



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

JUL 23 2001

DESC-CPA

CONTRACTING INSTRUCTION (CI): 01-12

MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Government-Wide Point of Entry for Federal Procurement Opportunities
(FedBizOpps)

By correspondence dated April 18, 2001, signed by Deidre Lee, Director, Defense Procurement (Attachment 1) all contracting activities are required to begin transitioning to FedBizOpps no later than July 30, 2001 to allow time for testing the new system. This system is to meet the requirement that any notice of agency requirements or notice of a solicitation for contract opportunities be provided through a single, Government-wide point of entry. FedBizOpps has been designated the single, Government-wide Point of Entry for information on Government contracts valued over \$25,000.

Further, all qualifying notices must be posted to FedBizOpps on and after 1 Oct 01, and provide access to solicitations via FedBizOpps. This access must include a URL address providing a link directly to the document, not just to our CBU or branch pages. These steps are necessary to comply with Section 850 of the National Defense Authorization Act for Fiscal Year 1998 (Public Law 105-85).

Correspondence dated May 22, 2001, signed by the Executive Director, Logistics Policy and Acquisition Management (Attachment 2) directs that all synopsis/notices for everything we currently synopsisize in the Commerce Business Daily (CBD), as well as for every other pre-solicitation notice we now prepare, should be created in FedBizOpps instead. Buyers should check the block to send the notice concurrently to the CBD.

Please note that there is a duplication of requirements to continue to submit to the CBDNet directly through December 2001. As of January 1, 2002 the CBD requirement will be met by our listing in FedBizOpps and checking the block to send the notice concurrently to the CBD.

DESC-CP is currently inputting all necessary data regarding procurement related personnel into FedBizOpps. As soon as each individual receives a temporary log-in/password via the system, he/she must change their password immediately for security purposes.

Federal Recycling Program



Printed on Recycled Paper

Attachment 3 to this Contracting Instruction (CI) is a two page handout concerning FedBizOpps. It contains the timeline of dates to be met for transition to FedBizOpps, helpful telephone numbers, web sites, the training site, the site for the FedBizOpps Government Buyers' Manual, and how to change a temporary FedBizOpps password.

Future point-of-contact for additions, deletions or changes to the personnel listings input into FedBizOpps will be DESC-CPC.

This CI is effective immediately and expires upon dissemination. Point of contact is Diana Baker, X7640.



COLLEEN A. MORRIS
Center Senior Procurement Official

Attachments



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON D C 20301-3000

APR 18

DP/MPI

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT), ASA (ALT)
EXECUTIVE DIRECTOR, ACQUISITION AND BUSINESS
MANAGEMENT, ASN (RD&A)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AOC
EXECUTIVE DIRECTOR FOR PROCUREMENT MANAGEMENT,
DLSC/DLA

SUBJECT: Government Wide Point of Entry for Federal Procurement
Opportunities

Section 850 of the National *Defense Authorization Act* for Fiscal Year 1998 (Public Law 105-85) requires, in part, that any notice of agency requirements or notice of a solicitation for contract opportunities be provided through a single, Government-wide point of entry. On August 21, 2000, a Federal Acquisition Regulation (FAR) proposed rule was published designating the Federal Business Opportunities (FedBizOpps) as the electronic government wide entry point for information on government contracts over \$25,000. With some exceptions, the proposed rule requires agencies to post all qualifying notices and provide access to solicitations on the FedBizOpps web site (<http://www.fedbizopps.gov/>) on and after October 1, 2001. A March 9, 2001 OMB memorandum re-affirms the necessity to move to a government wide entry point on that date. To meet the October 1, 2001 requirement and provide sufficient time for FedBizOpps to test DoD's synopsis and notice submissions and FedBizOpps' scalability, contracting activities should transition to FedBizOpps no later than July 30, 2001.

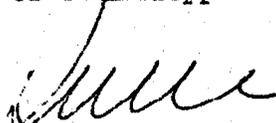
Attachments 1 and 2 respectively provide *guidance and the content and format* for the posting of synopses and notices with FedBizOpps (also available electronically at <http://www2.eps.gov/pilotGeneralInfo/Overview.html>). Attachment 3 provides guidance for solicitations. All unclassified DoD solicitations must be available to the public electronically by October 1, 2001. The interim rule contains some exceptions to posting synopses. However, I believe that the



DoD must use FedBizOpps to the maximum extent practicable. Therefore, unless I issue specific authority to a Department/Agency, no DoD actions other than classified contracts are exempt from the October 1, 2001 start date for solicitation availability. Please let me know as soon as possible if you have any contracting activities that cannot provide access to solicitations on FedBizOpps or DoDBusOpps using one of the methods described in Attachment 3.

Please designate a Department/Agency point of contact to obtain FedBizOpps login information and passwords from the General Services Administration. That person should be responsible for managing and distributing log-ins and passwords among your contracting activities. The General Services Administration point of contact is Mr. Wilbert Kelley who can be reached by phone at 202-208-2664 or by email at wilbert.kelley@gsa.gov.

The DoD Joint Electronic Commerce Program Office will act as DoD's interface with FedBizOpps and will provide technical assistance to your contracting activities if necessary. Please provide JECPO's DoDBusOpps Program Manager, Mr. Richard Clark (richard_clark@hq.dla.mil), a complete list of the automated procurement systems used by your contracting activities to interface with CBDNet or FedBizOpps as soon as possible.



Deidre Lee
Director, Defense Procurement

Attachments
(as stated)

FedBizOpps Transition Guidance

Synopsis and notice posting requirements

1. Contracting activities that are not using FedBizOpps must obtain FedBizOpps logins and passwords from their Department/Agency login/password points of contact.
2. Contracting activities that currently enter synopsis and notice via the CBDNet website or that provide a paper input to the CBD, must begin submitting data to FedBizOpps as soon as possible and, through December 31, 2001 also forward a copy of each synopsis or notice to the CBD. Copies can be forwarded by selecting the appropriate option on the FedBizOpps web page.
3. Contracting activities that automatically transmit notice or synopsis data from an existing procurement system to CBDNet should continue to send data to CBDNet through December 31, 2001 and must begin sending that data to FedBizOpps by July 30, 2001.
4. Contracting activities that currently use FedBizOpps to post synopses and notices should continue to do so.

FedBizOpps Transition Guidance

Synopsis and notice content and format

Presolicitation Notice Template

The Presolicitation template is used for the publication of notices for proposed acquisitions. FAR, Section 5.2 requires the submission of this document prior to the publication of any further actions. FBO will reject any other documents that refer to a specific solicitation without previous publication of the Presolicitation Notice for that solicitation.

Tag	Description	Format
<PRESOL>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC>	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	CBDNet users may use the same CBAC
<PASSWORD>	Password. Assigned by FBO System Administrator	CBDNet users may use the same password
<ZIP>	The Contracting Office's zip code	5 digits
<CLASSCOD>	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207(g))
<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	the classification code, two hyphens, and a brief title description of the synopsis	Up to 250 characters
<SOLNBR>	Unique (within given office) reference number for the	up to 50 characters

	solicitation	
<RESPDATE>	The deadline for the receipt of the responses.	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 30 days after deadline
<CONTACT>	The names and phone numbers of officials to contact in regard to the synopsis. If there are two points of contact, their information shall be separated by semicolon	Up to 300 characters
<DESC>	The narrative description of the procurement action	Up to 18,000 characters
<LINK>	The group tag; no data required	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site	Up to 100 characters
<EMAIL>	The group tag; no data required	
<ADDRESS>	The Government Agency contact's email address which will be listed in the background	Up to 250 characters
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email.	Up to 100 characters
<SETASIDE>	Identify set-aside acquisitions	Valid values are: "N/A", "Total HBCU", " Total Small Business", " Total Small Disadvantage Business", " Total HUB-Zone", " Total Women-owned Business", "Partial

		HBCU", "Partial Small Business", "Partial Small Disadvantage Business", "Partial HUB- Zone", "Partial Women-owned Business"
<POPADDRESS >	Place of Performance address	Up to 250 characters
<POPZIP>	Place of Performance postal code	up to 10 characters
<POPCOUNTRY >	Place of Performance country	up to 25 characters
</PRESOL>		

Notes:

1. All red tags represent required data.
2. * denotes validated data.
3. <LINK>, <URL>, and <DESC> are a group data and should be provided or omitted together.
4. <EMAIL>, <ADDRESS>, and <DESC> are a group data and should be provided or omitted together.

Example:

```
<PRESOL>
<DATE>0521
<YEAR>99
<CBAC>demo
<PASSWORD>DEMO
<ZIP>22030
<CLASSCOD>B
```

```
<OFFADD>Office of Environmental studies; 1323 Y Street;
Washington, DC 22030
<SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE
DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE
HOMELESS MENTALLY ILL POPULATION
```

```
<SOLNBR> 208-94-0008
<RESPDATE> 061399
<ARCHDATE> 071399
<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,
301-443-5329, Contracting Officer - Beatrice L. Woods, 301-443-
0043
```

<DESC>The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop and disseminate new knowledge about effective approaches to providing comprehensive community-based services to persons with serious mental illnesses who are homeless.

<LINK>

<URL>http://www.abc.gov

<DESC>Center for Mental Health

<EMAIL>

<ADDRESS>johndoe@usa.gov

<DESC>Center for Mental Health

<SETASIDE>Total Small Disadvantage Business

<POPADDRESS> Office of Environmental Studies; 1323 Y Street; Washington, DC 22030

<POPZIP>22030

<POPCOUNTRY>US

</PRESOL>

Award Notice Template

The Award template is used for the publication of the synopsis of contract awards. Its publication is required by FAR, Section 5.3.

<AWARD>		
<DATE>	Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day.	MMDD
<YEAR>	Year synopsis is submitted. Insert two digits for the year	YY
<CBAC>	User ID for the Office, Agency, or Location. Assigned by FBO System Administrator	CBDNet users may use the same CBAC
<PASSWORD>	Password. Assigned by FBO System Administrator	CBDNet users may use the same password
<ZIP>	The Contracting Office's zip code	5 digits
<CLASSCOD>	Either one alphabetic code or a two-digit code for service or supply that the synopsis should be listed under.	Valid classification code (FAR, Section 5.207(g))

<OFFADD>	The complete address of the contracting office	Up to 250 characters
<SUBJECT>	the classification code, two hyphens, and a brief title description of the synopsis	Up to 250 characters
<SOLNBR>	Unique (within given office) reference number for the solicitation	Up to 50 characters
<CONTACT>	The names and phone numbers of officials to contact in regard to this synopsis. If there are two points of contact, their information shall be separated by semicolon	Up to 300 characters
<AWDNBR>	Award reference number	Up to 50 characters
<AWDAMT>	Award amount	Up to ten digits preceded by a dollar sign (\$). Whole dollars only.
<LINENBR>	Contract's appropriate line item number	Up to 35 characters
<AWDDATE>	Award date	MMDDYY
<ARCHDATE>	The date when status of solicitation will be changed to inactive.	MMDDYYYY Default - 15 days after award date
<AWARDEE>	The name and address of the awardees	Up to 400 characters
<LINK>	The group tag; no data required	
<URL>	The Government Agency's URL that will be listed in the background (invisible to the user).	Up to 250 characters, consist of a restricted set of characters (see URL specification - RFC 2396)
<DESC>	Visible hypertext description provided to the user for linking to the related site	Up to 100 characters
<EMAIL>	The group tag; no data required	
<ADDRESS>	The Government Agency contact's email address which will be	Up to 250 characters

	listed in the background	
<DESC>	Visible hypertext description provided for linking to the Government Agency contact's email.	Up to 100 characters
</AWARD>		

Notes:

5. All red tags represent required data.
6. * denotes validated data.
7. <LINK, <URL, and <DESC are a group data and should be provided or omitted together.
8. <EMAIL, <ADDRESS, and <DESC are a group data and should be provided or omitted together.
9. Award notice is archived automatically

Example

```

<AWARD
<DATE0721
<YEAR99
<CBACdemo
<PASSWORDDEMO
<ZIP22030
<CLASSCODA
<OFFADDDefense Electronics Supply Center, 1507 Wilmington Pike,
Dayton, OH 22030
<SUBJECTA--AMPLIFIER, INTERMEDIATE FREQUENCY
<CONTACT Michele A Martin, Contract Specialist, Defense
Electronics Supply Center (405)123-4567
<AWDNBRSP0970-94-C-2102/SP0900-93-R-B419
<AWDAMT$89,856
<LINENBR 0001
<AWDDATE 070799
<ARCHDATE072299
<AWARDEE St Olektron Corp, Sub Of Signal Technologies, 28 Tozer
Rd, Beverly MA 019155579
<LINK
<URLhttp://www.fed.gov.gov
<DESCDefense Electronics Supply Center
</LINK
<EMAIL
<ADDRESS johndoe@usa.gov
<DESCDefense Electronics Supply Center
</EMAIL
</AWARD

```

FedBizOpps Transition Guidance

Solicitation requirements

The Joint Electronic Commerce Program Office (JECPO) and the General Services Administration are currently developing the DoDBusOpps/FedBizOpps links that some DoD contracting activities might need to provide access to DoD solicitations through FedBizOpps.

1. Contracting activities that currently post solicitations Lo FedBizOpps should continue to do so.
2. Contracting activities that currently post solicitations with, or provide access to solicitations through, DoDBizOpps may continue to do so but are encouraged to provide access to solicitations through FedBizOpps as soon as possible.
3. Contracting activities that have an electronic data transmission capability but are not currently providing access to solicitations through DoDBusOpps or FedBizOpps must begin providing access to solicitations through FedBizOpps as soon as possible but not later than October 1, 2001.
4. Contracting activities that do not have an electronic data transmission capability may use the Internet to forward solicitations to FedBizOpps as text (e.g. .doc, .txt, etc) or portable document format (pdf) files.



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY J-33
REFER TO

MAY 22 2001

MEMORANDUM FOR COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES
COMMANDER, TELEVISION-AUDIO SUPPORT ACTIVITY
DIRECTOR, DLA SUPPORT SERVICES

SUBJECT: Government Wide Point of Entry for Federal Procurement Opportunities

The attached memorandum from the Director of Defense Procurement (DDP) (Attachment 1) announces that "Federal Business Opportunities," or FedBizOpps, has been designated the single, Government-wide point of entry for information on Government contracts valued over \$25,000. With some exceptions, all agencies are required to post qualifying notices, synopses, and solicitations on the FedBizOpps web site (<http://www.fedbizopps.gov/>) as of October 1, 2001. The DDP memorandum directs that, in order to meet the requirement and to provide sufficient time to test DoD's submissions and FedBizOpps' capabilities, Defense contracting activities should transition to posting synopses and notices on FedBizOpps no later than July 30, 2001.

As a practical matter, this means that, for everything you currently synopsise in the Commerce Business Daily (CBD), as well as for every other pre-solicitation notice you now prepare, you should begin as soon as possible to create your synopsis/notice in FedBizOpps, instead, and check the block to send the notice concurrently to the CBD. You must use the format attached to the DoD memorandum; please provide the name and phone number of a point of contact who will be responsible for obtaining passwords and log-ins for your organization. Also, please confirm which automated procurement systems you will use to interface with FedBizOpps. For solicitation documents, if you are now sending these to DoDBizOpps or to Procurement Gateway, please continue to do so; you need not switch to the federal site. Furthermore, if you are not currently posting these documents electronically anywhere - in Procurement Gateway, DoDBizOpps, or FedBizOpps - please begin to do so via Procurement Gateway. This system has the capability of feeding into and linking with FedBizOpps; therefore, you will fulfill the October mandate by making your contractual documentation (i.e., solicitations and notices of award) available through the DLA-specific site.

Should you have any questions or concerns, please contact either of the action officers: Mr. Robert Gee, who can be reached at (703) 767-1439 (DSN 427-1439), or via email addressed to robert_gee@hq.dla.mil, or Ms. Mary Massaro, (703) 767-1366 (DSN 427-1366), whose address is mary_massaro@hq.dla.mil.


For WILLIAM J. KENNY
Executive Director
Logistics Policy and Acquisition Management

Attachment



July 2001

**Government Wide Point of Entry (GPE) for Federal Procurement Opportunities
(FedBizOpps)
(FBO)**

- The National Defense Authorization Act for Fiscal Year 1998 (Public Law 105-85) requires, in part, that any notice of agency requirements or notice of a solicitation for contract opportunities be provided a single, Government-wide point of entry (GPE)
- By letter dated 18 Apr 01, the Director of Defense Procurement (DDP) designated FedBizOpps (FBO) the single, Government-wide Point of entry for information on Government contracts valued over \$25,000; this requirement was passed to all of DLA by letter 22 May 01 from J-3
 - o Attachment 1 and 2 to the DDP letter provides guidance and the content and format for the posting of synopses and notices with FBO
 - o Attachment 3 provides guidance for solicitations
- All Agencies are required to post unclassified qualifying notices, synopses, and link to solicitations on the FBO web site (<http://www.fedbizopps.gov/>) as of 1 Oct 01
 - o DESC-CP is currently inputting all DESC procurement-related personnel data to FBO so that each person can obtain log-ins/passwords
 - FBO will notify each person directly of their temporary log-in/password via email
 - Each person must immediately change their password for security purposes (see directions below to change password)
 - o Training web site is identical in format to FBO site, and can be reached for training purposes at (<http://demo.eps.gov>) password/login: epsdemo
- Defense Contracting activities should transition to posting synopses and notices on FBO no later than 30 July 01 to allow time for testing of the systems
- CBD notices must be continued through 31 Dec 01 via CBDNet
 - o Agencies will no longer be required to provide notice in the CBDNet as of 1 Jan 02
 - o Begin checking block in FBO for concurrent listing in CBD immediately
 - o Note: there will be an overlap with dual posting directly to the CBDNet and also to FBO through 31 Dec 01
- You must use the format attached to the DDP memorandum (see attached letter)

- You must provide an exact URL link in your submittal to FBO to enable interested parties to reach solicitations, modification, etc.
- No DoD actions, other than classified contracts, are exempt from the 1 Oct 01 start date for automated solicitation availability
- This conversion to FBO is in a state of evolution and DESC-CP will provide further information to the CBUs as we receive it from J-3, JECPO and FBO
- Helpful web sites, phone numbers, etc.:
 - o Main web page for FedBizOpps: <http://www.fedbizopps.gov>
 - o Training web site for FedBizOpps: <http://demo.eps.gov>
Both log-in and password for training site is: epsdemo
 - o Help line for FedBizOpps: (877) 472-3779
 - o Email address for FBO help: fbo.support@gsa.gov
 - o FBO Government Buyers' Manual: At main web page for FBO, click on "FBO for Government Buyers". When the next screen opens, click on "FBO Government Buyers Manual". You do not need to log-in for this.
- To change a FBO password:
 1. Log-in to FedBizOpps (FBO) (<http://www.fedbizopps.gov>):
 2. click on "FBO for Government Buyers";
 3. click on "FBO login";
 4. fill in your temporary login information and click "login";
 5. click on "profile" (see top of screen);
 6. delete your current temporary password (displayed as *****);
 7. type in your new password (it will also display as *****);
 8. if you feel you may have entered a typo, delete it and re-type it, because you will not be able to see your password;
 9. be sure to click "save" at bottom of screen before exiting
- Recap of FBO dates to be met:
 - o Activities should transition to posting synopses and notices on FBO no later than 30 July 01 to allow for testing; at that time, begin checking block in FBO for concurrent listing in CBD
 - o Agencies are required to post unclassified qualifying notices, synopses, and solicitations on the FBO web site (<http://www.fedbizopps.gov/>) as of 1 Oct 01
 - o CBD notices must be continued via CBDNet through 31 Dec 01
 - o Agencies will no longer be required to provide notice via the CBDNet as of 1 Jan 02
 - o Note: there will be an overlap with dual posting directly to the CBDNet as well as to FBO through 31 Dec 01