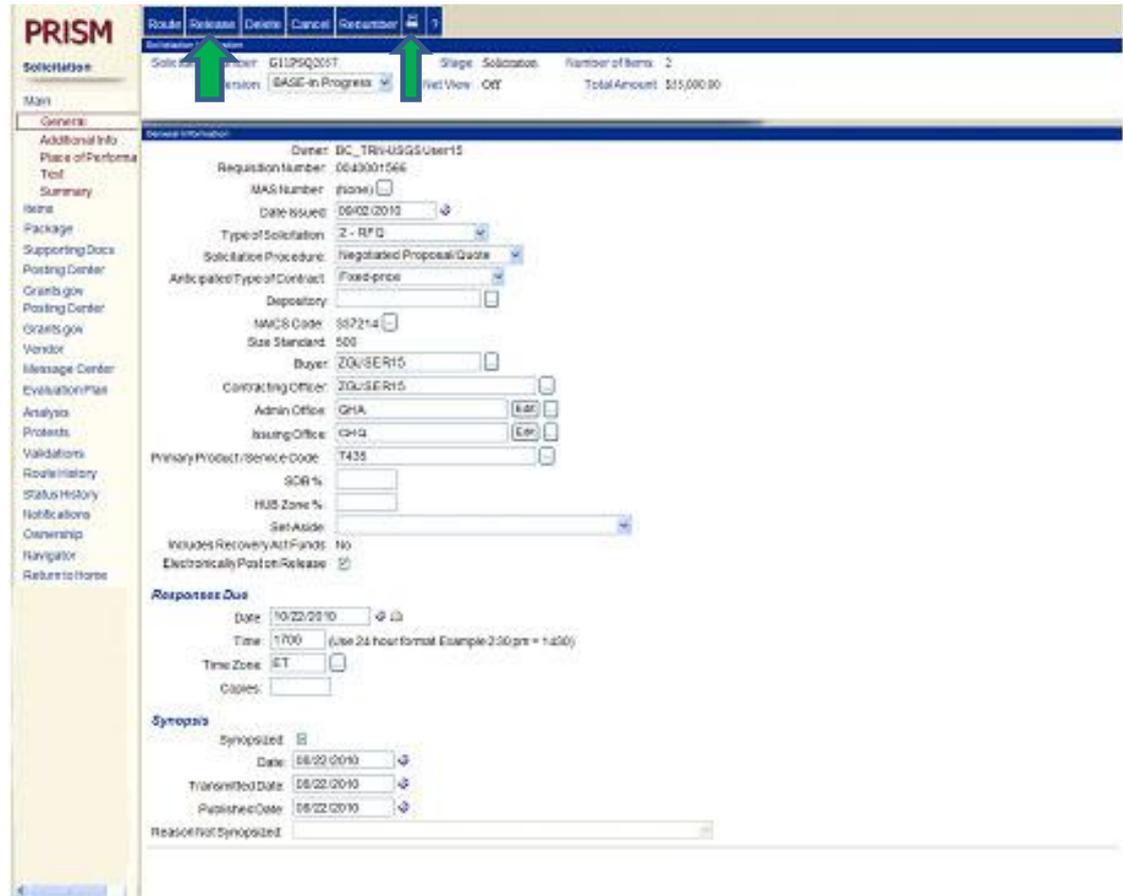


# Release Solicitation

- After all information is complete, click “Release” in the blue toolbar

- Click the printer icon in the blue toolbar to retain a document to reference when posting this solicitation on FedBid  
*Note: The purpose of creating the solicitation on PRISM is to generate the PO number associated with the requisition.*

- You are now ready to begin using FedBid



**PRISM**

Route Release Delete Cancel Re-number

Solicitation: Solicitation Number: G1129Q2017 Stage: Solicitation Number of Items: 2  
Version: BASE-in Progress Print View: Off Total Amount: \$15,000.00

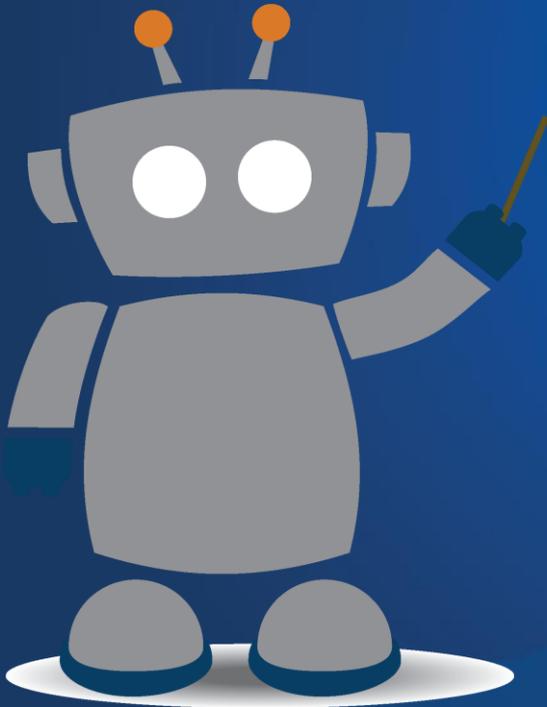
General: Release Information  
Requestion Number: 0643001566  
MAS Number: (none)  
Date Issued: 06/02/2010  
Type of Solicitation: Z - RFP  
Solicitation Procedure: Negotiated Proposal/Quote  
Anticipated Type of Contract: Fixed-price  
Depository:  
MACS Code: 557214  
Size Standard: 500  
Buyer: ZOU/BER15  
Contracting Officer: ZOU/BER15  
Admin Office: GHA  
Issuing Office: CH2  
Primary Product/Service Code: T435  
SCR %:  
HUS Zone %:  
Set Aside:  
Includes Recovery Act Funds: No  
Electronically Post on Release:

Response Due  
Date: 10/22/2010  
Time: 1700 (Use 24 hour format. Example 2:00 pm = 1400)  
Time Zone: ET  
Copies:

Synopsis  
Synopsized:   
Date: 06/22/2010  
Transmitted Date: 06/22/2010  
Published Date: 06/22/2010  
Reason Not Synopsized:



# Navigating Your FedBid Dashboard.



# FedBid Marketplace Login

- Log into the Marketplace with an email address and password
- Be sure to check the box agreeing to comply with the FedBid Terms of Use  
*Note: The box must be checked to login*
- If this is the first time logging into FedBid click 'Create an Account Now' and follow the steps prompted  
*Note: A FedBid Account Manager will reach out to confirm the essential contact information*

BACK TO [FEDBID.COM](#)

## FedBid®

Welcome to the FedBid Marketplace

### Login

Email Address:

Password:

I agree to comply with the FedBid [Terms of Use](#) as posted on the website.

[Forgot Password?](#) [LOG IN](#) ➔

[New to FedBid? Create an Account Now](#)

This marketplace is only for authorized government and commercial Buyers who have received approval of use from their contracting authority.

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# Dashboard View

- The Buyer Dashboard is the “home base” on FedBid and is the first screen that appears after login
- The Dashboard provides enhanced access and capabilities in an easily navigable layout
- Also, the Dashboard provides a snapshot view of all:
  - Draft Buys
  - Open Buys
  - Pending Awards
  - Pending Questions

**FedBid**  
Better Buying | Smarter Selling

Switch Role  
Buyer Dashboard

LOGOUT  
HELP & TRAINING

Dashboard | Current Buys | Buy History | Profile

Start a New Search: Keyword [ ] SEARCH

Welcome, Matthew

**Buyer** AWARDED BUYS TOTAL - 0

**QUICK LINKS**

- Create New Buy
- Edit Draft Buy
- Answer Seller Questions
- Award Buy
- Profile Settings

**NEWS** Ted Leonsis: FedBid saves governments & companies 10-12% on their procurement / Nov 29, 2012

**Buys Snapshot**

Draft Buys (3) | Open Buys (0) | Pending Awards (0) | Pending Questions (0)

You have no Open Buys.

**BUYS PENDING AWARD**

- 0 Over 30 days
- 0 16-30 days
- 0 15 days or less

**QUESTIONS PENDING**

- 0 Buys Closing Today
- 0 Buys Closing - Next 5 Days
- 0 Buys Pending Award

**HELP / VIDEO TRAINING**

- Buyer Help Videos
- Online Help
- Frequently Asked Questions

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# Buyer Dashboard Tabs

- The buyer dashboard consists of 4 tabs allowing access to a number of functionalities
- These tabs (located across the top of the page) include:
  1. Dashboard
  2. Current Buys
  3. Buy History
  4. Profile

**FedBid**

Switch Role  
Buyer Dashboard

LOGOUT

HELP & TRAINING

Better Buying, Smarter Selling

Dashboard Current Buys Buy History Profile

Start a New Search: Keyword SEARCH

Welcome, Matthew

**Buyer** AWARDED BUYS TOTAL - 0

**QUICK LINKS**

- Create New Buy
- Edit Draft Buy
- Answer Seller Questions
- Award Buy
- Profile Settings

**BUYS PENDING AWARD**

- 0 Over 30 days
- 0 16-30 days
- 0 15 days or less

**QUESTIONS PENDING**

- 0 Buys Closing Today
- 0 Buys Closing - Next 5 Days
- 0 Buys Pending Award

**HELP / VIDEO TRAINING**

- Buyer Help Videos
- Online Help
- Frequently Asked Questions

**NEWS** Ted Leonsis: FedBid saves governments & companies 10-12% on their procurement / Nov 29, 2012

**Buys Snapshot**

- Draft Buys 3
- Open Buys 0
- Pending Awards 0
- Pending Questions 0

You have no Open Buys.

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# Dashboard Tab

- By clicking the “Dashboard” tab, this will automatically direct you to the main dashboard page
- The Dashboard tab also provides quick and easy access to news as well as help and training videos

The screenshot shows the FedBid Buyer Dashboard. At the top, the FedBid logo is on the left, and 'Switch Role' and 'Logout' are on the right. Below the logo is the tagline 'Better Buying | Smarter Selling'. The main navigation bar includes 'Dashboard', 'Current Buys', 'Buy History', and 'Profile'. A dropdown menu for 'Dashboard' is open, showing options for '> News', 'NEED HELP', and 'Help/Video Training'. The 'Dashboard' tab is highlighted with a green box. Below the navigation bar is a search bar with a 'SEARCH' button. The main content area is titled 'Buyer' and includes a 'QUICK LINKS' section with options like 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', 'Award Buy', and 'Profile Settings'. There are also sections for 'BUYS PENDING AWARD' and 'QUESTIONS PENDING'. A 'NEWS' section displays a headline 'DPS Saves With Online Auction / Sep 24, 2012'. A 'Buys Snapshot' section shows counts for Draft Buys (3), Open Buys (0), Pending Awards (0), and Pending Questions (0). A message states 'You have no Open Buys.' The footer contains copyright information, a toll-free number (877.9FEDBID), and links for Accessibility Information, Privacy, Terms, Feedback, and Contact Us.



# Current Buys Tab

- The “Current Buys” tab allows easy access all buys including:
  1. Draft Buys
  2. Open Buys
  3. Pending Awards
  4. Pending Questions
- From this page, enables you to toggle between all buys under your name by selecting an individual buy you will then have the ability to review, award, re-post, extend, or edit etc...

The screenshot displays the FedBid Buyer Dashboard. At the top, the FedBid logo is accompanied by the tagline "Better Buying | Smarter Selling". Navigation tabs include "Dashboard", "Current Buys" (highlighted with a green box), "Buy History", and "Profile". A "Start a New Search" field is visible. The user is identified as "Matthew". A sidebar on the left lists "QUICK LINKS" such as "Create New Buy", "Edit Draft Buy", "Answer Seller Questions", "Award Buy", and "Profile Settings". It also shows "BUYS PENDING AWARD" counts (0 for Over 30 days, 0 for 16-30 days, 0 for 15 days or less) and "QUESTIONS PENDING" counts (0 for Buys Closing Today, 0 for Buys Closing - Next 5 Days, 0 for Buys Pending Award). A "HELP / VIDEO TRAINING" section includes "Buyer Help Videos", "Online Help", and "Frequently Asked Questions". The main content area features a "NEWS" section with a link to "DPS Saves With Online Auction / Sep 24, 2012" and a "Buys Snapshot" section with buttons for "Draft Buys (3)", "Open Buys (0)", "Pending Awards (0)", and "Pending Questions (0)". A message states "You have no Open Buys." The footer contains copyright information, a toll-free number (877.9FEDBID), and links for "Accessibility Information", "Privacy", "Terms", "Feedback", and "Contact Us".



# Buy History Tab

- The “Buy History” tab provides easy access to all awarded buys, cancelled buys, and performance alerts
- From this tab you can select any previously processed buys to reference or clone

The screenshot displays the FedBid Buyer interface. At the top, the FedBid logo is accompanied by the tagline "Better Buying | Smarter Selling". Navigation tabs include "Dashboard", "Current Buys", "Buy History", and "Profile". The "Buy History" tab is selected, and its dropdown menu is highlighted with a green box, showing options for "Awarded Buys", "Cancelled Buys", "Performance Alerts", "NEED HELP", and "Help/Video Training". A search bar is located below the navigation tabs. The main content area shows a "Buyer" profile for "Matthew" with a "NEWS" section and a "Buys Snapshot" section. The "Buys Snapshot" section displays counts for Draft Buys (3), Open Buys (0), Pending Awards (0), and Pending Questions (0). Below this, it states "You have no Open Buys." The interface also includes sections for "BUYS PENDING AWARD" and "QUESTIONS PENDING". The footer contains copyright information and contact details.



# The Clone Buy Feature

- Cloning a buy will create a duplicate version of a buy as a draft with a new buy number. All the specifications and information from the cloned buy transferred to the new draft
- This tool can efficiently re-create the structure of a previously successful buy

**FedBid**  
Better Buying | Smarter Selling

Switch Role  
Buyer Dashboard

LOGOUT  
HELP & TRAINING ?

Dashboard | **Current Buys** | Buy History | Profile

Start a New Search: Keyword [ ] SEARCH ?

**Bid Summary for Buy # 441269\_01** BUY STATUS: OPEN

**QUICK LINKS**

- Transfer Buy
- Clone Buy**

**HELP / VIDEO TRAINING**

- Supervisor Help Videos
- Online Help
- Frequently Asked Questions

**Buy Information**

< BACK PDF PAGE PDF PACKAGE

Buyer Organization:  
Buyer Rep:  
Buy Description:  
Internal Description:  
Solicitation #:  
Start Date / Time:  
End Date / Time:  
Status: Open ( [Buy Activity Report](#) )

**FedBid**  
Better Buying | Smarter Selling

LOGOUT  
BACK TO DASHBOARD HELP & TRAINING ?

**Clone Buy #441269\_01**

**Alert Message**

You are about to Clone your Buy. This will create a new Draft Buy with a new Buy number using information copied from this Buy.  
Do you wish to proceed? **YES** **NO**

Note: Please review all Buy Terms, Conditions and Attachments to confirm accuracy and applicability prior to posting.

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# Profile Tab

- The “Profile” tab provides the following capabilities:
  - Update any profile information
  - Change password
  - Manage your shipping/delivery address book
  - Create and manage Seller Communities
  - Create and edit pre-populated Buy Terms for both contract and open market buys

The screenshot displays the FedBid web application interface. At the top, the FedBid logo is accompanied by the tagline "Better Buying | Smarter Selling". Navigation tabs include "Dashboard", "Current Buys", "Buy History", and "Profile". The "Profile" tab is highlighted with a green box, and its dropdown menu is also highlighted, showing options: "My Profile", "Change Password", "Address Book", "Seller Communities", "Buy Terms", "NEED HELP?", and "Help/Video Training". The user is identified as "Matthew". The main content area shows a "Buyer" section with "QUICK LINKS" (Create New Buy, Edit Draft Buy, Answer Seller Questions, Award Buy, Profile Settings), "BUYS PENDING AWARD" (0 Over 30 days, 0 16-30 days, 0 15 days or less), "QUESTIONS PENDING" (0 Buys Closing Today, 0 Buys Closing - Next 5 Days, 0 Buys Pending Award), and "HELP / VIDEO TRAINING" (Supervisor Help Videos, Online Help, Frequently Asked Questions). A "Buys Snapshot" section shows 3 Draft Buys, 0 Open Buys, 0 Pending Awards, and 0 Pending Questions, with a message: "You have no Open Buys." The footer contains copyright information, a toll-free number (877.9FEDBID), and links for Accessibility Information, Privacy, Terms, Feedback, and Contact Us.



# Quick Links

- The FedBid dashboard is equipped with quick links located down the left-hand side of the page
- The Quick Links provide easy access a number of functionalities pertaining to a buy including:
  1. Create New Buy
  2. Edit Draft Buy
  3. Answer Seller Questions
  4. Award Buy
  5. Profile Settings
- Buys Pending Award is real time snapshot of all pending buys, categorized the length of time since the buy end date & time
- Questions Pending is real time snapshot of all pending questions categorized the length of time since the seller submitted a question

The screenshot displays the FedBid dashboard interface. At the top, there is a navigation bar with the FedBid logo and the tagline "Better Buying | Smarter Selling". The navigation tabs include "Dashboard", "Current Buys", "Buy History", and "Profile". A search bar is located below the navigation tabs. The main content area is divided into several sections. On the left, a sidebar contains "QUICK LINKS" (Create New Buy, Edit Draft Buy, Answer Seller Questions, Award Buy, Profile Settings), "BUYS PENDING AWARD" (0 Over 30 days, 0 16-30 days, 0 15 days or less), "QUESTIONS PENDING" (0 Buys Closing Today, 0 Buys Closing - Next 5 Days, 0 Buys Pending Award), and "HELP / VIDEO TRAINING" (Buyer Help Videos, Online Help, Frequently Asked Questions). The main content area includes a "NEWS" section with a link to "Ted Leonsis: FedBid saves governments & companies 10-12% on their procurement / Nov 29, 2012", a "Buys Snapshot" section with counts for Draft Buys (3), Open Buys (0), Pending Awards (0), and Pending Questions (0), and a message stating "You have no Open Buys." The footer contains copyright information and contact details.



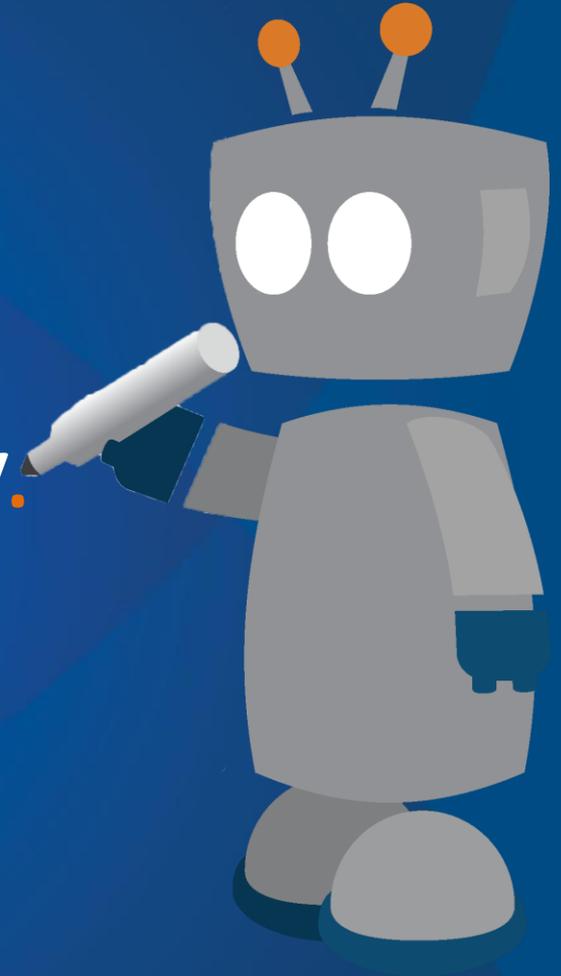
# Search Function

- The search tool located below the dashboard tab allows you to search for any buy through one of the following methods:
  - Keyword
  - Buy Number
  - Solicitation Number
  - Buy Description
  - Internal Description
  - PO Number

The screenshot displays the FedBid Buyer Dashboard. At the top, the FedBid logo is on the left, and navigation links for 'Switch Role' (set to 'Buyer Dashboard'), 'LOGOUT', and 'HELP & TRAINING' are on the right. Below this is a navigation bar with tabs for 'Dashboard', 'Current Buys', 'Buy History', and 'Profile'. A search bar is located below the navigation bar, with a dropdown menu set to 'Keyword' and a 'SEARCH' button. A green arrow points to the 'SEARCH' button. Below the search bar, a welcome message reads 'Welcome, Matthew'. The main content area is titled 'Buyer' and includes a 'QUICK LINKS' section with options like 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', 'Award Buy', and 'Profile Settings'. There is also a 'NEWS' section with a link to 'Ted Leonsis: FedBid saves governments & companies 10-12% on their procurement / Nov 29, 2012'. A 'Buys Snapshot' section shows counts for 'Draft Buys (3)', 'Open Buys (0)', 'Pending Awards (0)', and 'Pending Questions (0)'. Below this, it states 'You have no Open Buys.' There are also sections for 'BUYS PENDING AWARD' (with categories: Over 30 days, 16-30 days, 15 days or less) and 'QUESTIONS PENDING' (with categories: Buys Closing Today, Buys Closing - Next 5 Days, Buys Pending Award). At the bottom, there is a 'HELP / VIDEO TRAINING' section with links for 'Buyer Help Videos', 'Online Help', and 'Frequently Asked Questions'. The footer contains copyright information: '© 2001- 2013 FedBid Inc., All Rights Reserved' and contact information: 'Toll-free: 877.9FEDBID | Accessibility Information | Privacy | Terms | Feedback | Contact Us'.



# How to Post a FedBid Buy.



# Click Create New Buy

- To create a Buy on FedBid, begin by selecting “Create New Buy” in the Quick Links section

The screenshot displays the FedBid Supervisor Dashboard. At the top, the FedBid logo is accompanied by the tagline "Better Buying | Smarter Selling". Navigation tabs include "Dashboard", "Current Buys", "Buy History", and "Profile". A search bar is present with a "SEARCH" button. A welcome message for "Matthew" is shown. The "Buyer" section contains a "QUICK LINKS" sidebar where "Create New Buy" is highlighted with a green arrow. Other quick links include "Edit Draft Buy", "Answer Seller Questions", "Award Buy", and "Profile Settings". The main content area shows a "Buys Snapshot" with counts for Draft Buys (3), Open Buys (0), Pending Awards (0), and Pending Questions (0). A message states "You have no Open Buys." The footer contains copyright information and contact details.



# Create a Buy: Start Buy

- Set the following parameters for the buy:
  - Buy Description
  - Internal Description
  - Solicitation No.
  - If needed, check the FedBizOpps Solicitation box to post a Combined Synopsis Solicitation on FBO that will mirror the FedBid Buy
- Set the Buy End Date & Time
  - Note the times available to close a Buy are Eastern Standard Time*
- Select a contract vehicle
- Select a seller community
  - Note only sellers in the selected community can see or bid on a Buy and a Seller community may limit competition – the default community is FedBid Seller Community for all qualified Sellers*
- Select the set-aside requirement
- Choose one purchase description:
  - Exact Match Only
  - Brand Name or Equal
  - Meet or Exceed
  - Purchase Description Determined by Line Item
- Select an award type

**Create Buy**

1 START BUY 2 SELECT CATEGORY 3 LINE ITEMS 4 BUY TERMS 5 ADDITIONAL INFO 6 CONFIRM BUY

**Buy Information**

Buyer Organization:  ?

Buy Description:  ?

Internal Description:  ?

*Info Seller will NOT see the Internal Description entry.*

Solicitation No:  ?

FedBizOpps Solicitation:  Select this box to post this Buy to FedBizOpps ?

Citing Federal Acquisition Circular No:  ?

Recovery Act: Yes  No  ?  
Selecting "Yes" will add "RECOVERY" to the front of the Buy Description per [OMB Guidance](#).

Option Buy: Yes  No  ?

Buy End Date/Time:   ET ?

Contract Vehicle:  ?

Seller Community: **Please select one Seller Community** ?

- FedBid Seller Community (All qualified Sellers can bid)
- FSSI Print Management Functional Area I ?
- FSSI Print Management Functional Area II ?
- NASA SEWP IV Group B: SDVOSB (Excludes Other than Small Business) ?
- NASA SEWP IV Group C: Small Business Set-Aside (Excludes Other Than Small Business) ?
- NITCP - Computers BPA ?
- NITCP - Monitors ?
- NITCP BPA - Computer Tablets and Accessories BPA ?
- NITCP BPA - Mobile Solutions BPA ?

[CREATE NEW SELLER COMMUNITY](#)

Set-Aside Requirement:  ?

Purchase Description:  ?

Award Type:  ?

[< BACK](#) [COMMENTS](#) [EXIT](#) [SAVE](#) [CONTINUE >](#)

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# Create a Buy: Select Category

- Select the product or service category and subcategory that best describe the requirement

*Note: The codes in FedBid are consistent with the Federal Supply Codes*

•To select a category you can search by Code Name or Number utilizing the search feature. Additionally you can select “Browse All Categories” and choose from a list of all categories and subcategories.

•Should further clarification be necessary, the Product and Service Category Info document is available to assist with the selection process.



The screenshot shows the FedBid 'Create Buy' interface. At the top, there's a navigation bar with 'FedBid' logo, 'Better Buying | Smarter Selling' tagline, and links for 'LOGOUT', 'BACK TO DASHBOARD', and 'HELP & TRAINING'. Below this is a 'Create Buy' header with a progress indicator showing steps: 1. START BUY, 2. SELECT CATEGORY (current), 3. LINE ITEMS, 4. BUY TERMS, 5. ADDITIONAL INFO, 6. CONFIRM BUY. A message states: 'You have the following errors: 1. Please select Category and Subcategory.' The main content area is titled 'Select Category / Subcategory' and features two tabs: 'Product Categories' and 'Service Categories'. A search bar is labeled 'Search by Code Name or Number' with a 'Browse All Categories' link. A green arrow points to the search bar. A 'Product and Service Category Info' document icon is visible in the top right. At the bottom, there are links for '< BACK', 'COMMENTS', and 'EXIT'. The footer contains copyright information: '© 2001- 2013 FedBid Inc., All Rights' and 'Toll-free: 877.9FEBID | Accessibility Information | Privacy | Terms | Feedback | Contact Us'.

# Create a Buy: Line Items

- Enter the line item(s) description, quantity, and unit of issue

*Note: The number of line items on FedBid should mirror the number of line items on the purchase request*

*\*If there several line items, the FedBid DOI team is available to provide administrative support for drafting the Buy*

- The Buy Attachments feature is available to provide additional information for Sellers

*Note: SF 18, Request for Quotation, and SF 1449, Solicitation/Contract/ Order for Commercial Items shall not be attached*

The screenshot shows the FedBid 'Create Buy' interface. At the top, there is a navigation bar with 'FedBid' logo, 'LOGOUT', 'BACK TO DASHBOARD', and 'HELP & TRAINING'. Below this is a 'Create Buy' header with a progress indicator showing steps: 1. START BUY, 2. SELECT CATEGORY, 3. LINE ITEMS (highlighted), 4. BUY TERMS, 5. ADDITIONAL INFO, 6. CONFIRM BUY. The main content area is divided into two sections: 'Line Item(s)' and 'Buy Attachment(s)'. The 'Line Item(s)' section has a table with columns 'Item No.', 'Item Description', 'Qty', and 'Unit'. A green arrow points to the 'Item Description' column. Below the table, there is a 'Delete Line Item' button. The 'Buy Attachment(s)' section has a table with columns 'No.', 'Document', 'Size', and 'Add / Remove'. Below the table, there is an 'Add Attachment' button with a green arrow pointing to it. At the bottom, there are buttons for '< BACK', 'COMMENTS', 'EXIT', 'SAVE', and 'CONTINUE >'. The footer contains copyright information and links for 'Toll-free: 877.9FEDBID', 'Accessibility Information', 'Privacy', 'Terms', 'Feedback', and 'Contact Us'.



# Create a Buy: Buy Terms

- Active Buy Terms are set for Sellers to agree that they adhere and can comply with for the Buy
- The Buy Terms can be reviewed, edited, added or deactivated – all changes to Buy Terms will be recorded by clicking 'Update Terms'
- To deactivate a Buy Term, uncheck the term's box then click 'Update Terms', the deactivated Buy Term will then show up in the Inactive Buy Terms section
- To activate an Inactive Buy Term, check the term's box then click 'Update Terms', the previously deactivated Buy Term will then show up in the Active Buy Terms section

The screenshot displays the 'Create Buy' workflow in the FedBid system. The 'BUY TERMS' step is active. The 'Active Buy Terms' section lists three terms: 'Equipment Condition', 'Offer Period', and 'Shipping Condition'. Each term has a checked 'Active' checkbox and an 'Update Terms' button. The 'Inactive Buy Terms' section lists two terms: 'CCR Requirement' and 'Commercial Terms Terms and Conditions'. Each term has an unchecked 'Active' checkbox and an 'Update Terms' button. A green arrow points from the 'Update Terms' button in the Inactive section to the 'Update Terms' button in the Active section, indicating the transition of a term's status. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'EXIT', 'SAVE', and 'CONTINUE'.



# Create a Buy: Additional Information

## Target Price Information

- Enter the total target price for the requirement – the target price is the best estimate of the current market price for a product or service  
*Note: If target price is based on a quote, input the exact amount down to the penny*
- Select a bid decrement – the bid decrement is the minimum amount by which a Seller must lower their bid in order to rebid
- Assure the box is checked to 'Make Target Price Active', if the target price is valid for Sellers to compete against
- Include a Suggested Seller – a suggested seller may be a seller from market research, an incumbent, or a local vendor  
*Note: FedBid's Market Operations Team will ensure that any and all suggested sources are notified*

## Add Shipping Information

- Use drop down menu to select a shipping address or special shipping instructions
- If needed, create new shipping addresses using the "manage address book feature"
- Input the delivery days and select whether it is 'Required' or 'Preferred'

## Seller Attachments

- By enabling seller attachments, you have the ability to dictate what (non-pricing) materials you would like vendors to submit along with their bids

The screenshot shows the 'Create Buy' process on the FedBid website, specifically the 'Additional Information' step. The page is titled 'FedBid Better Buying | Smarter Selling' and includes navigation links for 'BACK TO DASHBOARD' and 'HELP & TRAINING'. The main content area is divided into several sections:

- Target Price Information:** Includes fields for 'Bid Decrement' (set to \$1) and 'Total Target Price'. A note states: 'The minimum amount by which a Seller must lower his/her Bid in order to Rebid.' There is a checkbox for 'Make Target Price Active' which is checked. A warning message says: 'Seller will NOT see the target price. Includes shipping and handling. If the Target Price is Active, Bids must be lower than the Target Price to show LEAD status.'
- Suggested Seller(s):** A section for entering seller information. It includes fields for 'Company Name', 'Phone', 'First Name', 'Last Name', and 'Email'. There are buttons for 'Delete Seller' and 'Add Seller'. A checkbox for 'No Suggested Sellers' is present.
- Add Shipping Information:** A section for selecting a shipping address. It includes a dropdown menu for 'Shipping Address' and a 'Manage Address Book' link. There is a field for 'Delivery Days' (set to 30) and radio buttons for 'Required' (selected) and 'Preferred'.
- Seller Attachment(s):** A section for adding attachments. It includes a note: 'Please describe below any additional information you may require. Enter all non-pricing information that you require Sellers to include in attachment(s) to their online Bid. Attachment(s) can total no more than 6 MB, whether multiple files or one file. All attachments must be submitted with the Seller's Bid prior to the closing date and time of the Buy.' There are radio buttons for 'Attachments required' (selected) and 'Attachments not required'. A text area for providing details is also present.
- Buy Attachment(s):** A table for listing attachments. The table has columns for 'No.', 'Document', and 'Size'. It currently shows 'No documents attached.' and an 'Add Attachment' button.

At the bottom of the page, there are navigation buttons: 'BACK', 'COMMENTS', 'EXIT', 'SAVE', and 'CONTINUE'. The footer contains copyright information: '© 2001- 2013 FedBid Inc., All Rights Reserved' and contact information: 'Toll-free: 877-9FEBID | Accessibility Information | Privacy | Terms | Feedback | Contact Us'.



# Create a Buy: Confirm Buy

- Review the Buy's information to confirm all data input is correct and accurate

*Note: If any information is not present an (!) will appear in the appropriate incomplete tab(s)*

- When all information has been confirmed, click "Post Buy" to post it live to the Marketplace


LOGOUT

BACK TO DASHBOARD
HELP & TRAINING

---

START BUY
SELECT CATEGORY
LINE ITEMS
BUY TERMS
ADDITIONAL INFO
CONFIRM BUY

### Confirm Buy Information

Buyer Organization:	EDU P5AAcquisitions - Department of Education
Buy Description:	SAMPLE FOR TRAINING - description
Internal Description:	SAMPLE FOR TRAINING - Internal description
Solicitation No.:	123456789
Set-Aside Requirement:	No Set-Aside Restriction
End Date:	01/31/2012
End Time:	16:00 ET
Purchase Description:	Brand Name or Equal
Contract Vehicle:	Open Market
Recovery Act:	No
Award Type:	Purchase Order or Delivery Order
Seller Community:	FedBid Seller Community (All qualified Sellers can bid)

### Target Price / Suggested Sellers

Total Target Price: \$100.00 - Target Price is Active

Bid Decrement: 5%

Company Name	Phone	Sales Rep	Email
SUPPLY GOING	555-555-4444	John Doe	jd@supplydemo

### Category / Subcategory

Category: 10 -- Ships, Small Craft, Pontoons, and Floating Docks

Subcategory: 1900 -- Floating Dry-docks

### Bidding Requirements

**Open Market:** Open Market bids are accepted in this solicitation; however please refer to the specifications below, including "Set-Aside Requirement" provision, for additional requirements. Sellers must not bid more than their applicable contract selling price, excluding the FedBid Fee, for contract specific items.

**Brand Name or Equal:** The Buyer is allowing Sellers to submit bids for alternate items, provided those items meet all of the salient physical, functional, or performance characteristics specified by this solicitation. Sellers MUST enter exactly what they are bidding (including make, model and description) into the blank description field in order for the bid to be considered. The Buyer will evaluate equal items on the basis of information furnished by the Seller or identified in the bid and reasonably available to the Buyer. The Buyer is not responsible for locating or obtaining any information not identified in the Bid.

**Minimum Bid Decrement is 5%:** The Buyer is requiring that any rebid must be lower than the "current bid price" by this amount. The reduction is based on the total order and must be satisfied within the rebid minimum.

**Purchase Order or Delivery Order:** Buyer intends to issue award using a purchase order or delivery order. Bids from Sellers unable to accept purchase orders or delivery orders will not be considered for award.

### Buy Terms

Title	Criteria
Equipment Condition	New Equipment ONLY; NO remanufactured or "gray market" items. All items must be covered by the manufacturer's warranty.
Offer Period	Bid MUST be good for 30 calendar days after close of Buy.
Shipping Condition	Shipping must be free on board (FOB) destination CONUS (Continental U.S.), which means that the seller must deliver the goods on its conveyance at the destination specified by the buyer, and the seller is responsible for the cost of shipping and risk of loss prior to actual delivery at the specified destination.

### Delivery and Shipping Information

Delivery Days: 30 Days - Required (No. of calendar days after receipt of order (ARO) by which Buyer requires Seller to deliver)

Shipping Address: PURCHASE CARD, 6550 TELECOM DRIVE, INDIANAPOLIS, IN 46276

### Line Item(s)

Item No.	Item Description	Qty	Unit
001	floating dock model 34XT07	10	EA

### Buy Attachment(s)

No.	Document	Size
No documents attached.		

BACK
COMMENTS
EXIT
SAVE
POST BUY

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# Create an Award on PRISM

# Create an Award in PRISM

- At the conclusion of the competition and pre-award due diligence for the source selection, click the “Create” link in the Documents section

*Note: The PDF Package is available in FedBid for documentation of competition and the Buy’s results*

PRISM

Welcome Rhonda Gore

Help | My Profile | Sign Out

Document:  Go

There are 0 unread messages in your inbox.  
Click here to view.

Recent Documents

No recent documents have been found.

Quick Links

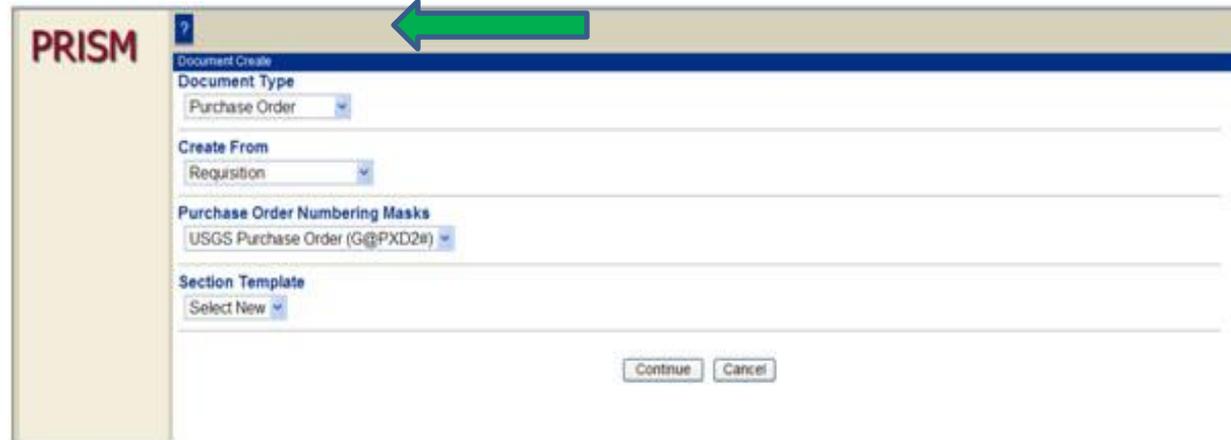
- About the Enhancements in This Release
- ASAP
- Contract Checklist for Using ARRA Funds
- Dept. of Labor Wage Determination
- EEO Pre-Award clearance
- Excluded Parties List System (EPLS)
- FedConnect
- Federal Acquisition Regulations (FAR)
- Federal Business Opportunities
- FPDS - Run Reports
- Grants.gov
- GSA Advantage!
- GSA Debarment
- Past Performance Information Retrieval
- Small Business Administration Hubzone
- US Census Bureau - NAICS
- CompuSearch

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# Select Award Type

- Select an Award Type from the “Document Type” drop down menu



**PRISM** ?

Document Create

Document Type  
Purchase Order

Create From  
Requisition

Purchase Order Numbering Masks  
USGS Purchase Order (G@PXD2#)

Section Template  
Select New

Continue Cancel



# Create Award From Requisition

- Click the “Select All” button, then; click the “Create” button

Search Criteria

Display Hide Search Criteria Cancel ?

Create Purchase Order from Requisition

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner	Buyer
Y	0040001837	04/14/2011	UGS ACQ Acquisition Requisitioner	ZGAQREQSNR	UGS ACQ Acquisition Requisitioner	

Page 1 of 1 (1 results found)

Site

Include Related Sites:

Requisitioner

Buyer

Originating Office

Released Date Range

Start Date

End Date

Sort by

Requisition Number

Max Results

100

Results per Page

5

Line Item Selection

Select	Item Number	Description	Product	Qualifier	Unit	Quantity	Amount	Line Item Type
<input type="checkbox"/>	00010	fish Tank	2060	By Quantity	EA	1	\$100.00	Not Specified

Select All Create



# Clause Template Selection

- Complete applicable information fields
- Make all necessary selections
- Click “Continue” button

Clause Template Selection

Template Name:

Site:   Include Related Sites  Include Public

Max Results:  Results per Page:

Clause Template Name	Site
ARCHITECT-ENGINEERING	Public
COMMERCIAL ITEMS (NON-UCE)	Public
COMMERCIAL ITEMS (UCE)	Public
COMMUNICATION SERVICES	Public
COST REIMBURSEMENT-CONSTRUCTION	Public

Page 1 of 6 (30 results found)

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Section Selection

Include	Section Number	Section Title	Section Type
<input type="checkbox"/>	A	Solicitation/Contract Form	Solicitation/Contract Form
<input type="checkbox"/>	B	Supplies or Services/Prices	Supplies or Services and Prices
<input type="checkbox"/>	C	Description/Specifications	Statement of Work
<input type="checkbox"/>	D	Packaging and Marking	Packaging and Marking
<input type="checkbox"/>	E	Inspection and Acceptance	Inspection and Acceptance
<input type="checkbox"/>	F	Deliveries or Performance	Deliveries or Performance
<input type="checkbox"/>	G	Contract Administration Data	Contract Administration Data
<input type="checkbox"/>	H	Special Contract Requirements	Special Contract Requirements
<input type="checkbox"/>	I	Contract Clauses	Contract Clauses
<input type="checkbox"/>	J	List of Documents, Exhibits and Other Attachments	List of Documents, Exhibits and Other Attachments
<input type="checkbox"/>	K	Representations, Certifications, and Other Statements of Bidders	Representations, Certifications, and Other Statements of Bidders
<input type="checkbox"/>	L	Instructions, Conditions, and Notices to Bidders	Instructions, Conditions, and Notices to Bidders
<input type="checkbox"/>	M	Evaluation Factors for Award	Evaluation Criteria



# General Information

- Complete all applicable general information fields
- Click the “Additional Info” link to continue adding information about the award  
*Note: This process is similar to that utilized for creating a solicitation*
- If a requisition is to include option periods/quantities in FedBid, unexercised option lines should be included in the PRISM award  
*Note: An award modification will be required in PRISM when options are awarded in FedBid.*

**PRISM**

Route Release Delete Cancel FPDS Renumbr ?

**Purchase Order**

Purchase Order Information

PO Number: G11PXD2033 Stage: Award Obligation: \$100.00

Version: BASE-In Progress Net View: Off Total Amount without Options: \$100.00

Number of Items: 1 Total Amount: \$100.00

Main

- General
- Additional Info
- Fund Tracking
- Performance
- Te
- Payments
- Discount
- Summary
- Items
- Vendor
- Recurring Obligation
- Synopsis
- Package
- Supporting Docs
- FedConnect
- Summary Report
- Protests
- Claims
- Validations
- Route History
- Status History
- Notifications
- Suspense Items
- Ownership
- Navigator
- Return to Home

**General Information**

Owner: Rhonda Gore

Requisition Number: 0040001837

Solicitation Number: (None)

Purchase Order is:  Priced  Unpriced

Award Date: 04/14/2011

Effective Date: 04/14/2011

Admin Office: [ ] [Edit]

Issuing Office: G00 [Edit]

Invoice Office: [ ] [Edit]

Vendor: [ ]

Buyer: RGORE [ ]

Type of Warrant Required: (None)

Contracting Officer: [ ]

Contracting Officer Representative: [ ]

Administrative Contracting Officer: [ ]

Primary Product / Service Code: 2060 [ ]

Period of Performance: [ ] to [ ]

Includes Recovery Act Funds: No



# Release Award

- After all award information is added, click “Release” in the blue toolbar

The screenshot shows the PRISM system interface for a Purchase Order. At the top, a blue toolbar contains buttons for 'Route', 'Release', 'Delete', 'Cancel', 'FPDS', 'Renumber', and a help icon. A green arrow points to the 'Release' button. Below the toolbar, the 'Purchase Order Information' section displays: PO Number: 11PX02033, Stage: Award, Obligation: \$100.00, Version: BASE-In Progress, Net View: Off, Total Amount without Options: \$100.00, and Total Amount: \$100.00. The 'General Information' section includes: Owner: Rhonda Gore, Requisition Number: 0040001837, Solicitation Number: (None), Purchase Order is: Priced (selected), Award Date: 04/14/2011, Effective Date: 04/14/2011, Admin Office: GHA, Issuing Office: G00, Invoice Office: G000 INV, Vendor: 0070109208 (A2D TECHNOLOGIES, INC), Buyer: RGOE, Type of Warrant Required: OM SUPPLY, Contracting Officer: ZGAQCNTROFF, Contracting Officer Representative, Administrative Contracting Officer, Primary Product / Service Code: 2060, Period of Performance, and Includes Recovery Act Funds: No. A left-hand navigation menu lists various options like 'Additional Info', 'Funds Tracking', 'Place of Performance', 'Text', 'Payments', 'Discount', 'Summary', 'Items', 'Vendor', 'Recurring Obligation', 'Synopsis', '# Package', 'Supporting Docs', 'FedConnect', 'Summary Report', 'Protests', 'Claims', 'Validations', 'Route History', 'Status History', 'Notifications', 'Suspense Items', 'Ownership', 'Navigator', and 'Return to Home'.



# Complete Award

- Review completed award information
- You can now award the buy in FedBid!

**PRISM**

Route | Mark As Complete | Modify | Closeout | Cancel | Hold | FPDS | ?

**Purchase Order**

PO Number: G11PXD2033      Stage: Released Award      Obligation: \$100.00  
Version: BASE-Released      Net View: Off      Total Amount without Options: \$100.00  
Number of Items: 1      Total Amount: \$100.00

Main

General

Additional Info  
Funds Tracking  
Place of Performance  
Text  
Payments  
Discount  
Summary

Items

Vendor

Recurring Obligation

Synopsis

Package

Supporting Docs

FedConnect

Summary Report

Protests

Claims

Validations

Route History

Status History

Notifications

Suspense Items

Ownership

Navigator

Return to Home

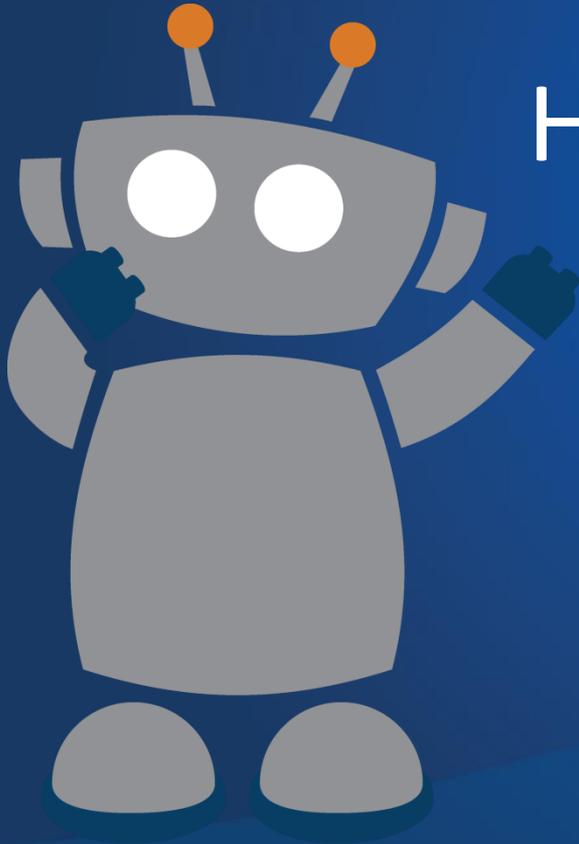
**General Information**

Current Buyer: Rhonda Gore  
Owner: Rhonda Gore  
Requisition Number: 0040001837  
Solicitation Number: (None)  
Purchase Order is: Priced  
Award Date: 04/14/2011 ☐  
Effective Date: 04/14/2011  
Vendor: A2D TECHNOLOGIES, INC  
Buyer: Rhonda Gore  
Type of Warrant Required: OM SUPPLY  
Contracting Officer: USGS Acquisition  
Contracting Officer Representative: (None)  
Administrative Contracting Officer: (None)  
Primary Product / Service Code: 2060  
Primary Product / Service Code Description: COMMERCIAL FISHING EQUIPMENT  
Period of Performance: (None) ☐  
Includes Recovery Act Funds: No

Admin Office Code: GHA  
Name: USGS Off. of Acquisitions & Grants  
Address 1: Acquisitions Branch  
Address 2: 205 National Center  
Address 3: 12201 Sunrise Valley Drive  
Address 4: (None)  
City: Reston  
State: VA  
Postal Code: 20192  
Country: US

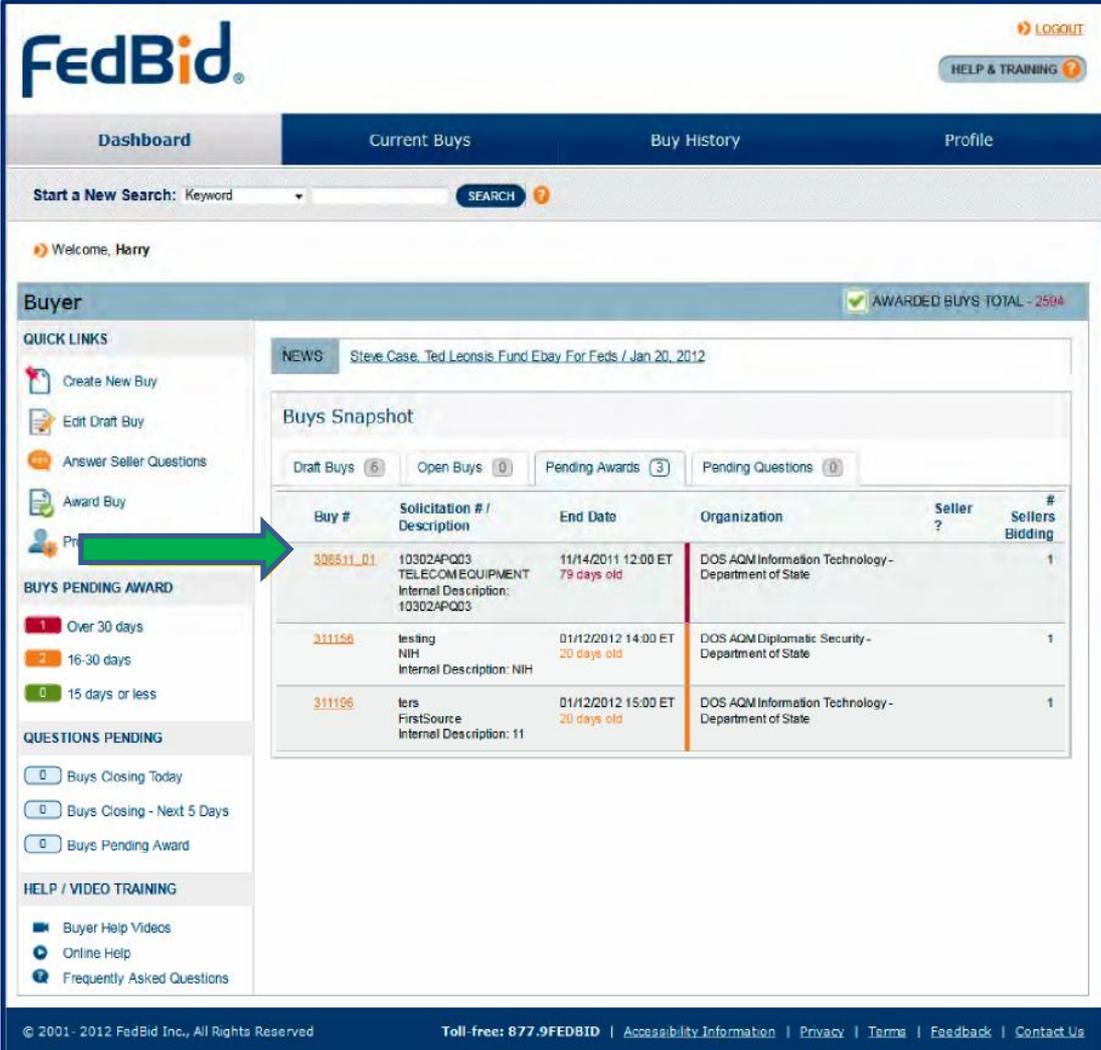


# How to Close a FedBid Buy.



# How to Award a FedBid Buy

- When the buy has closed and after the pre-award due diligence is complete the Buy can be closed out on the Marketplace to reflect the award
- To close out the Buy on FedBid, begin by locating the Buy under “Pending Award Buys”



The screenshot shows the FedBid Buyer dashboard. The top navigation bar includes 'Dashboard', 'Current Buys', 'Buy History', and 'Profile'. A search bar is located below the navigation. The main content area is titled 'Buyer' and features a 'Buys Pending Award' section. A green arrow points to the first row of the 'Buys Snapshot' table.

Buy #	Solicitation # / Description	End Date	Organization	Seller ?	# Sellers Bidding
308511_01	10302APQ03 TELECOM EQUIPMENT Internal Description: 10302APQ03	11/14/2011 12:00 ET 79 days old	DOS AQM Information Technology - Department of State		1
311156	testing NIH Internal Description: NIH	01/12/2012 14:00 ET 20 days old	DOS AQM Diplomatic Security - Department of State		1
311156	ters FirstSource Internal Description: 11	01/12/2012 15:00 ET 20 days old	DOS AQM Information Technology - Department of State		1



# Bid Results

- In viewing the Buy results, each Buy will include the number of sellers notified, number bidding, number of total bids, and number of sellers declining to bid (No Bids)
- To view a Seller's bid, click on the hyperlink of the Seller's name to view the full details (where Buyer may select/accept a bid)

**FedBid** LOGOUT HELP & TRAINING

Dashboard **Current Buys** Buy History Profile

Start a New Search: Keyword  SEARCH

**Bid Summary for Buy # 312158** BUY STATUS: PENDING AWARD

**QUICK LINKS**

- Extend Buy
- Repost Buy
- Clone Buy
- Cancel Buy

**HELP / VIDEO TRAINING**

- Buyer Help Videos
- Online Help
- Frequently Asked Questions

**Buy Information**

[< BACK](#) PDF PAGE PDF PACKAGE

**Buy Information**

Buyer Organization: EDU FSA Acquisitions - Department of Education  
Buy Description: SAMPLE FOR TRAINING - description  
Internal Description: SAMPLE FOR TRAINING - internal description  
Solicitation #: 123456789  
Start Date / Time: 01/26/2012 15:20:06 ET  
End Date / Time: 01/26/2012 16:30:00 ET  
Status: Pending Award ([Buy Activity Report](#))

**Bid Stats**

Buy Description	Sellers Notified	Sellers Bidding	Bids	No Bids
<a href="#">SAMPLE FOR TRAINING - description</a>	2211	1	1	0

**Bid Information**

Seller	Bid #	Experian	About	ActivityCard	Alert	Del. Days	Total Price	Perf. Alert
<a href="#">FEDBID DEMO ACCOUNT (DUNS_020792267)</a>	13865631					10	\$772.50	<a href="#">Create/Edit</a>

[< BACK](#) CREATE COMMENT

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# Review Bid Details

- The FedBid PDF Package provides documentation to support a Buyer's pre-award due diligence
- Click "PDF Page" to create a printable/savable document of that individual page, or click "PDF Package" to create a document containing the complete Buy Summary and top 3 bids

**FedBid** LOGOUT HELP & TRAINING

Dashboard **Current Buys** Buy History Profile

Start a New Search: Keyword

**Bid Summary for Buy # 312158** BUY STATUS: PENDING AWARD

**QUICK LINKS**

- Accept Bid
- Repost Buy
- Clone Buy
- Cancel Buy

**HELP / VIDEO TRAINING**

- Buyer Help Videos
- Online Help
- Frequently Asked Questions

**Buy Information**

Buyer Organization: DOS AQM Diplomatic Security - Department of State  
Buy Description: NI4  
Internal Description: NI4  
Solicitation No.: testing  
Set-Aside Requirement: No Set-Aside Restriction  
End Date: 01/12/2012  
End Time: 14:00 EST  
Purchase Description: Brand Name or Equal  
Contract Vehicle: NI4 ECS III  
FedBizOpps Solicitation: No  
Recovery Act: No  
Award Type: Purchase Order or Delivery Order  
Seller Community: FedBid Seller Community (All qualified Sellers can bid)

**Target Price/Suggested Sellers**

Total Target Price: \$1,111.00 - Target Price is Active  
Bid Decrement: \$1

Company Name	Phone	Sales Rep	Email
--------------	-------	-----------	-------

**Category/Subcategory**

Category: 13 -- Ammunition and Explosives  
Sub-category: 1325 -- Bombs

**Bid Information**

**Company Information**

Bid Description: Testing Contract Fee  
Company Name: FEDBID DEMO ACCOUNT (DUNS: 020792287)  
Address: 8245 BOONE BLVD STE 701  
City: VIENNA  
State: VA  
Zip Code: 22182  
Phone: 7032883200  
Fax: 7032883315  
Duns No: 931904486  
Cage Code: 03HK9  
Tax ID: 541638058  
FedBid Buy No: 311156  
Socio-Economic Classification: Small Business, Women-Owned Business (W), Minority-Owned Business, Veteran-Owned Small Business, HUBZone Small Business, Service-Disabled Veteran-Owned Small Business, Native American-Owned Business, AbilityOne, Small Disadvantaged Business, Women-Owned Small Business, Economically Disadvantaged, Women-Owned Small Business

**Seller Information**

Sales Rep Name: Matthew Leach  
Address: 2402 Eyre Hall Way  
City: Virginia Beach  
State: VA  
Zip Code: 23456  
Phone: 3000000000 ext. 1111111111  
Fax: 123456  
Email: matthew.joseph.leach@gmail.com



# Accept a Seller's Bid

- To document an award on FedBid, click the Seller's name to the whom the agency intends to award then click "Accept Bid"
- To award the Buy, enter the Purchase Order/Authorization Number and click continue

the seller must deliver the goods on its conveyance at the destination specified by the buyer, and the seller is responsible for the cost of shipping and risk of loss prior to actual delivery at the specified destination.

**Delivery and Shipping Information**

Delivery Days: 30Day(s) -Required (No. of calendar days after receipt of order (ARO) by which Buyer requires Seller to deliver)

Shipping Address: PURCHASE CARD 6550 TELECOM DRIVE INDIANAPOLIS IN 46278

**Line Item(s)**

Item No.	Description	Qty	Unit Price	Ext. Price
001	Requested Specification: floating dock model 34XTG7  Seller Bid Specification: SAMPLE OFFERING FOR TRAINING. floating dock. color: green.	10	\$77.25	\$772.50

**Price Summary**

Total Price
\$772.50

< BACK COMMENT ACCEPT BID

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**FedBid** LOGOUT

BACK TO DASHBOARD HELP & TRAINING ?

**Award Buy #312158**

**Finalize Payment Option**

Purchase Order / Authorization Number

Please provide Purchase Order Numbers or other Order Authorization Numbers associated with this Buy in the space provided.

Purchase Order / Authorization Number:

< BACK CANCEL CONTINUE >

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# Confirmation of PO/Bid Information

- Confirm the Seller, Award Type, and Order Number then click continue

- You are now congratulated for awarding the Buy and the award is now documented on the Marketplace

*Note: An email notification to the awarded Seller and a system notification to all other Sellers who participated are sent when a Buy is awarded on FedBid*

- To return to the Dashboard homepage, click continue

**FedBid** LOGOUT  
BACK TO DASHBOARD HELP & TRAINING

**Award Buy**

**Confirmation for Buy # 311156**

Please review the following information and confirm it is accurate. If you would like to make changes, please click on the Edit button to do so. If no changes are necessary, please click Continue.

**Selected Bid Information**

Seller:	FEDBID DEMO ACCOUNT [DUNS: 020792267]
Original Award Type:	Purchase Order or Delivery Order
Award Type Selected:	Purchase Order or Delivery Order
Purchase Order / Authorization #:	123456789

EDIT

< BACK CANCEL CONTINUE >

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**FedBid** LOGOUT  
BACK TO DASHBOARD HELP & TRAINING

**Award Buy #311156**

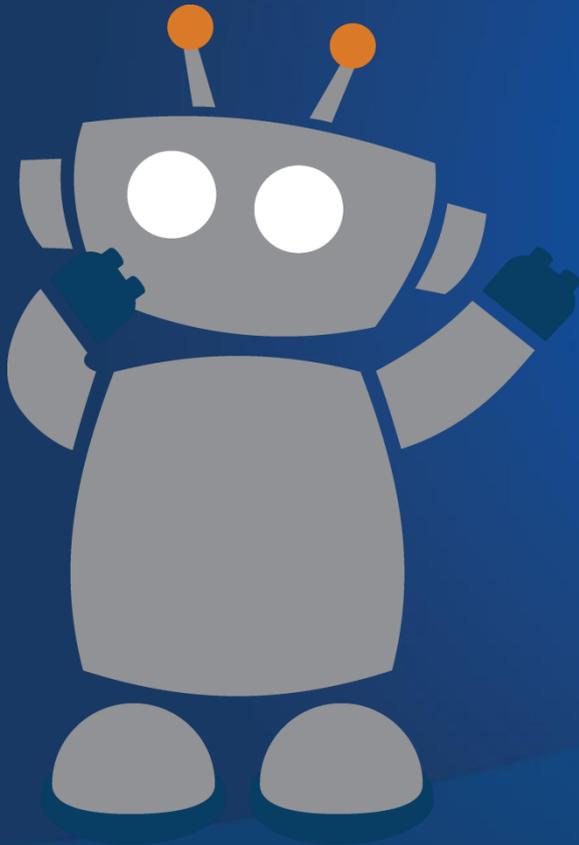
**Congratulations**

 Your request has been processed. Thank you for using FedBid!

CONTINUE >

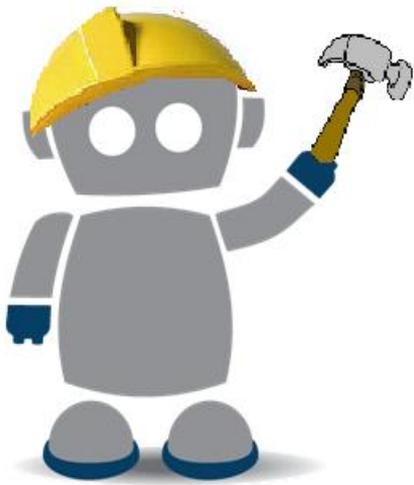
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# Service Buys on FedBid.

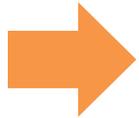
# What is an Optimal Service Buy?



- A services that can be evaluated on a fixed price basis. Examples include installation services, maintenance services, repair services, housekeeping services, software licenses, and training services.
- We have identified several factors that may improve the success of a buy. Incorporating the following considerations can increase efficiency and savings!



# Service Buys: Purchase Description



Select “Meet or Exceed” as the appropriate purchase description on service buys.

A “Meet or Exceed” purchase description allows vendors to submit adequate information regarding their capabilities and facilitates the contracting officer’s ability to disqualify bids that do not meet their needs.



# Service Buys: Site Visits



If needed for the type of service, a site visit can be held in conjunction with the statement of work. A buy term can be added to announce the availability of a site visit where the term can list a specific date, time and location for vendors to arrive. Additionally, the contracting officer's or contracting officer's representative's contact information can be listed, and separate site visits can be scheduled.



# Service Buys: Pictures



If a site visit cannot be provided, pictures of the area can be included when posting the buy. Up to 100 MB of attachments can be uploaded for each buy on the FedBid Marketplace.



# Service Buys: Question Deadlines



A buy term can be created to set a question deadline for interested vendors. Once the deadline has passed, one repost can be done to attach a comprehensive Q&A document for all interested vendors to access. This is encouraged as services tend to generate a lot of questions, and this decreases the number of reposts, and increases efficiency.

*Note: This best practice can be also applied for all Buys on FedBid.*



# Service Buys: Location Restrictions



A buy term can be created which will exclude any company outside of a pre-determined radius from the service location. While organizations often prefer contracting to local companies for services, a location restriction may limit the number of vendors able to respond.

If competition does not need to be limited, the preferred vendors can simply be included as suggested sources to assure the sellers are included in the competition with all other vendors notified.

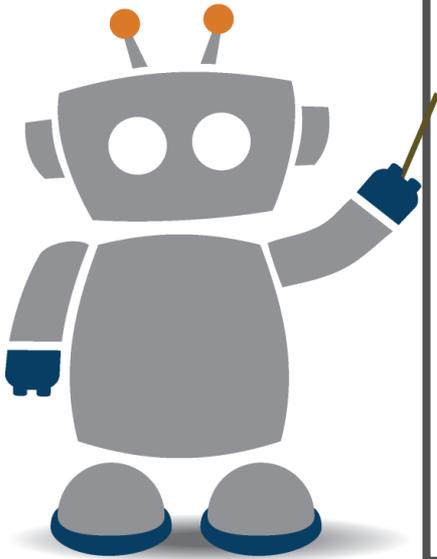




# FedBid Option Buy Workflow.

# Key Points to FedBid Option Buys

- ➔ Streamlines the bidding and award process
- ➔ Award each Base and Option separately, with a new status for each Base and Option
- ➔ Dashboard notification and email reminders when new Options are approaching



# Option Buy Tips: Purchase Description

We have identified several factors that may improve the success of a buy. Incorporating the following considerations can increase efficiency and savings.

## Purchase Description

We recommend choosing “Meet or Exceed” as the appropriate purchase description on service buys.

- Selecting “Exact Match Only” significantly limits competition and potential savings due to the nature of providing a service. A “Meet or Exceed” purchase description allows Sellers to submit adequate information regarding their capabilities and facilitates the Buyer’s ability to disqualify bids that do not meet their needs.



# Option Buy Tips: Site Visit

In conjunction with the statement of work, a site visit can be held. Site visits can be listed as required or preferred. This will provide Sellers the opportunity to:

- Survey the area in detail
- Discuss the nuances of the job
- Identify any additional or redundant work

A buy term can be added to announce the availability of a site visit

- The term can list a specific date, time and location for Sellers to arrive
  - » “A site visit will be held on date X at location Y. All interested Sellers are strongly encouraged to attend. If you plan to attend, please contact POC at 123-456-7890.”



# Option Buy Tips: Buy Terms

## Optional Buy Terms

### Location Restrictions

A term can be created which will exclude any company outside of a pre-determined radius from the service location.

- While organizations often prefer contracting to local companies for services, a location restriction may limit the number of Sellers able to respond.

### Question Deadlines

A term can be created which will set a question deadline for interested Sellers. Once the deadline has passed, one repost can be done to attach a comprehensive Q&A document for all interested vendors to access.

- Service buys tend to generate a lot of questions. This decreases the number of reposts and increases efficiency.



# Option Buy Tips: Statement of Work

## Statement of Work Required Terms

In order for Sellers to provide a firm-fixed price, they will need the following information:

- Start/End date
- Hours that work shall be performed
- Location(s)
- Current state and location of equipment (if applicable)
- Complete scope of the project
- Equipment requirements and restrictions (if applicable)
- Whether or not travel cost will be reimbursed at cost
- Company rates available for lodging
- Per diem requirement for meals
- Additional requirements (e.g., security clearance, necessary overtime and required documentation)



# Option Buy Tips: Target Price

## Target Price

A target price is a Buyers best estimate of the current market price for the product or service they wish to buy. A target price should be based on a valid pricing source such as:

- A recent quote
- Historical price paid (<12 months)
- Budget allocation
- Market research



**Tom-I Tip**

If you have pricing from multiple sources, such as multiple quotes, use the lowest quote as your target price.



# Option Buy Tips: Target Price (cont.)

## Target Price

An **active target price** acts as a bid on the Buyer's behalf.

- Sellers will not see a status of “lead” unless they have submitted a bid that is lower than the target price and all other bidders.
- If there is a valid pricing source available, the target price should be active.

An **inactive target price** does not influence “lead/lag”.

- Sellers will see “lead” as soon as they have bid below all other Sellers or are the first Seller to submit a bid.
- If there is no valid pricing source available, the target price should be inactive.
- In the environment of “Spot Buys” or “Tail Spend” there is not always the time, resource or desire to establish an active target price.



# Option Buy Tips: Seller Attachments

## Enabling Seller Attachments

Buyers can allow Sellers to include attachments with their bid when additional information is necessary to review in order for an award to be made. Examples of Seller attachments include:

- Seller's W-9
- Resume/Profile of Key Resources (Service Related Buys)
- Delivery Schedule
- Product Specification Sheets
- Pictures/Drawings



# Start Buy- Option Buy

1 START BUY > 2 SELECT CATEGORY > 3 LINE ITEMS > 4 BUY TERMS > 5 ADDITIONAL INFO > 6 CONFIRM BUY

### Buy Information

Buyer Organization: DOS AQM Information Technology - Department of

Buy Description: OPTION - Option Year Buy Demo

Internal Description: Base plus 4

*Seller will NOT see the Internal Description entry.*

Solicitation No: Solicitation #

FedBizOpps Solicitation:  Select this box to post this Buy to FedBizOpps

Citing Federal Acquisition Circular No: FAC 2005-65

Option Buy: Yes   

Buy End Date/Time: Monday March 25 2013 12:30

Contract Vehicle: GSA Schedules

Seller Community: Please select one Seller Community

- FedBid Seller Community (All qualified Sellers can bid)
- \*GITM BPA for Monitors
- \*GITM JetStor BPA
- \*GITM Server BPA
- \*GITM Workstation BPA
- \*GITM Cisco/APC BPA
- \*ITTCB Multi-Function
- AbilityOne
- Apple Authorized Government Distributor Accounts

CREATE NEW SELLER COMMUNITY

Set-Aside Requirement: Small Business

Purchase Description: Brand Name or Equal

Award Type: Purchase Order or Delivery Order



# Select Category- Service Categories

The screenshot shows the FedBid 'Create Buy' interface. At the top, the FedBid logo and tagline 'Better Buying | Smarter Selling' are visible. Navigation links include 'LOGOUT', 'BACK TO DASHBOARD', and 'HELP & TRAINING'. A progress bar indicates the current step is '2 SELECT CATEGORY', with previous steps '1 START BUY' and '3 LINE ITEMS' completed, and '4 BUY TERMS', '5 ADDITIONAL INFO', and '6 CONFIRM BUY' remaining. An error message states: 'You have the following errors: 1. Please select Category and Subcategory.' Below this, the 'Select Category / Subcategory' section has two tabs: 'Product Categories' and 'Service Categories', with a red error icon next to the latter. A search input field is labeled 'Search by Code Name or Number' and includes a 'Browse All Categories' link. At the bottom of the form area are buttons for '< BACK', 'COMMENTS', and 'EXIT'. The footer contains copyright information for 2001-2013 FedBid Inc., a toll-free number (877.9FEDBID), and links for Accessibility Information, Privacy, Terms, Feedback, and Contact Us.



# Line Items- Create Option Line Items

START BUY SELECT CATEGORY **3 LINE ITEMS** 4 BUY TERMS 5 ADDITIONAL INFO 6 CONFIRM BUY

**Period of Performance** ?

mm/dd/yyyy through mm/dd/yyyy

**Line Item(s) Base** ?

Item No.	Item Description	Qty	Unit	
001			EA	Add Line Item(s) +
				Delete Line Item

**COPY LINE ITEMS TO NEW OPT** ? **ADD NEW BLANK OPT** ?

**Buy Attachment(s)** ?

No.	Document
No documents attached.	

Add Attachment

- Copy Line Items: Copy the line item description, quantities and unit of measure to the next option if you have populated one line item already
- Add New Blank Option: Creates a new blank option line item without carrying over any information



# Line Items- Set a Period of Performance

START BUY   
  SELECT CATEGORY   
 **3 LINE ITEMS**   
  BUY TERMS   
 5 ADDITIONAL INFO   
 6 CONFIRM BUY

---

**Period of Performance** ?

through 
←
**Enter the dates for the period of performance for each option**

---

**Line Item(s) Base** ?

Item No.	Item Description	Qty	Unit
001	Base Year - Description of services - See attached statement of work for complete details	1	JOB

[Add Line Item\(s\)](#) +    [Delete Line Item](#)

---

**Buy Attachment(s)** ?

No.	Document	Size	Add /Remove
No documents attached.			

[Add Attachment](#)

---

**Options** ?

Status	Opt.	Period of Performance	# Line Items	Delete
	Base	05/01/2013 - 05/01/2013	1	
<input checked="" type="checkbox"/>	<a href="#">Option 1</a>	05/02/2014 - 05/01/2015	1	
<input checked="" type="checkbox"/>	<a href="#">Option 2</a>	05/02/2015 - 05/01/2016	1	
<input checked="" type="checkbox"/>	<a href="#">Option 3</a>	05/02/2016 - 05/01/2017	1	
<input checked="" type="checkbox"/>	<a href="#">Option 4</a>	05/02/2017 - 05/01/2018	1	<a href="#">Delete</a>

← **To maneuver from option to option click the orange link**

---

[< BACK](#)    [COMMENTS](#)    [EXIT](#)    [SAVE](#)    [CONTINUE >](#)



# Single Line Item Structure

Line Item(s) Base 			
Period of Performance: 04/01/2013 - 03/31/2014			
Item No.	Item Description	Qty	Unit
001	Base Year-Description of Services-See Attached Statement of work for complete details	1	Job
Line Item(s) Option 1 			
Period of Performance: 04/01/2014 - 03/31/2015			
Item No.	Item Description	Qty	Unit
001	Option Year 1	1	Job
Line Item(s) Option 2 			
Period of Performance: 04/01/2015 - 03/31/2016			
Item No.	Item Description	Qty	Unit
001	Option Year 2	1	Job
Line Item(s) Option 3 			
Period of Performance: 04/01/2016 - 03/31/2017			
Item No.	Item Description	Qty	Unit
001	Option Year 3	1	Job
Line Item(s) Option 4 			
Period of Performance: 04/01/2017 - 03/31/2018			

Each Pencil allows for the individual editing of each Option Year



# Multiple Line Item Structure

## Line Item(s) Base

Period of Performance: 04/01/2013 - 03/31/2014

Item No.	Item Description	Qty	Unit
001	Base Year-Description of Services-See Attached Statement of work for complete details	1	Job
002	Base Year-Main Level	12	Months
003	Cleaning	6	Visits

## Line Item(s) Option 1

Period of Performance: 04/01/2014 - 03/31/2015

Item No.	Item Description	Qty	Unit
001	Main Level	1	Job
002	Second Floor	12	Mo
003	Roof	6	Visits

## Line Item(s) Option 2

Period of Performance: 04/01/2015 - 03/31/2016

Item No.	Item Description	Qty	Unit
001	Main Level	1	Job
002	Second Floor	12	MO
003	Roof	6	Visits



# Buy Terms- Enter Terms & Conditions

START BUY  
  SELECT CATEGORY  
  LINE ITEMS  
  **4 BUY TERMS**  
  5 ADDITIONAL INFO  
  6 CONFIRM BUY

### Active Buy Terms ?

Enter terms and conditions. To make any term(s) inactive, deselect the term(s) and click "Update Terms." To ship to multiple locations, add a Buy term or attach a document to specify shipping instructions.

Title:	Criteria:	Activate	Up	Down
Cisco Product Certification Part I	that it has the certification/specialization level required by Cisco to support both the product sale and product pricing, in accordance with applicable Cisco certification/specialization requirements. Unless otherwise specified, Seller warrants that the products are new and in their original box(es).	<input checked="" type="checkbox"/>		↓
Cisco Product Certification Part II	Bid from Cisco or through Cisco Authorized Channels only, in accordance with all applicable laws and Cisco's current applicable policies at the time of purchase. If software is provided or included, Seller shall, upon request, provide Buyer with a copy of the End User License Agreement. Seller certifies that all Cisco software is licensed originally to Buyer as	<input checked="" type="checkbox"/>	↑	↓
Supplemental Bid Information	In addition to providing pricing at www.FedBid.com for this solicitation, each Offeror must provide any required, NON-PRICING responses (e.g. technical proposal, representations and certifications, etc.) so that they are received no later than the closing date and time for this solicitation; these can be submitted to clientservices@fedbid.com.	<input checked="" type="checkbox"/>	↑	↓
Contractor Registration	This solicitation requires registration with the System for Award Management (SAM) prior to award, pursuant to FAR 4.1102 and other applicable regulations and guidelines. Information can be found at www.sam.gov.	<input checked="" type="checkbox"/>	↑	↓
Bids Must Be Valid for 30 Days	All Bids must be valid for 30 days from the closing date for this solicitation. No exceptions or qualifications.	<input checked="" type="checkbox"/>	↑	↓



# Additional Information- Target Price

- ✓ START BUY
- ✓ SELECT CATEGORY
- ✓ LINE ITEMS
- ✓ BUY TERMS
- 5** ADDITIONAL INFO
- 6 CONFIRM BUY

## Target Price Information

Bid Decrement:  ?

The minimum amount by which a Seller must lower his/her Bid in order to Rebid.

Total Target Price: \$  ?

**The Target Price should reflect the Base and all Option Years**

**i** An Active Target Price must include Base and all Options, shipping, and handling. Sellers will NOT see the Target Price.

**Make Target Price Active** ?

If the Target Price is Active, Bids must be lower than the Target Price to show LEAD status.

## Suggested Seller(s) ?

Please enter information below if a specific Seller is associated with a market research quote or your target price.

### Company Info

Company Name  Phone

Delete Seller

Add Seller

### Sales Rep Info

First Name  Last Name

Email

No Suggested Sellers



# Additional Information- Shipping & Delivery

## Add Shipping Information ?

Select a shipping address from the list below

Shipping Address:

Select a Shipping address



[Manage Address Book](#)  
(Add, Modify or Delete addresses)

## Seller Attachment(s) ?

Please describe below any additional information you may require.

Enter all non-pricing information that you require Sellers to include in attachment(s) to their online Bid. Attachment(s) can total no more than 5 MB, whether multiple files or one file. All attachments must be submitted with the Seller's Bid prior to the closing date and time of the Buy.

- Attachments required
- Attachments not required

For formatting purposes, note that any verbiage you provide below will complete the following sentence in the Buy instructions: "The attachment(s) must include the following non-pricing information:"

## Buy Attachment(s) ?

No.	Document	Size	Add / Remove
-----	----------	------	--------------

No documents attached.



Add Attachment



# Confirm Buy- Bidding Requirements

## Bidding Requirements

### Instructions

**GSA Schedule Bids Only:** Sellers bidding on this opportunity MUST have the items requested on an existing GSA Schedule. The Schedule must either be in the Seller's name or the Seller must be able to document its ability to act as an agent of a partner's Schedule. Sellers must not bid more than their applicable contract ceiling price, excluding the FedBid Fee, for contract-specific items. If FedBid receives notice that, due to inclusion of the FedBid Fee, the Selected Bid's line item pricing is higher than the Selected Seller's applicable published government contract pricing, the FedBid Fee will be reduced to ensure the Selected Bid's line item pricing does not exceed the Selected Seller's applicable contract pricing. Sellers may offer Open Market items only in accordance with the approved Terms and Conditions of their respective GSA Schedule AND upon approval from the soliciting Contracting Officer. Information regarding GSA Schedules can be found at [www.GSA.gov](http://www.GSA.gov).

**Brand Name or Equal:** The Buyer is allowing Sellers to submit bids for alternate items, provided those items meet all of the salient physical, functional, or performance characteristics specified by this solicitation. Sellers MUST enter exactly what they are bidding (including make, model and description) into the blank description field in order for the bid to be considered. The Buyer will evaluate 'equal' items on the basis of information furnished by the Seller or identified in the bid and reasonably available to the Buyer. The Buyer is not responsible for locating or obtaining any information not identified in the Bid.

**Minimum Bid Decrement is \$10:** The Buyer is requiring that any rebid must be lower than the 'current bid price' by this amount. The reduction is based on the total order and must be satisfied within the rebid minimum.

**Purchase Order or Delivery Order:** Buyer intends to issue award using a purchase order or delivery order. Bids from Sellers unable to accept purchase orders or delivery orders will not be considered for award.

**Set-Aside Requirement:** There is no Set-Aside restriction for this Buy.

**Use of FedBid:** Buyers and Sellers agree to conduct this transaction through FedBid in compliance with the FedBid Terms of Use. Failure to comply with the below terms and conditions may result in offer being determined as non-responsive.

**Evaluation Criteria/Basis of Award:** Sellers understand that FedBid ranks all Bids by price; however, pursuant to applicable acquisition regulations and/or departmental guidelines, Buyers may use criteria other than price to evaluate offers. Accordingly, please note that, unless otherwise specified in the Buy Terms, below, to the extent required by applicable regulations and/or guidelines, award will be made to the responsible Seller whose offer conforming to the solicitation will be most advantageous to the Buyer on the basis of price, technical capability, delivery, and past performance.

**Question Submission:** Interested offerors must submit any questions concerning the solicitation at the earliest time possible to enable the buyer to respond. Questions can be submitted by using the 'Submit a Question' button. Questions not received within a reasonable time prior to close of the solicitation may not be considered.

**Default Terms:** Unless otherwise specified in the Buy Terms, below, Bid must be good for 30 calendar days after close of Buy and shipping must be free on board (FOB) destination CONUS (Continental U.S.)

**Period of Performance:** Base: 04/01/2013 - 03/31/2014  
Option 1: 04/01/2014 - 03/31/2015  
Option 2: 04/01/2015 - 03/31/2016  
Option 3: 04/01/2016 - 03/31/2017  
Option 4: 04/01/2017 - 03/31/2018



**Sellers must acknowledge and agree to the Period of Performance before Bidding**



# Award an Option Period Buy- Base Period

- The Base Period for an Option Buy is awarded in the same fashion as accepting a seller's bid for a non-option Buy
- An Option Buy's approaching option period(s) will display beginning 90 days prior to the beginning of the next period of performance, and can be located in the Pending Award and Awarded sections within the "Current Buys" or "Buy History" tabs
- "Options Pending Exercise" section also indicates how many options periods are upcoming within 30, 60 and 90 days, or are currently past due

The screenshot shows the FedBid Buyer Dashboard. The top navigation bar includes 'Dashboard', 'Current Buys', 'Buy History', and 'Profile'. A search bar is present with the text 'Start a New Search: Keyword' and a 'SEARCH' button. The user is logged in as 'John'. The main content area is titled 'Buyer' and includes a 'NEWS' section with a link to 'Detroit Schools Find New Way to Buy School Supplies / Sep 26, 2012'. Below this is a 'Buys Snapshot' section with filters for 'Draft Buys (3)', 'Open Buys (1)', 'Pending Awards (6)', and 'Pending Questions (0)'. A table lists a buy with ID '452019' for 'Snow Removal Services - 4 years' with an end date of '02/28/2013 15:30 ET' and '26hrs 41mins'. The 'OPTIONS PENDING EXERCISE' section is highlighted with a green box and shows: '3 Past Due', '2 Due in 30 Days or Less', '0 Due in 31-60 Days', and '1 Due in 61-90 Days'. Other sections include 'QUICK LINKS' (Create New Buy, Edit Draft Buy, Answer Seller Questions, Award Buy, Profile Settings), 'BUYS PENDING AWARD' (0 Over 30 days, 0 16-30 days, 3 15 days or less), and 'QUESTIONS PENDING' (0 Buys Closing Today, 0 Buys Closing - Next 5 Days, 0 Buys Pending Award).



# Award an Option Period Buy- Option Period

- When an option period is due to be exercised, a notification will appear on the FedBid Dashboard and you can elect to receive an email notification

- To award an option period, keep in mind that only the previously selected seller can be selected to award option(s)

*Note: All other seller information will still display on this page, and will be available in the PDF package*

The screenshot shows the FedBid Buyer Dashboard. At the top, there is a navigation bar with tabs for 'Dashboard', 'Current Buys', 'Buy History', and 'Profile'. A search bar is located below the navigation. The main content area is divided into several sections:

- QUICK LINKS:** Create New Buy, Edit Draft Buy, Answer Seller Questions, Award Buy, Profile Settings.
- BUYS PENDING AWARD:** Over 30 days (0), 16-30 days (0), 15 days or less (3).
- OPTIONS PENDING EXERCISE:** Past Due (3), Due in 30 Days or Less (2), Due in 31-60 Days (0), Due in 61-90 Days (1).
- QUESTIONS PENDING:** Buys Closing Today (0), Buys Closing - Next 5 Days (0), Buys Pending Award (0).

The 'Buys Snapshot' table displays the following data:

Draft Buys	Open Buys	Pending Awards	Pending Questions
3	1	6	0

Buy #	Solicitation # / Description	End Date	Seller ?	# Sellers Bidding
452019	Snow Removal Services - 4 years OPTION - Snow Removal Services - 4 years Internal Description: Snow Removal Services - 4 years	02/26/2013 15:30 ET 26hrs 41mins		0

Two callout boxes provide additional information:

- Green Callout 1:** Awarded Option Buys with Options that apply to the new 'Options Pending Exercise' filters will display in the Pending Award and Awarded sections.
- Green Callout 2:** These filters appear after a Base period is Awarded and once an Option is past due, or coming due within 30, 60, and 90 Days.



# Award an Option Period Buy- Option Period

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Switch Role  
Supervisor Dashboard

LOGOUT  
HELP & TRAINING ?

Dashboard | Current Buys | **Buy History**

Start a New Search: Keyword [ ] SEARCH ?

**Bid Summary for Buy # 449264\_01** BUY STATUS: AWARDED

QUICK LINKS  
Clone Buy

HELP / VIDEO TRAINING  
Supervisor Help Videos  
Online Help  
Frequently Asked Questions

**Buy Information**

Buy Description: OPTION - Snow Removal  
Internal Description: Snow Removal  
Solicitation #: Snow Removal  
Start Date / Time: 02/04/2013 17:32:05 ET  
End Date / Time: 02/05/2013 11:30:00 ET  
Status: Base: Awarded (Buy Activity Report)  
Option 1: Exercised  
Option 2: Pending Exercise  
Option 3: Pending Exercise  
Option 4: Pending Exercise

**Bid Stats**

Buy Description	Sellers Notified	Sellers Bidding	Bids	No Bids
<a href="#">OPTION - Snow Removal</a>			1	0

**Bid Information**

Seller	Bid #	Experian	About	ActivityCard	Alert	Total Price	Perf. Alert
<a href="#">MARK'S SNOW REMOVAL SERVICE (DUNS: 1238999011) SELECTED</a>	19533601		<a href="#">i</a>	<a href="#">i</a>		\$18,025.00	<a href="#">Create/Edit</a>

PDF PACKAGE will display all option bid information.

New statuses display for each Base and Option. Options have three new statuses: Pending Exercise, Exercised, and Not Exercised.

Only the previously selected seller may have Options awarded to them. All other Seller information will still display.

Description includes the word 'Option' by default.

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# Award an Option Period Buy- Option Period

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Switch Role  
Buyer Dashboard

LOGOUT  
HELP & TRAINING

Dashboard | Current Buys | Buy History | Profile

Start a New Search: Keyword [SEARCH]

**Bid Details for Buy #449264\_01** BUY STATUS: AWARDED

**QUICK LINKS**

- Exercise Option
- Clone Buy
- Do Not Exercise Option(s)

**HELP / VIDEO TRAINING**

- Buyer Help Videos
- Online Help
- Frequently Asked Questions

**Buy Information**

Buy Description: OPTION - Snow Removal  
Internal Description: Snow Removal  
Solicitation No.: Snow Removal  
Set-Aside Requirement: No Set-Aside Restriction  
End Date: 02/05/2013  
End Time: 11:30 EST  
Purchase Description: Brand Name or Equal  
Contract Vehicle: Open Market

**Target Price/Suggested Sellers**

Total Target Price: \$25,000.00 - Target Price is Active  
Bid Decrement: \$1

Company Name	Phone	Sales Rep	Email

**Category/Subcategory**

Category: S2 -- Housekeeping Services  
Sub-category: S218 -- Snow Removal/Salt Service (also spreading aggregate or other snow melting material)

**Bid Information**

Company Information | Seller Information

**Line Item(s) Option 1**

Period of Performance: 12/01/2013 - 04/30/2014

Item No.	Description	Qty	Unit Price	Ext. Price
001	Requested Specification: Snow plowing, removal and salting services per statement of work. Seller Bid Specification: Perform snow removal services per customer specs.	5	\$721.00	\$3,605.00

Price Summary: Option 1 \$3,605.00

STATUS: EXERCISED

**Line Item(s) Option 2**

Period of Performance: 12/01/2014 - 04/30/2015

Item No.	Description	Qty	Unit Price	Ext. Price
001	Requested Specification: Snow plowing, removal and salting services per statement of work. Seller Bid Specification: Perform snow removal services per customer specs.	5	\$721.00	\$3,605.00

Price Summary: Option 2 \$3,605.00

**Line Item(s) Option 3**

Period of Performance: 12/01/2015 - 04/30/2016

Item No.	Description	Qty	Unit Price	Ext. Price
001	Requested Specification: Snow plowing, removal and salting services per statement of work. Seller Bid Specification: Perform snow removal services per customer specs.	5	\$721.00	\$3,605.00

Price Summary: Option 3 \$3,605.00

Buttons: DO NOT EXERCISE OPTION(S) | EXERCISE OPTION

Options can be Exercised or Not Exercised from the Quick Links menu.

Options can be Exercised or Not Exercised using the buttons on each section. Buyers have to Exercise Options sequentially.

Not Exercising an Option also do not Exercise subsequent options.

The Exercise button will display on the next option, but will not be active.



# Award an Option Period Buy- Option Period

**Buy # 450044 Activity Report**

**Buy Information**

Buyer Organization: Department of Snow Removal Services  
 Buyer Rep: John Abney  
 Buy Description: Snow Removal  
 Internal Description: Snow Removal  
 Solicitation #: Snow removal - 3 months  
 Start Date / Time: 02/06/2013 19:21:31  
 End Date / Time: 02/07/2013 13:00:00  
 Status:  
 Base: Awarded  
 Option 1: Exercised  
 Option 2: Exercised  
 Option 3: Exercised  
 Option 4: Exercised

**Chronology**

Buy #	Status	Status Date / Time	Solicitation #	Start Date / Time	End Date / Time
450044	Option 4:Exercised	02/19/2013 11:31	Snow removal - 3 months	02/06/2013 19:21 Period of Performance: 04/01/2013-04/30/2013	02/07/2013 13:00
	Option 3:Exercised	02/19/2013 10:48	Snow removal - 3 months	02/06/2013 19:21 Period of Performance: 03/01/2013-03/31/2013	02/07/2013 13:00
	Option 2:Exercised	02/12/2013 18:20	Snow removal - 3 months	02/06/2013 19:21 Period of Performance: 02/01/2013-02/28/2013	02/07/2013 13:00
	Option 1:Exercised	02/07/2013 16:39	Snow removal - 3 months	02/06/2013 19:21 Period of Performance: 01/01/2013-01/31/2013	02/07/2013 13:00
	Base: Awarded	02/07/2013 16:38	Snow removal - 3 months	02/06/2013 19:21 Period of Performance: 12/01/2012-12/30/2012	02/07/2013 13:00

**My Comments:**

Buy #	Initiator	Timestamp	Note
No comments found.			

**Questions / Responses**

Quest. #	Timestamp	Description	Asked By	Seller Organization
No questions found.				

Chronology displays all actions taken on each base and option.

Multiple statuses display for each Base and Option



# Additional Assistance Needed?

<http://www.fedbid.com/buyers/videos>

## Option Buy Help Videos

- [Creating an Option Buy](#)  
*A 4:07 minute video on how to Create an Option Buy and posting it live.*
- [Finding and Filtering your Option Buys](#)  
*A 2:04 minute video on how to Find and Filter your Option Buys.*
- [Reviewing and Awarding your Option Buys](#)  
*A 2:06 minute video on Reviewing and Awarding your Option Buys.*
- [Not Exercising remaining Options in an Awarded Option Buy](#)  
*A 2:15 minute video on how to Not Exercise remaining Options in an Awarded Option Buy.*



# FedBid Points of Contact

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The FedBid DOI Account Management Team

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