



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



JUL 8 - 2013

Department of the Interior Acquisition Policy Release (DIAPR) 2013-06

Subject: FedBid Reverse Auction Service

References: Federal Acquisition Regulation (FAR) Part 1.102-4 (e), *Role of the Acquisition Team*;
FAR Part 2, *Definitions of Words and Terms*;
FAR Part 4, *Electronic Commerce in Contracting*;
FAR Part 6, *Competition Requirements*;
FAR Part 8, *Required Sources of Supplies and Services*;
FAR Part 12, *Acquisition of Commercial Items*;
FAR Part 13, *Simplified Acquisition Procedures*; and
FAR Part 19, *Small Business Programs*

1. Purpose:

This DIAPR updates agency policy on the use of the FedBid Reverse Auction Service for the acquisition of commercial item products and services to advance the use of reverse auctions and achieve greater savings. This DIAPR supersedes DIAPR 2011-08, First Consideration to Use FedBid Reverse Auction Service.

2. Effective Date: Upon signature.

3. Expiration Date: This DIAPR will remain in effect until cancelled or superseded.

4. Background and Explanation:

A reverse auction is a web-based procurement process where vendors compete with one another to meet a requirement. In the reverse auction process, a buyer puts a contract out for bid, quote, or proposal ("bid"), either using specialized software or through an online marketplace. Multiple vendors offer bids on the item, competing to offer the lowest price that meets all of the requirements of the bid. As the auction progresses, the price decreases as vendors compete to offer lower prices than their competitors. Reverse auctions performed in real-time via the Internet create a dynamic, competitive process that helps achieve rapid downward price pressure that is not normally attainable using traditional static paper-based bidding processes. The buyer may award the contract to the lowest-priced vendor or to the vendor providing best value to the buyer based on considerations of quality, past performance, lead-time, capacity, or other value-adding capabilities as determined by the buyer.

The Department of the Interior (DOI) piloted reverse auctions in FY 2010 and based on positive results, awarded a competitive Department-wide contract to FedBid, Inc. (FedBid) for Reverse Auction Services available to all DOI bureaus and offices. DOI issued a new policy requiring that

all contracting activities give first consideration to use of reverse auctions for commercial item products and services, with a goal of competing 25 percent of applicable actions through reverse auctions in FY 2012. A utilization rate of 45.9 percent was achieved Department-wide. The emphasis on the use of reverse auctions allowed DOI to achieve \$6.8M in savings in FY 2012. The use of reverse auctions at DOI has resulted in considerable cost savings, increased competition, reduced procurement time, a significant number of contract awards to small businesses, and provided valuable procurement statistics. Reverse auctions are best suited for products and services that have clear specifications, where there is an adequate vendor base to generate competition, and where price is the primary evaluation factor. DOI has achieved significant savings each year since the implementation of reverse auction procedures in FY 2010. A new approach that emphasizes savings has been implemented to advance the initiative to continue the trajectory of savings achievement.

5. Action Required: Contracting officers shall continue to consider the use of the FedBid Reverse Auction Marketplace first when buying commercial products and services over the micro-purchase threshold and up to the threshold established in FAR 13.5, Test Program for Certain Commercial Items.

- a. **Departmental Goals**—A Departmental cost savings goal of \$10 Million is established for reverse auction contract awards made in FY 2013. An assessment of agency savings goals for future fiscal years will be determined after continued analysis of reverse auction purchase data. Savings is calculated through the difference between the Independent Government Cost Estimate and the final contract award amount.
- b. **Bureau Goals**—No individual bureau dollar savings goals are established. However, a new bureau utilization goal of 35% of commercial products and services eligible for reverse auction is established for FY 2013 to support the accomplishment of the aforementioned Departmental savings goal. Additionally, a bureau utilization goal of 50% is established for FY 2014. The goals are established to advance the use of reverse auctions to achieve additional savings. The goals are based on the value of actions. The bureau utilization and savings metrics will continue to be monitored. The bureaus are an integral part of the agency's acquisition program and shall take steps to promote the use of reverse auctions.
- c. **Procurement Tools**—The preferred tool for purchasing commercial items is the FedBid Reverse Auction Service given the numerous benefits it provides. Contracting officers are prohibited from using the FedBid Reverse Auction Service in conjunction with another procurement tool. This restriction means that contracting officers using FedBid should not solicit bids through the FedBid Marketplace while concurrently soliciting quotes or offers through another platform or offline. This is to ensure that contracting officers conduct all procurements pursuant to uniform ground rules that treat all sellers impartially, fairly, and equitably. Contracting officers are not restricted from using FedBid's Marketplace to compete among vendors within any available contractual and set-aside strategies, including Schedules. FedBid provides a contracting officer the ability to repost procurements with an adjusted procurement strategy to maximize competition to make an award.

- d. **Reverse Auction Procedures**—Procedures for posting procurements on the FedBid online marketplace are provided in the DOI FedBid User Guide, Attachment A. Contracting officers shall use these procedures when making a reverse auction purchase or procedures available on the FedBid Online Marketplace. The reverse auction savings metrics will be monitored by using the DOI Reverse Auction Savings Tracker, Attachment B. The utilization goal for each bureau will be monitored using the Reverse Auction Performance Matrix, Attachment C. The Departmental savings tracker and Reverse Auction performance matrix will be provided to the bureaus on a quarterly basis.
- e. **Commercial Services**—The definition of commercial items includes 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. Contracting officers are encouraged to identify other service requirements suitable for purchase using reverse auctions. Commercial services shall be purchased using the FedBid Reverse Auction Service to the greatest extent practicable. The DOI FedBid User Guide provides procedures and guidance on using reverse auctions for services.
- f. **Simplified Option Buy Procedure**—FedBid has implemented a new procedure for establishing option periods efficiently. This feature available on the FedBid online marketplace allows contracting officers to establish base and option periods and will provide notification when an option period is expiring. Information on establishing options periods is available on the DOI FedBid User Guide.
- g. **Strategic Sourcing Initiatives**— Reverse auction procedures will be used to refresh prices in the contract vehicles awarded under the agency’s Strategic Sourcing Initiatives Program as appropriate.
 - 1) **Information Technology (IT) Hardware**—In addition to following the procedures set forth in Memorandum, Mandatory Enterprise IT Hardware Procurement Strategy for the Department of the Interior (DOI), dated August 31, 2012, the FedBid Reverse Auction Service shall be used when purchases are made from the mandatory enterprise contracts.
 - 2) Information about the use of the FedBid Reverse Auction Service for other Strategic Sourcing Initiatives will be provided either by a policy update or directly in a memorandum providing direction on a new initiative.
- h. **Documentation Requirement**—Contracting officers shall document the contract file if a determination is made not to use reverse auctions for the purchase of commercial products and services in accordance with policy. Bureaus shall use Determination Not to Use FedBid Reverse Auction Service, Attachment D, to document such occurrences.

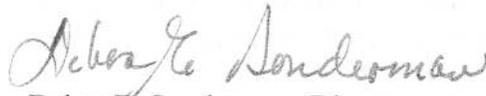
6. **Additional Requirements:**

- a. **Acquisition Procedures**—Contracting officers shall follow all applicable acquisition statutes, regulations, and policies when using the FedBid Reverse Auction Service.

- b. **Fair and Reasonable Prices**—Contracting officers are responsible for making a determination of fair and reasonable prices.
- c. **Socio-Economic Goals**—Contracting officers shall review the small business goals for their bureau when using the FedBid Reverse Auction Service and give priority to socio-economic small business classifications as required by FAR Part 19.
- d. **FedBid FAQs**—FedBid developed a list of Frequently Asked Questions (FAQ) regarding the use of the FedBid Reverse Auction Service that should be reviewed. A current list of FAQs is available at <http://www.fedbid.com/buyers/faqs/>. Contracting officers may also contact the FedBid DOI Account Management team about reverse auction procedures at DOI@fedbid.com or 571-297-1410.

7. Contact Information:

Questions about this policy may be directed to Scott Curit, Senior Procurement Analyst, Office of Acquisition and Property Management, at (202) 513-0719 or Scott_Curit@ios.doi.gov.



Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachments



DOI FedBid User Guide

How to Get Prepared on FedBid Attachment A

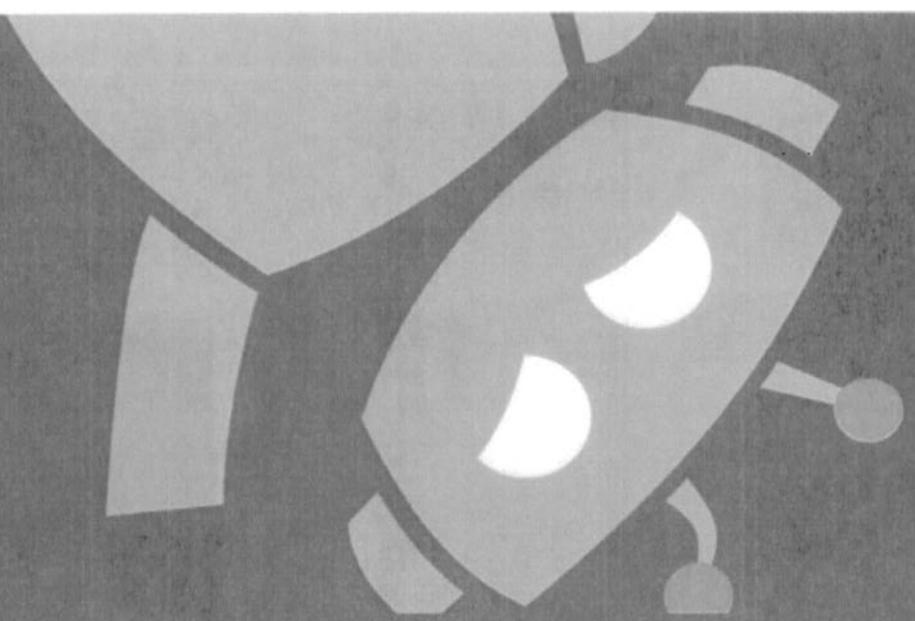
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FedBid.

Appendix

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How To Get Started on FedBid!

Navigate a web browser to: 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 >>

FEATURED NEWS

SEPTEMBER 24, 2012
Detroit Public Schools Adapts Fedbid to Reduce Costs Up to 53%

SEPTEMBER 13, 2012
AbbyOne and Federal Procurement Professionals: Making a Real Difference

[VIEW ALL](#)

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 \$200 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 **80% of awards** posted in our online marketplace go to small businesses—exceeding \$1B in FY2012.

Better buying. Smarter Selling. Healthy Markets.

Choose Your market:

- [Business](#)
- [Federal Government](#)
- [State and Local Governments](#)
- [Education](#)
- [Sellers](#)

MARKET SECTOR

- [Business](#)
- [Federal Government](#)
- [State and Local](#)
- [Education](#)
- [Sellers](#)



FedBid Buyer Registration

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

FedBid.

FedBid Registration

Create an Account

Buyer

Register as Buyer

• Get and open competitive solicitations for goods and services
 • Create purchase orders, while negotiating terms and conditions
 • Ability to request contracts and commercial open market pricing
 • Detailed document for government and non-governmental

Seller

Register as Seller

• Drive this widely reducing costs for sale
 • Gain access to new opportunities
 • Engage the competition process
 • Bid information feeds

FedBid.



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 below on behalf of the Buyer

Registered as a Buyer

Account Information

* Social Address: [text input]
* Buyer Address: [text input]
* Phone: [text input]
* First Name: [text input]
* Last Name: [text input]

Buyer Information

* Organization: [text input]
* Title: [text input]
* Address: [text input]
* City: [text input]
* State: [text input]
* Zip: [text input]
* Country: [text input]

Buyer Information

* Organization: [text input]
* Title: [text input]
* Address: [text input]
* City: [text input]
* State: [text input]
* Zip: [text input]
* Country: [text input]

Confirm Registration

Have you already registered?
* Yes
* No

Account Information

* Social Address: [text input]
* Buyer Address: [text input]
* Phone: [text input]
* First Name: [text input]
* Last Name: [text input]

Buyer Information

* Organization: [text input]
* Title: [text input]
* Address: [text input]
* City: [text input]
* State: [text input]
* Zip: [text input]
* Country: [text input]

Training Preference

* Training Preference: [text input]

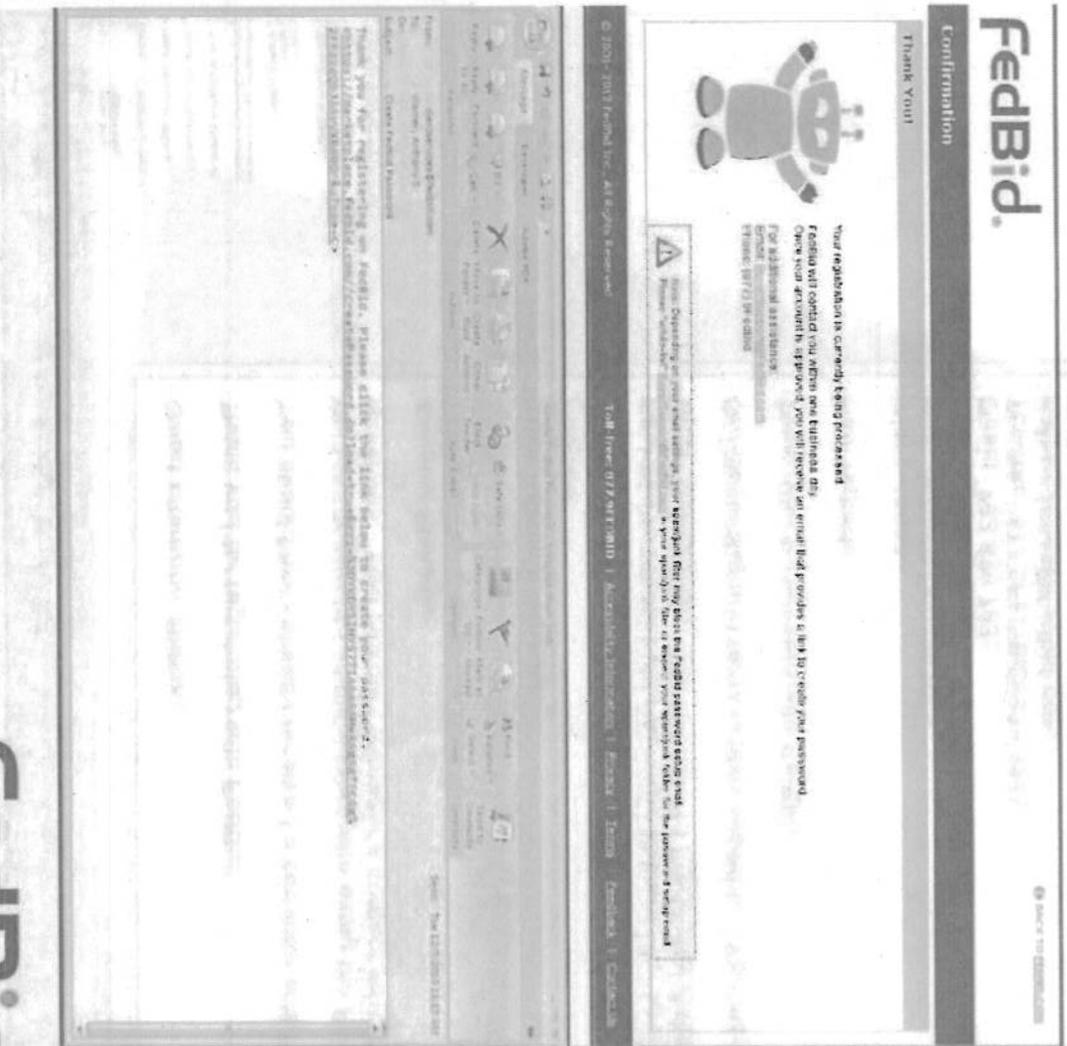
Continue **Submit Registration**



FedBid

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

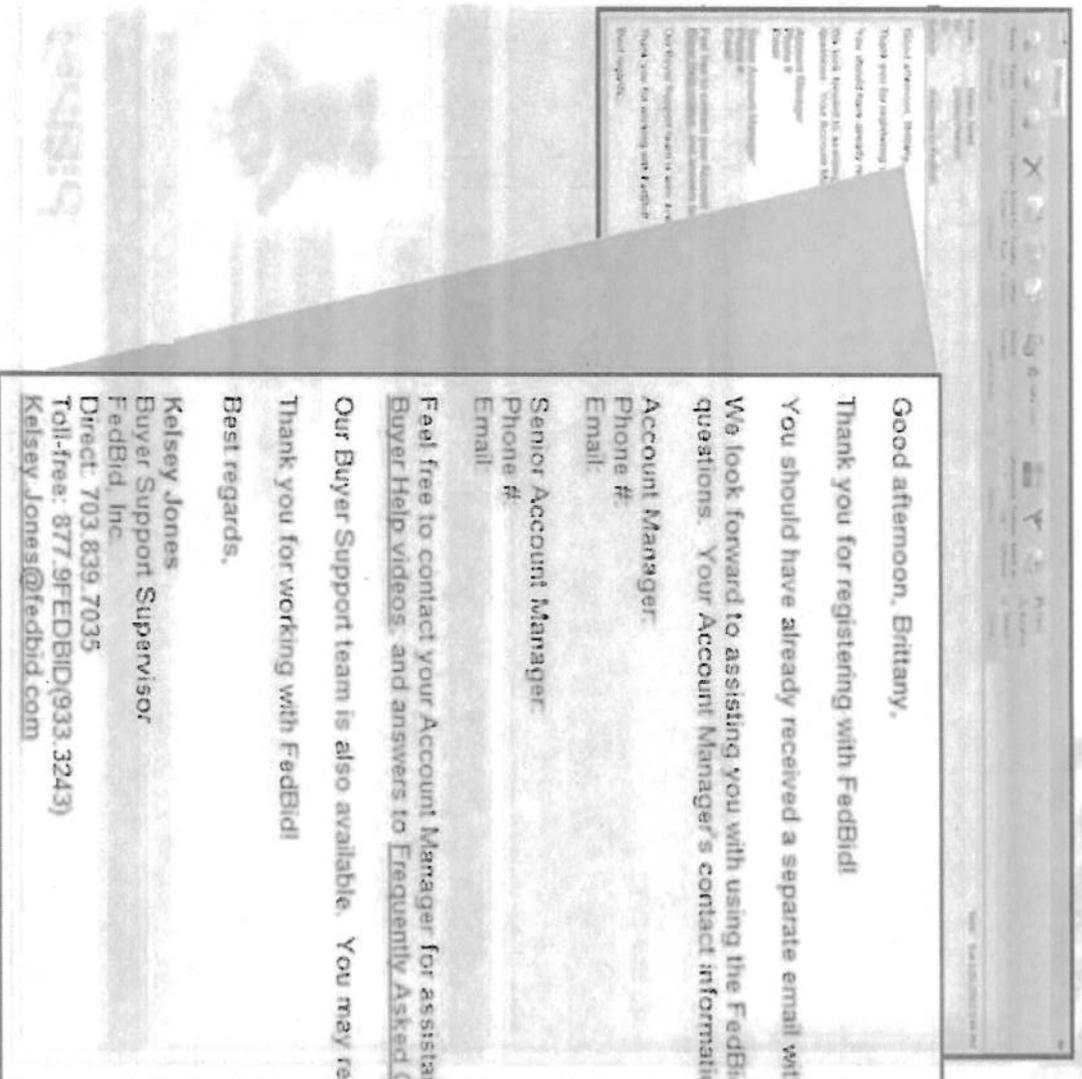


Welcome to FedBid EUSJ!

FedBid.

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



FedBid.

PRISM

Document Create

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

PRISM

3

Document Type
Solicitation

Create From
Solicitation

Solicitation Numbering Marks
USGS Solicitation (30-F-0024)

Section Template
Standard



Create Solicitation Flow Redirection

FedBid.

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 shows the 'Search Criteria' section with fields for Requisition Number, Site ID, and Include Related Sites. Below this is a table of search results. A red box highlights the 'Search Criteria' header, and a red arrow points to the 'Create' button at the bottom right of the table.

Requisition Number	Site ID	Include Related Sites	Requisition Range	Start/End Date	Agency	Agency Name	Agency Type
0000000025		Y	00-12-2010	00-12-2010	CHESAPEAKE TOWER	WC_THR14005118075_GND	
0042001526		Y	00-12-2010	00-12-2010	ACQ_PECO-15935 Acquisition Budget	BC_THR14005118075_GND	
0042001529		Y	00-12-2010	00-12-2010	Google Fuel	BC_THR14005118075_GND	
0000000029		Y	00-12-2010	00-12-2010	ACQ_PECO-15935 Acquisition Budget	BC_THR14005118075_GND	
0000000040		Y	00-12-2010	00-12-2010	ACQ_PECO-15935 Acquisition Budget	BC_THR14005118075_GND	

At the bottom of the table, there are buttons for 'Search', 'Create', and 'Cancel'. A red arrow points to the 'Create' button.



DOCUMENT RELEASE

FedBid.

Choose Template Selection

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

Public Bidder Status Public Bidder

Max Results: Results per Page:

Choose Template Here:

ASAC/REGISTRATION	Public
ASAC/REGISTRATION	Public
COMMERCIAL TRAVEL POLICE	Public
COMMERCIAL TRAVEL LIFE	Public
COMMUNICATION SERVICES	Public
COST ESTIMATION/CONSULTING	Public

Page 1 of 5 (21 results found)

Special Contract Requirements	Special Contract Requirements
<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 Registration, Conflicts, and Other Statements of Bidder <input type="checkbox"/> L Insurances, Conditions, and Notices to Bidder <input type="checkbox"/> M Evaluation Factors for Award	<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 Registration, Conflicts, and Other Statements of Bidder <input type="checkbox"/> L Insurances, Conditions, and Notices to Bidder <input type="checkbox"/> M Evaluation Factors



Agency Information

FedBid.

Place of Performance

• Add Place of Performance information

• Click the "Text" link

The screenshot shows the PRISM web application interface. At the top, there are navigation tabs: Home, Research, Details, Details, Overview, and a search icon. Below the tabs, the main content area is titled "Place of Performance".

On the right side of the form, there are several fields and buttons:

- Selection: Selected
- Class: Class
- Plan: Plan
- Map: Map
- Fields of Focus: Fields of Focus
- Text: Text
- Images: Images
- Attachments: Attachments
- Reporting Data: Reporting Data
- Printing/Query: Printing/Query
- Download: Download
- Work: Work
- Message Cards: Message Cards
- Evaluation: Evaluation
- Analysis: Analysis
- Reviews: Reviews
- Webinars: Webinars
- Field Entry: Field Entry
- Search History: Search History
- Notifications: Notifications
- Outgoing: Outgoing
- Advanced: Advanced

At the bottom of the form, there are several input fields:

- Code:
- Name:
- Address:
- Address 2:
- Address 3:
- Address 4:
- City:
- State:
- Zip:
- Country:

On the right side of the form, there are several summary statistics:

- Selection Number: 611340157
- Group Selection: 2
- Number of Items: 2
- Website: BASE-Progress
- Plan View: ON
- Total Amount: \$55,000.00



FedBid.

General Summary

- Review the General Summary
- Click the "Items" link

PRISM

Navigation: Home | Reports | Data | Control | Performance | Help

Search: [Search] | Filter: [Filter] | Refresh: [Refresh]

General Summary

Statistics:

- Number of Vendor Bids: 0
- Number of Vendor Requests: 0
- Registration Count: 04/10/2018
- Date Issued: 04/02/2018
- Type of Auction: 1: RFQ
- Solicitation Number (FICR): 564184
- Auction/Procurement ID: 7042100

Primary Product/Service Description: LNSB THE GREAT ROCKS SERVICES

Contact Information:

Company Name: LNSB THE GREAT ROCKS SERVICES
 Address: 14500 S. 10th St., Suite 100, Phoenix, AZ 85042
 Phone: (602) 995-1111
 Website: www.lnsb.com



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

PRISM

Selection: []

Main: []

Items: []

Package: []

Supporting Docs: []

Funding/Contract: []

Grant's pay: []

Workorder: []

Message Center: []

Evaluation Plan: []

Analysis: []

Proposal: []

Workorder: []

Route History: []

Status History: []

Revisions: []

Competition: []

Navigator: []

Return to Home: []

Toolbar: Add, Delete, Copy, Paste, Change Status, Import

Contract Number: 012401197

Vendor: BASS

Status: In Progress

Stage: Submittal

Est Year: 01

Number of Items: 7

Total Amount: \$45,000.00

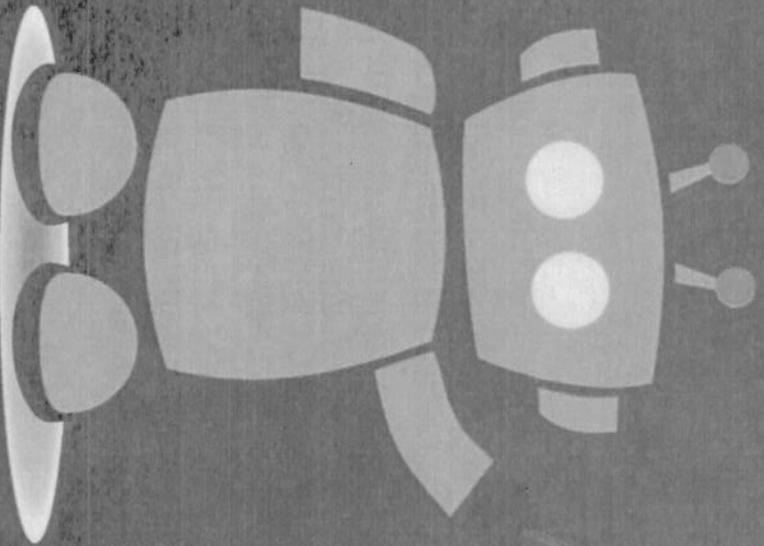
Order Item	Status	Quantity	Amount	Revision
...



Release 2010

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Navigating Your FedBid Dashboard.



FedBid Marketplace Login

FeedB q

- 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 FEEDBID.COM

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?

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
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](#)

BUYER'S PENDING AWARDS
 Over 30 days
 16-30 days
 15 days or less

QUESTIONS PENDING
 Buys Closing Today
 Buys Closing - Next 5 Days
 Buys Pending Award

HELP / VIDEO TRAINING
[Buyer Help Videos](#)
[Online Help](#)
[Frequently Asked Questions](#)

NEWS
Ted Lenoir, FedBid saves governments & companies 10-12% on their procurement / Nov 28, 2012

Buys Snapshot
 Draft Buys
 Open Buys
 Pending Awards
 Pending Questions

You have no Open Buys.

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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

The screenshot displays the FedBid Buyer Dashboard. At the top right, the FedBid logo is prominent, with a 'SWITCH ROLE' dropdown menu set to 'Buyer Dashboard' and a 'HELP & TRAINING' link. Below the logo, a search bar is labeled 'Start a New Search: Keyword' with a 'SEARCH' button. A navigation bar contains four tabs: 'Dashboard' (selected), 'Current Buys', 'Buy History', and 'Profile'. The main content area is titled 'Buyer' and includes a 'WELCOME, Matthew' message. A 'QUICK LINKS' section lists: 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', 'Award Buy', and 'Profile Settings'. A 'BUYS PENDING AWARD' section shows a bar chart with three categories: 'Over 30 days', '10-30 days', and '15 days or less'. Below this is a 'QUESTIONS PENDING' section with three items: 'Buys Closing Today', 'Buys Closing - Next 5 Days', and 'Buys Pending Award'. A 'HELP / VIDEO TRAINING' section lists 'Buyer Help Videos', 'Online Help', and 'Frequently Asked Questions'. On the right side, a 'NEWS' section features a headline: 'Tad Ligonidis, FedBid's CEO, announces... & announces 10-12% on their procurement in Nov 29, 2012'. Below the news is a 'Buys Snapshot' section with buttons for 'Draft Buys (3)', 'Open Buys (0)', 'Pending Awards (0)', and 'Pending Questions (3)'. A message states 'You have no Open Buys.' At the bottom right, a 'AWARDED BUYS TOTAL' section shows a value of 0. The footer contains copyright information for 2001-2013 FedBid Inc., contact details for toll-free 877.9FEDBID, and links for Accessibility Information, Privacy, Terms, Feedback, and Contact Us. The FedBid logo is also present in the bottom right corner.



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 website interface. At the top right, there is a navigation bar with the FedBid logo and a "Switch Role" dropdown menu set to "Buyer Dashboard". Below the logo, there are links for "BUYER DASHBOARD", "HELP & TRAINING", and "LOGOUT". The main navigation bar includes "Dashboard", "Current Buys", "Buy History", and "Profile". The "Dashboard" tab is highlighted with a red box. Below the navigation bar, there is a "NEWS" section with a "SEARCH" button and a "AWARDED BUYS TOTL: 3" indicator. The "Buyer" section on the left contains various links and statistics.

The screenshot shows the "Buyer" section of the FedBid website. It includes a "QUICK LINKS" section with links for "Create New Buy", "Edit Draft Buy", "Answer Seller Questions", "Award Buy", and "Profile Settings". Below this is the "BUYER'S PENDING AWARDS" section, which lists "Over 30 days", "16-30 days", and "15 days or less". The "QUESTIONS PENDING" section lists "Buys Closing Today", "Buys Closing - Next 5 Days", and "Buys Pending Award". The "HELP / VIDEO TRAINING" section lists "Buyer Help Videos", "Online Help", and "Frequently Asked Questions". The "NEWS" section displays a headline: "DCR Sales With Online Auction / Sep. 24, 2012". Below the news is a "Buys Snapshot" section with buttons for "Draft Buys", "Open Buys", "Pending Awards", and "Pending Questions". A message states "You have no Open Buys."



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 website interface. At the top right, the FedBid logo is visible. Below it, a navigation bar includes 'Dashboard', 'Buyer History', and 'Profile'. A search bar is present with the text 'Start a New Search: Keyword'. A 'Buyer' section shows a welcome message for 'Matthew'. A 'QUICK LINKS' section includes 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', 'Award Buy', and 'Profile Settings'. A 'BUY'S PENDING AWARDED' section shows progress bars for 'Over 30 days', '10-30 days', and '15 days or less'. A 'QUESTIONS PENDING' section shows progress bars for 'Buys Closing Today', 'Buys Closing - Next 5 Days', and 'Buys Pending Award'. A 'HELP / VIDEO TRAINING' section includes 'Buyer Help Videos', 'Online Help', and 'Frequently Asked Questions'. A 'Current Buys' dropdown menu is highlighted with a red box, showing options for '> Draft Buys', '> Open Buys', '> Pending Awards', '> Pending Questions', and 'NEED HELP?'. Below this, a 'Buys Snapshot' section shows counts for 'Draft Buys (2)', 'Open Buys (0)', 'Pending Awards (0)', and 'Pending Questions (3)'. A message states 'You have no Open Buys.' The footer contains copyright information for 2013 FedBid Inc. and contact details for the U.S. Department of the Interior.



Buy History Tab

FedBid

Better Buying | Smarter Selling

Switch Role
Supervisor Dashboard
HELP & TRAINING

- 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 web application interface. At the top, there is a navigation bar with 'Dashboard', 'Current Buys', and 'Profile' tabs. The 'Buy History' tab is active and highlighted. Below the navigation bar, there is a search area with the text 'Start a New Search: Keyword' and a 'SEARCH' button. A 'Welcome, Matthew' message is visible. The main content area is divided into several sections: 'QUICK LINKS' with options like 'Create New Buy', 'Edit Draft Buy', 'Answer Bidder Questions', 'Award Buy', and 'Profile Settings'; 'BUY'S PENDING AWARD' with filters for 'Over 30 days', '10-30 days', and '15 days or less'; 'QUESTIONS PENDING' with options for 'Buys Closing Today', 'Buys Closing - Next 5 Days', and 'Buys Pending Award'; and 'HELP | VIDEO TRAINING' with links for 'Supervisor Help Videos', 'Online Help', and 'Frequently Asked Questions'. On the right side, there is a 'NEWS' section with a 'Buys Snapshot' and a 'You have no Open Buys.' message. At the bottom, there are buttons for 'Draft Buys', 'Open Buys', 'Pending Awards', and 'Pending Questions'. The footer contains copyright information for 2001-2013 FedBid, Inc., contact details, and the FedBid logo.



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

Dashboard | Current Buys | Buy History | Profile

Start a New Search: keyword SEARCH

Bid Summary for Buy # 441269_01 BUY STATUS: OPEN

QUICK LINKS

- Clone Buy
- HELP / VIDEO TRAINING
- Supervisor Help Videos
- Online Help
- Frequently Asked Questions

BUY INFORMATION

- Buyer Organization:
- Buyer Name:
- Buy Description:
- Internal Description:
- Specification #:
- Start Date / Time:
- End Date / Time:
- Status:

Open (Buy Assigned)

Switch Role: Buyer Dashboard

HELP & TRAINING

LOGOUT

FOR PACE FOR PACKAGE

BACK TO DASHBOARD HELP & TRAINING

FedBid
Better Buying | Smarter Selling

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**

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

LOGOUT

BACK TO DASHBOARD HELP & TRAINING

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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 website interface. At the top right, there is a user profile section with a 'Switch Role' dropdown set to 'Supervisor Dashboard' and a 'Logout' link. Below this is a 'HELP & TRAINING' link. The main navigation bar includes 'Dashboard', 'Current Buys', and 'Buy History'. A search bar is present with the text 'Start a New Search: Keyword' and a 'SEARCH' button. The 'Buyer' section is active, showing 'Welcome, Matthew'. A 'QUICK LINKS' section includes 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', and 'Award Buy'. Below this are 'BUYERS PENDING AWARD' statistics (Over 30 days, 16-30 days, 15 days or less) and 'QUESTIONS PENDING' (Buys Closing Today, Buys Closing - Next 5 Days, Buys Pending Award). A 'HELP / VIDEO TRAINING' section includes 'Supervisor Help Videos', 'Online Help', and 'Frequently Asked Questions'. The 'NEWS' section features a link to 'Renovate Auctions, Welcomes Back FAR 13.5/FEIS 14, 2013'. The 'Buys Snapshot' section shows 'Draft Buys', 'Open Buys', 'Pending Awards', and 'Pending Questions', with a note 'You have no Open Buys'. A 'PROFILE' dropdown menu is open, listing: 'My Profile', 'Change Password', 'Address Book', 'Seller Communities', 'Buy Terms', 'NEED HELP?', and 'Help/Video Training'.



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. At the top, there is a navigation bar with tabs for 'Switch Role', 'Buyer Dashboard', 'HELP & TRAINING', and 'Logout'. Below this is a 'Dashboard' header with a search bar and a 'SEARCH' button. The main navigation area includes 'Current Buys', 'BUY HISTORY', and 'Profile'. A 'WELCOME, Matthew' message is visible. A 'QUICK LINKS' sidebar contains buttons for 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', 'Award Buy', and 'Profile Settings'. The 'BUY'S PENDING AWARD' section shows a real-time snapshot of pending buys, categorized by time since the buy end date: 'Over 30 days' (6), '16-30 days' (2), and '15 days or less' (3). Below this is a 'QUESTIONS PENDING' section with buttons for 'Buys Closing Today' (5), 'Buys Closing - Next 5 Days' (0), and 'Buys Pending Award' (5). A 'HELP / VIDEO TRAINING' section includes links for 'Buyer Help Videos', 'Online Help', and 'Frequently Asked Questions'. At the bottom, there is a 'NEWS' section with a link to 'Tad Leonsis, FedBid sales commitments & comments, 10-12% on their appointment Nov 29, 2012'. A 'Buys Snapshot' section shows buttons for 'Draft Buys' (3), 'Open Buys' (0), 'Pending Awards' (0), and 'Pending Questions' (0), with a message 'You have no Open Buys.' and an 'AWARDED BUYS TOTAL: 0' indicator.



Search Function

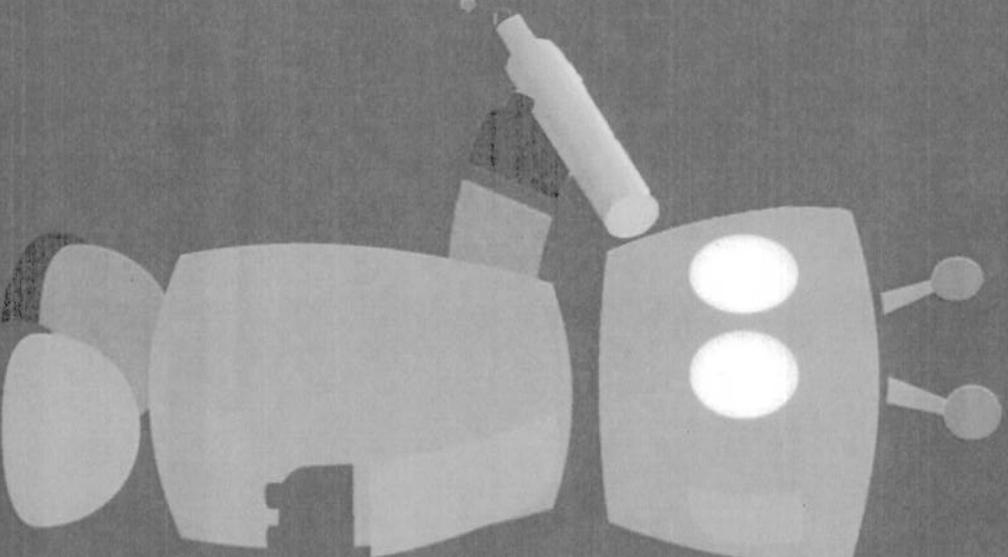
The search tool located below the dashboard tab allows you to search for any buy through one of the following methods:

- Keyword
- Buy Number
- Solicitation Number
- Buy Description
- Internal Description
- PO Number

The screenshot shows the FedBid website interface. At the top right, there is a navigation menu with 'Dashboard', 'Current Buys', 'Buy History', and 'Profile'. Below the navigation, there is a search bar with the text 'Start a New Search: Keyword' and a 'SEARCH' button. A large black arrow points to the 'SEARCH' button. To the right of the search bar, there are links for 'Logout', 'Help & Training', and 'Buyer Dashboard'. Below the search bar, there is a 'WELCOME, BARTHEW' message. The main content area is divided into several sections: 'QUICK LINKS' with links for 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', and 'Award Buy'; 'BUYS PENDING AWARD' with filters for 'Over 30 days', '16-30 days', and '15 days or less'; 'QUESTIONS PENDING' with filters for 'Buys Closing Today', 'Buys Closing - Next 5 Days', and 'Buys Pending Award'; and 'HELP / VIDEO TRAINING' with links for 'Buyer Help Videos', 'Online Help', and 'Frequently Asked Questions'. On the left side, there is a 'NEWS' section with a link to 'Toll Leases: FedBid starts government's & companies 10-12% on their procurement (Nov 29, 2012)'. Below the news, there is a 'Buys Snapshot' section with filters for 'Draft Buys', 'Open Buys', 'Pending Awards', and 'Pending Questions'. At the bottom of the page, there is a footer with the text '© 2011 - 2013 FedBid Inc. All Rights Reserved' and 'Toll-Free: 877.9FEDBID | Accessibility Information | Privacy | Terms | Feedback | Contact Us'. The FedBid logo is prominently displayed at the bottom right.



How to Post a FedBid Buy.



FedBid.

Click Create New Buy

• To create a Buy on FedBid, begin by selecting "Create New Buy" in the Quick Links section

FedBid

Buyer Buying | Seller Selling

Dashboard

Current Buys

Buy History

Profile

Start a New Search: Keyword

SEARCH

Welcome, Matthew

Buyer

QUICK LINKS

Create New Buy

Email Draft Buy

Answer Seller Questions

Award Buy

Profile Settings

BUY'S PENDING AWARD

Over 30 days

18-30 days

15 days or less

QUESTIONS'S PENDING

Buy's Closing Today

Buy's Closing - Next 5 Days

Buy's Pending Award

HELP / VIDEO TRAINING

SuperUser Help Videos

Online Help

Frequently Asked Questions

NEWS: Rovers Auction, Western Bank For 12/27/13 14 2013

Buy's Snapshot

Draft Buys

Open Buys

Pending Awards

Pending Questions

You have no Open Buys.

Switch Role

SuperUser Dashboard

HELP & TRAINING

Logout



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FedBid

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

FedBid.

Create Buy

BACK TO DASHBOARD HELP & TRAINING

CREATE BUY

SELECT CATEGORY

Select Category / Subcategory

Product Categories

Service Categories

- 10 - Weapons
- 12 - Pump/Targeting Control Equipment
- 13 - Ammunition and Explosives
- 14 - Guided Missiles
- 15 - Aircraft and Airframe Structural Components
- 16 - Aircraft Components and Accessories
- 17 - Aerial Launching, Landing, and Ground Handling Equipment
- 18 - Space Vehicles
- 19 - Space Small Craft, Parachute, and Floating Docks
- 20 - Ship and Marine Equipment
- 21 - Railway Equipment
- 22 - Ground Street Vehicle, Motor Vehicle, Tractor, and Cycle
- 23 - Tractors
- 24 - Vehicle Equipment Components
- 25 - Tires and Tubes
- 26 - Engines, Turbines and Components
- 27 - Engine Accessories
- 28 - Mechanical Power Transmission Equipment
- 29 - Drivings
- 30 - Woodworking Machinery and Equipment
- 31 - Millworking Machinery
- 32 - Service and Trade Equipment
- 33 - Special Industry Machinery
- 34 - Agricultural Machinery and Equipment
- 35 - Materials Handling Equipment
- 36 - Construction Mining, Excavating, and Heavy/Maintenance Equipment
- 37 - Iron, Casts, Cranes and Hoists
- 38 - Refrigeration, Air Conditioning, and Air Conditioning Equipment
- 39 - Fire Fighting, Rescue, and Safety Equipment and Fire/Industrial Protection Equipment and Materials
- 40 - Pumps and Compressors
- 41 - Pumps, Steam Boilers, and Turbine Motors

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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

FedBid.

BACK TO DASHBOARD HELP & TRAINING

Create Buy

START BUY SELECT CATEGORY LINE ITEM GET ITEMS ADD TO CART CONFIRM BUY

Line Item(s)	Item Description	Qty	Unit
001		EA	Add Line Item

Delete Line Item

Buy Attachment(s)

No.	Document	Size	Add / Remove
No documents attached			

BACK SUBMITMENTS EXIT SAVE CONTINUE

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FedBid 36

FedBid.

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 shows the 'Create Buy' interface on the FedBid website. The 'Active Buy Terms' section is visible at the top. Below it, the 'Deactivate Buy Terms' section is active, showing a list of terms with checkboxes. A large arrow points from the 'Deactivate Buy Terms' button to the 'Update Terms' button, indicating the process of updating the terms. The 'Update Terms' button is highlighted with a double-headed arrow.



FedBid

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FedBid

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'

The screenshot shows the 'Create Buy' form with the following sections:

- Target Price Information:**
 - Bid Decrement: \$1 (dropdown menu)
 - Total Budget: \$5 (input field)
 - Make Target Price Active: (checkbox)
- Suggested Seller(s):**
 - Company Info: Company Name, Company Phone, Company Name (dropdown), Phone (input field)
 - Seller's Bid Info: First Name, Last Name, Email (input field)
 - No Suggested Sellers: (checkbox)
- Add Shipping Information:**
 - Select a shipping address from the list below: (dropdown menu)
 - Shipping Address: Select a Shipping address (dropdown menu)
 - Delivery Days: 30 (input field)
 - Required (No or substantial date after receipt of order (ETA) by which Buyer requires Seller to ship): (checkbox)
 - Preferred (No or substantial date after receipt of order (ETA) by which Buyer prefers Seller to deliver): (checkbox)
- Buy Attachment(s):**
 - No. Documents: (input field)
 - Size: (input field)
 - Add / Remove: (button)

At the bottom of the form, there are navigation buttons: BACK, ESTIMATE, SAVE, and CONFIRMATION. A footer contains the text: © 2011 - 2012 FedBid Inc. All rights reserved. Toll free: 877-9FEDBID | Accessibility: Information | Privacy | Terms | Feedback | Contact Us.



Create an Award on PRISM

Create an Award in PRISM

• After the competition has ended, and pre-award due diligence was conducted for the source selection to be complete, 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

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

Request Documents
No record documents have been found

Quick Links

- About the Encumbrance in This database
- AGAP
- Contract Checklist for Using AFPC Funds
- Dept. of Labor Wage Determination
- EEO Pre-award clearance
- Enclosed Parties List System (EPLS)
- FedProcnet
- Federal Acquisition Regulations (FAR)
- Federal Business Opportunities
- FRDS - Run Reports
- GIWS.gov
- GSA Acronym
- GSA Document
- FBI Procurement Information System
- Small Business Administration
- US Census Bureau - WUCS
- Compendex



Select Award Type

- Select an Award Type from the "Document Type" drop down menu

PRISM

Document ID: 123456789

Document Type:

Create From:

Purchase Order Numbering Marks:

Select New



CREATE AN AWARD IN PRISM

Create Award From Requisition

- Click the "Select All" button, then; click the "Create" button

Search Criteria

Requisition Number: 000001837

Site:

Include Related Sites:

Regulation:

Buyer:

Originating Office:

Released Date Range

Start Date:

End Date:

Sort by:

Regulation Number:

Max Results:

Results per Page:

Display: Hide Search Criteria: Cancel:

Page 1 of 1 (1 results found)

Requisition Number	Buyer	Originating Office	Released Date	Regulation	Site	Quantity	Program	Line Item	Price
000001837		31 Tank	2000	By Quantity EA	1	\$500.00	Full Specified		

Select All Create



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



PRISM		Purchase Order		Status		Version		Number of Items		Total Amount	
Additional Info		PO Number: 01320003		Stage: Award		Version: BAE in Progress		Net View: Off		Total Amount without Options: \$400.00	
Purchase Order Award Additional Info Bids Documents Comments History Home		Order: Florida One Registration Number: 0040001807 Solicitation Number: None Purchase Order is: <input type="radio"/> Percent <input type="radio"/> Unpercent Award Date: 04/14/2011 Effective Date: 04/14/2011		<input type="checkbox"/> Admin Office <input type="checkbox"/> Issuing Office <input type="checkbox"/> Invoice Office <input type="checkbox"/> Vendor		<input type="checkbox"/> RCORE <input type="checkbox"/> Other		Type of Material Required: <input type="checkbox"/> Other Contracting Officer: <input type="checkbox"/> Contracting Officer Representative: <input type="checkbox"/> Administrative Contracting Officer: <input type="checkbox"/> Primary Product / Service Code: 2000 Period of Performance: <input type="checkbox"/> to <input type="checkbox"/> Includes Receiver Ad Fund: <input type="checkbox"/> No		Total Amount: \$400.00 Total Amount: \$400.00	

Release Award

• After all award information is added, click "Release" in the blue toolbar

PRISM

Purchase Order

Additional info:
 Funds Tracking
 Place of Purchase
 Text
 Payments
 Discount
 Summary

Vendor
 Recurring Obligation
 Services
 Package
 Supporting Docs
 FedConnect
 Summary Report
 Products
 Claims
 Validations
 Route History
 Status History
 Notifications
 Suspension Terms
 Ownership
 Manager
 Return to Home

Route: **PRISM** | [Go](#) | [Delete](#) | [Cancel](#) | [PPDS](#) | [Remember](#) | [?](#)

PO Number: **011P000013** | Stage: **Award** | Order: **\$100.00**

Vendor: **BASE-31-Progress-3** | Net View: **OFF** | Total Amount without Options: **\$100.00**

Number of Items: **1** | Total Amount: **\$100.00**

Owner: Release Case

Registration Number: **0040001837**

Solicitation Number: **(None)**

Purchase Order is: Priced Unpriced

Award Date: **01/14/2011**

Effective Date: **01/14/2011**

Admin Office: **GVA**

Issuing Office: **GOB**

Invoice Office: **GO00 BIV**

Vendor: **0070-00000** **ADD TECHNOLOGIES, INC**

Basel: **HOCON**

Type of Material Required: **DM SUPPLY**

Contracting Office: **Z04G02NTR0FF**

Contracting Officer Representative:

Administrative Contracting Office:

Primary Product / Service Code: **2060**

Period of Performance:

Includes Recovery Act Funds: **No**



Complete Award

• Review completed award information

• You can now award the buy in FedBid!

PRISM

Purchase Order

Additional Info
 Funds Tracking
 Factor of Purchase
 Text
 Printouts
 Discourt
 Summary

Vendor
 Requiring Obligation
 Synopsis
 6 Package
 Supporting Docs
 FedConnect
 Supplies/Report
 Products
 Claims
 Validations
 Budget History
 Status History
 Notifications
 Suspense Items
 Documents
 Navigation
 Return to Home

PO Number: 018303303

Version: BAGE Released

Stage: Released Award

Est. View: Off

Number of Items: 1

Commitment

Current Buyer: Boshda Gate
 Owner: Boshda Gate
 Registration Number: 0040001537
 Specification Number: (None)
 Purchase Order is Paced
 Award Date: 04/14/2011 (S)
 Effective Date: 04/14/2011

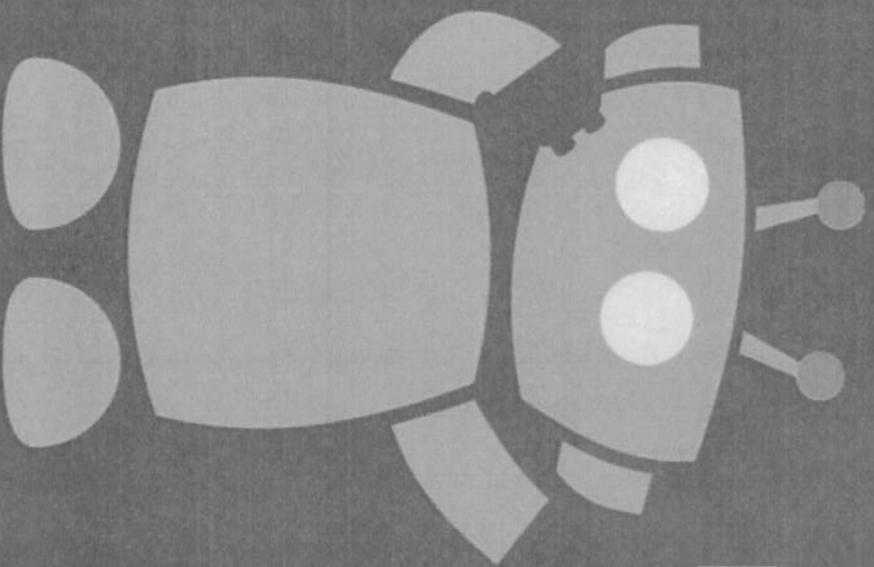
Vendor: A&P TECHNOLOGIES, INC
 Buyer: Boshda Gate
 Type of Material Required: ON SITE/PELVY
 Contracting Officer: USGS Acquisition
 Contracting Officer Representation: (None)
 Administrative Contracting Officer: (None)
 Primary Product / Service Code: 2099
 Primary Product / Service Code Description: COMMERCIAL FISHING EQUIPMENT
 Period of Performance: (None) (S)
 Includes Recovery Act Funds: No

Admin Office Code: 618A
 Name: USGS OF. of Acquisition & Grants
 Address 1: Acquisition Branch
 Address 2: 245 Network Center
 Address 3: 12201 Sunrise Valley Drive
 Address 4: (None)
 City: Reston
 State: VA
 Postal Code: 20192
 Country: US

Commitment: \$100.00
 Total Amount without Options: \$100.00
 Total Amount: \$100.00



How to Close a FedBid Buy.



FedBid.

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 website interface. At the top, there is a navigation bar with 'Dashboard', 'Current Buys', 'Buy History', and 'Profile'. Below this is a search bar with the text 'Start a New Search: keyword' and a 'SEARCH' button. A 'Welcome, Harry' message is visible on the left. The main content area is titled 'Buyers' and includes a 'QUICK LINKS' section with options like 'Create New Buy', 'Est. Cost Buy', 'Award Seller Questions', and 'Award Buy'. A red arrow points to the 'BUYERS PENDING AWARD' section, which contains a table of active buys.

Buy #	Solicitation # / Description	End Date	Organization	Status	Seller Bid
21104	125029-0033 TEL ECORADICAL PREVENT Internal Description 120022490033	1/14/2012 12:00 ET 12:00:00	DOJ ADAM Information Technology Department of State	1	1
21105	Issuing RMI Internal Description N/A	01/12/2012 14:00 ET	DOJ ADAM Diplomatic Security Department of State	1	1
21106	Buy Firesense Internal Description 11	01/12/2012 16:00 ET	DOJ ADAM Information Technology Department of State	1	1

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Buyer Help Videos
Online Help
Frequently Asked Questions

FedBid
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FedBid

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.

Dashboard | Current Buys | Buy History | Profile

Start a New Search: Keyword SEARCH

Bid Summary for Buy # 312158 BUY STATUS - ENQUIRY ALREADY

QUICK LINKS

- Extend Buy
- Report Buy
- Close Buy
- Cancel Buy

HELP / VIDEO TRAINING

- Buyer Help Videos
- Online Help
- Frequently Asked Questions

Buy Information

Buyer Organization: EDU/FSA/Adult Store - Department of Education
 Buy Description: SAMPLE FOR TRAINING - description
 Internal Description: SAMPLE FOR TRAINING - internal description
 Solicitation #: 123456789
 Start Date / Time: 01/26/2012 10:20:00 ET
 End Date / Time: 01/26/2012 16:20:00 ET
 Status: Pending Award ([View Bid Details](#))

Bid Stats

Buy Description	Sellers Notified	Sellers Bidding	Bids	No Bids
SAMPLE FOR TRAINING - description	1	1	1	0

Bid Information

Seller	Bid #	Expertise	About	ActivityCard	Alert	Del. Bids	Total Price	Perf. Alert
EDU/FSA/Adult Store	15865931					10	\$172.50	

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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

Buyer must complete the purchase of the award at the delivery location by the time and date specified for the start of shipping and file of cost prior to take delivery of the specified quantity.

Delivery and Shipping Information

Delivery Date: 2013/05/01
 Shipping Address: PURCHASE ORDER 0510 TELECOM/CDIC/INDIANAPOLIS IN 46278

Line Item(s)

Item No.	Description	Qty	Unit Price	EXT. PRICE
001	Revised Seagate Barracuda model 3x807 Seagate Specialized 3.5" 7.2TB SATA6Gb/s 64MB cache 3.5" drive green	10	\$77.25	\$772.50

Price Summary

Total Invoice: \$772.50

Buttons: [BACK](#) [COMMENT](#) [ACCEPT BID](#)

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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 Numbers: _____

Buttons: [BACK](#) [CANCEL](#) [CONTINUE](#)

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Confirmation of PO/Bid Information

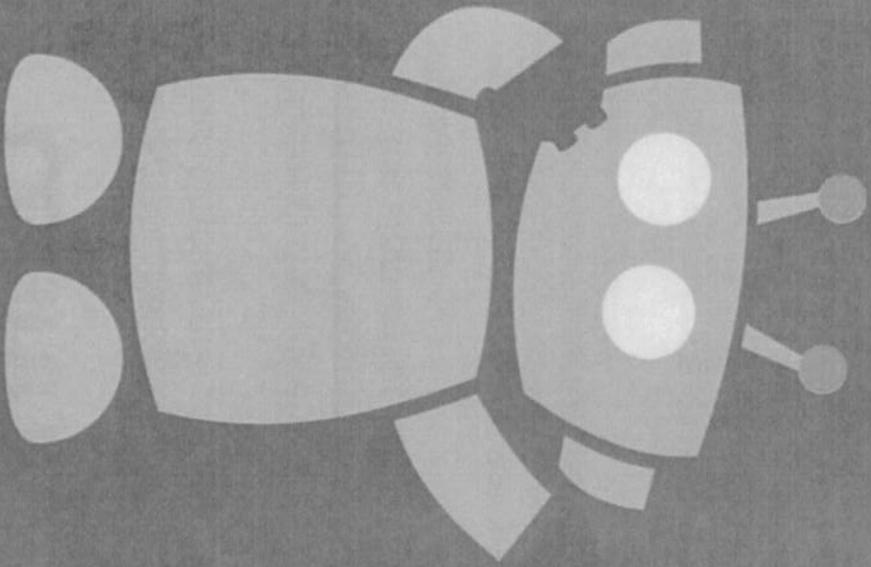
- Confirm the Seller, Award Type, and Order Number then click continue
 - You are now congratulated for awarding the Buy and the award is now documented on the Marketplace
- Note: An email notification to the awarded Seller and a system notification to all other Sellers who participated are sent when a Buy is awarded on FedBid*
- To return to the Dashboard homepage, click continue

Selected Bid Information	
Seller:	FEDCO OCEAN ACCOUNT 20146 903442587
Original Award Type:	Purchase Order of Delivery Order
Award Type Selected:	Purchase Order of Delivery Order
Purchase Order Agreement #:	123456789

4633089

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

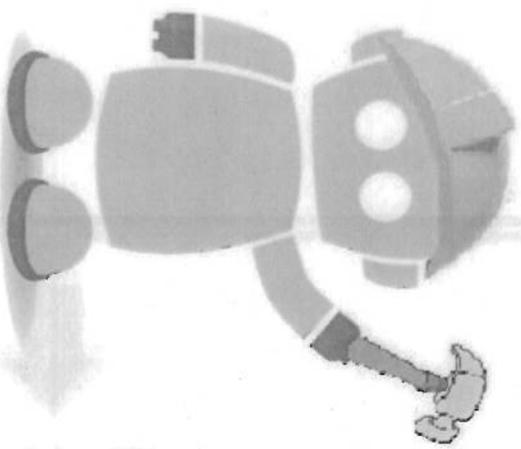




Service Buys on FedBid.

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!



55 **FedBid.**

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.



Just as our **Objections Service FedBid.**

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



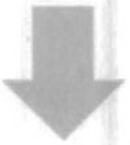
If a site visit cannot be provided, pictures of the area can be included when posting the buy. Up to 100 MB of attachments can be uploaded for each buy on the FedBid Marketplace.



...



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.

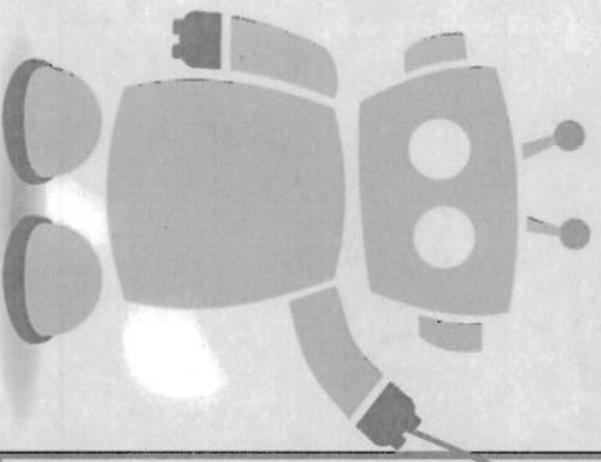




FedBid Option Buy Workflow.

FedBid.

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.

For information on the application of these tips, please refer to the



Obtain your copy of the **FedBid**.

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 Buyer's 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



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

Tom-1 Tip



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

START BUY

Buy Information

Buyer Organization:

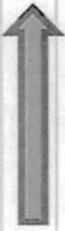
Buy Description:

Internal Description:

Solicitation No:

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

Citing Federal Acquisition Circular No:

Option Buy: Yes No 

Buy End Date/Time:

Contract Vehicle:

Seller Community:

- FedBid Seller Community (All qualified Sellers can Bid)
- * 317V BPA for Non-ops
- * 317V (A) 317V BPA
- * 317V Server EPA
- * 317V Workstation EPA
- * 317V Q 300A PC EPA
- * 317V BPA for Function
- * 317V BPA for

Small Business:

Brand Name or Equip:

Purchase Order or Delivery Order:

Setaside Requirement:

Purchase Description:

Award Type:

[CREATE NEW SELLER COMMUNITY](#)



Option Buy Title: Seller Attach FedBid.

Select Category - Service Categories

START BUY

SELECT CATEGORY

Select Category / Subcategory

Product Categories Service Categories Product and Service Categories List

- + B - Special Studies and Analysis, Non-R and D
- + C1 - Architectural and Engineering - Construction
- + C2 - Architectural and Engineering - General
- + D - IT and Telecom
- + E - Furnishings of Structures and Facilities
- + F - Natural Resources Management
- + G - Social Services
- + H - Quality Control, Testing and Inspection Services
- + J - Maintenance, Repair, and Rebuilding of Equipment
- + K - Modification of Equipment
- + L - Technical Representative Services
- + M - Operation of Government-Owned Facility
- + N - Installation of Equipment
- + P - Salvage Services
- + Q - Medical Services
- + R4 - Support Services - Professional
- + R5 - Support Services - Administrative
- + R7 - Support Services - Management
- + S1 - Utilities
- + S2 - Housekeeping Services
- + T - Photographic, Mapping, Printing, and Publication Services
- + U - Education and Training Services
- + V - Transportation, Travel, and Relocation Services
- + W - Lease or Rental of Equipment
- + X - Lease or Rental of Facilities
- + Y - Construction of Structures and Facilities
- + Z1 - Maintenance of Structures and Facilities
- + Z2 - Repair or Alteration of Structures and Facilities

BACK COMMENTS

EXIT

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the news - Cleary's Objection Time FedBid.

Line Items- Create Option Line Items

START BUY SELECT CATEGORY **LINE ITEMS** BUY ADDITIONAL INFO PRINT LIST

Period of Performance through

Line Item(s) Base

Item No.	Item Description	Qty	Unit	
001			EA	<input type="button" value="Add Line Item"/> +

No documents attached.

- 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



FedBid.

Line Items - Set a Period of Performance

- [START BUY](#)
- [SELECT CATEGORY](#)
- 3 LINE ITEMS**
- [BUY TERMS](#)
- [ADD TO BIDDING](#)
- [NEXT](#)

Period of Performance

05/01/2013 through 05/01/2013

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 assessment of work for complete details	1	JOB

[Add Line Item](#) [Delete Line Item](#)

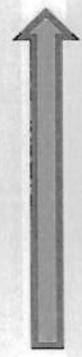
Buy Attachment(s)

No documents attached

[Add Attachment](#)

Options

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



To maneuver from option to option click the orange link

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



738 **FedBid.**

Single Line Item Structure

Line Item(s) Base

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

Item No. Item Description

001 Base Year-Description of Services-See Attached Statement of work for complete details

Qty Unit

1 Job

Each Pencil allows for the individual editing of each

Option Year



Line Item(s) Option 1

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

Item No. Item Description

001 Option Year 1

Qty Unit

1 Job

Line Item(s) Option 2

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

Item No. Item Description

001 Option Year 2

Qty Unit

1 Job

Line Item(s) Option 3

Period of Performance: 04/01/2016 - 03/31/2017

Item No. Item Description

001 Option Year 3

Qty Unit

1 Job

Line Item(s) Option 4

Period of Performance: 04/01/2017 - 03/31/2018



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



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



Additional Information - Seller FedBid.

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 AID upon approval from the soliciting Contracting Officer. Information regarding GSA Schedules can be found at 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 stated 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 need 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



Buyers can purchase FedBid Bids - Pass Bidding

FedBid.

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 website interface. At the top right, there are navigation tabs: "Dashboard", "Current Buys", "Buy History", and "Profile". Below these is a search bar with the text "Start a New Search: keyword" and a "SEARCH" button. On the left side, there is a "Buyer" section with a welcome message for "John" and a "QUICK LINKS" area containing buttons for "Create New Buy", "Edit Draft Buy", "Answer Seller Questions", "Award Buy", "Profile Settings", and "BUY'S PENDING AWARD". Below this is a "NEWS" section with a link to "Detroit Schools Find New Way to Buy School Supplies". The main content area is titled "Buys Snapshot" and contains a table with columns for "Buy #", "Solicitation # / Description", "End Date", "Seller", and "# Sellers Bidding". A sidebar menu on the left includes "Options Pending Exercise" (highlighted with a red box), "Past Due", "Due in 30 Days or Less", "Due in 31-60 Days", and "Due in 61-90 Days". At the bottom of the sidebar, there is a section for "Options Pending" with buttons for "Buy's Closing Today", "Buy's Closing - First 5 Days", and "Buy's Pending Award".



Award an Option Period Buy- Option Period

FedBid

• 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 dashboard interface. At the top, there are navigation tabs: Dashboard, Current Buys, Buy History, and Profile. A search bar is located below the tabs. On the left side, there is a 'QUICK LINKS' menu with options like 'Create New Buy', 'Edit Draft Buy', 'Answer Seller Questions', 'Award Buy', and 'Profile Settings'. Below this is a 'BUYS PENDING AWARD' section with three filter buttons: 'Over 90 days', '16-30 days', and '15 days or less'. Underneath are 'OPTIONS PENDING EXERCISE' buttons for 'Part Due', 'Due in 30 Days or Less', 'Due in 31-60 Days', and 'Due in 61-90 Days'. A table titled 'AWARDED BUYS TOTAL - 6' is visible at the bottom right. A callout box points to the 'Pending Awards' filter, and another callout box points to the 'Due in 30 Days or Less' filter.

Buyer

Start a New Search: Keyword **STATUS**

Welcome, John

QUICK LINKS

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

BUYS PENDING AWARD

- Over 90 days
- 16-30 days
- 15 days or less

OPTIONS PENDING EXERCISE

- Part Due
- Due in 30 Days or Less
- Due in 31-60 Days
- Due in 61-90 Days

AWARDED BUYS TOTAL - 6

NEWS: Detroit Schools Find New

Buys Snapshot

Draft Buys: 3 | Open Buys: 1 | Pending Awards: 3 | Pending Questions: 0

Buy #	Solicitation # / Description	End Date	Seller #	# Sellers Bidding
452011	Snow Removal Services - 4 years	02/26/2013 16:30 ET		0
	OPTION - Snow Removal Services - 4 years			
	Internal Decision: Snow Removal Services - 4 years			

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

Awarded Option Buys with Options that apply to the new 'Options Pending Exercise' filters will display in the Pending Award and Awarded sections



Award an Option Period Buy - Option Period

FedBid

Better Buying | Smarter Selling

Dashboard

Current Buys

Buy History

Switch Role
Supervisor Dashboard

HELP & TRAINING

PDF Package will display all option bid information.

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 #: 0204-2013-17-02-05 ET
 Start Date / Time: 02/05-2013 11:00:00 ET
 End Date / Time: 02/05-2013 11:00:00 ET
 Status: Awarded (View Auction Details)

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.

Bid Stats

Buy Description

Sellers Notified

Sellers Bidding

Bids

No Bids

Bid Information

Description includes the word 'Option' by default.

Seller

19533001

1

Alert

Total Price

Perf. Alert

1208020111 SELECTED

19533001

3

Alert

\$15,024.00

Completed

< BACK

CREATE COMMENT

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Award an Option Period Buy- Option Period

FedBid

Current Bids

Buy History

Profile

Start a New Search:

Bid Details for Buy #449264_01

QUICK LINKS

- Exercise Option
- Cancel Bid
- Cancel Bid (Option Period)

- HELP / VIDEO TRAINING
- Buyer Help Topics
- Cancel Bid
- Frequently Asked Questions

BUY INFORMATION

Buy Description: Option - Snow Removal
 Internal Description: Snow Removal
 Description Req: Snow Removal
 Schedule Requirements: No Set-Aside Restrictions
 Bid Date: 02/26/2015
 Bid Time: 11:20:27
 Purchase Organization: Road Item in Snow
 Contract Vehicle: Other Items

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

Not Exercising an Option also do not Exercise subsequent options.

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

Line Item(s)	Option	Period of Performance	Item No.	Description	Qty	Unit Price	Est. Price
Line Item(s) Option 1		12/01/2013 - 04/30/2014					
001	Exercise Specification, Snow Removal, removal and salting services per statement of work		5	3721.00	5	\$3,605.00	
Price Summary: Option 1						\$1,695.00	
Line Item(s) Option 2		12/01/2014 - 04/30/2015					
001	Exercise Specification, Snow Removal, removal and salting services per statement of work		5	3721.00	5	\$3,605.00	
Price Summary: Option 2						\$1,695.00	
Line Item(s) Option 3		12/01/2015 - 04/30/2016					
001	Exercise Specification, Snow Removal, removal and salting services per statement of work		5	3721.00	5	\$3,605.00	
Price Summary: Option 3						\$1,695.00	

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



Buyer's Obligation to Bid

FedBid

Award an Option Period Buy - Option Period

FedBid

Master Display | Structure Settings

Dashboard

Current Buys

Buy History

Profile

Start a New Search: Keyword

SEARCH

SEARCH FOR BUYER

HELP & TRAINING

LOGOUT

Buy # 450044 Activity Report

CLICK LINKS

Close Buy

HELP | VIDEO TRAINING

Buyer Help Videos

Online Help

Frequently Asked Questions

BUYER INFORMATION

Buyer Organization:

Buyer Name:

Buy Description:

Internal Description:

Solicitation #:

Start Date / Time:

End Date / Time:

Status:

Department of Snow Removal Services

John Almy

Snow Removal

Snow Removal

Snow removal - 2 months

02/07/2013 10:21:31

02/07/2013 13:00:00

Open

Option 1: Expired

Option 2: Expired

Option 3: Expired

Option 4: Expired

Chronology

Buy #	Status	Status Date / Time	Solicitation #	Start Date / Time	End Date / Time
450044	Option 4: Expired	02/16/2013 11:31	Snow removal - 2 months	02/07/2013 10:21:31 Period of Performance: 02/07/2013-02/28/2013	02/07/2013 12:00
	Option 3: Expired	02/16/2013 10:48	Snow removal - 2 months	02/07/2013 10:21:31 Period of Performance: 02/07/2013-02/28/2013	02/07/2013 12:00
	Option 2: Expired	02/15/2013 10:20	Snow removal - 2 months	02/07/2013 10:21:31 Period of Performance: 02/07/2013-02/28/2013	02/07/2013 12:00
	Option 1: Expired	02/07/2013 16:30	Snow removal - 2 months	02/07/2013 10:21:31 Period of Performance: 02/07/2013-02/28/2013	02/07/2013 12:00
	Base awarded	02/07/2013 10:20	Snow removal - 2 months	02/07/2013 10:21:31 Period of Performance: 02/07/2013-02/28/2013	02/07/2013 12:00

MY COMMENTS:

Buy #

Initiator

Timestamp

Description

Note

Asked By

Self Organization

Questions / Responses

Question #

Timestamp

Description

Asked By

Self Organization

Chronology displays all actions taken on each base and option.

Multiple statuses display for each Base and Option



84 - Option Period Buy - Option Period

FedBid.

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

The FedBid DOI Account Management Team

571.297.1410

DOI@FedBid.com



FedBid.

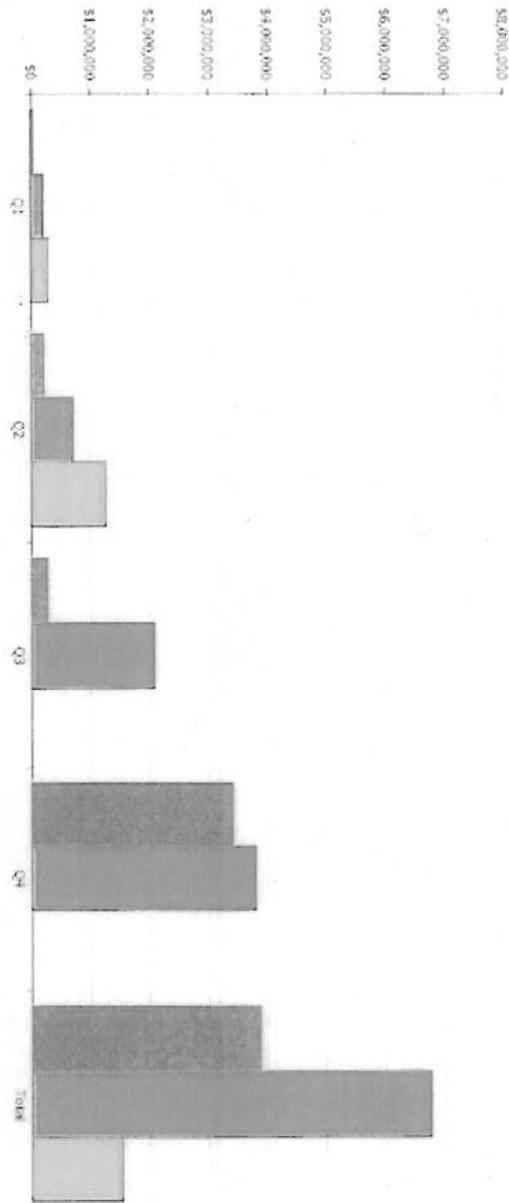
DOI Reverse Auction Savings Tracker

Attachment B

Main Savings Summary

Quarterly

FY2013 GOAL: \$10,000,000		
Month	Savings	Percent of Goal (%)
OCT	\$88,138	0.88%
NOV	\$72,288	0.72%
DEC	\$107,013	1.07%
JAN	\$220,860	2.21%
FEB	\$840,819	8.41%
MAR	\$184,097	1.84%
Total	\$1,024,615	10.25%



AGENCY

- (All)
- DOI - Bureau of Indian Affairs (BIA)
- DOI - Bureau of Land Management (BLM)
- DOI - Bureau of Safety and Environmental Enforcement (BSEE)
- DOI - National Business Center (NBC)
- DOI - Office of the Inspector General (OIG)
- DOI - U.S. Bureau of Reclamation (BOR)
- DOI - U.S. Fish and Wildlife Service (FWS)
- DOI - U.S. Geological Survey (USGS)

Metrics	FY2011	FY2012	FY2013
Fiscal Quarter			
Q1	\$20,142	\$183,350	\$268,439
Q2	\$200,205	\$701,019	\$1,256,176
Q3	\$253,168	\$2,076,579	
Q4	\$3,392,187	\$3,786,373	
Total	\$3,865,702	\$6,757,321	\$1,524,615

Attachment C

Reverse Auction Performance Matrix

ⁱ Source: FPDS-NG. Includes all procurement actions for the quarter.

ⁱⁱ The Reverse Auction Eligible Items 'Actions' and 'Value of Actions' will be the sum of the data DOI self-reports to FPDS-NG and the reverse auction buys for the quarter recorded in FedBid. The data will be filtered to exclude actions:

- Under the micro-purchase threshold
- That are outside the simplified acquisition threshold
- That are identified with a service code (i.e: Service Codes: **Y - Construction of Structures and Facilities, C1: Architect and Engineering - Construction**)
- That are not Firm Fixed Price, Fixed Price
- That are identified as modifications
- For which Fair Opportunity was not given
- That have less than one offer

Any action reporter to FPDS-NG is after the fact (the procurement is already complete). The Performance Matrix reflects actions taken to promote the use of reverse auctions (actions before the competition takes place). These actions may include: dissemination of the DIAPR, designating a "change agent" (to champion within the organization), providing training, establishment of an award program (time off, on-the-spot cash award, etc), establishment of internal bureau goals, and discussing the Performance Matrix results with staff members.

ⁱⁱⁱ Actual reverse auction buys for the quarter reported in FedBid.

^{iv} Calculated by dividing the value of reverse auctions achieved by the value of reverse auction eligible items for the quarter. *Note* reverse eligible items is the sum of actions self reported to FPDS-NG and the reverse auction buys achieved for the quarter recorded in FedBid.

^v Accumulation of quarterly goal achievements.

^{vi} Dollar savings calculated by subtracting the purchased price from the original funded value for each transaction. The percentage savings computed by dividing the dollars saved by the original funded value.

^{vii} Calculated by dividing the value of awards to small business entities by the total value of awards made through FedBid.

^{viii} PALT is calculated from the time the Buy posts live out on the Marketplace, and ends when the Buyer closes the transaction on FedBid.

Attachment D

Determination Not to Use FedBid Reverse Auction Service	
PR Number:	
Date:	
Bureau/Region:	
Name of Buyer:	
Customer Name:	
Customer Office:	
Brief Description of Requirement:	
Rationale for Not Using FedBid for this commercial purchase <i>(provide additional information as necessary)</i>	
<input type="checkbox"/> Non-standard services <i>(explain)</i> :	
<input type="checkbox"/> Complex requirements <i>(explain)</i> :	
<input type="checkbox"/> Best value procurement requiring multi-faceted trade-off analysis <i>(explain)</i> :	
<input type="checkbox"/> Brand name or equal not available from reverse auction marketplace vendors <i>(explain)</i> :	
<input type="checkbox"/> Non-commercial product or service <i>(explain)</i> :	
<input type="checkbox"/> Other <i>(explain)</i> :	
Contracting Officer's Signature: _____ Date: _____	

