USER GUIDE
FOR CONTRACTORS

Version 3.7

January 2006

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I. OVERVIEW OF THE DOE INDUSTRY INTERACTIVE PROCUREMENT SYSTEM

A. MAIN FUNCTIONS

- Access synopses, solicitations, proposals[1] and related documents in the DOE Industry Interactive Procurement System (IIPS) – Business and Financial Assistance Opportunities database.
- Allows for user registration thereby enabling submission of proposals via the IIPS.
- Subscribe to have e-mail notices about synopses and solicitations forwarded to your e-mail address (Industry[2] only).
- Provides for secure login to our secure environment to submit proposals.
- Modify user login information (changing of password).

B. SYSTEM REQUIREMENTS

Users who wish to access the DOE Industry Interactive Procurement System via the Internet should have these minimum system requirements:

- Computer/Laptop with Pentium-class processor
- Internet connection (56k modem or better[3]) through an Internet Service Provider (ISP)
- Browser that supports Java scripts such as Netscape 7.x or Internet Explorer 6.x

For those who plan to submit proposals through IIPS, the only web browsers that currently support file attachments are Netscape Navigator and Internet Explorer.

Software applications should conform to Government specifications such as word processing and compression applications. (See the "*Conformance*" information under the section on "*Guidance for Submitting Proposals*".

[1] The term "proposal" as used throughout this guide is meant to include bids, applications, pre-applications and other responses received from "industry". Industry users may view only their own proposal documents.
[2] The term "industry" as used throughout this guide is meant to include vendors, offerors, applicants, bidders and other respondents.
[3] A slower modem may be used, but the uploading of files will be significantly slower. A T1 line, DSL or cable modem provides the optimum connectivity.

C. TERMS

Agency – Means the Department of Agriculture, or the United States Department of Energy, either or both acting on behalf of the Federal government.

Amendment - Means a revision to a solicitation.

Applicant – Means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a solicitation.

Application – Refers to a Proposal in IIPS and means the documentation submitted in response to a solicitation in Grants.gov applications.

Authorized Organization Representative (AOR) – is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization's E-Business Point of Contact designated in the CCR.

Award – Is the written documentation executed by a DOE or USDA Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

Budget – Refers to the cost expenditure plan submitted in the Application, including both the Federal Government contribution and the Applicant Cost Share.

Central Contractor Registry (CCR) – Is the primary database, which collects, validates, stores and disseminates data in support of agency missions. All vendors who wish to do business with any government agency must register via the Central Contractor Registration (CCR) web site[4]. The CCR is operated by the Department of Defense. More information regarding the registration requirements can be found at http://www.ccr.gov.

Credential Provider – is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at http://www.grants.gov/CredentialProvider.

CFDA - Acronym for Catalog for Federal Domestic Assistance. CFDA provides a five-digit number (e.g. 81.xxx) associated with the agency, DOE, and the program title. The new Financial Assistance form provides a convenient link to view these numbers.

[4] Because more than one person from the same organization/location may be authorized on behalf of their organization to submit proposals to IIPS, users are encouraged to continue to register with IIPS in addition to registering at CCR.

Classification Code – Contract actions appear in two classifications: Services and Supplies. Service codes range from A to Z while Supplies (including Equipment and Materials) codes extend from 10 to99. IIPS provides a link to a list of Classification Codes to assist users when filling-in their forms. A Classification Code can only be a single letter or a two-digit number.

Certificate - A certificate is an electronic 'stamp' attached to your User ID that allows access to specific Domino servers.

Consortium (plural consortia) – Is a group of organizations or individuals that have chosen to submit a single Application in response to a solicitation

Contractor - For the purposes of IIPS, "contractor" is defined to include all entities that may receive contracts, grants, cooperative agreements, loan guarantees or other agreements with the U. S. Department of Energy. This term is used interchangeably with "industry."

Contracting Officer – Means the DOE official authorized to execute Awards on behalf of DOE and who is responsible for the business management and non-program aspects of the Financial Assistance process.

Cooperative Agreement – A Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statue, and Substantial Involvement is anticipated between DOE and the Applicant during the performance of the contemplated activity.

Cost Sharing – Means the respective share of Total Project Costs to be contributed by the Applicant and by the Federal Government. The percentage of Applicant Cost Share is to be applied to the Total Project Cost (i.e., the sum of Applicant plus Federal Government Cost Shares) rather than to the DOE or the USDA contribution alone.

Data Universal Numbering System (DUNS) Number – is a unique nine-character identification number issued by DUN and Bradstreet (B&D). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge. http://www.grants.gov/RequestaDUNS

FedBizOpps – Federal Business Opportunities (FBO) has been designated as the universal Government website (http://www.FedBizOpps.gov) as the focal point for viewing procurement opportunities primarily by industry. As of October 1, 2001, IIPS has been able to link its contract actions at FedBizOpps.

FedGrants – In an effort to streamline and consolidate the grants process the FedGrants site functions merged with Grants.gov at www.grants.gov

FeDTeDS - The Federal Technical Data Solution (FedTeDS) is an E-Gov initiative in the Integrated Acquisition Environment (IAE) designed to safeguard sensitive acquisition related information during the solicitation phase of the procurement cycle.

Financial Assistance – Financial Assistance (FA) opportunities include grants, cooperative agreements, and procurement contracts. In IIPS, FA opportunities were once created on the same online form as Acquisitions. A separate form was created for FA opportunities. In the current release, numerous changes have been added to the handling of FA data as will be described in this user guide.

Folder – Folders store and manage related documents. A folder icon functions like a manila folder because it displays the folder name and its contents (e.g. documents). By clicking on a folder icon—usually located to the left of the document section title—the folder expands or collapses to reveal subfolders (a folder within a folder) or documents.

Form - IIPS uses forms as "design elements that give users a framework for entering new information in a database and for viewing existing information." These forms are used not only for inputting new data, but also for displaying existing data. The data may be entered or displayed via a web page.

FSCG – The acronym stands for Federal Stock Class Group. This field appears on the Simplified Acquisition registration form.

Grants.gov – The web site that allows organizations to electronically 'find' and 'apply' for competitive grant opportunities from all Federal grant-making agencies. FedGrants.gov is the Grants.gov *Find* site that allows vendors to search for announcements while Grants.gov is the *Apply* site that allows vendors to download application packages then submit completed ones. Completed applications packages are immediately transmitted to IIPS.

Industry - For the purposes of IIPS, "industry" is defined to include all entities that may enter into contracts, grants, cooperative agreements, loan guarantees or other agreements with the U.S. Department of Energy. This term is used interchangeably with "contractor."

Mailing List – Guest and registered users may join a mail list for a specific solicitation so that they may receive e-mail notifications of any changes to the solicitation.

NAICS Code - The acronym stands for North America Industrial Classification System and is the industry classification system to categorize types of businesses. The NAICS Code field has been removed from the Solicitation form and from IIPS' main view. All existing data with NAICS Code information will remain in the system and may appear in archived views.

Proposals - For the purposes of this guide, the term "proposal" includes pre-applications, applications, bids, proposals and other solicitation-related documents. It includes any and all information that must be submitted to DOE as identified in the solicitation.

SSL - The acronym stands for Secure Socket Layer. SSL is a security protocol that protects data by encrypting it as it passes between servers and Web clients. The system administrator distributes the certificate to Web users.

Views - A view is the entry point to the data stored in a database and/or for opening and reading documents. Users select a view to see a list of documents in the database and then open documents from there. Web users can click a link to open a document. Every database must have at least one view; most databases have several views to organize and present documents in different ways.

II. LOGIN PRIVILEGES

There are three classes of users associated with the DOE Industry Interactive Procurement System (IIPS): A. Guest, B. Registered, and C. Contracting Officer & Contract Specialist (CO/CS). Depending on the user's classification, the users will be able to view certain information such as only their own proposals/solicitations and information received from the contracting officer. Guest and Registered users have the ability to submit questions regarding a specific solicitation. Industry will only be granted privileges associated with the first two classes of users listed as follows.

A. GUEST (ANONYMOUS)

Guest users are not required to login. This access level provides the user with the ability to view and download all solicitations, solicitation documents, and solicitation messages. Users may also submit a question and join a mailing list for specific solicitations. At this level, users ***do not*** have the ability to submit proposals electronically, create or edit any forms via this web site except for the registration and submit question form.

B. REGISTERED

Industry users who wish to submit ***proposals*** electronically must register for a unique user id and password. A user must have completed the electronic registration form ***and*** received notification of acceptance from the Government ***prior*** to being able to login as a registered user. Registered users have all the abilities of a guest; they also have the ability to create and view ***their own*** proposals and contractor response forms as well as view Award Notification or Government Response documents that relate to their proposal.

C. CONTRACTING OFFICER AND CONTRACT SPECIALIST (CO/CS)

DOE Contracting Officers and Contract Specialists have all the abilities of a guest, plus they have the ability to create, view, and edit ***their own*** synopsis/solicitations, solicitation documents, solicitation messages, and government response forms. The CO/CS can view questions submitted by Guest and Registered users then post the information at the site. They also have the ability to view contractor prepared proposals and responses to a solicitation for which they are responsible. They ***do not*** have the ability to review proposals or source selection data not under their purview nor do they have the ability to edit proposals once submitted by registered users.

III. ACCESSING IIPS VIA THE E-CENTER WEB SITE

A. THE E-CENTER WEB ADDRESS

- Launch your Internet browser such as Netscape or Internet Explorer.
- Connect to the IIPS web site by entering the Universal Resource Locator (URL) then the domain name or address:

http://e-center.doe.gov

The e-Center's homepage (as shown below) can be viewed by all users. Looking over the home page, the window displays links to various procurement sites. If your screen is not large enough to display the entire page, scroll bars will automatically appear.

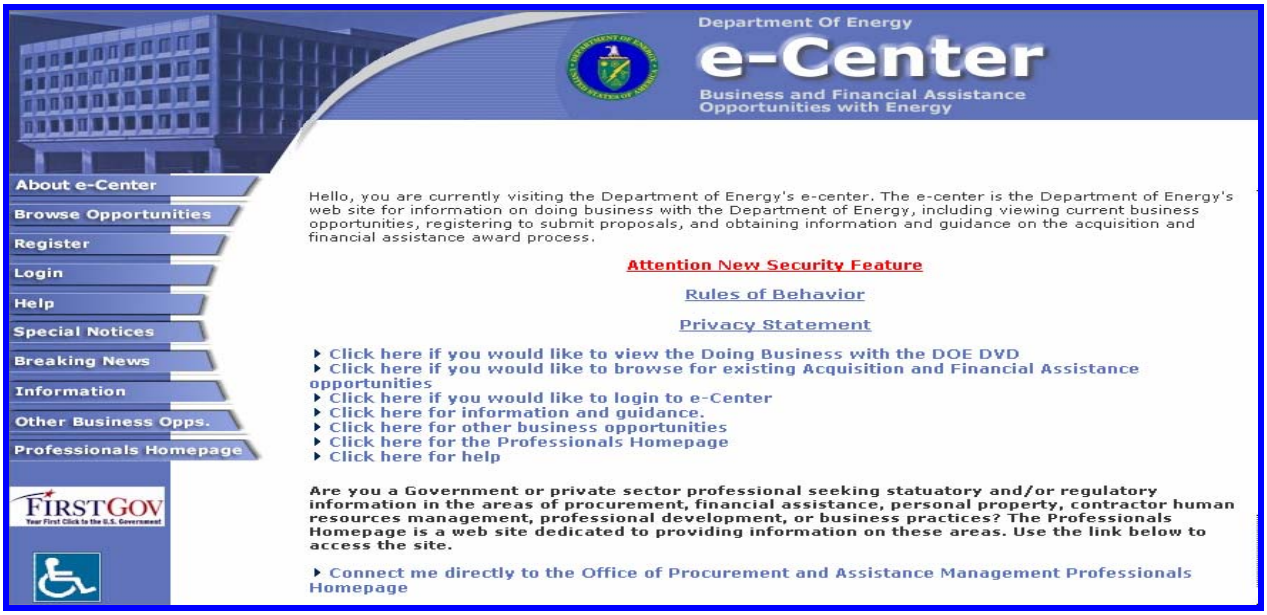


Figure 1: DOE e-Center home page

Place the mouse over an object such as a navigation button and a pop-up textbox displays to assist the user. Hypertext links or hyperlinks are conveniently located for downloading either Internet Explorer or Netscape browser. The viewing area displays the web page and will change as the user selects various options. Once inside IIPS, buttons pertaining to IIPS will appear at along the left and top of the page.

B. VIEWING THE E-CENTER WEB SITE

1. Navigation Buttons

As mentioned in the previous section, the homepage contains the name of the web site, **Department of Energy e-Center Business and Financial Assistance Opportunities with Energy**, as well as ten hypertext buttons that navigate users to various locations within or linked to the DOE-Center site. Those ten **navigation buttons** include the following: About e-Center, Browse Opportunities, Register, Login, Help, Special Notices, Breaking News, Information, Other Business Opportunities, and Professionals Homepage.

NAVIGATION BUTTONS	DESCRIPTION
About e-Center	Opens to the E-center home page and provides brief information about the sites. A few hyperlinks are listed to sites that can also be accessed by clicking a button in the frame.
Browse Opportunities	Directly links to IIPS. All users can only view and print general information about the solicitations that are listed in the Industry Interactive Procurement System.
Register	Directly links to IIPS. Users can access the electronic forms to register as a user and subscribe to receive email notifications when new solicitations are posted to the web site. A user may also elect to unsubscribe without being removed as a registered user.
Login	Directly links to IIPS. Once a user receives notification that his/her registration form has been approved, the registered user can login to IIPS to begin submitting proposals or creating solicitations depending on their level of access. Users can also change their own login password.
Help	Provides contact information and a download of the Industry Interactive Procurement System Users Guide.
Special Notices	Lists the Date, Posted by, and Subject of the information provided. A hyperlink is available to open a document that contains the Subject, detailed Description, as well information on the person posting the information.
Breaking News	Lists the date and title of important information that may be time sensitive. A hyperlink is available to open a document that contains a title and detailed description.
Information	Guides users to information on how to do business with DOE by providing links to additional web pages. Read topics such as Understanding DOE contracting, Getting on the DOE Bidder's List, etc.
Other Business Opportunities	Guides user to other government web sites including field offices nationwide. Hyperlinks are available to Commerce Business Daily, Federal Financial Assistance information, and more.
Professionals Homepage	Provides access to Office of Procurement and Assistance Management site that includes information about Contractor Human Resources, Business Practices, and more.

Table 1: Navigation buttons

Only four of these locations allow users to interact with IIPS directly: Browse Opportunities, Register, Login, and Help. Depending on a user's classification, she/he can proceed beyond the IIPS home page by selecting Register or Login. Guest users have access to only Browse Opportunities and Help.

The remaining locations provide additional information that is helpful to the industry in understanding how to do business with the government. For this reason the Information, Other Business Opportunities, and Professionals Homepage locations will not be describe in detail.

2. View Web Pages

About e-Center is the homepage that is linked to the first navigation button labeled **About e-Center** listed in the left border. As demonstrated throughout this document, hypertext links can appear as underscored text often of another color other than black or as a 3-D object such as a button. Most web pages contain hyperlinks that take the user from one web page to another

within the same web site and sometimes to a web site external to DOE. Selecting one of these objects will navigate you to another web page. Click a navigation button to view the specified web page. If the navigation buttons disappear, new buttons or hyperlinks may appear on the page. You can also click the **Back** browser button to return to the previous page.

3. Web Features

Feature	Type	Description
	Folder	Identifies the item listed contains more information. When selected, more information will be displayed depending on the users access.
	Previous	When selected, returns to the last web page accessed.
	Next	When selected, returns to the last web page accessed.
	Search	When selected, brings up the search feature specific to the application.
	Expand	When selected, expands the folder view.
	Collapse	When selected, collapses the folder view.
	Pick List	A drop-down pick list appears when the user clicks on the down arrow. Data is selected by clicking on the item in the list.
	Text Box	Identifies an editable text field. To enter information, click once in the field and begin typing.
Select	Button	Opens a new window with a list of items from which to make selections or displays another form.
	Checkbox	Identifies a selection can be made. Click on the box to indicate the option description is selected.
	Radio Button	Identifies a selection can be made. Click on the box to indicate the option description is selected.
	Book	Opens a new window to find and select the name of an individual or their organization.
Browse...	Attachment Button	Opens Windows Explorer to allow selection of a file to attach.
Tab	Keyboard	Moves the cursor to the next field
Shift-Tab	Keyboard	Moves the cursor to the previous field.
Enter	Keyboard	Inserts a line in a text field.
Spacebar	Keyboard	Selects a radio button option.
Right-Arrow	Keyboard	Selects the next radio button option.

C. IIPS MAIN VIEW

Once inside IIPS, links to the **Main View** are referenced on various pages throughout the site to return to the Main View for the appropriate database. It serves as the IIPS focal point or internal home page for accessing information pertaining to DOE opportunities located in the IIPS system. The current version is also displayed.

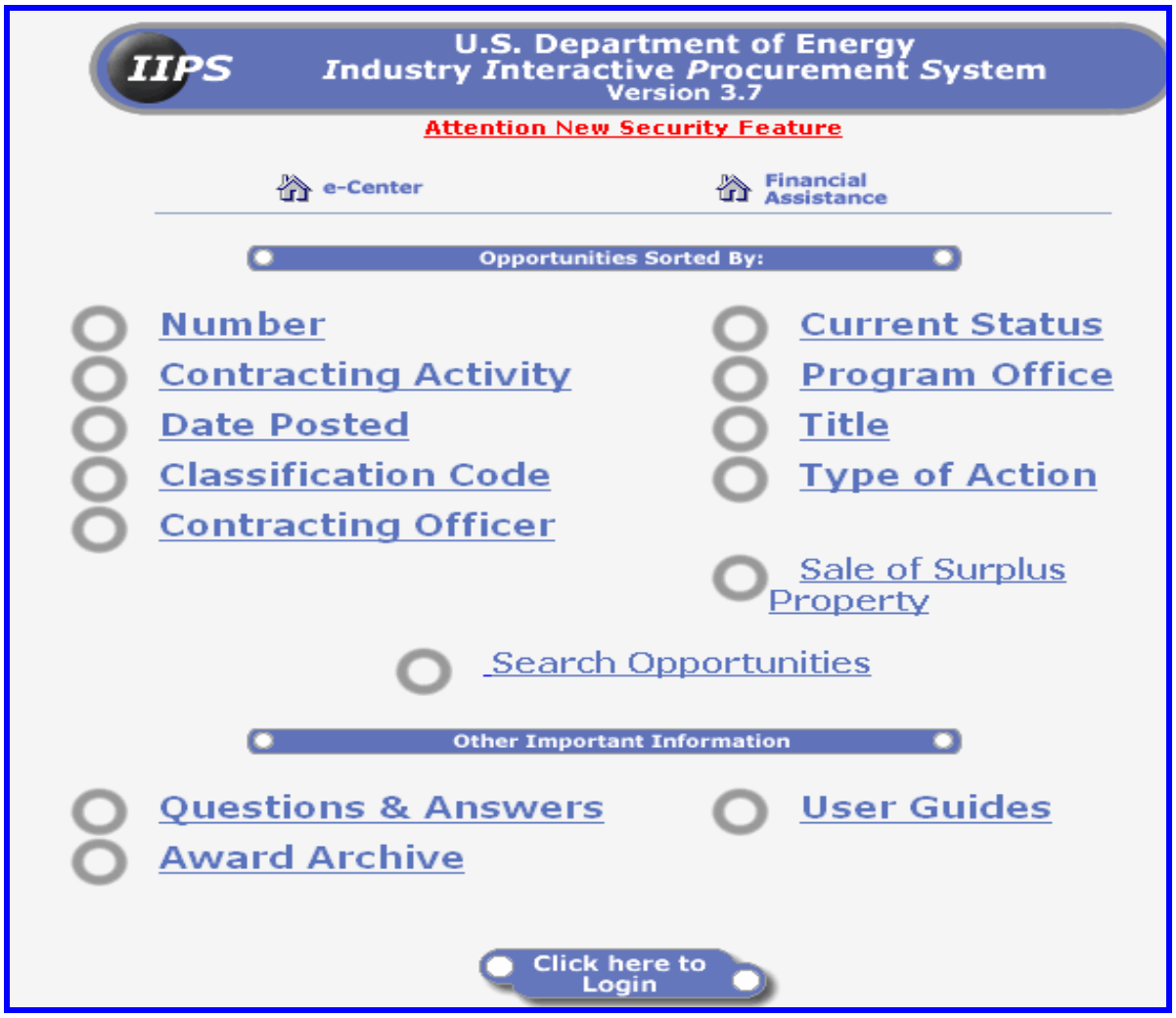


Figure 2: Acquisitions Main View

The **Main View** provides a list of options to view Solicitation information including proposals/applications if submitted. The view that appears is for anonymous or Guest users, as well as registered industry users.

Additional information is also presented such as access to the documents such as User Manuals and Release Notes, and a toll free number to the IIPS Help Center.

IV. ACCESSING THE DOE INDUSTRY INTERACTIVE PROCUREMENT SYSTEM

A. GETTING STARTED

1. Launch your browser.
2. Enter the URL for e-Center homepage: http://e-center.doe.gov
3. Press the <Enter> key.

The web site opens to the home page titled **e-Center**. Hyperlinks as indicated by text that start with ▸ **Click here…** are available for users to browse, register, login, or view information pertaining to IIPS. Note these hyperlinks correspond to the navigation buttons listed on the left side of the screen. You can click a hyperlink and a new page opens. The associated navigation button is highlighted indicating it is selected.

B. BROWSE OPPORTUNITIES

The **Browse Opportunities** web page provides a medium for visitors or **Guest** users to view solicitations and simplified acquisitions that are issued by the U.S. Department of Energy without committing any information about there selves or to a solicitation. These users have not yet submitted their proposals via IIPS, but may choose to do so by becoming a registered user at a later time. Guest users are not required to login and can lookup and download initial solicitation information at anytime.

1. Guest Users

Guest users have the ability to do the following: a.) Browse Opportunities, b.) Join a Solicitation Mail list, c.) Submit a Question, d.) View a Question/Answer, and Search IIPS.

a. Browsing Opportunities

Because the IIPS Business Opportunities database has become so large, IIPS has been divided into two separate databases: Acquisitions and Financial Assistance (FA) opportunities.

To view either the DOE Acquisitions or the DOE Financial Assistance opportunities, complete the following steps.

1. Click on the **Browse Opportunities** navigation button from the e-Center homepage.
2. Click on the **Browse Business Opps** button.

Or

2a. Click on the **Browse Financial Asst** button.

The database in the current view can be identified by the database name (e.g. DOE Acquisitions or DOE Financial Assistance) located in the upper left corner of the screen.

Depending on the type of opportunity selected, a list of active opportunities will be displayed. The default view is **Opportunities by Number**.

Other view options are available by clicking on the **Acquisitions** or **Financial Assistance icons/links** along the top of the page. These links will take you to the appropriate Main View.

Figure 3: DOE Acquisitions (Solicitations)

Figure 4: DOE Financial Assistance

1. Click on the folder to expand a list of document views associated with the solicitation.
Or
1a. Click on the Expand "+" or Collapse "-" button.

If a solicitation (or other heading – depending on the option you selected) has a folder next to it, clicking on the folder will display additional information, **subject to the level of access of the logon user**. For example, in the **Opportunities by Number** view, clicking on the folder next to the Acquisition (or Financial Assistance) opportunity number will expand the list. Additionally, clicking on the solicitation number may display documents such as the Statement of Work, Cost Exhibits or other information uploaded by the CO/CS who provides the information needed to understand the supply or services DOE is seeking to be acquired. This type of information may

be attached in a Solicitation Document (e.g. Synopsis Modification or Solicitation Amendment) or a Solicitation Message.

2. Click on the solicitation number hyperlink to the right of the folder.

This will open and display public information pertaining to the specific opportunity.

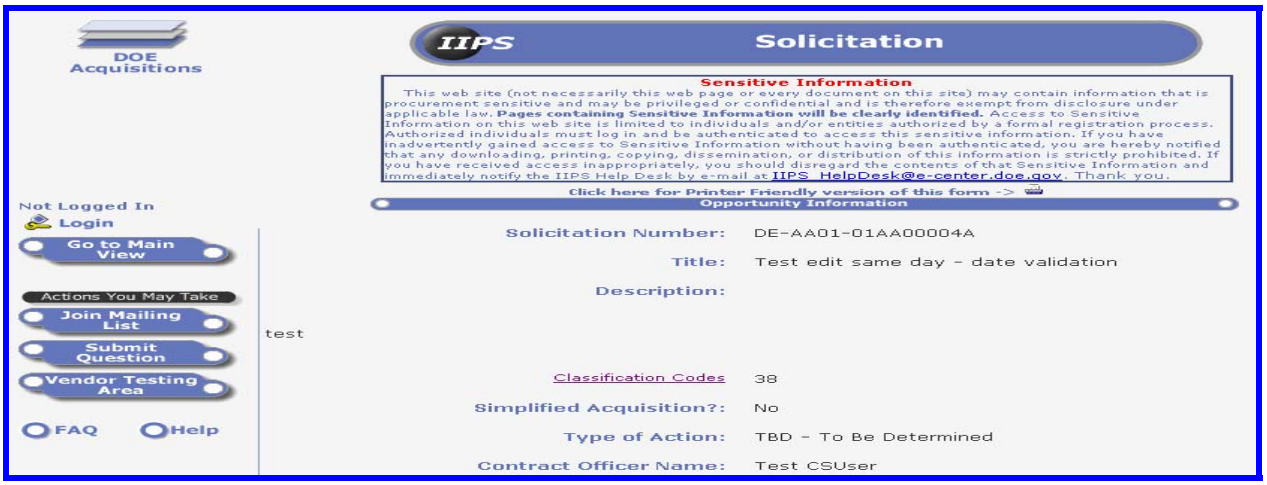


Figure 5: Example of an Acquisition Solicitation main document

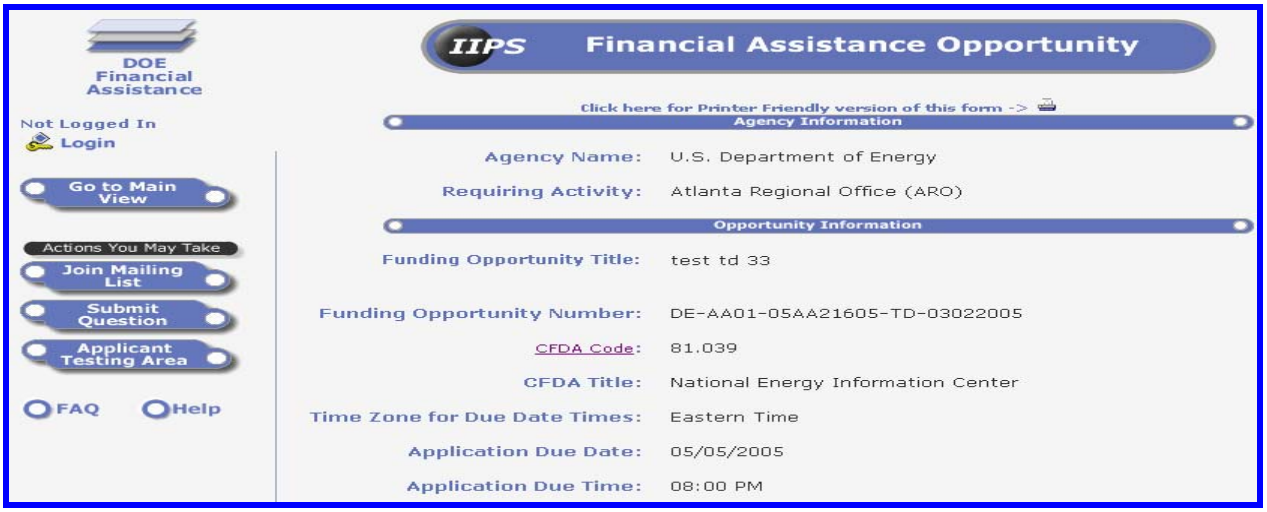


Figure 6: Example of a Financial Assistance (FA) Opportunity

Once a Solicitation/Financial Assistance Opportunity is displayed, action buttons appear in the navigation pane: Join Mailing List, Submit Question, View Questions and Vendor/Applicant Testing Area. A guest user may go to IIPS' **Main View** to search for more solicitations, submit a question about a specific solicitation, view questions, or join the mailing list for a specific solicitation. Be advised that the View Questions button does not appear unless a question has been submitted for the opportunity displayed.

1. Click on the **Go to Main View** button.

Guest users may view Solicitations/Financial Assistance opportunities by category or view important information pertaining to opportunity in IIPS. Guest users have the ability to join a solicitation mailing list, submit a question regarding a specific solicitation, as well as view the question/answer once approved by the CO/CS. The following sections describe how to join a mailing list, submit a question, and view the answer to that question.

b. Join a Solicitation Mailing list

Join a solicitation mailing list if you wish to be notified of changes to a specific solicitation within IIPS. When there is a change to the specific solicitation, the CO/CS can choose to generate an e-mail notification.

To join a mailing list for a specific opportunity, complete the following steps.
1. Click on the **Browse Opportunities** navigation button from the e-Center homepage.
2. Click on the **Browse Business Opps** button.
Or
2a. Click on the **Browse Financial Asst** button.

The Opportunity by Number page will appear. Locate the Solicitation/FA Opportunity for which you are interested in receiving notifications.
1. Click on the Solicitation/FA number hyperlink.
2. Click on the **Join Mailing List** button.
A mail list form will open for the specific solicitation.

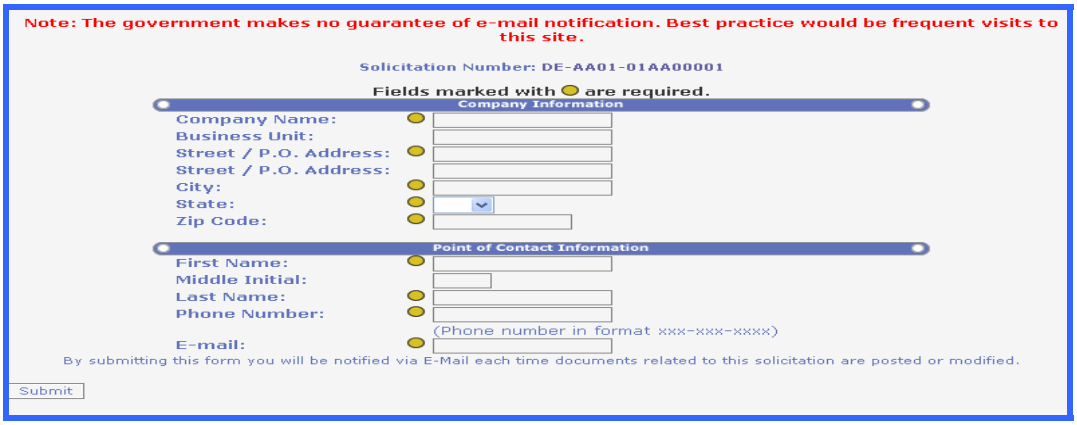


Figure 7: Join Mailing List form

The solicitation number is displayed at the top of the page. Complete all of the required fields marked with a gold circle.
1. Enter the Company Name.
2. Enter the Street/P.O. Address and the City.
3. Type the first letter of the State abbreviation and press the down-arrow key to scroll the list.
4. Enter the Zip Code.
5. Enter the First Name information.
6. Enter the Last Name.

7. Enter the Phone Number.
8. Enter the E-mail address.

The e-mail address provided on this form is the address which notifications will be sent to by the Contracting Officer/Contract Specialist for the specific opportunity. If the e-mail address is invalid, the vendor will not receive the notification. It is the responsibility of the vendor to ensure their information is correct. If any of the information should change on the form, the vendor should notify the IIPS Help Desk to update their registration information.

9. Click on the **Submit** button.

A confirmation message will be displayed similar to the one below.

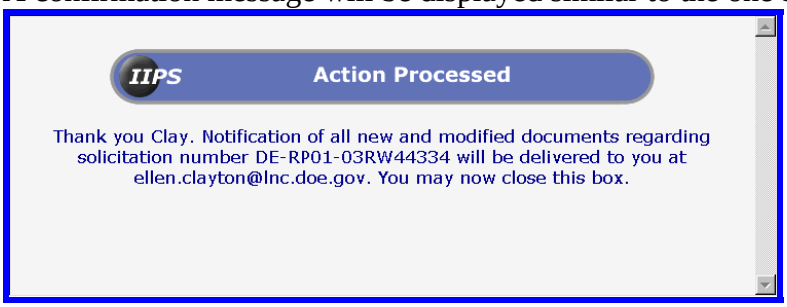


Figure 8: Action Processed - Join Mailing list

10. Click the "x" button to close the new browser window.

The screen returns to the specific Solicitation/FA Opportunity page. Users can then select to *Go to E-Center, Go to Main View, or Submit a Question.*

c. Submitting a Question

Guest as well as registered users may submit a question to the CO/CS for the specific Solicitation/FA opportunity as well as view the question once approved by the CO/CS. Once the user submits a question, it cannot be edited.

If a Solicitation/FA Opportunity is displayed, click on the **Submit Question** button.

Otherwise, complete one of the following steps.

To submit a question, complete these steps.
1. Click on **Browse Opportunities** navigation button via the e-Center homepage.
2. Click on the **Browse Business Opps** button.
Or
2a. Click on the **Browse Financial Asst** button.
Locate the Solicitation/FA Opportunity for which you are interested in submitting a question.
3. Click on the Solicitation/FA number hyperlink.
4. Click on the **Submit Question** button.

The **IIPS Questions Form** is displayed in a new browser window.

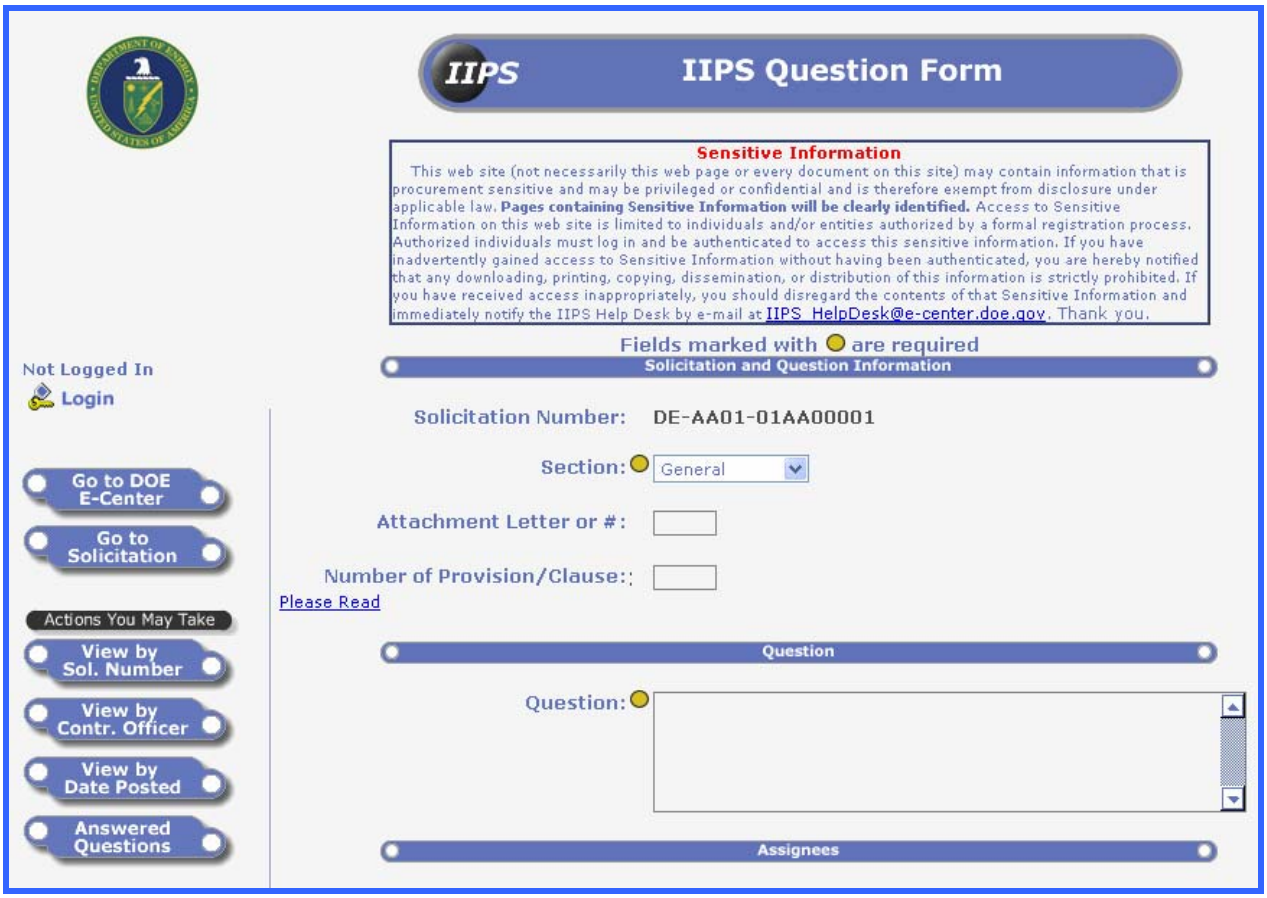


Figure 9: IIPS Questions Form

Use click and drag to expand the window or use the scroll bars to view more information.

The Solicitation/FA Opportunity number is displayed at the top of the page.

If this is not the correct Solicitation/FA opportunity number for which you are submitting a question, close the window. To exit this screen without submitting a question, click on the "X" button to close the window.

1. Click the drop-down arrow to select a Section option.

NOTE: An option for **Not Applicable** is available by scrolling to the bottom of the list.

2. Enter the Attachment letter or number if applicable.
3. Enter the Number of the Provision/Clause if applicable.
4. Click on the **Please Read** hyperlink to view Vendor Help information.

Figure 10: Please Read from IIPS Solicitation Questions form

Carefully read the information on this screen. It provides pertinent information about questions as well as answers that will be posted on the IIPS site.

5. Click on the **Close this window** hyperlink to return to the **IIPS Questions** view.
6. Click on the Question text box and enter your question.

Do not enter personal information in the Question text field as this field may be published to the public by the CO/CS. Complete the contact information fields. All of the contact information is required. Contact Information is viewable only by the DOE contracting personnel and cannot be viewed even when the question and answer is published to the web.

7. Enter your Name.
8. Enter the Company Name.
9. Enter your full E-mail address.
10. Enter your Telephone number including area code.
11. Click on the **Submit** button.

If you do not enter information in any of the required fields, a dialog box will be displayed.

Figure 11: Dialog box - enter text

12. Click on **OK** and enter a text in the appropriate field.

If you do not enter any contact information, the appropriate dialog box will display for each field that is incomplete.

13. Click on **OK** and complete all required fields.
14. Click on the **Submit** button.

The **Action Processed** confirmation screen will be displayed.

Figure 12: Action Processed - Submit question

15. Click on the hyperlink to **close this window**.

The confirmation window will close and the screen will return to the specific Solicitation Form or FA Opportunity.

Questions submitted by Guest (anonymous) users are not immediately posted on the IIPS site. The Contracting Officer of the specific solicitation has the authority to edit the question, collaborate for an answer, and then post the question as private or public viewing. Private and public determines who (submitter or general public respectively) may view a question.

d. Viewing Questions

The **View Questions** button is visible to vendors only if a question has been submitted and approved for publish by the CO/CS for the solicitation/opportunity. Questions submitted via IIPS will be displayed in the appropriate database provided the Contracting Officer approves it for public or private viewing. Pubic allows all users, guest and registered, to view the question/answer while Private allows only the submitter to view the question/answer. Contact information is hidden when a question/answer is published for public viewing.

1.) View Questions via the Solicitation

If a Solicitation/FA Opportunity is displayed, click on the **View Questions** button.

Otherwise, complete the following steps.
1. Click on **Browse Opportunities** navigation button via the e-Center homepage.
2. Click on the **Browse Business Opps** button.
Or

2a. Click on the **Browse Financial Asst** button.
Locate the Solicitation/FA Opportunity for which you are interested in viewing a question.
3. Click on the Solicitation/FA number hyperlink.
4. Click on the **View Questions** button.

The **Questions** screen is displayed.

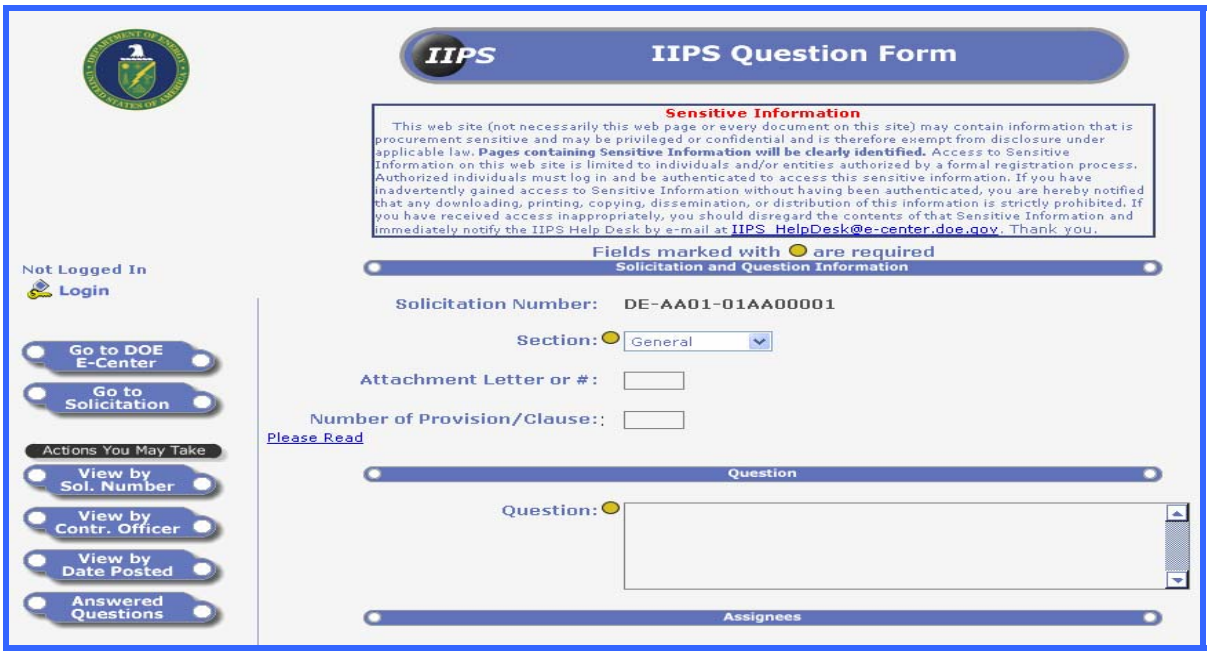


Figure 13: Questions

5. Click on the section hyperlink to display the IIPS Question document.

The **IIPS Question Form** will open.

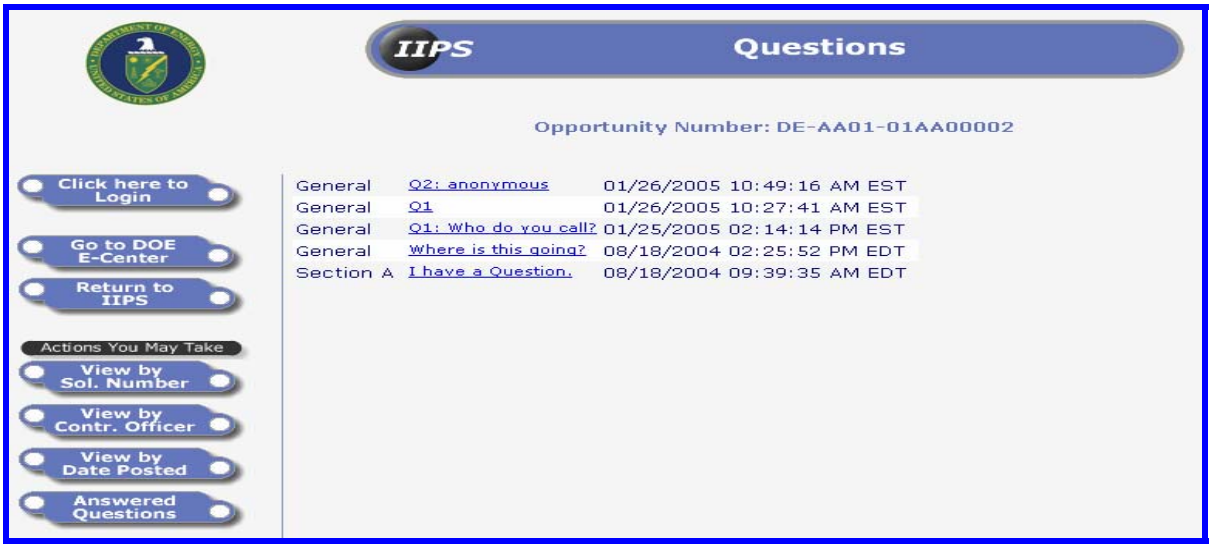


Figure 14: Question and Answer

2.) View Questions via the Main View

Users may also view questions from the Main View.

1. Click on the **Go to Main View** button.
2. Click on the **Questions & Answers** menu option.

A list of Solicitation/FA numbers (depending on the database selected) for which users have submitted a question will be displayed on the screen. You can change the view list by selecting **View by Solicitation Number** (current default)**, View by Contract Officer**, or **View by Date Posted**.

If a solicitation number does not appear in this view, then either no question has been submitted for the specific solicitation, a question has been submitted but the Contracting Officer has not approved the question/answer for public view, or the question/answer is marked for private viewing. Only the submitter of the question can view the question/answer marked Private by the Contracting Officer.

3. Click on the **folder icon** for the desired Solicitation/FA number.
4. Click on the folder icon for the type of question (e.g. General or Section).
5. Click on the question hyperlink to display the **IIPS Question** document.

e. Answered Questions

The **Answered Questions** link will allow you to view a list of all questions that have been answered by the CO/CS. If a Solicitation/FA number is not listed in the views, then either no question has been submitted or a question has been submitted, but the CO/CS has not released the document for public view.

1. Click on the **Go to Main View** button.
2. Click on the **Questions & Answers** menu option.
3. Click on the **Answered Questions** button, if available.

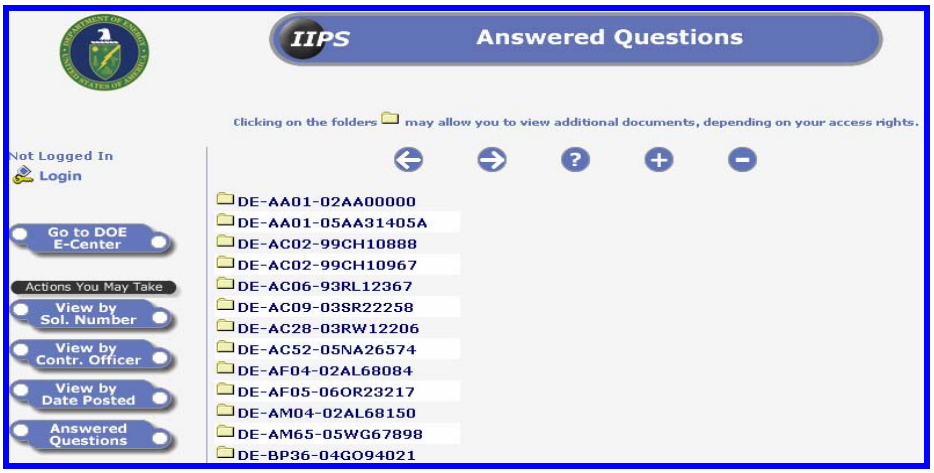


Figure 15: Answered Questions view

4. Click on the folder icon for the desired solicitation/opportunity number.
5. Click on the folder icon next to the solicitation number.
6. Click on the folder icon for the solicitation.
7. Click on the question hyperlink.

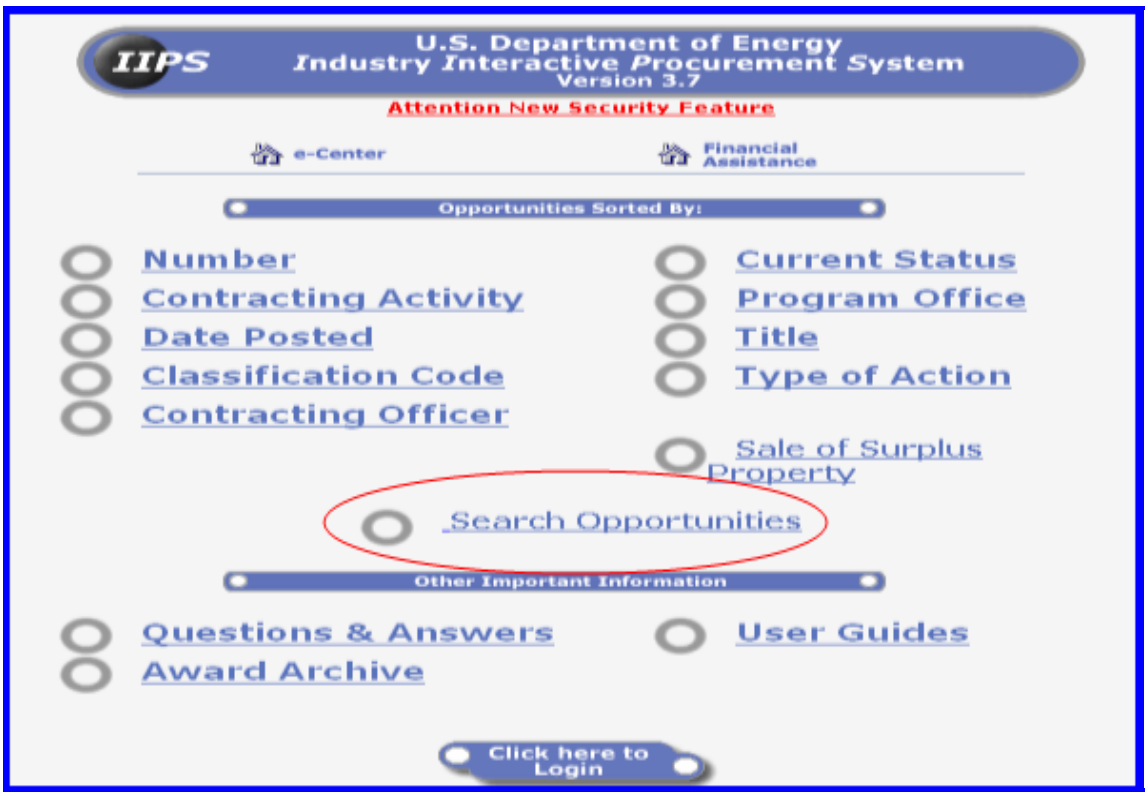
The Question document will be displayed.

f. Search IIPS

Users can search either opportunity databases by topic or by the solicitation/FA opportunity number.

To search IIPS, complete the following steps.
1. Click on the Browse Opportunities navigation button via the e-Center homepage.
2. Click on the Browse Business Opps button.
Or
2a. Click on the Browse Financial Asst button.

The **Main View** for the desired database will be displayed.



3. Click on the Search Opportunities radio button.

The **Search** page will open.

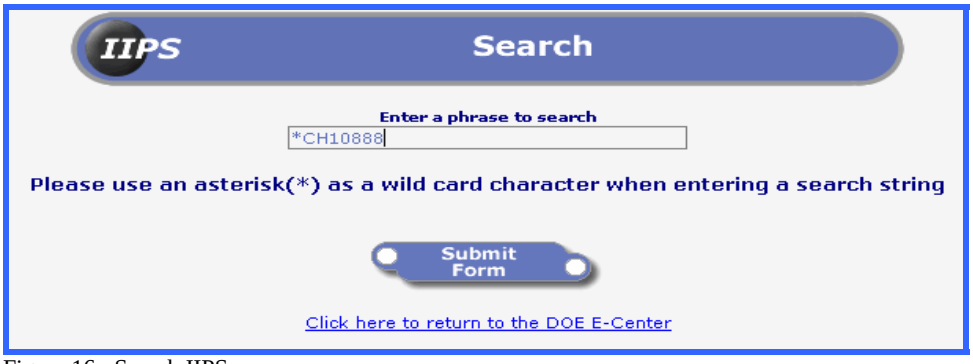


Figure 16: Search IIPS

4. Enter a word or phrase in the **Enter a phrase to search** text field.
Or
4a. Enter a wild card and the last 7 characters of solicitation number.

5. Click on the **Submit Form** button and the results are displayed.

Figure 17: Search in the IIPS Acquisition database

6. Click on the **Title hyperlink** to display the opportunity document.

To start a new search, click on the **Click here to Search Again** button or to exit the screen, click on **Click here to return to the DOE E-Center** button.

Be aware that once a solicitation is archived, it is no longer available as part of the Search index in IIPS production. You can, however, go to the Award Archive database and perform a search in each archive database.

This is the extent to which a Guest user can view opportunity information in IIPS. IIPS does allow users to test the system via a sample solicitation/opportunity in either Acquisitions or Financial Assistance databases. However, users must be registered with IIPS to access the testing areas.

C. REGISTER

Once at the e-Center home page, those who wish to become a registered user, including a Contracting Officer/Contract Specialist (CO/CS) and reviewers/evaluators, should proceed to register as an IIPS user. As previously mentioned, the **CO/CS and reviewers must register with the IIPS** to be able to access the main database. You must use a specific "user name" when you register. As a CO/CS or reviewer, either you're IIPS Point-of-Contact (POC) or the CO/CS will provide you with your "user name".

You can register as an individual or on behalf of your organization at this web site in order to submit proposals via IIPS. If registering for an organization, you must ensure that you obtain authorization from your organization to submit proposals on their behalf.

The registration process occurs under a secure environment. All users who register will subsequently receive confirmation via an e-mail message that they are registered. Once registered, you will be able to login using your user name and password. Answers to questions regarding "signing" various documents can be found in the Notice of Disclaimer presented during the registration process.

Please be aware that multiple registrations from the same organization do not result in providing access to the same proposal documents created in IIPS by a specific registered user. IIPS' security structure is person specific, not organization specific, such that only the submitter can view the proposal documents.

NOTE: User passwords are encrypted in the system and the IIPS Help Desk does not have the ability to look up anyone's password. If you have trouble logging in or if you have a question, or concerns about your registration, please contact the IIPS Help Desk at 1-800-683-0751, select option 1.

Users registering for the first time will encounter a number of screens. If for any reason you are unable to complete the registration process and need to exit without submitting your request, click the **Back** or **Home** button on your browser's toolbar or select another navigation button such as **Browse Opportunities**.

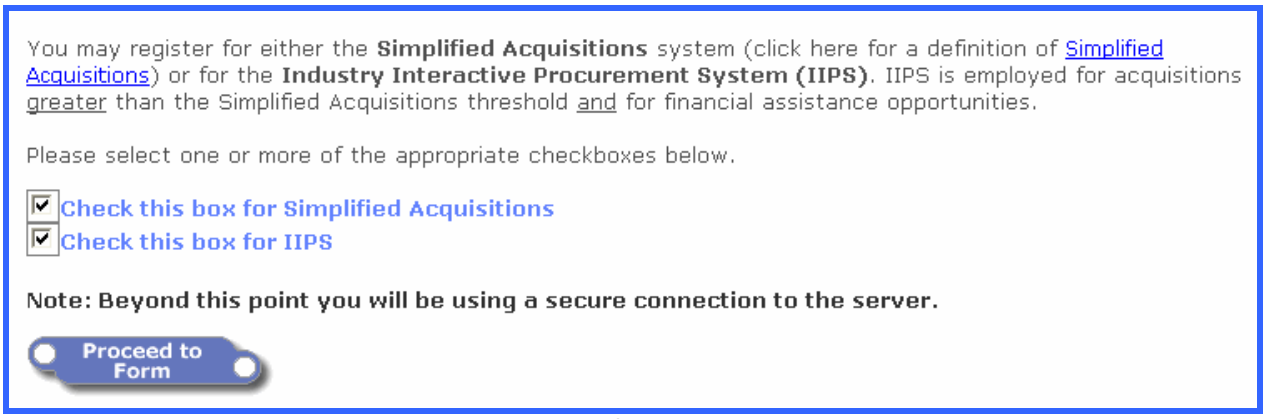


Figure 18: Register

To register with IIPS, complete the following steps.

1. How to Register

1. Click on the **Register** navigation button from the e-Center homepage.
2. Click in the second checkbox to select "**Check this box for IIPS**".

> **NOTE**: You can select both checkboxes and register for both systems at the same time. A notification will be sent from each system to inform the user that their registration has been processed.

3. Click on the **Proceed to Form** button at the bottom of the screen.

The **Notice of Disclaimer** will be displayed.

a. Notice of Disclaimer

When the **Notice of Disclaimer** displays on the screen, scroll down the page to read all of the information carefully. <u>You must click on **I Accept** to proceed past this point. Those who decline cannot register.</u>

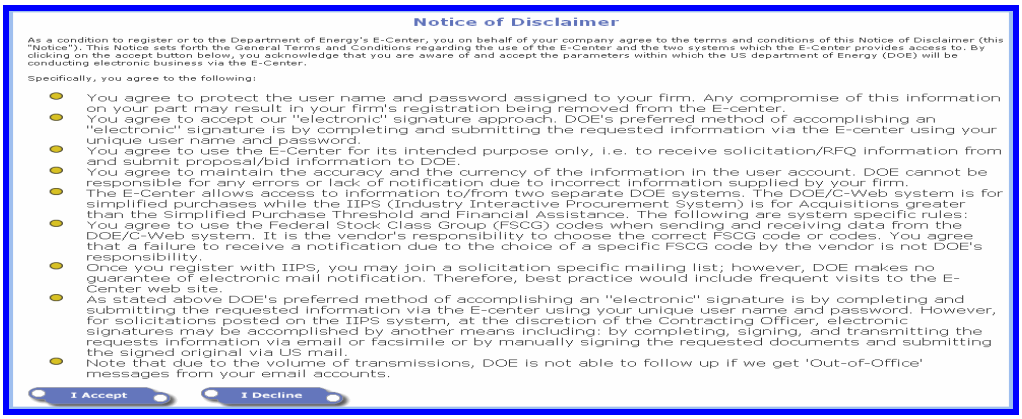


Figure 19: Notice of Disclaimer

4. Scroll to the bottom of the page.
5. Click on either I Accept or I Decline.

I Accept moves on to the registration form whereas **I Decline** returns to the previous page.

The **Registration** document is now displayed.

b. Registration form

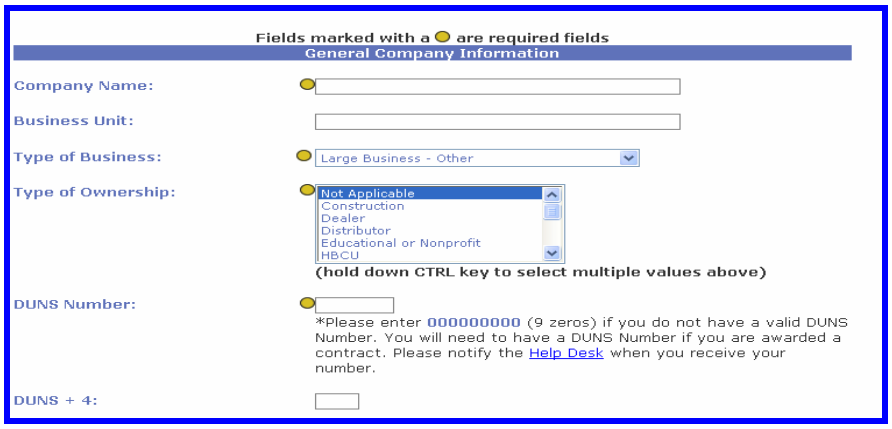


Figure 20: IIPS Registration form - top of page

(1) General Company Information

By standard procedures, all fields that **<u>require</u>** input are preceded by a gold dot.

1. Click in the first field to enter the Company Name.
2. Press the <Tab> key to get to the next field and subsequent fields.
3. Enter the Business Unit information if available.
4. Select the Type of Ownership.
5. Enter the DUNS Code (9 digits).

Note: If you do not have a DUNS code please enter nine zeros. Be advised that a valid DUNS code must be provided upon an opportunity award.

6. Enter the DUNS +4 digit number.
7. Select Yes or No to Grants.gov Applicant?

Note: If you have submitted an application via the Grants.gov web site, select Yes. You will then be required to provide either the grant or IIPS tracking number on the form.

8. Enter the Street/PO Address.
9. Enter additional Street/PO Address information in the next field if necessary.

9a. Enter Country. **When "Other" is selected enter the "City, Country" in the City field.**

10. Enter the City name.
11. Type the first letter of the State until the correct state abbreviation appears.
12. Enter the Zip Code.

Tip:	If you or your organization is located outside of the United States, click the State field drop-down arrow and select **NA**. The following abbreviations have been added to the State listbox: PR for Puerto Rico and VI for Virgin Islands.

(2) Contact Information

Scroll down the screen to reveal the "Contact Information" section.

13. Enter the First Name.
14. Enter a Middle Initial.
15. Enter the Last Name.
16. Enter an E-mail Address.
17. Enter a Phone Number.

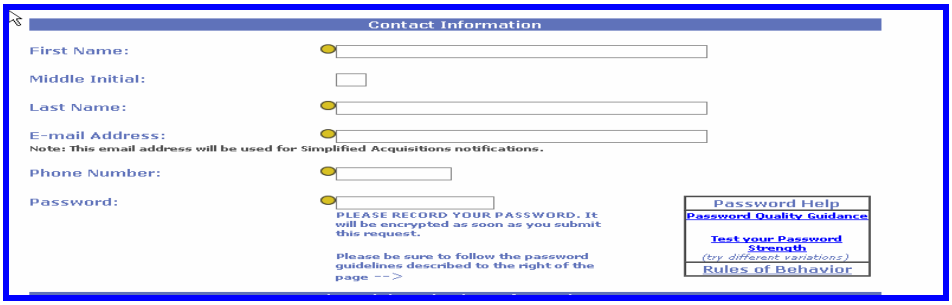


Figure 21: IIPS Registration - Contact Information

Ocassionally, Special Notices may be posted regarding opportunities listed in IIPS or regarding system maintenance. In addition, the Contracting Officer/Contract Specialist may choose to send a notification regarding an opportunity in their purview. Notifications that are sent to all vendors registered with IIPS are based on the e-mail address provided on the registration form.

(3) Password

A new password should contain at least 8 alphanumeric characters including some special characters and **no spaces**. Passwords are **case sensitive** and will be encrypted once the form is submitted. Passwords must conform to the **DOE Notice 205.3**, Password Generation, Protection and Use.

What's New?	***Password Guidance***
Guidance information has been updated to assist users in meeting a password quality level of 12 or greater.	

Password Quality Guidance

Two options are available to assist users with selecting their new password in the Password Help block. Use the **Password Quality Guidance** hyperlink to view helpful tips for creating a secure password. Examples of passwords that meet the quality rating level are also provided.

Figure 22: Password Guidance

Test Your Password Strength

Test Your Password Strength You must test your password strength to determine if it meets the password quality level of 12 or better. You will only be allowed to use your password if you get a PASS rating.

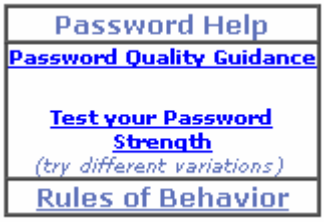


Figure 23: Password Strength

17. Enter a new Password.
18. Click on **Check Quality**
19. Click on **Test your Password Strength**.

Note: You can only go on to the next step if your password gets a PASS rating .

20. Click **Paste & Close**.

21. Click on the **Submit Registration** button at the bottom of the form.

c. Forget to fill-in a required field

If you do not complete a required field, a message screen will be displayed prompting you to fill-in the specified field(s). The following screen depicts the message you will see and can easily identify the field(s) that requires attention. Please contact the Help Center if you need assistance.

Certain required fields were left blank or contained invalid entries. Please hit the BACK button and fill in or correct the following fields:
You must enter a company name
You must enter a street address for your company
You must enter the city that your company is located in
You must enter the zip code for the company mailing address
You must enter your first name
You must enter in your last name
You must provide an email address in standard internet format
You must provide a phone number for the point of contact

22. Click the Back button on the browser's toolbar.
23. Fill-in the desired field(s).
24. Click on the Submit registration button at the bottom of the form.

d. Registration Received

A confirmation will be displayed on the screen indicating that the registration has been received.

Thank you, (name), for your registration. You will receive confirmation from the appropriate systems once your registration has been processed.

25. Click on another navigation button or the browser's Home button to exit this screen.

You will be returned to the browser's homepage based on your computer's settings.

e. Registration Processed

As mentioned in the screen above, a user's registration is not complete until the IIPS Help Desk has processed the registration information. Upon completion of the process, a user will receive an e-mail notification similar to the following message.

Your registration request for the DOE IIPS was successful. Your user name is: (name). You may now log on with this user name and the password you entered. Please remember that you do not have to sign in as a registered user to view solicitations. Thank you for your interest in the Department's business opportunities.

Deleting this e-mail notification will not interfere with the IIPS database or the user's registration status.

In the event your name matches another user or you accidentally register twice, you will be notified by the Help Center.
Note: Should your registration information change, you must send an update request to: iips_helpdesk@e-center.doe.gov.

D. LOGIN

Once you have received your approved registration notification via e-mail, you can login to the IIPS system.

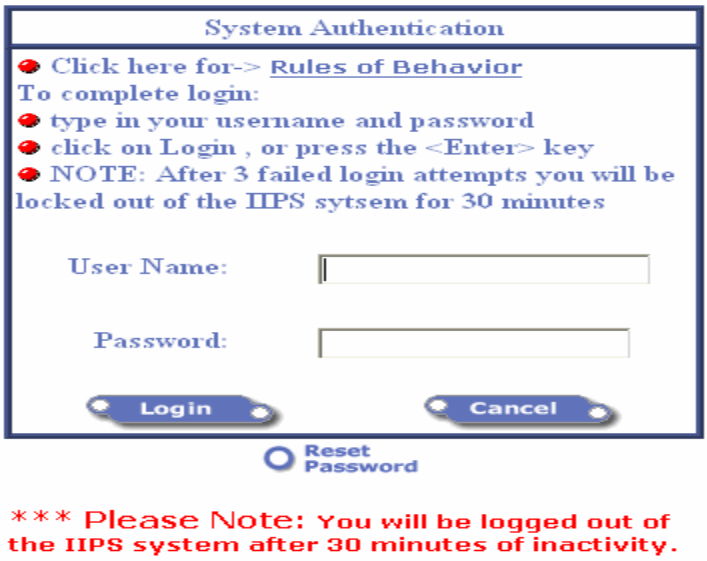


Figure 24: Login view

1. Login to IIPS

1. Click on the **Login** navigation button via the e-Center homepage.
2. Click on the **radio button for IIPS - Procurement or IIPS - Financial Assistance**.
3. Click on the **Login** screen button.

The System Authentication screen will be displayed.

4. Enter your User Name.
5. Enter your Password.

Remember, your password must be at least 8 characters and is case sensitive.

6. Click on the **Login** button.

If you have previously logged in to IIPS, you will be prompted with your last login information. In addition, the selected site is identified.

7. Click the **OK** button to close the dialog box.

The **Main View** is displayed.

2. Change Password

Login provides users the procedure to change their existing password. This user information cannot be viewed until registration has been approved. A user will be requested to login in order to change their password.

1. Click on the **Login** navigation button from the e-Center homepage.
2. Click on the **Change Password** button.
3. Enter your User Name.
4. Enter your Password**.**
5. Click on the **Login** button.

If you have previously logged in to IIPS, you will be prompted with your last login information.

The **Password Change Request** web page is displayed.

Your login name is displayed as originally entered and cannot be changed.

Note: The system is capable of tracking the last three (3) passwords though in encrypted form. Therefore, previously used passwords are prohibited
A password must be at least 8 characters long and is case sensitive. **Remember to comply with DOE N 205.3!**

6. Enter your New Password.
7. Retype your new password for verification purposes.
8. Click on the **Submit Request** button.

A confirmation screen is displayed indicating your request has been processed.
Thank you, (name).
Your change request has been processed.
Go to e-Center.

9. Click on the **Go to e-Center** hypertext link.

You will be returned to the e-Center home page.

Note: You must wait at least 10 minutes before attempting to login with your new password. This will ensure that IIPS has updated your information.

3. Reset Password
Reset Password allows users who have forgotten their password to request a new one. Based on the information provided, the system will check the registration database and return the necessary user information.

To reset your password, complete the following steps.

1. Click on the **Login** navigation button from the e-Center homepage.
2. Click on the **Reset Password** button.

A **Password Reset Form** will be displayed.
3. Enter your e-mail address and last name in the appropriate fields.
4. Click the **Submit Request** button.

a. Reset Password Successful

Upon receiving the onscreen message that your password has been reset, an e-mail notification with the user name and new password will be sent to the e-mail address provided.

You have reset you password in the IIPS Registration system. Your new login information is:

User Name =
Password =

You may use the link below to change your password or login with the information above.

When you attempt to login with the new password, you will be redirected to the Password Change Request screen. You will be required to enter a new password. Previously used passwords are prohibited.
If the IIPS system is able to find an exact match with the information provided, the following message will be displayed on the screen and the requested information will be sent to the e-mail address provided by the user.

Password Reset Successful

Your password has been reset. You should be receiving a confirmation email soon. Please follow the instructions in the email to login to IIPS or to change your password. Click here to access the E-Center login page.

If the IIPS system does not find a match, the system will direct the user to contact the IIPS Help Desk for assistance.

Error
No registration document was returned based upon your criteria.
Please contact the IIPS Help Desk at 1-800-683-0751 for assistance with this problem.

E. HELP

Help provides a number of resources to assist users with any questions or concerns that they may have while accessing the IIPS or Simplified Acquisitions (SA). Points of Contact, phone numbers, and e-mail addresses are located here.

1. Click on the **Help** navigation button via the e-Center homepage.
2. Select an option that would best assist with your inquiry.

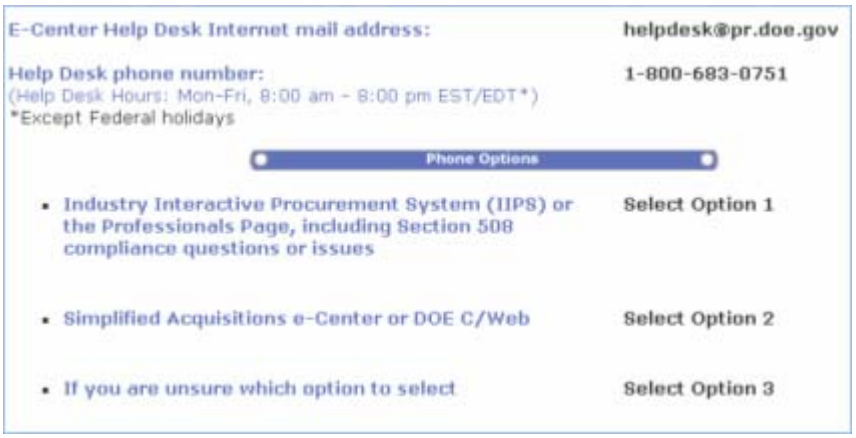


Figure 25: Help - e-mail and phone number

Note that users have four ways to seek help.

- ❖ Send an e-mail message to either IIPS or SA at helpdesk@pr.doe.gov.

TIP	In the "Subject:" or "Re:" line of your e-mail heading, type "IIPS" to have your message processed faster at the IIPS Help Desk. To send an e-mail message directly to the IIPS Help Desk, send messages to iips_helpdesk@e-center.doe.gov.

- ❖ Call the toll-free number listed on the screen and select option 1. Provide assistance with IIPS (or the Professionals web page including questions concerning compliance for Section 508 of the Rehabilitation Act).
- ❖ Download this Users Guide in Microsoft Word ™ or PDF ™ format, by clicking on the appropriate document hyperlink.
- ❖ Use the IIPS Frequently Asked Questions link to view most commonly asked questions by many others who have all ready become registered users.

F. SPECIAL NOTICES

Special Notices may include announcements for upcoming events. If no information has been posted, "No documents found" will appear. Only Authorized DOE personnel can create notices.
1. Click on the **Special Notices** navigation button from the e-Center homepage.

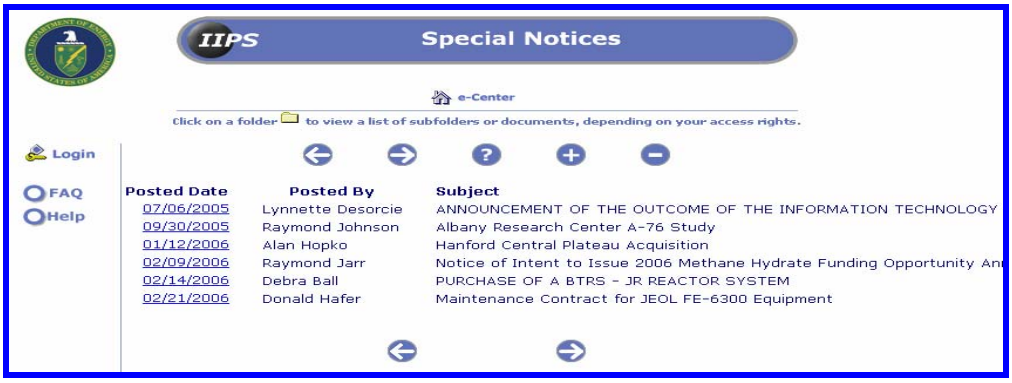


Figure 26: Special Notices

2. Click on the **date** hyperlink of the specific notice you would like to view.
3. Click on the **Back browser** button to return to the **Special Notices** page.
4. Click on the **e-Center icon** to return to the e-Center home page.

G. BREAKING NEWS

Breaking News is used to post time sensitive information with regards to not only IIPS, but also to DOE that may affect IIPS and its users. If no information has been posted, "No documents found" will display on the screen.

1. Click on the **Breaking News** navigation button from the e-Center homepage.
2. Click on the **Subject** hyperlink of the breaking news you would like to view.
3. Click on the **Back browser** button to return to the **Breaking News** page.
4. Click on the **e-Center icon** to return to the e-Center home page.

Information in each notice includes Submitted by, the Subject (brief description as it appears on the list page), Description (detailed information), and the Archive Date. The archive date indicates the date that the Breaking News notice will be moved to the Archive database for the current fiscal year. Attachments may also appear for users to download and read.

H. INFORMATION

When a user clicks on the **Information** navigation button at the e-Center home page, the **Information** appears with several links listed that any user can access. Click on a link to read more information about conducting business for the U.S. Department of Energy. Use the **Back** and **Forward** browser buttons to return to the previously viewed page(s).

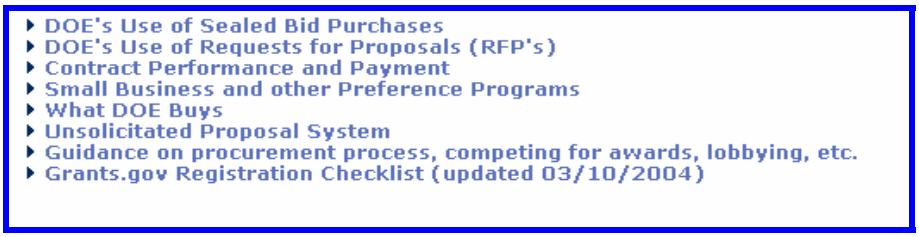


Figure 27: Information view

I. OTHER BUSINESS OPPORTUNITIES

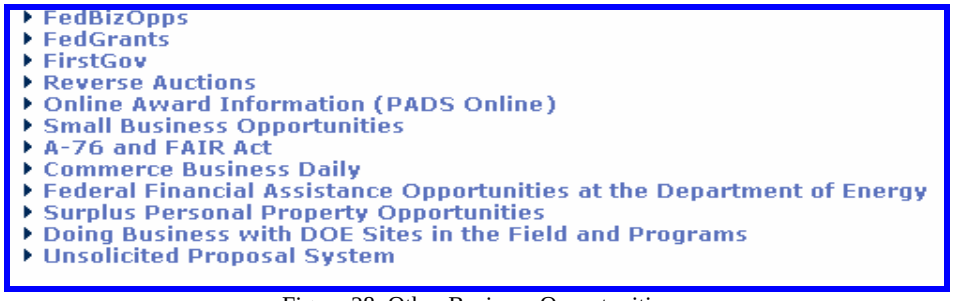


Figure 28: Other Business Opportunities

Other Business Opportunities is a web page that can be accessed by clicking on the appropriate navigation button. Several links are visible that take users outside the IIPS web domain. Use the **Back** and **Forward** browser buttons to return to the previously viewed page(s).

J. PROFESSIONALS HOME PAGE

Click on the **Professionals Homepage** button and the **Office of Procurement and Assistance Management** web page opens. It, too, is located outside of the IIPS web domain. To return to IIPS, click the **Back** browser button or click the -Quick Links- drop-down list box arrow to select e-Center from the list. This will return you to the DOE e-Center home page.

Figure 29: Professionals Home Page

V. HOW TO USE THE DOE BUSINESS OPPORTUNITIES DATABASE

Whether you are a Guest or Registered User, the following section is designed to assist new users in understanding how to use IIPS . This section describes what users will see in the DOE Business Opportunities database, how to manuever around the database, and what to do once at a particular screen or page. The remainder of this user guide presumes the vendor has logged in and provides instructions starting at the Main View.

A. VIEWS

1. Main View

After logging in to the IIPS, the system will display a list of available views. "Views" can be defined as the information users will see on their computer screen and how that information is displayed.

For example, users will be accessing IIPS to view Solicitations or Financial Assistance opportunities. Because there are many solicitations in the database and each one contains different information, IIPS provides the user with choices—view options—that allow users to sort the list of solicitations. Users can choose to sort the list by the solicitation number, by title, by contracting officer, etc. These options are designed to help users by making it easier to find the solicitation they are looking for, and then displaying the solicitation information on the screen.

Now that Solicitations and Financial Assistance opportunities have been separated into their own databases, each system has its own Main View. Most of the view options are the same. While the Acquisitions view has **Classification Code**, Financial Assistance has **CFDA Code** under the Opportunities Sorted by section on the Main View.

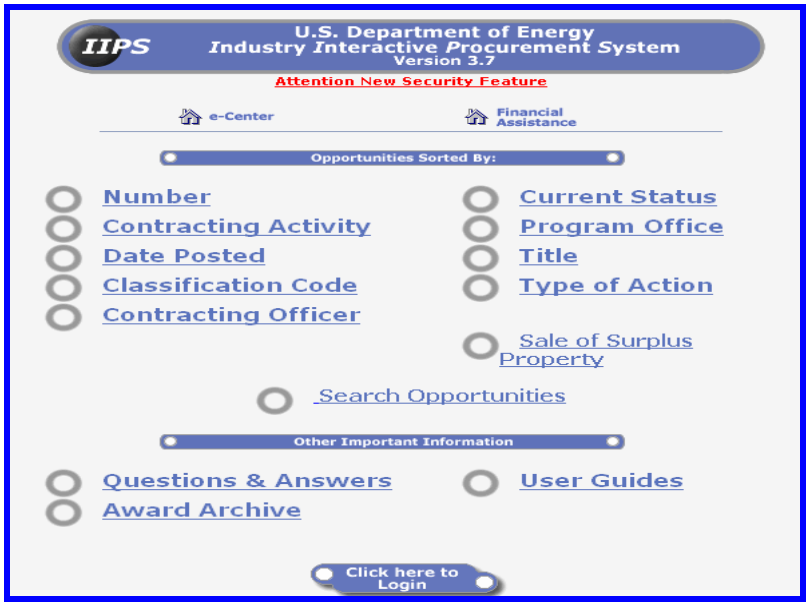


Figure 30: Main View for Solicitations

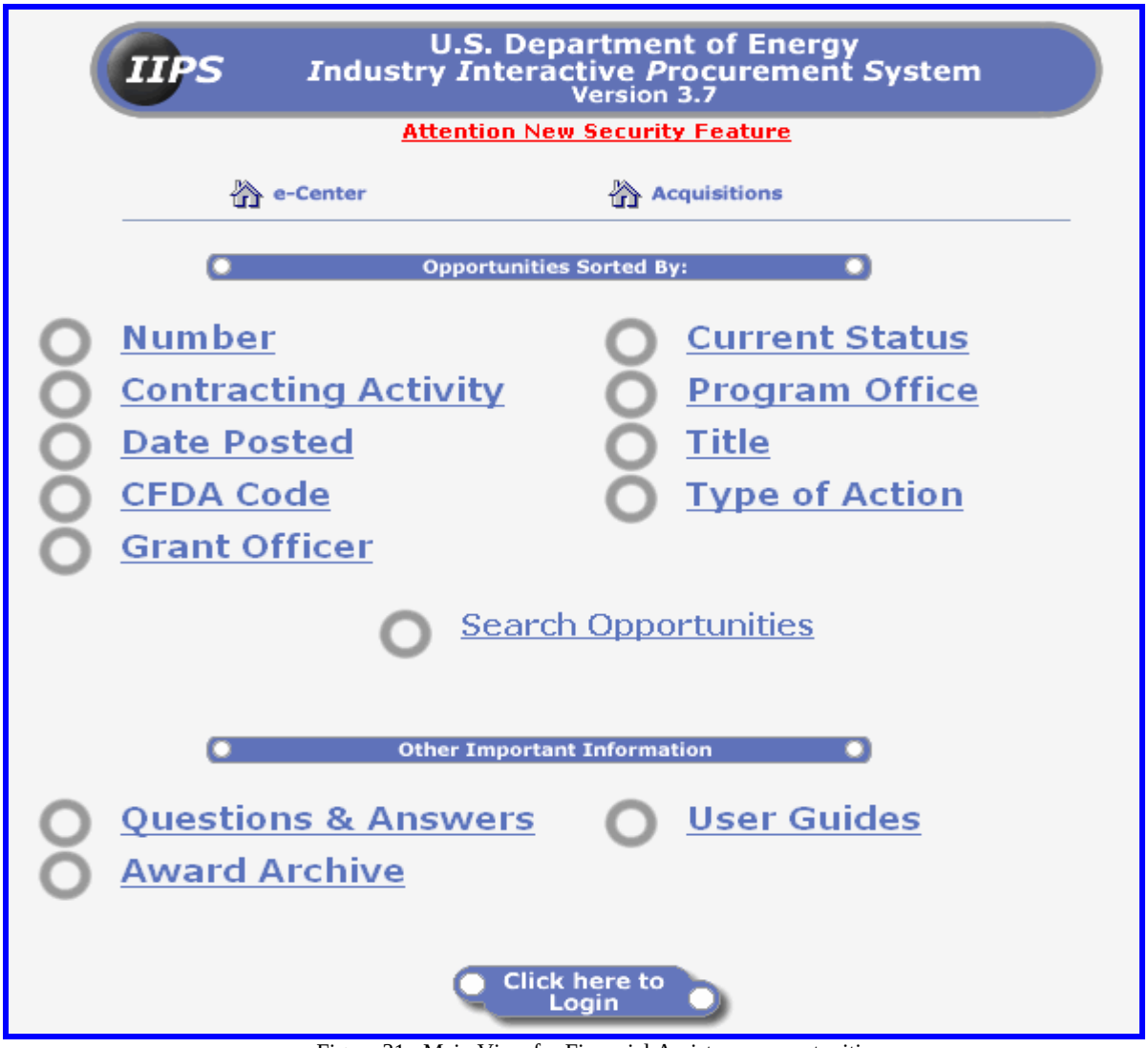


Figure 31: Main View for Financial Assistance opportunities

Notice that users can elect to view their own proposal or applications associated with a particular solicitation using one of the available views. A proposal submitted by one registered user cannot be viewed or modified by any other registered user. Only the proposal submitted by the user will appear in the view; thereby, users can view only their own proposals and other bidders' proposal information remains **confidential and out of view**.

Three additional view options are available under the Other Important Information section: Questions & Answers, Award Archive, and User Guides. A brief description of each option is provided in the following section.

2. Types of Views

There are currently a number of views within the DOE Industry Interactive Procurement System database. You can select a view option by clicking on the view name, by which the solicitations are sorted. A description of each view is provided below:

Number - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by solicitation number.

Current Status - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by solicitation status. The current status categories are Synopsis Published, Draft Documents Published, Solicitation Issued, Proposals Received, Initial Evaluation Completed, Competitive Range Determined, Revised Offers Requested, Source Selected, Contract Awarded, and Canceled.

Contracting Activity - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by contracting activity, e.g., Office of Headquarters Procurement Services or Albuquerque Operations Office.

Program Office - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the DOE program office, e.g., Office of Energy Efficiency and Renewable Energy.

Date Posted - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the date the solicitation was posted with the most recent solicitations listed first.

Title - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by solicitation title.

CFDA Code - Provides a list of financial assistance opportunities by (Catalog of Federal domestic Assistance) CFDA Code.

Classification Code - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the Classification Code. There are currently over 100 categories.

Type of Action - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the type of contracting action being used, e.g., small business set-aside or full and open competition.

Contracting/Grant Officer - Provides a list of solicitations, associated solicitation documents, messages, proposals, government responses, and contractor responses sorted by the contracting officer's last name.

Award Archive - Provides a list of Solicitations, which have resulted in an award. This view is sorted by solicitation number and contains award information including Contract Number, Contractor, or Contract Amount.

Sale of Surplus Property- Provides a list of Surplus Property by Contracting Activity.

Search Opportunities- Allows the User to enter a phrase or word to locate the opportunity.

Questions & Answers - Questions that have been submitted for a specific solicitation via IIPS can be viewed at the Questions web page once approved by the CO/CS. The Contracting Officer has the authority to determine if a question should be posted for the public vs. private.

User Guide - Provides two copies of the IIPS User Guide, one composed with graphics and one with text only. There is also a copy of Released Notes—a list of changes, terms, and updated features that have been added to IIPS through out its inception.

3. Sub-views

Figure 32: Sub-views

Once a view is selected—in the example the **Number** view has been selected-the solicitation entry may be expanded to reveal subfolders and documents. Subfolders contain all the documents that provide additional information associated with a specific action. These documents are categorized as Solicitation Document, Solicitation Message, Proposal, Government Response, and Contractor Response *and* are created either by the Contracting Officer, the Contract Specialist, or a contractor.

One or more subfolders exist if a folder appears next to the view option. To expand the category's view, click on the folder next to the view category. Subject to your access rights, a list of additional information pertaining to that solicitation is revealed. If no folder exists, no additional information is available. If a user selects a solicitation (number) that she/he has not been provided access, only publicly available information will be seen. Once again, users will be able to view only their own information.

4. Special Viewing Tools

a. Folder
Subfolders exist if a folder icon can be seen next to the solicitation or document name. To expand the sub-view, click on the icon. The icon changes to an opened folder and a list of additional information pertaining to that solicitation is revealed. If a folder does not exist, additional information is not available. If a user clicks on a folder and the solicitation does not expand to reveal its document categories, then the user does not have the appropriate access.

b. Expand or Collapse
The **Expand** and **Collapse** features work much like the folder icon. Rather than expand or hide one section at a time, the Expand and Collapse command links allow users to reveal or hide all sections at the same time. If a folder remains closed, then the user does not have the appropriate access.

c. Next or Previous
Next and **Previous** are command links also. By using your mouse to point and click on the link, the user is able to move between pages of the document in view. This feature allows users to view information continued on another page rather than having to scroll down a long page of information.

d. Search
Use the **Search** feature to produce a list of only those solicitations that contain a word, phase, or part of a solicitation number.
If searching by solicitation number, you only need to enter the last seven (7) characters of the solicitation number preceded by an asterisk "*" such as "*AA11111".

Be aware that once a solicitation/FA opportunity is canceled or archived, it is no longer available as part of the Search index in IIPS. These solicitations/opportunities, however, can be found in the appropriate IIPS Archived database.

e. Printer Friendly
The **Printer Friendly** button displays the current web page in a new window. When the page displays, the navigation buttons are removed so that the page only prints the opportunity information.

f. e-Center, Acquisitions, and Financial Assistance hyperlinks
New to the IIPS are easy access links to assist users return to the main parts of the web site. The links can be found along the top of the screen just below the page title. From any view within IIPS, the user can click on a link to return to the e-Center home page, to the main view for Acquisitions, or the main view for Financial Assistance opportunities.

B. FORMS
Forms, as the term is used herein, are formatted web pages that gather and/or display information for a particular purpose. Various individuals complete these online forms during the

solicitation process. Forms created in IIPS can be easily identified by the textboxes that require a user's input. You must log in prior to creating or editing any form. Additionally, you must login to view certain documents, such as the proposal document(s) that you submitted.

1. Types of Forms

There are several forms used for different purposes in IIPS. The user can enter information in the text fields by clicking in the box to activate the cursor. After selecting the solicitation view, you can perform functions on the forms contained in the database. Your access level determines those functions.

The following table identifies which users are able to create "C", view "V", and/or edit "E" the forms and sub-forms in IIPS. The four Proposal Responses sub-forms such as "Offer and Other Documents" and "Technical Proposal" are editable by the Contracting Officer/Contract Specialist (CO/CS) so that they can assign Bid Readers (Reviewers) to the document. The CO/CS in the Table below signifies the Contracting Officer/Contract Specialist for a particular solicitation.

2. User Access Rights

Table 2: Access Rights to Forms and Sub forms

FORM & SUBFORMS ACCESS RIGHTS OF USERS	GUEST			REGISTERED COMPANIES			CO/CS			REVIEWER		
User Access	C	V	E	C	V	E	C	V	E	C	V	E
Synopsis/Solicitation		✓			✓		✓	✓	✓		✓	
Financial Assistance		✓			✓		✓	✓	✓		✓	
Financial Opportunity Announcement (FOA)		✓			✓		✓	✓	✓		✓	
Solicitation Document		✓			✓		✓	✓	✓		✓	
Solicitation Message		✓			✓		✓	✓	✓		✓	
Questions/Answers	✓	✓		✓	✓			✓	✓		✓	✓
Mailing List	✓			✓								
Proposal Submission (cover page)				✓	✓‡			✓				
• Offer and Other Docs				✓	✓‡			✓			✓†	
• Business Mgmt Proposal				✓	✓‡			✓			✓†	
• Cost Proposal				✓	✓‡			✓			✓†	
• Technical Proposal				✓	✓‡			✓			✓†	
• Application				✓	✓‡			✓			✓†	
Government Response					✓‡		✓	✓	✓			
Contractor Response				✓	✓‡			✓				
Simplified Acquisitions		✓					✓	✓	✓			

† View privileges are based upon assignment of the Contracting Officer/Contract Specialist.
‡ Companies may only view their own proposals.

Registered companies can view all of their own forms listed above while Guests can view only solicitation information. For a detailed description on viewing and submitting these forms and sub-forms, see the following section "*Using Forms*" in this user manual.

VI. USING FORMS

The following table reveals the types of online forms available in IIPS. Each form displays as a web page with objects such as text fields and buttons that allow the user to make changes. Depending on the level of access, each form can be hidden from, viewed, or edited by the logon user. The subsequent pages will provide greater details for using each of these forms.

Table 3: Form Names

FORM NAME	DESCRIPTION
Synopsis/Solicitation	Allows the CO/CS to create a new synopsis or solicitation.
Financial Assistance	Allows the CO/CS to create a Financial Assistance opportunity.
Solicitation Document	Method to allow the CO/CS to formally communicate with the vendor(s) regarding a specific synopsis, solictation, or proposal. A solicitation document can be used to post a modification or an amendment.
Solicitation Message	Method that allows the CO/CS communicate informally with the vendor(s) regarding a specific synopsis, solicitation, or proposal.
Questions/Answers	This form has a dual purpose. The IIPS Solicitation Questions form allows primarily Industry to submit a question regarding a specific solicitation to the appropriate CO/CS. The CO/CS can then provide an answer on the same form then post the information for the user(s) to read. Questions/Answers may be published as either public or private.
Mailing List	Allows guest and registered users to join a mailing for a specific solicitation. Users are notified via e-mail when the CO/CS posts new or updated information pertaining to the specific solicitation.
Proposal	Allows registered users a method for creating a secure web page to upload their proposal documents to solicitations.
Application	Allows registered users a method for creating a secure web page to upload their application documents to financial assistance opportunities.
Government Response	Allows the CO/CS to create an Item for Negotiation or request Clarification from the registered vendor for the proposal document(s) submitted.
Contractor Response	Allows the vendor the opportunity to respond to a Government Response.
Financial Opportunity Announcement (FOA)	Allows the CO/CS the ability to create the Financial Opportunity Announcement instructions.

A. FORM 1 – NEW SYNOPSIS OR SOLICITATION

The New Synopsis or Solicitation online form is created by the Contracting Officer or Contract Specialist (CO/CS) and is available to be viewed by all users subject to certain exceptions (e.g.,a GSA Schedule buy). It provides general information about the acquisition such as Solicitation Number, Title, Description, Status, etc. The CO/CS has the option to post a synopsis to the FedBizOpps site. There may be several attachments associated with a single solicitation. These are found at the bottom of the main form, if any have been attached.

Users do not have to login to view public solicitations.

1. Accessing the DOE Acquisition database

Complete the following steps to view an existing Solicitation for all vendors.

1. Click on the **Login** button via the e-Center homepage.
2. Click on the **radio button to select the IIPS - Procurement**.
3. Click on the **Login** screen button.

The **System Authentication** screen will open.

4. Enter your User Name.
5. Enter your Password.
6. Click on the **Login** button.

The main menu will be displayed.
7. Click on the **Number view option**.

The **DOE Acquisitions** view displays with solicitations listed by number in ascending order.

Figure 33: Select a solicitation to view

2. Viewing a Solicitation

1. Click on the **solicitation number hyperlink**.

The **Solicitation** document will be displayed on the screen.

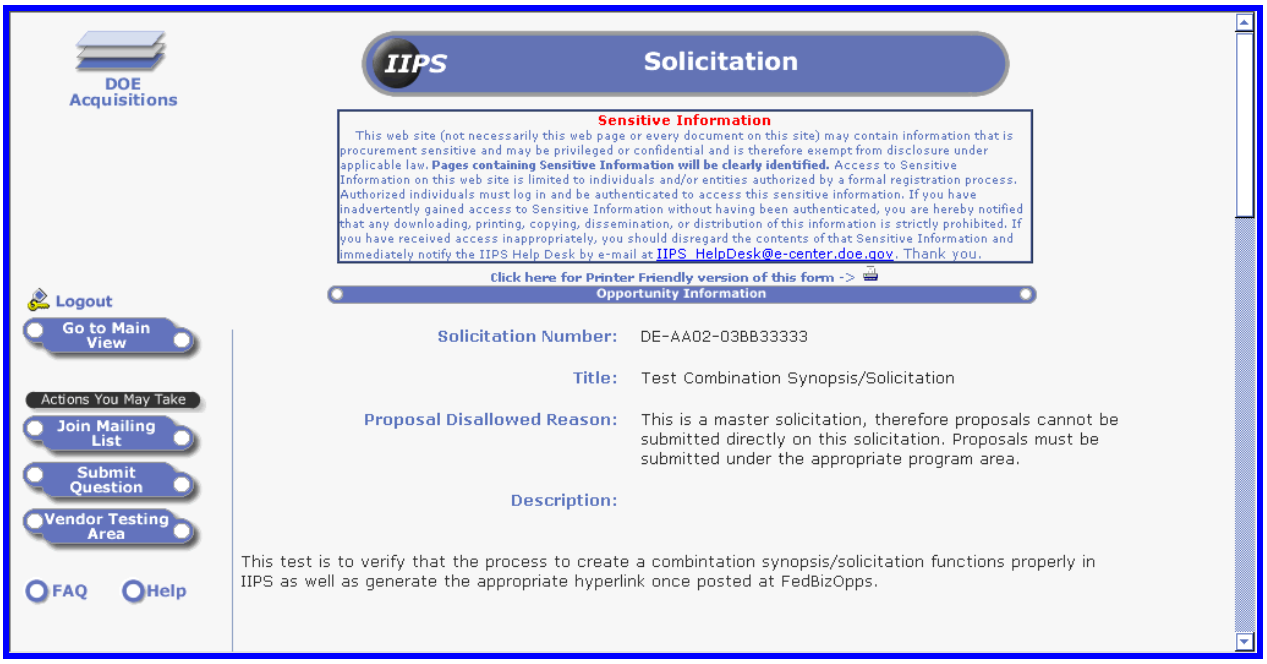


Figure 34: Solicitation Form vendor view

Use the scroll bar to move up/down the solicitation information page.

Information at the top of the online form includes **Solicitation Number**, **Title**, and **Description**.

2. Click on the **Go to Main View** button to return to the menu options.
or
2a. Click on an action button for **Actions You May Take**.

For more information on the **Actions You May Take**, proceed to the following sections.

B. Form 2 – Financial Assistance

1. Accessing the DOE Financial Assistance database

1. Click on the **Login** button via the e-Center homepage.
2. Verify that the **radio button for IIPS - Financial Assistance** is selected.
3. Click on the **Login** screen button.
4. Enter your User Name and Password.

5. Click on the **Login** button.
6. Click on the **Number view option**.

The **DOE Financial Assistance** view displays with opportunities listed in ascending order.

.

Figure 35: DOE Financial Assistance

2. Viewing a Financial Assistance Opportunity

1. Click on the **FA opportunity number** hyperlink.

The **Financial Assistance Opportunity** document is displayed.

Figure 36: Financial Assistance Opportunity

C. FORM 3 – SOLICITATION/OPPORTUNITY DOCUMENT

This form is created by the contracting officer or contract specialist and is available to be viewed by all users[5]. The solicitation document is associated with a particular synopsis, solicitation or financial assistance document and contains the document title, description, and the necessary attachment. There may be several solicitation document forms associated with a single solicitation or none at all. Each document is shown separately under the main solicitation form. A solicitation document is used as a method for the CO/CS to communicate formally with Industry.

For Acquisitions, the purpose for a solicitation document is to publish either a Synopsis Modification or Solicitation Amendment. For Financial Assistance, the solicitation document serves as either a Modification or any other purpose.

1. Accessing the Acq or FA Database

1. Login to IIPS via the DOE e-Center.
2. Access the **Acquisitions** or **Financial Assistance** opportunities database.

2. Viewing a Solicitation/Opportunity Document

1. Click on a view such as Number from the **Main View**.
2. Click on the folder icon for the Solicitation/FA Opportunity to expand the document views.
3. Click on the solicitation Document; *document title*, *date* hyperlink.

Figure 37: Locating a Solicitation Document and/or a Solicitation Message

[5] Users are subject to certain conditions e.g. logon user access.

You should note whether or not a *folder* is displayed to the left of the view pane. Whenever a ***folder*** is displayed, you should click on it to ascertain whether there are any additional pertinent documents available for viewing.

Depending on the DOE database you are in, either the **Solicitation Document** or the **Opportunity Document** will display on the screen.

Figure 38: Opportunity Document for a Financial Assistance Opportunity

4. Scroll down the page to view information or download any attachments.
5. Click on the **Go to Main View** or **Go to Solicitation** button.

The **Solicitation/Opportunity Document** will close and the screen will return to the appropriate Main View or display the main Solicitation/FA Opportunity document.

D. FORM 4 – SOLICITATION/OPPORTUNITY MESSAGE

This form is associated with a particular solicitation and is available to be viewed by all users. Like the solicitation document, this form is optional. A Contracting Officer creates a **Solicitation Message** as an informal means to provide solicitation specific information to interested parties. Typical information such as key acquisition milestones, dates, and meeting locations may be placed here.

1. Accessing the Acq or FA Database

1. Login to IIPS via the DOE e-Center.
2. Access the **Acquisitions** or **Financial Assistance** opportunities database.

2. Viewing the Solicitation/Opportunity Message

1. Click on a view such as **Number** from the Main View.

2. Click on the **folder icon** for the Solicitation/FA Opportunity to expand the document views.
3. Click on the **Message** link Messages; *Subject information*; *Date of message*.

The **Opportunity Message** screen is displayed.

Figure 39: FA Opportunity Message

4. Scroll down the page to view or download any attachments.
5. Click on the **Go to main view** or **Go to Solicitation** button in the navigation pane.

E. FORM 5 - SUBMIT QUESTION

Any person, whether they are a Guest or a registered user, can submit a question regarding a specific solicitation. An answer is then assembled by the CO/CS and any assigned staff member(s). Only the CO/CS can release the information for posting. User identities will remain confidential at all times; only contracting personnel can view contact information.

1. Submitting a Question

A new question is created in IIPS by selecting the **Submit Question** button once the Solicitation/FA Opportunity is displayed.

To submit a question, complete the following steps.

1. Login to IIPS via the e-Center homepage.
2. Access the **Acquisitions** or **Financial Assistance** opportunities database.
3. Click on a view such as Number from the **Main View**.
4. Click on the **solicitation/opportunity number** hyperlink.

If you are a Registered user and logged in to e-Center, certain **Action** buttons are available. The Create Proposal button is available only to registered users. The View Questions button will be visible only if a question has been submitted for the specific solicitation.

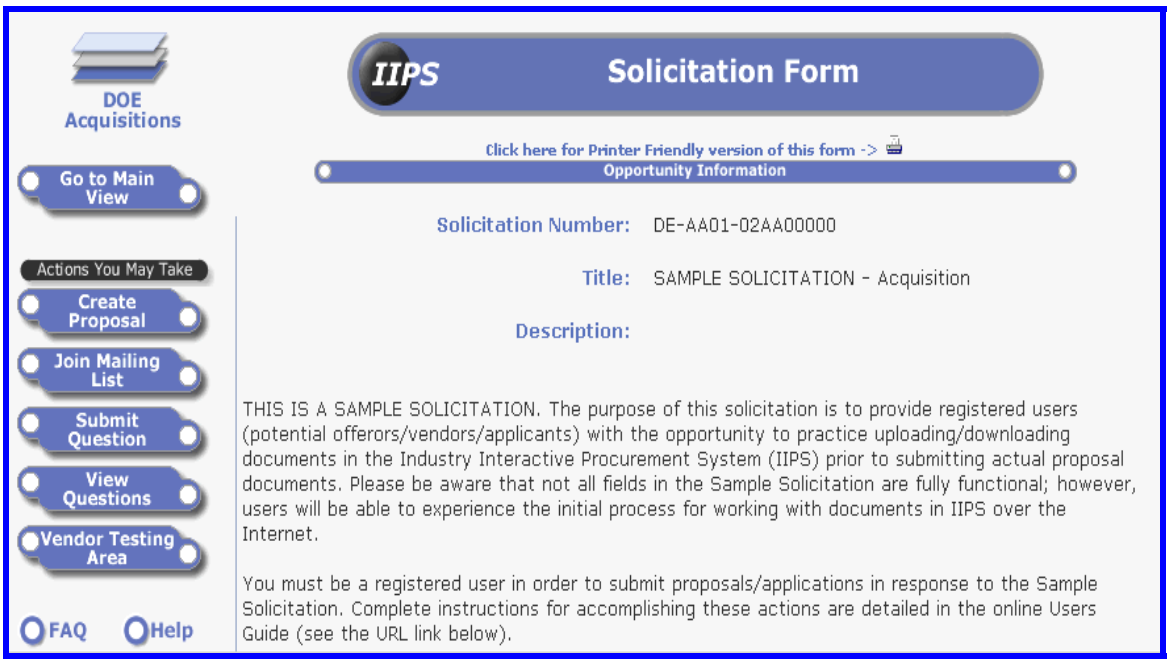


Figure 40: Accessing Question buttons for a login vendor

5. Click on the Submit Question button.

The **IIPS Question Form** displays on the screen.

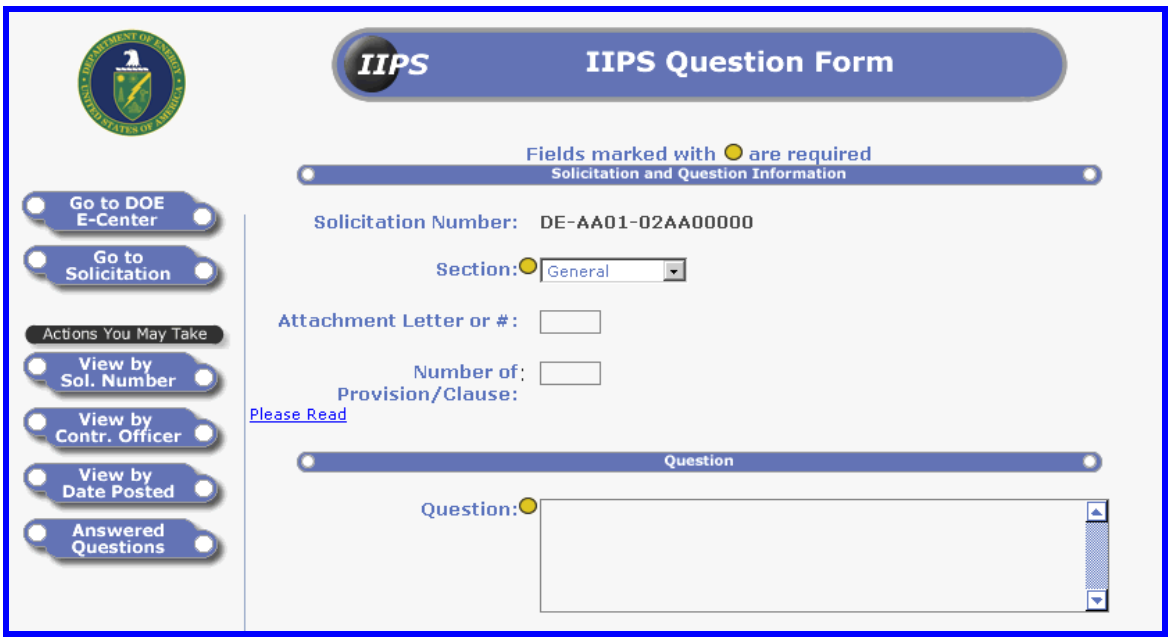


Figure 41: IIPS Question Form

A new browser window opens with the **IIPS Question Form** displayed. The registered vendor can begin completing the appropriate fields.

a. Solicitation and Question Information section

The **Solicitation Number** automatically populates with the solicitation selected by the user. Completing the first 3 fields will assist the CO/CS in understanding the origination of the inquiry.

1. Click the drop-down list box and select the solicitation Section.
2. Enter a letter or number for the Attachment Letter or # field if available.
3. Enter the Number of Provision/Clause if available.
4. Click on the **Please Read hyperlink** and a **Vendor Help** screen opens.

The **Vendor Help** screen is now displayed.

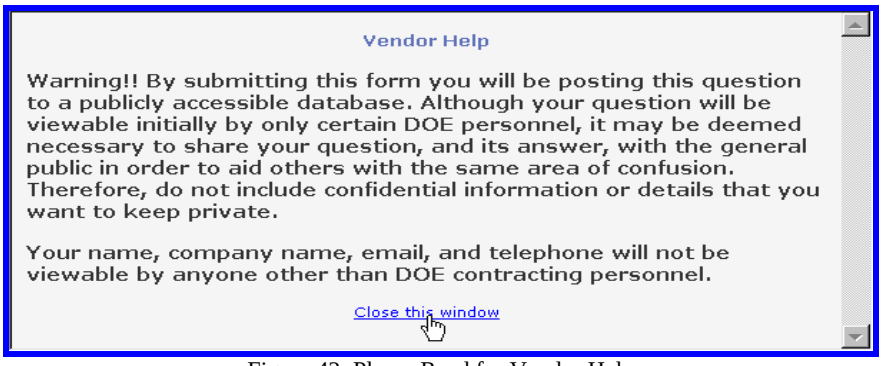


Figure 42: Please Read for Vendor Help

5. Click on the hyperlink Close this window to return to the **IIPS Questions** form.

b. Question section

1. Click in the Question textbox to activate the cursor and begin entering your question.

Do not enter any personal information in the Question field as it is a field that is published to the web should the CO/CS choose to do so.

c. Assignees section

The Assignee section provides the name and e-mail address of the Contracting Officer and the Contract Specialist for the specific solicitation. Once the IIPS Question Form is submitted, an e-mail notice will be sent to the CO/CS.

d. Contact Information section

The vendor's login name will display in the Name field and cannot be modified. IIPS will also display the company name, e-mail address, and telephone number from the user's registration information. While these fields are editable, changing the information will **not** update the user's registration information. Changing the information on the IIPS Questions Form is specific only to the Solicitation/FA Opportunity notifications.

1. Enter the Company Name.
2. Enter the E-mail address.
3. Enter the Telephone number.

All fields in this section are required. If a field is not completed, the user will be prompted to complete the necessary information. Only contracting personnel can view the vendor contact information.

4. Click on the **Submit** button.

When a question is submitted, the question is not immediately posted to the web site for public viewing. This allows the CO/CS time to review the question then provide an answer. Logon users will be able to view their own questions once they are submitted.

A confirmation notification is displayed:

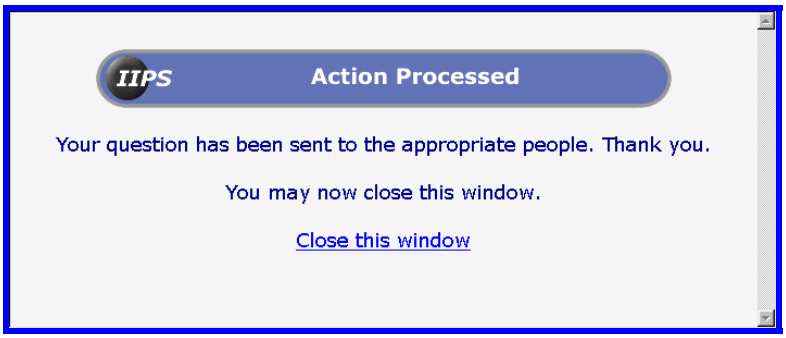


Figure 43: Action Processed - Submit Question

5. Click on the hyperlink Close this window to return to the **Solicitation** page.
6. Click on the Go to Main View button.

An e-mail notification will be sent to the submitter as well as the CO/CS listed for the specific Solicitation/FA Opportunity informing them that a question has been posted to the IIPS database. The notice will include a URL linked directly to the question document.

2. Viewing Questions

Questions submitted by Guest or Registered users can be viewed by the CO/CS who can also assign the question to other staff members for review. Once the answer is approved, the CO/CS can post the information to the web site.

A registered user does not have to login to view questions that are open to the **Public** in IIPS; however, a user who submits a question must login to view questions that are marked **Private**. Only the submitter of a **Private** question can view the IIPS Question document. Hence, not all questions are published for public viewing at the IIPS web site.

There are two ways to view questions submitted in IIPS.

a. View Questions via Number view

1. **Login** to IIPS via the e-Center homepage.
2. Access the **Acquisitions** or **Financial Assistance** opportunities database.
3. Click on the **Number view option** from the Main View.
4. Click on the **Solicitation/FA Opportunity number** hyperlink.
5. Click on the **View Questions** button.

Note: The **View Questions** button will not appear if no questions have been submitted for the specific Solicitation/FA Opportunity or if questions have been submitted but have not been approved for publish to the web.

Once the View Questions button is selected, the **Questions** page will display with a list of answered questions by categories such as **General** or **Section A**.

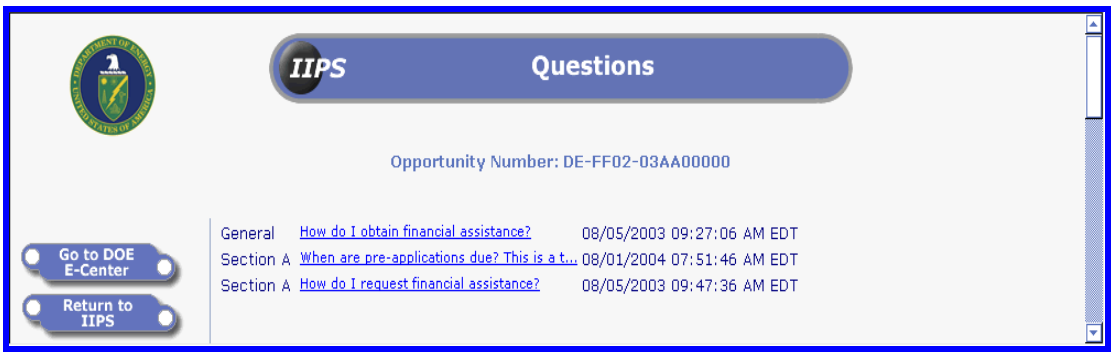


Figure 44: Questions

1. Click on the **question hyperlink**.

The **IIPS Question Form** page will open. You can scroll the page to view the question and the answer.

2. Click on **Go to Solicitation** to view the specific Solicitation/FA Opportunity document.
3. Click on **View By Solicitation Number** to view more questions.
Or
3a. Click on the **Go to DOE E-Center** button to return to the home page.

b. View Questions via the Questions & Answers view

1. **Login** to IIPS via the e-Center homepage.

2. Access the **Acquisitions** or **Financial Assistance** opportunities database.
3. Click on the **Questions & Answers** view option from the Main View.

A list of solicitations that contains answered questions displays on the screen.

4. Click on the **folder icon** for the desired **Solicitation/FA Opportunity number**.
5. Click on the **folder icon** for the question section such as **General**.
6. Click on the **question hyperlink** to display the IIPS Question Form page.

The **IIPS Questions Form** page is displayed. Information about the Solicitation/FA Opportunity such as the solicitation number, a section of the solicitation, an attachment letter or number, and the number of the provision or clause is displayed. In addition, the Visibility, Question post date, the Question, and Answer will appear on this web page.

3. Viewing Answers to Questions

There are two ways to view only questions that have been answered and approved for posting by the CO/CS.

a. View Answered Questions via Number view

The **Answered Questions** link will allow you to view a list of questions that have been answered and published by the CO/CS. Questions are categorized as **Answered** or **Open**. If a question has been answered and published by the CO/CS, it will appear in the **Answered** folder. If a question has not been answered by the CO/CS, then the question document will be placed in the **Open** folder. If you are a registered user and logged in to IIPS, you can view your question in the **Open** folder even if it has not been answered.

Login to IIPS via the e-Center homepage.
Access the **Acquisitions** or **Financial Assistance** opportunities database.

1. Click on the **Number view** option from the **Main View**.
2. Click on the **Solicitation/FA Opportunity number** hyperlink.
3. Click on the **View Questions** button.
4. Click on the **Answered Questions** button.
5. Click on the **folder icon** for the corresponding **Solicitation/FA Opportunity number**.
6. Click on the **folder icon** for **Answered questions**.
7. Click on the **folder icon** for the section name such as **General**.

A list of only answered questions will be displayed.

8. Click on the **question hyperlink** to view the IIPS Question Form page.

The **Answered Questions** button is visible only if an answered question has been published by the CO/CS.

b. View Answered Questions via Questions & Answers view

1. **Login** to IIPS via the e-Center homepage.
2. Access the **Acquisitions** or **Financial Assistance** opportunities database.
3. Click on the **Questions & Answers** option from the Main View.
4. Click on the **Answered Questions** button.
5. Click on the folder icon for the corresponding **Solicitation/FA Opportunity number**.
6. Click on the folder icon for the **Answered questions**.
7. Click on the folder icon for the section name such as **General**.

A list of answered questions will be displayed. If the Answered option does is not visible, then there are no questions that have been answered.

F. FORM 6 - PROPOSAL SUBMISSION

This form is available to contractors who have registered in the IIPS system and have been approved to submit proposals[6]. Currently, the only known web browsers that support file upload are Netscape Navigator, version 4.06, and Microsoft's Internet Explorer (version 3.1 with patch from Microsoft's web site or version 4.01) or newer versions.

The contractor will not have the ability to edit this form or any of the proposal sub-forms or attachments associated with this proposal once the information has been submitted. File attachments are contained in one of the five sub-forms: Offer and Other Docs, Business Management Proposal, Cost Proposal, Technical Proposal and Financial Assistance Proposal depending on if the user is accessing an Acquisition or Financial Assistance opportunity. The solicitation must specify what files are required for that particular solicitation and under what sub-forms the files are to be attached. Each submission is stamped with the date and time (Eastern Time zone) of submittal.

Ensure that you are prepared to upload proposal files prior to creating a new proposal. If your files are not complete or if you would like to practice submitting files, go to the Vendor/ Applicant Testing Area in the Acquisition/FA Opportunity database respectively.

1. Creating a New Proposal for a Solicitation

a. Accessing the DOE Acquisitions database

1. **Login** to IIPS via the e-Center.
2. Click on the **radio button for IIPS - Procurement.**
3. Click on a view option such as **Contracting Officer** from the **Main View**.
4. Click on the **folder icon** for the corresponding **Contracting Officer name**.

[6] For the purposes of this guide, "proposal" includes pre-applications, applications, bids, proposals and other related documents. It includes any and all information that must be submitted to DOE as identified in the solicitation.

5. Click on the **Solicitation number hyperlink**.
The main **Solicitation** document opens.

b. Create Proposal

Once the solicitation is open, the **Create Proposal** button is visible in the navigation pane.

6. Click on the **Create Proposal** button.

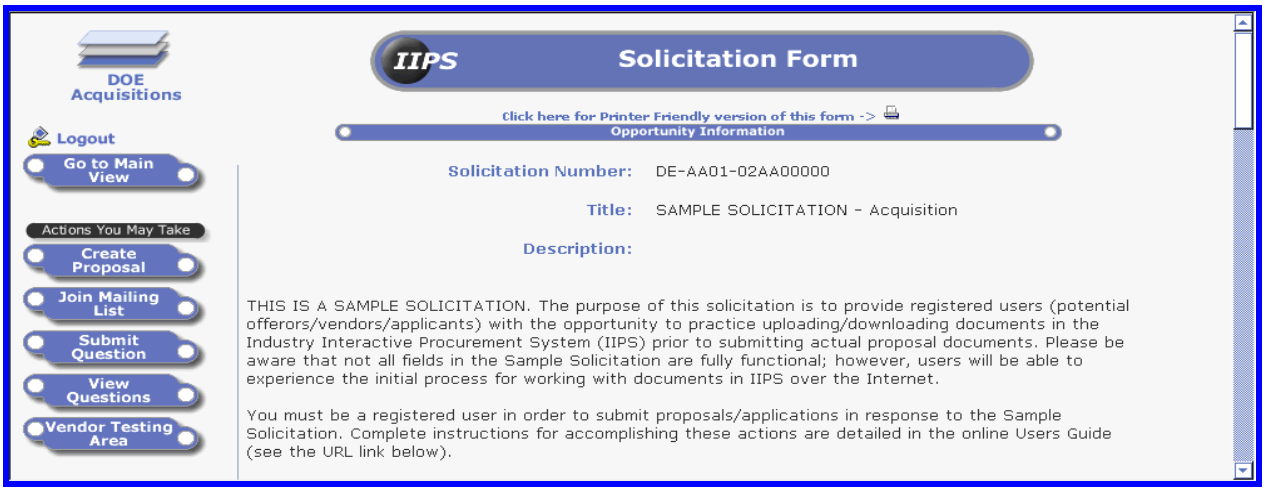


Figure 45: Solicitation Form

If you do not see the **Create Proposal** button, click on the **Click here to login** button. Only registered users have the ability to submit proposals via IIPS. If you are logged in and do not see the **Create Proposal** button, either the solicitation is a master solicitation or the Contracting Officer/Contract Specialist has not yet issued the solicitation.

The **Proposal Cover Page** form is displayed.

1.) Proposal Cover Page - Part I (DUNS Code)

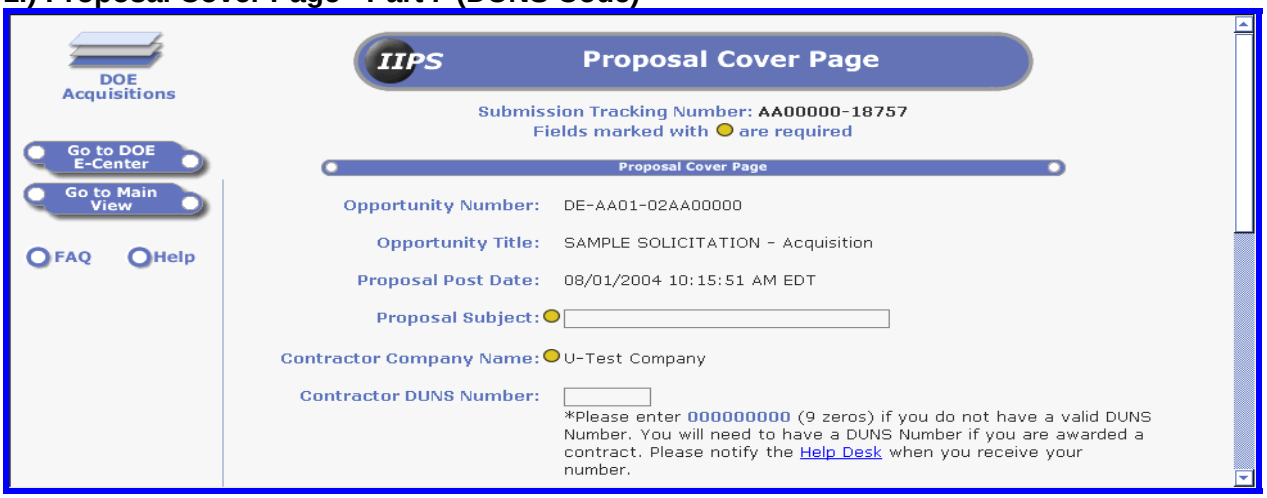


Figure 46: Proposal Cover Page – Part 1, top

This is the first part of the Proposal Cover Page. Note the **Submission Tracking Number** is displayed at the top of the page. You can make note of the tracking number by printing the page.

Note: Fields will automatically populate with the registered user's information. The **Contractor Company Name** and the **Contractor Contact Name** cannot be re-entered to prevent key error and spelling variations.

1. Enter the Proposal Subject.
2. Enter the Contractor DUNS Code.

The DUNS Code is a required field. If you do not know your DUNS Code, you can enter all zeros for proposal submission purposes. Be advised that you must provide a valid DUNS Code upon the contract award.

3. Enter the DUNS Plus 4 code if available.
4. Verify that the Address, City, State, and Zip code are correct.
4a. Verify that the Contact Phone and E-mail Address are correct.

If the address and contact information has changed, please edit the appropriate field(s). While this may update the information on the proposal document, it does not update the user's registration information**. Be sure to contact the IIPS Help Desk if your registration information has changed.**

IMPORTANT NOTE TO CONTRACTORS: At the bottom of the page is the **Continue** button. Clicking on the **Continue** button *creates an initial online Proposal Cover Page submission to the U.S. Department of Energy*. **Vendors must allow this electronic process to complete**. **Ensure that you are prepared to submit completed proposal document(s) prior to proceeding beyond this point.**

5. Click on the **Continue** button at the bottom of the page.

Figure 47: Proposal Cover Page - Part 1, bottom

The **Proposal Cover Page** will refresh.

2.) Proposal Cover Page - Part II (Link to CCR)

Figure 48: Proposal Cover Page 2 - top of page

The screen refreshes and a link to CCR Registry is displayed. You can search for public company information.

6. Click on the link **Click here to search CCR Registry for company information**.

A new browser window opens to the Central Contractor Registration - CCR Search page.

7. Enter a DUNS Number.
or
7a. Enter a Legal Business Name or DBA.
8. Click the **Search** button.

The Search Results page will open. Follow the instructions to continue a search or close the window and to return to the Proposal Cover Page.

9. Scroll to the bottom of the Proposal Cover Page.

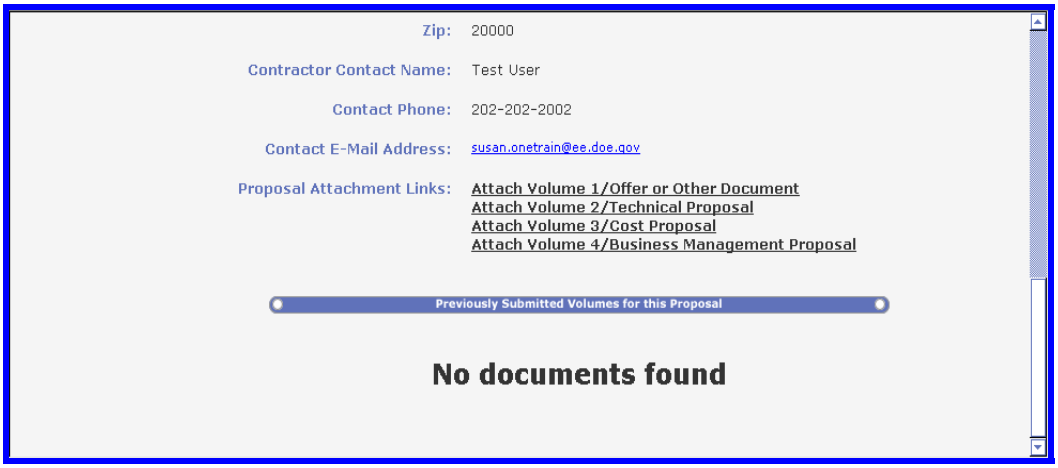


Figure 49: Proposal Cover Page 2 - bottom of page

Four new links will be visible at the bottom of the page. Supporting documents should be attached in one of four proposal type categories.

Opportunity	Proposal Type	Attach Files Specifications
Acquisition	Attach Volume 1/Offer or Other Document	Representations and Certifications Offer and Other Documents File Attachment #2 - 10
	Attach Volume 2/Technical Proposal	Technical Proposal File #1 Technical Proposal File Attachment #2 - 10
	Attach Volume 3/Cost Proposal	Cost Proposal File #1 Cost Proposal File Attachment #2 - 10
	Attach Volume 4/Business Management Proposal	Business Mgt File #1 Business Mgt File Attachment #2 - 10

c. Attach Volume/Proposal Type

10. Click on the appropriate link such as **Attach Volume 1/Offer** and **Other Document** for the type of file to be uploaded according to the instructions for the specific solicitation.

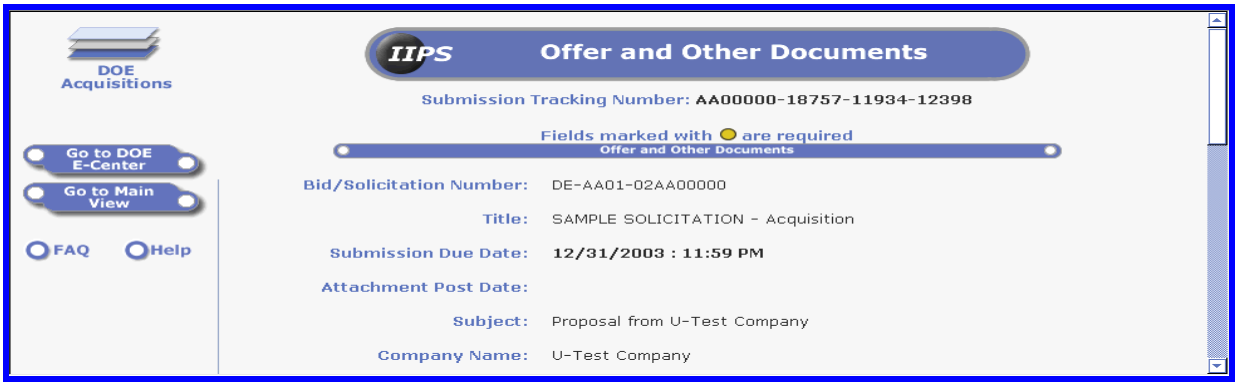


Figure 50: Offer and Other Documents - top of page

11. Scroll to the bottom of the page to upload files.

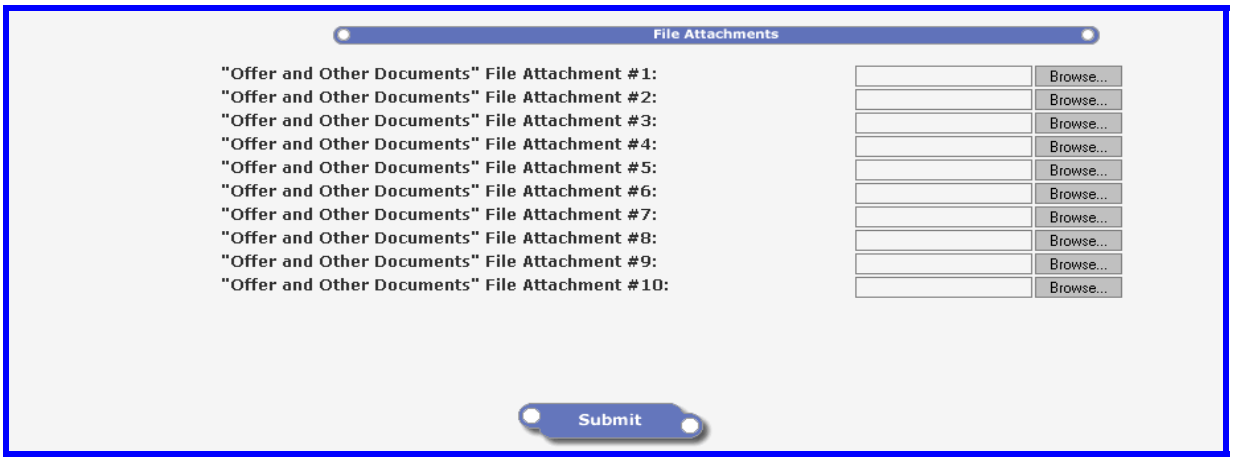


Figure 51: Offer and Other Documents - bottom of page

12. Click on each **Browse button** to attach file(s) one at a time.

Contractors may submit up to 10 files on each File Attachment page. If the contractor has more than ten files to attach to the same document category or for a different category or if the contractor is done, continue reading the following sections.

d. Submit

Once the page for Attach Volume/Proposal Type is completed, the document can be submitted.

13. Click on the **Submit** button at the bottom of the page.

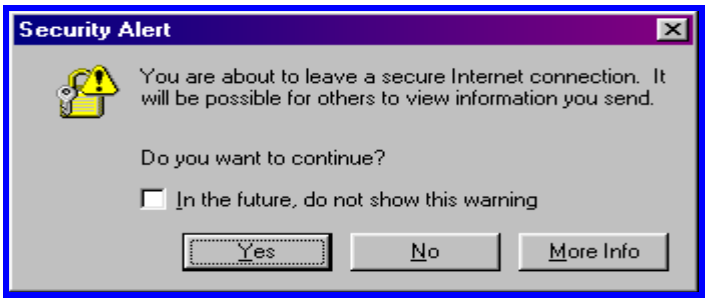


Figure 52: Security Alert - leaving secure connection

14. Click the **Yes** or **OK** button if these **Security Alert** dialog boxes display.

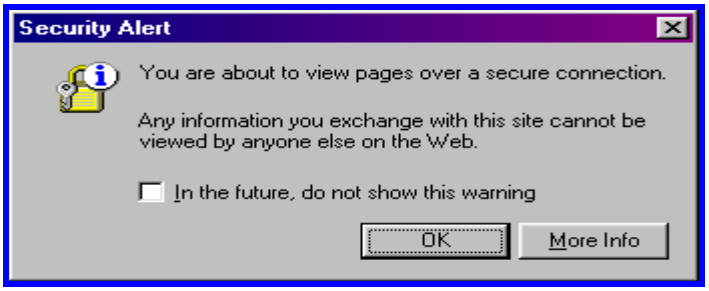


Figure 53: Security Alert - view over secure connection

A window will display confirming that the proposal attachments are uploading. Do not interrupt this process.

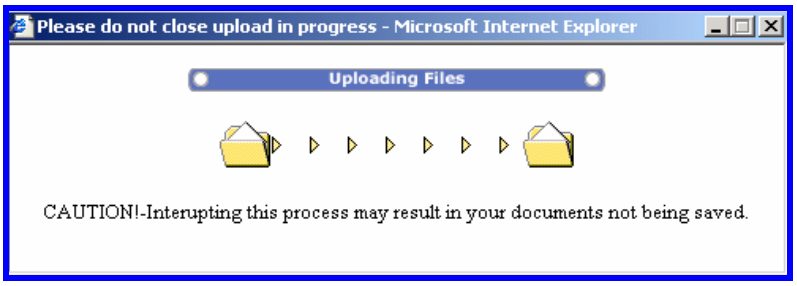


Figure 54: Uploading Files indicator - Do Not Interrupt this process!

e. Submission Confirmation

A submission confirmation page will be displayed with the proposal submission type, the solicitation number, the time, date, and tracking number of the proposal submission. **Print the submission confirmation page for your records.**

A Submission Confirmation screen will display similar to the one below.

Figure 55: Proposal Type Submission Confirmation

Two links are displayed on the submission confirmation page:

Please click here to return to your cover page to review submissions or attach more volumes.

Please click here to return to the Opportunity page.

Note: If the submitter chooses to leave IIPS, the vendor can return to the same Proposal Cover Page to select the proposal volume and upload more files at a later date/time prior to the due date/time. A new tracking number will be issued for the new volume page.

If the submission does not complete before the proposal due date/time, the onscreen confirmation will display the additional information:

Your proposal was received after the due date/time for this opportunity. Please note this for your (volume type) Proposal submission!

f. Review submission and attach additional volumes

The review submission and attach more volumes link will return you to the solicitation cover page with the four links to attach additional volumes. Previously submitted volumes/attachments will be listed at the bottom of the following view.

15. Click on the **Review submission and attach additional volumes hyperlink**.

The **Proposal Cover Page** will open.

16. Scroll to the bottom of the page.

Figure 56: Proposal Cover Page - Previously Submitted Volumes

The submitted proposal volume(s) will now display in the **Previously Submitted Volumes for this Proposal** section.

17. Click on the **volume link** to view the uploaded files.

If the contractor has more than ten files to attach to the same document category or for a different category, then click on the appropriate Attach Volume link to affix more files. Repeat the steps as necessary until all of the files are attached. All volumes submitted successfully will continue to display in the **previously Submitted Volumes for this Proposa**l section.
When all files have been attached, the user can exit the Solicitation.

g. Return to the Opportunity page

From the **Submission Confirmation** page, a user can return to the Solicitation document.

18. Click on the hyperlink **click here** to return to Opportunity page.

The specific Solicitation document will open.

h. Return to the Proposal Submission at a later time

Figure 57: View submission(s)

1. **Login** to IIPS.
2. Access the **Acquisitions** database.
3. Locate the specific solicitation number.
4. Click on the **folder** next to the solicitation number.
5. Click on the **folder** next to the **Proposal** cover page.

The proposal volume page such as **Offer Doc** that includes attachments will display in this view. If a volume is created without attachments, "There are no attachments" will be displayed.

6. Click on the **proposal volume** hyperlink to display the page with attachments.
7. Scroll to the **File Attachmen**t section.

Figure 58: View file uploaded

Note: Contractors cannot edit the proposal cover page and associated documents or attachments once they have been submitted. They can, however, notify the IIPS Help Desk (prior to the due date/time) to delete unwanted submissions (or a single file upload) or the contact the appropriate CO/CS (after the due date/time) who will authorize the removal of unwanted documents. All requests must be submitted via e-mail to the IIPS Help Desk prior to any removal. Include the registered user's name, the solicitation number, and tracking number for all requests. You do not have to wait for documents to be delete in order submit new ones.

2. Creating a New Application for a Financial Assistance Opportunity

a. Accessing the DOE Financial Assistance database

1. **Login to IIPS** - Financial Assistance via the e-Center homepage.
2. Click on the **radio button for IIPS - Financial Assistance**.
3. Click on the **Login** screen button.

b. Create Application

4. Click on the **Number view option** from the Main View.

The **Opportunity by Number** page is displayed and lists the Financial Assistance solicitations. **DOE Financial Assistance** will be visible in the upper left corner of the screen to identify the current database.

Figure 59: DOE Financial Assistance - Opportunity by Number

5. Click on the **desired solicitation number** hyperlink.

The **Financial Assistance Opportunity** document will be displayed.

Figure 60: Financial Assistance Opportunity

Scroll down the form to read the information provide. If any attachments are included, they will be displayed at the bottom of the page. Vendors may download the files to their computers.

6. Click on the **Create Application** button.

1.) Application Cover Page – Part I (DUNS Code)

The **Application Cover Page** will open.

Figure 61: Application Cover Page - top of page

The **Application Cover Page** now contains a **Submission Tracking Number** consisting of 13 characters and is located at the top of the page. Some fields automatically populate with the contractor's registration information.

7. Click in the **Application Subject field** to enter a brief description.
8. Enter the Applicant DUNS Code.
9. Verify that the address and contact information are correct.

The DUNS Code, address and contact information fields are editable. **Updating the user information on the Applicant Cover Page will not update the information on the user registration document. Users should contact the IIPS Help Desk to update registration information.**

IMPORTANT NOTE TO CONTRACTORS: At the bottom of the page is the **Continue** button. Clicking on the **Continue** button ***creates an initial Application Cover Page submission to the U.S. Department of Energy***. **Vendors must allow this electronic process to complete**. **Ensure that you are prepared to submit completed application document(s) prior to proceeding beyond this point.**

10. Click on the **Continue** button.

2.) Application Cover Page – Part II (Link to CCR)

The page will refresh and new links will display on the cover page. The user can **Click here to search CCR Registry for company information** or proceed to complete the application.

11. Scroll to the bottom of the page.
12. Click on the **Attach Application** hyperlink.

Figure 62: Proposal Cover Page 2 - bottom of page

Various application documents can be uploaded onto the next screen. The following table identifies the type of files allowed.

Opportunity	Proposal Type	Attach Files Specifications
Financial Assistance	Attach Application	Application/Pre-application Certifications and Assurances Project Summary Narrative Budget (SF424A, SF424C, DOE 4600.4 or 4620.1) Budget Narrative Attachment 1 Attachment 2 Attachment 3 Attachment 4

c. Financial Assistance Application

The **Financial Assistance Application** document will open and looks very similar to the previous page. The **Submission Tracking Number** contains the first 13 characters of the proposal cover page plus 12 additional characters to identify the current page. Because contractors can create more than one cover page, they may also create additional applications when providing updated material prior to the due date and time.

1. Scroll to the bottom of the page.
2. Click on the **Browse** button.

The **Choose File** or other file manager dialog box will open.
3. Click on the **desired file name**.
4. Click on the **Open** button.

The dialog box will close and the file name will display in the appropriate **Browse** field. Repeat the steps to attach more files. Only one file can be attached per field; up to ten files can be attached per application page. Once all files are attached, the application should be submitted.

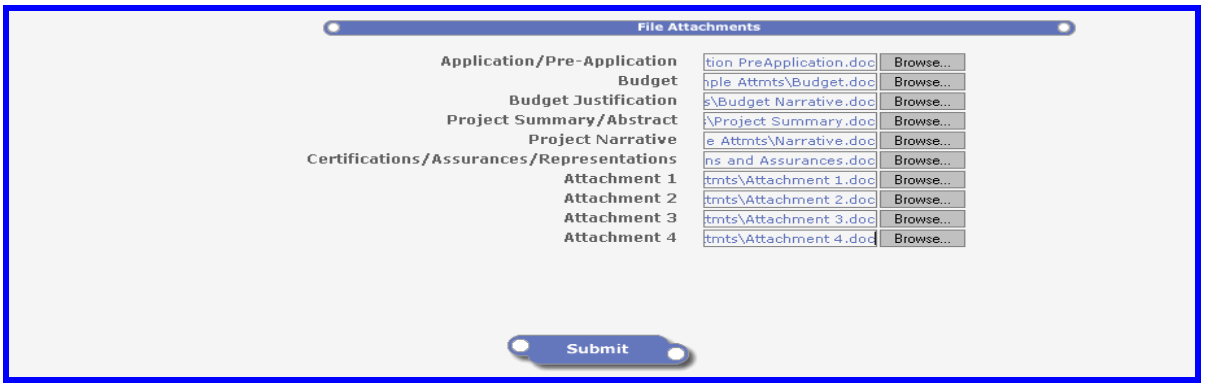


Figure 63: Financial Assistance Application - bottom of page

d. Submit

Once the **Financial Assistance Application** is completed, the document can be submitted.

5. Click on the **Submit** button.

If you are using Internet Explorer, the following Security Alert dialog boxes may display.

As soon as the **Submit** button is clicked, IIPS electronically stamps the transmission with the date and time of receipt.

The upload status dialog box will display.

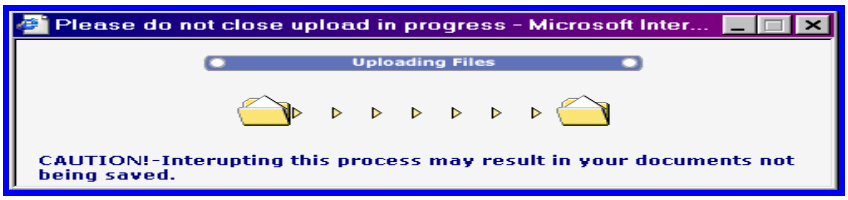


Figure 64: Uploading Files

Allow the system to complete the process. The upload dialog box will close once the process is completed.

The **Submission Confirmation** message will display.

e. Submission Confirmation

Figure 65: Submission Confirmation

A submission confirmation page will display with the time, date, and tracking number of the application submission. If the application is received after the response due date/time, a late notice will display on this page. **Print the submission confirmation page for your records.**

Two links are available on the submission confirmation page: 1. Please click here to return to your cover page to review submissions or attach more volumes and 2. Please click here to return to the Opportunity page.

Note: If the submitter chooses to leave IIPS, the vendor can return to the same Financial Assistance Application Cover Page to upload more files at a later date/time prior to the due date/time.

f. Review submission and/or attach additional volumes

The review submission and attach more volumes link will return the vendor to the Financial Application cover page containing the **Attach Application** link.

1. Please click here to return to your cover page to review submissions or attach more volumes.

The existing **Application Cover Page** will open.

2. Scroll to the bottom of the page.

Figure 66: Application Cover Page - bottom of page

Note: Previously submitted documents are now listed at the bottom of the cover sheet.

To review the submission, complete the following steps.

1. Click on the **FA Application - submission tracking number - date** hyperlink.

The Financial Assistance Application document will open.

2. Scroll to the bottom of the page.

The file attachment(s) will open.

Figure 67: Review submissions

If a submission begins before the due date/time, but ends after the due date/time, the submission will indicate the application was received after the specified date/time. Be sure you are ready to submit completed applications and use the vendor testing area if necessary to become familiar with using IIPS.

To upload more files, complete the following steps.

1. Click the **Back browser** button to return to the Application Cover Page.
2. Scroll to the bottom of the page.
3. Click on the **Attach Application** hyperlink.

Repeat the steps to attach more files or review submissions.

Once completed, vendors may select to go to e-Center or return to the Main View.

g. Return to the opportunity page

From the Submission Confirmation page, vendors can return to the solicitation document.

1. **Please click here to return to the Opportunity page**.

From the Financial Assistance Opportunity page, the vendor can return to the Main View.

h. Return to the Application at a later time

1. **Login to IIPS**.
2. Access the **Financial Assistance** database.
3. Locate the **specific opportunity** number.
4. Click on the **folder next to the opportunity number**.
5. Click on the **folder next to the Application Cover page**.

Figure 68: Locating the application with file attachments

The application volume page that includes attachments will display in this view. If a volume is created without attachments, "There are no attachments" will be displayed.

6. Click on the **FA Application** hyperlink to display the page with attachments.
7. Scroll to the **File Attachment** section.

3. Deleting a Proposal, Application, or File Request

Currently, IIPS does not allow vendors to delete a file attachment or complete proposal/application once they are submitted. Vendors who wish to have a file or complete proposal/application deleted should submit their request prior to the response due date/time in writing via e-mail to the iips_helpdesk@e-center.doe.gov. After the response due date/time, requests should be sent to the help desk as well as to the Contracting Officer/Contract Specialist for the specific solicitation.

Requests must include the following information.

- Registered User Name
- Requestor's Name (if different from #1.)
- E-mail address of the registered user
- Company/Organization Name
- Phone Number
- Contracting/Grant Officer's Name
- Contracting/Grant Specialist's Name
- Complete Solicitation/FA Opportunity Number (i.e., DE-AC03-04PR12345)
- Response/Application Due Date and Time
- Complete Proposal Cover Page Tracking Number(s) (i.e., PR12345-11111)

AND

- Complete Proposal Type/Application Tracking Number(s) – attachments page (i.e., PR12345-11111-22222-33333-44444)
- Date Submitted

To view the complete tracking number, be sure to open the proposal page. The submission tracking number can be found at the top of the each page.

G. FORM 7 – JOIN MAILING LIST

All users including Guest and Registered users who wish to receive e-mail notifications for a Solicitation or Financial Assistance opportunity can join the mail list for the specific solicitation or financial assistance opportunity.

1. **Login to IIPS** view the e-Center homepage.
2. Select the desired **Acquisition** or **Financial Assistance** database.
3. Click on a view option such as **Number** from the **Main View**.
4. Click on the **desired solicitation number** to display the specific solicitation.
5. Click on the **Join Mailing List** button.

The specific solicitation mail list form opens.

6. Enter the Company Name.
7. Enter the Street / P.O. Address.
8. Enter the City.
9. Click the drop-down arrow to select the State.
10. Enter the Zip Code.
11. Enter your First Name.
12. Enter your Last Name.
13. Enter your Phone Number in the xxx-xxx-xxxx format.
14. Enter a valid E-mail address.
15. Click on the **Submit** button.

A confirmation page will display.

16. Click the "x" to close the dialog box.

Should the information change once the form is submitted, users do not need to join the mailing list again. Call the IIPS Help Center where the information can be updated. If the E-mail address and/or Phone Number are incorrect, the vendor's name will be removed from the list. **If at anytime the vendor wishes to be removed from the mailing list, send the request in writing via e-mail to iips_helpdesk@e-center.doe.gov.**

H. FORM 8 - GOVERNMENT RESPONSE

A **Government Response** is used to communicate with the bidder that there is a need for **Negotiation** or **Clarification**. Once the CO/CS creates a **Government Response** in IIPS, the contractor will receive an e-mail notification with a URL link to the document in IIPS.

To view a **Government Response** via IIPS, complete the following steps.

1. **Login to IIPS** via the e-Center homepage.
2. Select the desired **Acquisition** or **Financial Assistance** database.
3. Click on the **Number view option** from the Main View.

Figure 69: Government Response

4. Click on the **folder icon** for the corresponding **Solicitation number**.
5. Click on the **folder icon** for the **Proposal cover page**.
6. Click on the **Government Response, Subject, and date** hyperlink.

The **Government Response** document will open.

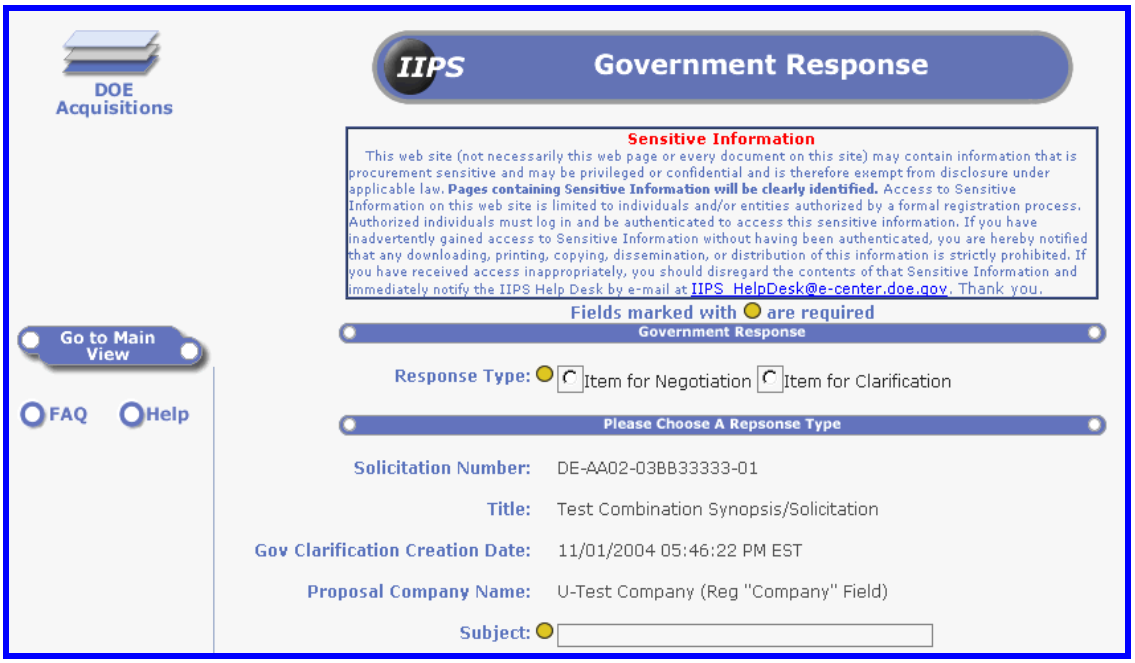


Figure 70: Government Response document

The **Government Response** document contains information such as Response Type (e.g. Negotiation or Clarification), Solicitation Number, Title, Gov Clarification/Negotiation Creation Date, Proposal Company Name, Subject Narrative, Contractor Response Due Date, Contractor Response Due Time, Document Reader List, and file attachment(s) if any.

I. FORM 9 - CONTRACTOR RESPONSE

A **Contractor Response** document is used to respond to a Government Response document. Like the Government Response document, an e-mail notification is sent to the vendor and the CO/CS when the response is submitted in IIPS.

The contractor should prepare the response ahead of time using a word processing or other appropriate application. Once the document is completed, use the Contractor Response to upload the file as an attachment.

1. **Login to IIPS** via the e-Center homepage.
2. Select the desired **Acquisition** or **Financial Assistance** database.
3. Click on the **Contracting Officer view option** from the Main View.
4. Click on the **folder icon** to expand that **solicitation's categories**.
5. Click on the **folder icon** to expand the **proposal sub-views**.
6. Click on the **Government Response hyperlink**.
7. Click on the **Create Contractor Response** button.

The **Contractor Response** page will open.

Figure 71: Contracter Response document

8. Click in the **Subject field** to enter a title or brief description.
9. Press the <Tab> key and enter a **Response Narrative**.
10. Click on the **Browse** button to **Create a Response File Attachment** if applicable.

REMINDER: Currently the only web browsers that support uploading file attachments are Netscape Navigator and Internet Explorer.

Note: **The Contractor Response document *cannot be edited* once it is submitted.**

11. Click the **Submit** Form button.

A confirmation page will open indicating the attachment has been stored.

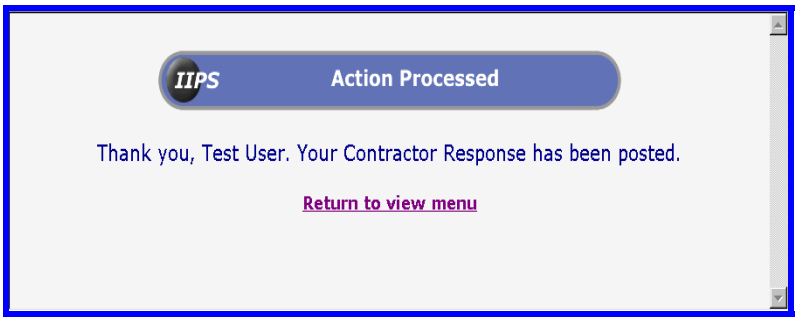


Figure 72: Action Processed - Contractor Response

12. Click on the **Return to view menu** hyperlink.

VII. AWARD NOTIFICATION

Once a contract is awarded, the Contracting Officer must record the information in IIPS. Doing so will also notify the winning contractor of such an award.

A. LOCATE AN AWARD NOTIFICATION

To locate the award information before it is archived, follow these steps.

1. **Login to IIPS** via the e-Center homepage.
2. Select the **Acquisition** or **Financial Assistance database**.
3. Select a view option such **Number** on the **Main View**.
4. Click on the **folder icon** for the specific solicitation.

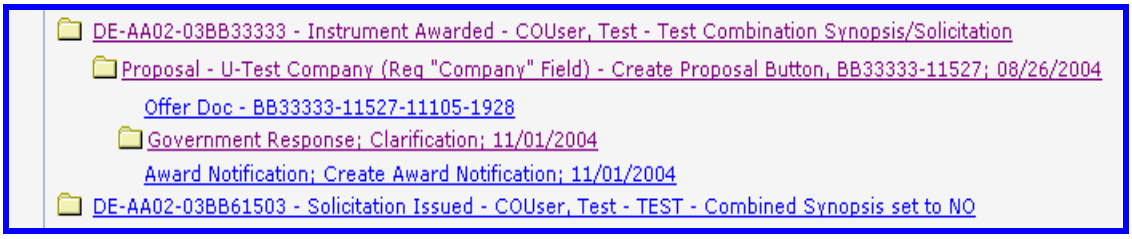


Figure 73: Locate Award Notification

5. Click on the **Award Notification**; Subject Information document

B. VIEW AN AWARD NOTIFICATION

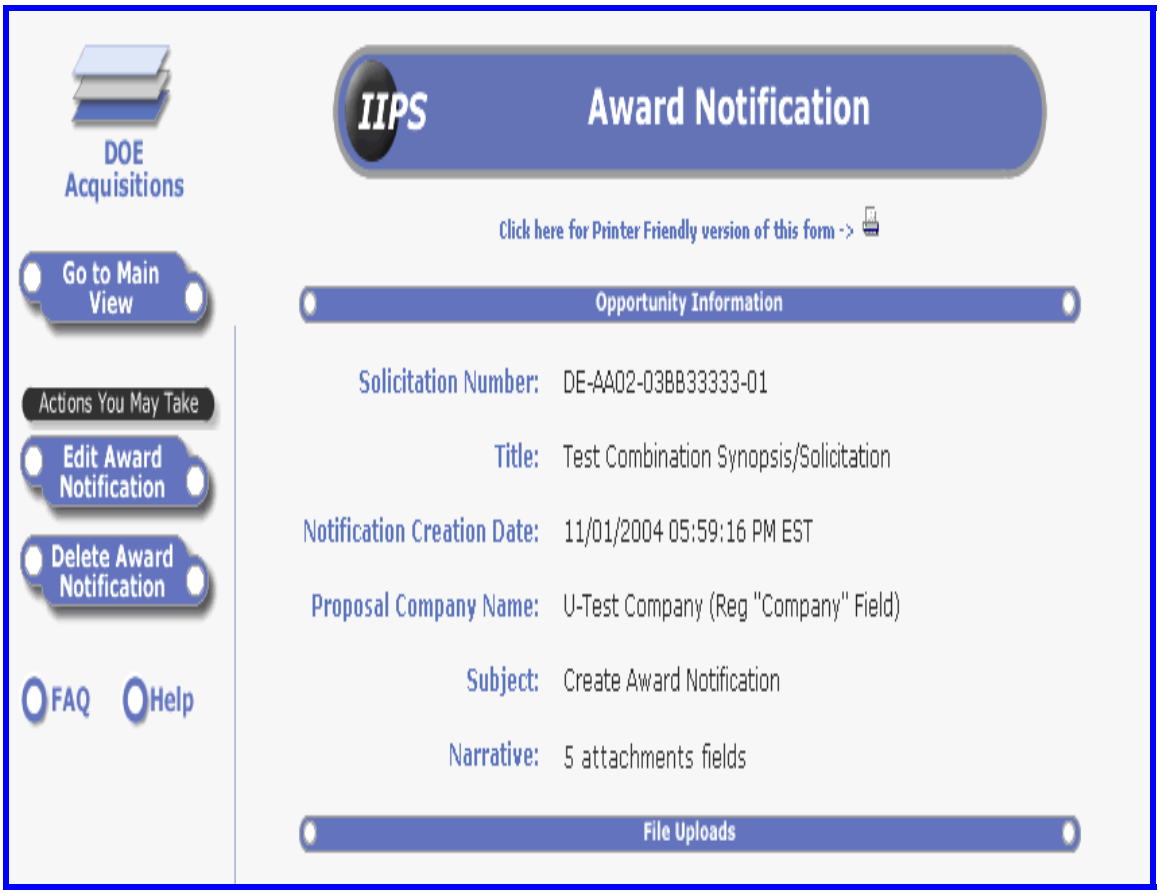


Figure 74: Award Notification view

1. Scroll down the page if necessary to the **File Attachments** section.
2. Download the award information.

Once a solicitation is awarded in IIPS, the solicitation and all related documents are automatically sent to the Archive database 10 days after the award date.

VIII. ARCHIVED DOCUMENTS

Once the status of a solicitation is set to Canceled or Awarded, the solicitation and all the associated documents will be automatically archived in 10 days of the status change. The Award Archive database contains both Acquisition and Financial Assistance solicitations as well as Special Notices. Documents that have been moved to an archive database can only be viewed in read mode.

1. Click on the **Award Archive** option on the **Main View** from either Acquisition or Financial Assistance database.

The **IIPS 2005 Archive** database will open.

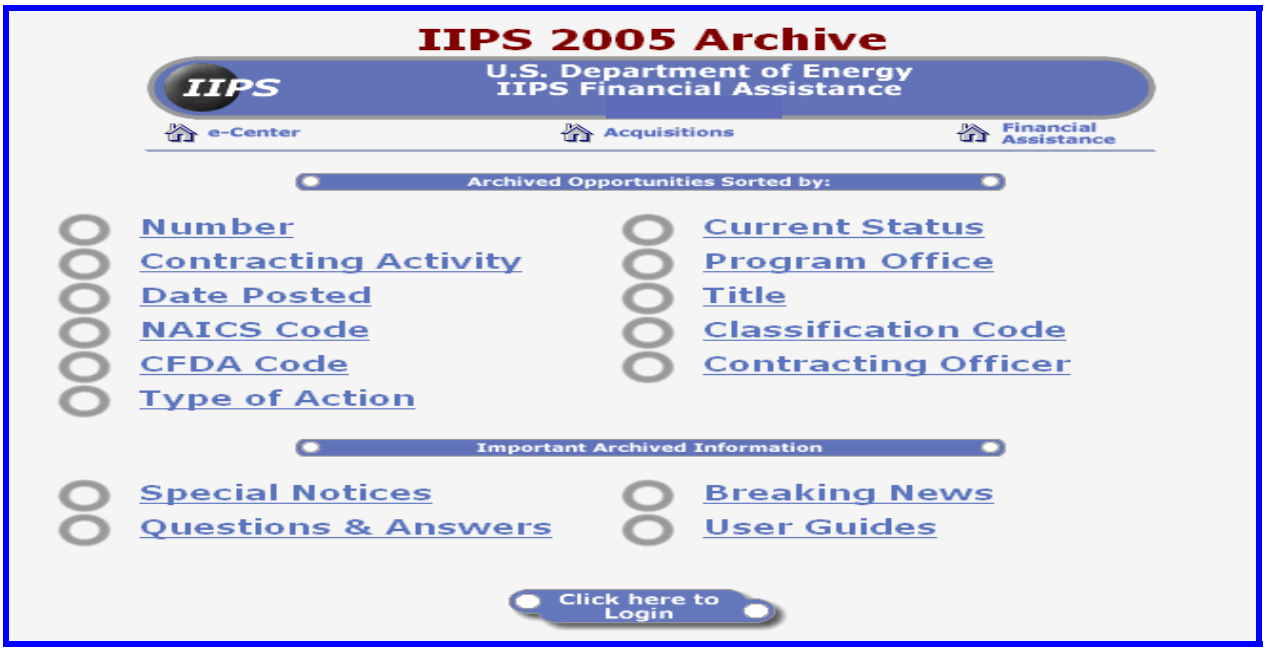


Figure 75: IIPS 2005 Archive database

Because this is a separate database from the active solicitations, **users must login**.

2. Click on the **Click here to Login** button.
3. Enter the User name and Password.
4. Click the **OK** button.

The screen will refresh (i.e., blink) and the Click here to Login button no longer appears.
5. Click a view option such as **Number** from the archive main view.
or
5a. Click on the drop-down arrow to **select a fiscal year**.

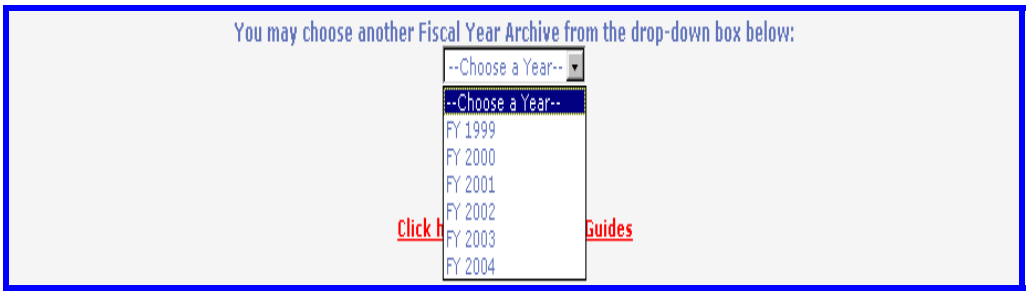


Figure 76: Archive - Choose a Year

The main view for the appropriate IIPS Archive Database will open. Be sure to click on the **Click here to Login** button to have the appropriate access.

Be aware that NAICS codes are no longer required and, therefore, future solicitations may not be visible in this view and will display in other views.

6. Click on the **Number view** option.
7. Click on the desired **folder(s)** to expand the views.

While anyone can view opportunity information on a solicitation form, only those who are the CO/CS and evaluators can view the supporting documents. Vendors can view only their own proposal documents.

8. Click on the **solicitation number** hyperlink.
9. Click on the **Go to Main View** to return to the **Archive Database Main View.**
or
9a. Click on the **Go to DOE E-Center** to exit the Archives.

IX. VENDOR/APPLICANT TESTING AREA

The Testing Areas provides registered industry users with the ability to view a sample solicitation form and upload their own sample proposal documents. Once uploaded, users can familiarize themselves with locating their test proposals and uploading more files. Do not use the Testing Area to upload important documents. All proposals in the Testing Areas will be deleted approximately every two weeks.

Only registered users may enter the testing area.

1. **Login to IIPS** via the e-Center home page.
2. Verify the **radio button for IIPS - Financial Assistance is selected**.
Or
2a. Click on the **radio button for IIPS - Procurement**.
3. Click on a view option such as **Number** from the Main View.
4. Click on the **Solicitation/FA Opportunity number** depending of the system selected.

DOE Acquisitions	**DOE Financial Assistance**
Vendor	Applicant
Testing Area	Testing Area

5. Click on the **Vendor/Applicant Testing Area** button depending on the system selected.
6. Click on the existing Sample Solicitation number.

Proceed to create a proposal cover page and upload your sample proposal documents.

7. Click on the **Create Proposal/Application** button.

DOE Acquisitions	**DOE Financial Assistance**
Create Proposal	Create Application

The **Proposal/Application Cover Page** will open with an initial tracking number at the top of the page.

8. Enter the Proposal/Application Subject.
9. Enter the Contractor/Applicant DUNS Code if the field is blank.
10. Verify the Address and Contact Information is correct.
11. Scroll to the bottom of the page if necessary.
12. Click on the **Continue** button.

By clicking the **Continue** button, the cover page is created in IIPS. The screen refreshes and the cover page reappears. A link to CCR Registry is now visible on the cover page. Clicking on the CCR link opens a new browser window with the CCR Search page displayed. Users can search for company information; only public information will be displayed. To return to the cover page, close the CCR window or click on the application button on the task bar.

13. Scroll to the bottom of the page.

The following proposal links will display depending on the system selected.

DOE Acquisitions	**DOE Financial Assistance**
Attach Volume 1/Offer and Other Documents	Attach Application
Attach Volume 2/Technical Proposal	
Attach Volume 3/Cost Proposal	
Attach Volume 4/Business Management Proposal	

14. Click on the **Attach Volume/Application** link.

The appropriate proposal volume type/application page will open.

15. Scroll to the bottom of the page.
16. Click on **each Browse** button to upload one file at a time.

If you are using Internet Explorer, the Choose File dialog box will open. Click on the file name to select it then click on the Open button. The file name will display in the appropriate Browse field.

17.Click on the **Submit** button when you are ready to save this page and its attachments.

If a Security Alert dialog box displays, click on the **Yes** or **OK** button. The upload dialog box will display indicating that files are being uploaded to the solicitation in the appropriate IIPS system. Do not click anywhere on the screen as it may cause the file upload to be incomplete.

The Submission Confirmation page will open with the solicitation number and the proposal tracking number. Print this page for your records. There are also two links on this page that will allow you to verify your submissions and submit more files or return to the opportunity document.

18. Please **click here to return to your cover page** to review submissions or attach more volumes.

The Proposal/Application Cover Page previously created will open. Scroll down the page to click on the desired link to attach more files. Once the submissions are completed and the Submission Confirmation page is displayed, return to the opportunity.

19. **Please click here** to return to the Opportunity page.

To exit the Vendor Testing Area, click on the **Go to Main View** button.

X. FILE ATTACHMENTS

A. DOWNLOADING

1. Move the cursor over the document hyperlink.
2. **Right click** on the mouse button to access the pop-up menu.

If using Netscape Navigator, select "Save Link As…"
If using Internet Explorer, select "Save Target As…"

The Save As dialog box opens.

3. Select the **path** to which the file should be saved.
4. **Rename the file**, as desired, by clicking in the file name box and typing in a new file name. This may be useful as several offerors could submit files with the same name.
5. Click on the **Save** button.

B. UPLOADING

The IIPS provides a method for users to upload file attachments onto online forms such as solicitations or proposals. To upload a file, complete the following steps.

1. Click on the **Browse** button.

The **Choose File** or similar dialog box will open. Navigate to the desired file by selecting the directory and/or path (i.e., c:\my documents\proposals\sf424.doc).

2. Click on the **filename** to select it.
3. Click on the **Open** button.

While the entire file path will display in the textbox next to the **Browse** button, only the file will be attached once the form is submitted.

4. Complete any **required fields** on the form.
5. Click on the **Submit** button.

XI. PRINT THE (WEB) PAGE

Netscape or Internet Explorer Users

1. Click on the **printer friendly icon** at the top of IIPS documents.
2. Click on **File** on the menu bar.
3. Select **Print**.

or

1. Click on the **Print button** on the navigation toolbar.

The Print dialog box opens.

2. Click on **OK**.
3. For some users, the Print Preview screen will open. Verify that the page you are printing does not extend beyond the margins.
4. Click on the **Print** button.

XII. GUIDANCE FOR SUBMITTING PROPOSALS

One of the capabilities of the IIPS is to allow the contractors to submit proposals for solicitations electronically. Submitting a proposal electronically requires the contractor(s) to prepare the proposal and save the file(s) on their own computer system. Afterwards, the file(s) containing the final proposal data can be uploaded from the contractor's computer to IIPS via the Internet. **A contractor must be registered and approved prior to submitting electronic proposals.**

A. CONFORMANCE

All files submitted on this site must be in the format specified by the Government in the Request for Proposals. If a contractor creates the file(s) using another software product, it is the contractor's responsibility to convert the file(s) into one of the above formats prior to uploading the file(s) electronically.

B. COMPRESSION FORMAT

In some cases, the proposals submitted in response to a Request For Proposal (RFP) may be too voluminous to be submitted electronically. As the nature of the proposal may create large and numerous files, offerors may also wish to use "Zip" file compression software. Using this compression software will diminish the file size, thus reducing the time needed to upload an offer. If you choose to use compression software, you will need to create a self-extracting executable (.exe) file. **In all cases offerors must follow the instructions set forth in the solicitation.**

C. SIGNED DOCUMENTS

Submission via IIPS constitutes electronically signing the documents. The names of the responsible person for that document must be entered on the signature line of the document. In

addition to submitting their proposal files electronically, offerors may be required to provide hard copies of documents requiring signature if instructed to do so by the contracting officer. *Review the solicitation submission instructions carefully!*

D. Evidence Of Offer

In the event that an offeror submits an electronic proposal file that is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained from the document, the contracting officer immediately shall notify the offeror and provide the opportunity for the offeror to submit clear and convincing evidence:

1. Of the content of the proposal as originally submitted; and
2. That Government software or hardware error, malfunction, or other Government mishandling caused the unreadable condition of the proposal.

E. Reasons For Being Removed From IIPS

Use of the web and encryption technology for the purpose of receiving offers or proposals is at the Government's discretion. Anyone deemed by the Government to have misused the system may be barred from submitting electronic proposals via the DOE Industry Interactive Procurement System. Misuse may take the form of: submitting vendor information to the IIPS Administrator mail box that is promotional in nature and not in response to a specific solicitation; failing to maintain the company's information; failing to maintain password security; or any act of malfeasance.

XIII. CONTACT INFORMATION

A. IIPS Help Center

The IIPS Help Center is responsible for updating user information that flows through the database. Users should submit changes to registration information such as employee's name, NAICS or Classification Codes, once they are already registered and approved.

A support staff has been created to assist users who have questions in regards to using the Industry Interactive Procurement System. A toll-free number, 1-800-683-0751, is available as shown on the Help page of the IIPS web site.

The toll-free number is 800-683-0751.

The toll-free number can be located at the following IIPS web page without logging in:

1. Click on the Browse Opportunities navigation button.
2. Click on the Enter IIPS option.
3. Click on the Main View button.
4. Scroll to the bottom of the page.

Or

4a. Click on the Help navigation button.

B. CONTRACTING OFFICER AND CONTRACT SPECIALIST

Any questions and comments regarding the direct content of solicitations and proposals submitted by you or your company should be addressed to the assigned Contracting Officer and/or Contract Specialist of the solicitation.

C. HELP

See Section on Help for additional information on acquiring assistance with using IIPS.

APPENDIX I: RULES OF BEHAVIOR REGARDING YOUR PASSWORD

Access to the Industry Interactive Procurement System (IIPS) application is granted to registered users based on certain password protection expectations. These expectations are as follows.

1. **Regarding your password for IIPS access, you agree to the following rules when changing your password.**

- The password contains between 8 and 10 non-blank characters.
- The password contains a combination of letters and numbers.
- The password employed by the user on this unclassified system is different than the passwords employed on the user's classified systems, if any.

2. **The above rules are the minimum for your password; however, to ensure that your password provides a strong level of security to protect your data, we suggest that you develop a password that meets the following guidelines.**

- The password contains between 8 and 10 non-blank characters.
- The password contains alphanumeric characters that include at least one special character (e.g., any one of the following special characters are acceptable #, $, %, *, @, &, and !).
- The password contains an alphabetic character in the first and last position.
- The password does not include the user's own or, to the best of his/her knowledge, close friends or relatives names, employee serial number, Social Security number, birth date, phone number, or any information about him/her that the user believes could be readily learned or guessed.
- The password does not, to the best of the user's knowledge, include common words that would be in an English dictionary, or from another language with which the user has familiarity.
- The password does not, to the best of the user's knowledge, employ commonly used proper names, including the name of any fictional character or place.
- The password does not contain any simple pattern of letters or numbers such as "qwertyxx" or "xyz123xx."
- The password employed by the user on his/her unclassified systems is different than the passwords employed on his/her classified systems.

Passwords that meet these more stringent guidelines provide much better protection than weaker passwords. IIPS cannot guarantee the security of your data if a weak password is used to access the application.

3. Additionally, you agree to protect your password in the following manner.

- Individuals must not share passwords except in emergency circumstances or when there is an overriding operational necessity.
- Individuals must not leave clear-text passwords in a location accessible to others or secured in a location whose protection is less than that required for protecting the information that can be accessed using the password.
- Individuals should not enable applications to retain passwords to avoid the login process.
- If recording your password information in an electronic file, do use a conspicuous filename such as "passwords".

4. The password must be:

- Changed –
  At least every 6 months,
  Immediately after sharing,
  As soon as possible, but within 1 business day after a password has been compromised, or after one suspects that a password has been compromised on direction from management.
- Properly recorded then placed out of sight from others.

5. Failure to comply with these instructions may result in denial of access to IIPS either for an indefinite period of time or permanently!

APPENDIX II WHAT IS FEDTEDS?

The Federal Technical Data Solution (FedTeDS) is an E-Gov initiative in the Integrated Acquisition Environment (IAE) designed to safeguard sensitive acquisition related information during the solicitation phase of the procurement cycle. FedTeDS enables the electronic dissemination of Technical Data Packages (TDPs) to the vendor community.

The information presented on the FedTeDS web site is considered Sensitive but Unclassified (SBU) and may not be distributed or copied unless otherwise specified. This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. For site management, information is collected for statistical and metric purposes. This Government computer system uses software programs to gather general user information such as domain name and IP address to create summary statistics. These summary statistics are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying optimum system performance or problem areas.

For site security purposes and to ensure that this service remains available to all users, this Government computer system also employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to the site.

In order to access information on FedTeDS you must register.

WHAT DO I NEED TO ACCESS FEDTEDS?

If you are a vendor or contractor you must fill out the Vendor Registration Form. All vendors must register with FedTeDS. Please note that in order to register as a vendor, you must have the following information:

- Your Company's Central Contractor Registration (CCR) Marketing Partner Identification Number (MPIN) (You can get this from your Company's CCR Point of Contact or from the CCR Website.)
- Your Company's DUNS Number or CAGE Code
- You're E-Mail Address
- You're Telephone Number

Your Company's CCR POC should be able to provide you with your company's MPIN. If your company does not have a CCR MPIN, your CCR POC must select one from the CCR website. Please note that although we update our feed from CCR on a daily basis, it takes approximately 48 hours for FedTeDS to receive any updates from CCR.

For additional assistance with the FedTeDS website, please contact the Ogden Electronic Business (EB) Operations Support Team (OST).

1-866-618-5988 (toll free) or 801-605-7095

cscassig@ogden.disa.mil. (Subject: FedTeDS Assistance)

Federal Technical Data Solutions (FedTeDS) Website and User Documentation:
http://fedteds.gov