

Initiating Final Proposal Revision

Training Document

Homepage


Solicitation

Solicitation Home Page

Closed Notices User Dashboard

Table of Contents

Roles	1
User Navigation	1
Final Proposal Revision	1
<i>Closed Notices User Dashboard Headers:</i>	<i>5</i>
<i>Closed Notices User Dashboard Filter Fields:</i>	<i>5</i>
<i>Offer Headers:</i>	<i>6</i>
<i>Offer Details Fields:</i>	<i>6</i>
<i>Solicitation / Combined Synopsis/Solicitation Notice Fields:</i>	<i>6</i>
Attachments	7
<i>Attachments Headers:</i>	<i>7</i>
Send Email to Vendor POC for Unreadable File Pop-up:	8
<i>Send Email to Vendor POC for Unreadable File Pop-up Fields:</i>	<i>10</i>
Late Offers	10
<i>Late Offer Headers:</i>	<i>10</i>
<i>Late Offer Details Fields:</i>	<i>10</i>
Consider Late Offer Pop-Up:	12
<i>Consider Late Offer Pop-up Field:</i>	<i>13</i>
Reject Late Offer Pop-Up:	13
<i>Reject Late Offer Pop-Up Field</i>	<i>15</i>

Roles	<p>Solicitation Roles with the capability to initiate a final proposal revision:</p> <ul style="list-style-type: none">• Solicitation Manager
User Navigation	<p>Log in to PIEE as a Solicitation Manager user to access the Solicitation Application. The Closed Notices User Dashboard is located on the Solicitation Module Homepage. Select the arrow icon to expand the Closed Notices User Dashboard.</p> <div data-bbox="294 422 546 719"></div> <div data-bbox="294 805 1255 1224"><div>User Dashboards</div><div>Open Notices ></div><div>Incomplete Notices ></div><div>Closed Notices ></div><div>Unsolicited Proposals ></div></div>
Final Proposal Revision	<p>Notices are filtered by entering data in the corresponding header. Control the number of entries displayed on the table by selecting an option on the Show # entries drop-down menu.</p> <p>Select the Notice ID of the notice that needs a final proposal revision. The notice's information page displays.</p>

Closed Notices				
Show 10 entries				
	Notice ID	PIEE Posted Date	Response Date	Description
	<input type="text" value="Filter"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="Filter"/>
+	S0512A24R1060	2025/03/28	2025/03/29 16:15 -06:00	
+	S0512A24R1061	2025/02/18	2025/02/19 09:40 -05:00	

The information of the notice is read-only. Click the **Offer** tab. The Offer page displays.

There have been 1 on-time offers submitted against this Solicitation.

S0512A24R1060

[Notice](#)
[Offer](#)
[Evaluation Committee](#)

Solicitation

Notice ID
S0512A24R1060

Solicitation Type
RFP


Click the **arrow** to display the offer information.

W912HN24R6218

Notice Offer

Source Selection Information - See FAR 2.101 and 3.104

Offeror CAGE	Offeror UEI	Offeror Name	Offer Date	Proposal Manager Name	Proposal Manager Email Address
			2025-05-14 01:18:17 PM Eastern Standard Time		



Indicate the offer is within the competitive range by selecting the **Proposal Within Competitive Range** checkbox. Selecting the checkbox enables the vendor to edit the offer and submit a revised version reflecting the discussions.

Mark all applicable offers and click the **Publish Changes** button to confirm changes.

Offer Details

☐ Alternate Offer

Offer Identifier

Date and Time Submitted [Equivalent time in UTC](#)

Proposal Manager Phone Number

☒ Solicitation S0512A24R1060 has updates that require your acknowledgment. To be considered for award you must acknowledge each update and submit (or resubmit) your response to ensure your response complies with the changes. By checking this box you acknowledge that you have read the terms and conditions of each update.

Proposal Within Competitive Range ☒ ¹

²

Successfully saving selections displays a message at the top of the screen stating: “The Notice and Offers have been updated.”

- The Notice and Offers have been updated.

The **Final Revision Date** and **Final Revision Date Time Zone** fields are located on the base notice. Click the **Notice** tab. For notices without updates, the base notice displays.

S0512A24R1060

Notice Offer Evaluation Committee

For notices with updates, locate the base notice in the **Update / Notice** history section at the bottom of the update. Click the appropriate **Update / Notice ID** link. The base notice displays.

Update / Notice					
Update / Notice ID	Description	Posted Date	Response Date	Attempted to Post to SAM	Notice Posted to SAM
S0512A24R1018		2025/04/21 21:25 UTC	2025-04-22 01:05 Eastern Standard Time		No

Enter the **Final Revision Date** and **Final Revision Date Time Zone** to set a time for offers to be updated by the vendors. Click the **Publish Changes** button to confirm changes.

Successfully publishing the Final Revision Date displays a message at the top of the screen stating: “The Notice and Offers have been updated.”

- The Notice and Offers have been updated.

Closed Notices User Dashboard Headers:

- Notice ID (*hyperlink*)
- PIII Posted Date
- Response Date
- Description
- Restricted
- Notice Type
- PSC
- NAICS
- Set Aside
- Number of Offers

Closed Notices User Dashboard Filter Fields:

- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Notice ID
- PIII Posted Date (*format: YYYY-MM-DD*)
- Response Date (*format: YYYY-MM-DD HH:MM Time Zone*)
- Description
- Restricted (*options: Y / N*)
- Notice Type
- PSC (*must be numeric characters*)

- NAICS (*must be numeric characters*)
- Set Aside
- Number of Offers

Offer Headers:

- Offeror CAGE
- Offeror UEI
- Offeror Name
- Offer Date (*format: YYYY-MM-DD HH:MM:SS Time Zone*)
- Proposal Manager Name
- Proposal Manager Email Address

Offer Details Fields:

- Alternate Offer (*read-only*)
- Offer Identifier (*read-only*)
- Date and Time Submitted (*format: YYYY-MM-DD HH:MM:SS Time Zone; read-only*)
- Proposal Manager Phone Number (*read-only*)
- Update Acknowledgment (*checkbox, if applicable; read-only*)
- Proposal within Competitive Range (*checkbox*)

Solicitation / Combined Synopsis/Solicitation Notice Fields:

- Notice ID (*read-only*)
- Solicitation Type (*read-only*)
- Response Date (*read-only*)
- Response Date Time Zone (*read-only*)
- Set Aside Code (*read-only*)
- Primary Solicitation Manager (*field pre-populates Primary Solicitation Manager's name*)
- Secondary Solicitation Managers (*field pre-populates Secondary Solicitation Managers' names, if previously entered*) (*field is blank, if Secondary Solicitation Manager is not selected*)
- Final Revision Date (*format YYYY/MM/DD HH:MM; cannot be a past date*)
- Final Revision Date Time Zone (*searchable drop-down*)
- Description * (*read-only*)



Offer Details Buttons:

- Offer Tab (*leads to the Offer screen*)
- Arrow Button (*to view offer details*)
- Add (*to add an offer*)

Buttons:

- Proposal within Competitive Range (*checkbox*)
- Publish Changes (*to publish changes made to offer*)


	<ul style="list-style-type: none">• Add Update (<i>to update notice</i>)• Previous (<i>leads back to previous page</i>)• Home (<i>leads to Solicitation home page</i>)• Save as PDF (<i>to download opened notice to local machine</i>)• Help (<i>to display help information</i>) <p><i>NOTE: Any offer not marked as within competitive range is not editable, thus preventing the vendor from submitting a revised offer.</i></p>
Attachments	<p>To download attachments included with the offer, click the document's hyperlink in the File column or the Download All Attachments button at the bottom of the page.</p> <p><i>Attachments Headers:</i></p> <ul style="list-style-type: none">• Name• File (<i>hyperlink</i>)• Date (<i>format: YYYY-MM-DD</i>)• Document Type (<i>options: Attachment / MSDS</i>)• Mark File Unreadable• Action<ul style="list-style-type: none">○ Evaluation Committee <p><i>Action Buttons:</i></p> <ul style="list-style-type: none">• Evaluation Committee (<i>hyperlink; navigates to User with Access screen</i>) <p><i>Buttons:</i></p> <ul style="list-style-type: none">• File (<i>hyperlink; downloads listed attachment</i>)• Mark File Unreadable Icon (<i>navigates to Send Email to Vendor POC for Unreadable File pop-up</i>)• Download All Attachments (<i>downloads all notice's attachments to which the user has been given access</i>)

Attachments					
Name	File	Date	Document Type	Mark File Unreadable	Action
dummy	dummy.txt	2025/06/04	MSDS		Evaluation Committee
dummy__1_	dummy__1_.txt	2025/06/04	Attachment		Evaluation Committee
Offer Submission Confirmation	OfferSubmissionConfirmation_20250604143738.pdf	2025-06-04			Evaluation Committee

 **Download All Attachments**

Send Email to Vendor POC for Unreadable File Pop-Up:

Select the **Mark File Unreadable** icon to indicate that all or a portion of a file is unreadable and requires resubmission by the Offeror. A pop-up displays.

Attachments				
Name	File	Date	Document Type	Mark File Unreadable
dummy	dummy.txt	2025/06/09	Attachment	

The Vendor's information is pre-populated into the fields. Details and instructions are editable in the mandatory fields. Click **Send Email**.

Send Email to Vendor POC for Unreadable File:

Vendor Name:
[Redacted]

Vendor POC First and Last Name *

Vendor POC Email *

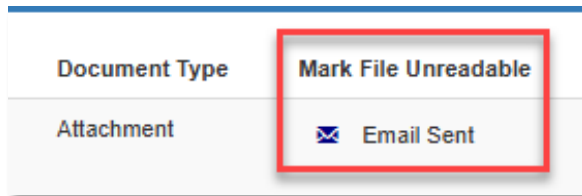
Section of Proposal that is Unreadable *

Instructions for Resubmit *

A pop-up displays asking: “Are you sure you want to mark this attachment as unreadable and send an email to the vendor?” Click **OK** to send the Vendor an email notification for resubmission.

Are you sure you want to mark this attachment as unreadable and send an email to the vendor?

The document displays a status of **Email Sent** in the **Mark File Unreadable** column.



Send Email to Vendor POC for Unreadable File Pop-up Fields:

- Vendor Name (*auto-populated from Offeror's CAGE code; not editable*)
- Vendor POC First and Last Name * (*pre-populated*)
- Vendor POC Email * (*pre-populated*)
- Section of Proposal that is Unreadable * (*pre-populated*)
- Instructions for Resubmit *

Send Email to Vendor POC for Unreadable File Pop-up Buttons:

- Send Email (*displays confirmation message*)
- Cancel (*to disregard changes and close pop-up*)

Confirmation Pop-Up Buttons:

- OK (*sends email notification to Vendor*)
- Cancel (*to disregard changes and close pop-up*)

Late Offers

An email notification is sent when an offer is submitted against a solicitation. After the response date passes, late offers submitted against a solicitation are viewable.

Click the **Late Offer** tab. Click the arrow adjacent to the late offer to view the **Late Offer Details**.

Late Offer Headers:

- Offeror Cage
- Offeror UEI
- Offeror Name
- Offer Date (*format: YYYY/MM/DD HH:MM:SS Time Zone*)
- Proposal Manager Name
- Proposal Manager Email Address

Late Offer Details Fields:

- Alternate Offer (*not available for selection; Proposal Managers only*)
- Offer Identifier (*read-only*)

- Date and Time Submitted (*read-only*)
- Proposal Manager Phone Number (*read-only*)

Buttons:

- Late Offer tab (*leads to late offer details*)
- Arrow Button (*to view offer details*)
- Consider Late Offer (*to accept late offer*)
- Reject Late Offer (*decline late offer*)

There have been 0 on-time offers and 1 late offers submitted against this Solicitation.

S0512A24R1051:

Notice Offer **Late Offer** Evaluation Committee Award

1

Source Selection Information - See FAR 2.101 and 3.104

Offeror CAGE	Offeror UEI	Offeror Name	Offer Date	Proposal Manager Name	Proposal Manager Email Address
			2025-02-10 05:57:00 PM Eastern Daylight Time		

2

>

Late Offer Details

☐ Alternate Offer

Offer Identifier 123456-

Date and Time Submitted 2025-01-30 11:50:05 AM Eastern Standard Time [Equivalent time in UTC](#)

Proposal Manager Phone Number 9996665555

Consider Late Offer Reject Late Offer

Consider Late Offer Pop-Up:

Select **Consider Late Offer** to consider the offer.

Late Offer Details

☐ Alternate Offer

Offer Identifier

123456-

Date and Time Submitted

2025-01-30 11:50:05 AM Eastern Standard Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

Consider Late Offer

Reject Late Offer

A pop-up displays asking: “Are you sure you want to accept this late offer for consideration?” Select a **Late Reason** in the drop-down menu. Click **Yes** to accept the late offer.

Consider Late Offer

Are you sure you want to accept this Late offer for consideration?

Late Reason

Only Offer Received

Only Offer Received
Evidence shows receipt at Government installation and was under Government control prior to response due date

Yes

No

Successfully accepting the late offer displays a confirmation message and the **Late Reason** selected stating: "It was determined that the late offer could be considered for award and is now accessible from the Offer tab."

It was determined that the late offer could be considered for award and is now accessible from the Offer tab. Reason: Only Offer Received.

Upon consideration of the late offer, the offer and its attachments are now available on the Offer tab.

Consider Late Offer Pop-up Field:

- Late Reason (*drop-down*)
 - Only Offer Received
 - Evidence shows receipt at Government installation and was under Government control prior to response due date

Late Offer Details Buttons:

- Consider Late Offer (*to accept late offer*)
- Reject Late Offer (*decline late offer*)

Consider Late Offer Buttons:

- Yes (*to accept late offer*)
- No (*to disregard changes and close pop-up*)

Reject Late Offer Pop-Up:

Select **Reject Late Offer** to reject the offer.

Late Offer Details

☐ Alternate Offer

Offer Identifier

123456-

Date and Time Submitted

2025-01-30 11:50:05 AM Eastern Standard Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

Consider Late Offer

Reject Late Offer

A pop-up displays asking: “Are you sure you want to reject this Late offer?” An optional field is available to state the reason for rejection. Click **Yes** to reject the late offer.

Reject Late Offer

Are you sure you want to reject this Late offer?

Please enter the reason(Optional):

Yes

No

Successfully rejecting the late offer displays a confirmation message with the **Reason** stating: “It was determined the late offer will not be considered for award.” The reason entered in the optional field is displayed.

It was determined the late offer will not be considered for award. Reason:

To download attachments included with the offer that displays after rejecting the late offer, refer to the [Attachments](#) section of this training document.

If a Late Offer is rejected before a related Award notice is posted, the attachments on the Late offer are not visible until the Award notice is posted. For more information on **creating a related Award Notice**, refer to the [Create Related Notice](#) training; located on the **WBT > Solicitation > Create New Notices/Posting Updates > Create Related Notice**.

Reject Late Offer Pop-Up Field:

- Reason (*optional*)

Late Offer Details Buttons:

- Consider Late Offer (*to accept late offer*)
- Reject Late Offer (*decline late offer*)
- Validate Offer Signature (*to verify signature*)
- Download All Attachments (*to bulk download attachments*)

Reject Late Offer Pop-Up Buttons:

- Yes (*to reject late offer*)
- No (*to disregard changes and close pop-up*)